



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 12/19/2014

Position Title: Court Clerk II - Pos. #204 **Job Order #** 10967769

Job Description: Perform technical clerical work in the Associate Civil - Garnishment Department

Requirements: Minimum data entry speed of 8,000 keystrokes per hour. High School diploma or equivalent.

Position Title: Court Clerk III - Pos. #009 **Job Order #** 10967761

Job Description: Perform technical clerical work in the Courtroom Services Department - Division 34

Requirements: Minimum data entry speed of 9,000 keystrokes per hour. High School diploma or equivalent.

Position Title: Medical Service Coordinator **Job Order #** 10964336

Job Description: The incumbent will work in collaboration with medical and non-medical case managers in the region

Requirements: Bachelor's degree in Social Work, Counseling, Sociology, Public Health, Nursing, Psychology

Position Title: Assistant Head Cashier **Job Order #** 10966149

Job Description: The ideal candidate must have the ability to effectively communicate policies and procedures in a manner easily understood by associates and customers. For other location check this job order **10966156**.

Requirements: High school diploma, GED, or equivalent experience. Key Carrier At least 1 year of related work experience.

How To Apply

Log onto **Jobs.Mo.Gov** and enter the Job Order Number in the "Search" box to learn more about these jobs, as well as thousands of additional openings throughout Missouri, all at **NO COST**. If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Head Cashier **Job Order #** 10966058

Job Description: Demonstrated understanding of functions related to cashiering, bookkeeping, customer service and product warranties/exchange. For other locations check these job orders: **10966100, 10966095**

Requirements: 2+ progressive years of experience in retail and/or customer service related field.

Position Title: Pricing Coordinator **Job Order #** 10966154

Job Description: Effectively communicate policies and procedures in a manner easily understood by all levels of staff.

Requirements: High school diploma, GED or equivalent experience. May require a valid State driver's license and/or Fork Lift Certification

Position Title: Retail Cashier **Job Order #** 10966127

Job Description: Operates a POS system receiving payments of cash, checks and credit card charges from customers. For other locations check these job orders: 10966147 and 10966157

Requirements: High school diploma, GED or equivalent experience. At least 1 year related work experience

Position Title: Part-time Call Center Agent **Job Order #** 10964255

Job Description: The call center patient advocate is a direct customer interfacing position that is responsible for handling inbound calls in a polite, courteous manner.

Requirements: Fluency in Spanish is a plus but not required.

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Position Title: 2015 Saint Louis ZOO JOB FAIR **Job Order #** 10959973

Job Description: Energetic, responsible, and SERVICE ORIENTATED people are needed for Spring, SUMMER, and FALL 2015 positions throughout the ZOO.

Requirements: JOB FAIR, January 10, 2015 9am to 12 noon

Position Title: Manager, Regional Sales **Job Order #** 10959824

Job Description: Individuals without a four-year degree can substitute extensive business aviation and/or military experience in lieu of the degree.

Requirements: Should possess a Bachelors' degree from an accredited four-year college or university.

Position Title: Customer Relations Specialist **Job Order #** 10969234

Job Description: BBB St. Louis currently has openings in its Customer relations department. Previous experience is a plus.

Requirements: Computer proficient. Good typing skills are essential. An excellent command of the English language is a must.

Position Title: IT Help Desk Technician **Job Order #** 10959773

Job Description: Resolve 1st level technical service requests and incidents regarding computer hardware, software, network, mobile devices, security, and telecommunications systems.

Requirements: 2 years of experience with computer and server operations; hardware and software

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Position Title: Manager Tax Corporate Office **Job Order #** 10959790

Job Description: The timely preparation and filing of all federal income tax returns, taking filing positions, consistent with the law

Requirements: Bachelors degree

Position Title: Office Associate **Job Order #** 10956426

Job Description: Read plans to ascertain length of lines, size and type of structures to be constructed for sewer inventory

Requirements: Graduation from high school or equivalent, and four years of progressively responsible experience in administrative support and/or construction work.

Position Title: Armed Vault Worker **Job Order #** 10958166

Job Description: Check identifying numbers or seals on bags of deposits and/or change shipments against the receipts accompanying each bag

Requirements: Highest grade completed in each school category (Grade, High, College, Grad School)

Position Title: Licensed Sales Agent **Job Order #** 10943456

Job Description: Will be responsible for maintaining a good relationship with current clients, handling current client accounts/policies, calling and answering calls from current clients

Requirements: Minimum high school graduate or equivalent. Active Health Insurance License Required

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Position Title: Director of Event Management **Job Order #** 10947101

Job Description: Directly supervises six full-time employees (Assistant Director of Event Management, Event Coordinators/Managers, and Administrative Assistant) and five or more part-time employees

Requirements: Travel may be required. Work a flexible schedule, to include, nights, weekends, and holidays.

Position Title: MANUFACTURING TECH **Job Order #** 10887039

Job Description: Machine Operator with solid manufacturing experience, preferably in plastic manufacturing.

Requirements: PLC experience preferred. Need basic computer skills. High school diploma required.

Position Title: Systems Administrator **Job Order #** 10969277

Job Description: Determines operational requirements by identifying PC workload requirements; analyzing processes and procedures; measuring physical layout requirements.

Requirements: U.S. Citizen must be able to receive a government Secret clearance

Position Title: Secure Network SME **Job Order #** 10969275

Job Description: Ability to provide network engineering support for a broad range of initiatives.

Requirements: Duty hours are Mon Fri, 7:30 to 4:30. Some travel is required

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