



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 02/20/2015

Position Title: Utility Worker **Job Order #** 11063486

Job Description: This is physically demanding outside work performing semi-skilled labor and equipment operation duties necessary to maintain municipal parks, boulevards, and vacant properties.

Requirements: Must possess and maintain a valid driver's license while employed by the City of St. Louis. Please note type of license, number, class and expiration date on the Employment Application.

Position Title: Laborer **Job Order #** 11063476

Job Description: This is physically demanding outside work performing manual labor duties necessary to maintain municipal parks, boulevards, and vacant properties.

Requirements: Applicants who do not possess a Missouri driver's license will be required to present a "Driving Record Check" from their State's Department of Motor Vehicles.

Position Title: Electronic control systems Technician I **Job Order #** 11063468

Job Description: Responsible for maintaining the security system and its components; the Building Automation System; servers, software, and hardware for the intercom system

Requirements: Associate's degree in Electronic Engineering Technology

Position Title: Probationary fire private **Job Order #** 11063463

Job Description: This is work as a team member at various life threatening emergency medical scenes and fire scenes, extinguishing fires and operating a variety of fire and medical equipment, apparatus, and tools.

Requirements: Applicants must be at least 18 years of age by June 30, 2015. A valid driver's license is required

How To Apply

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Position Title: Engineering Manager II **Job Order #** 11063458

Job Description: Incumbent will supervise a multi-disciplined design staff consisting of architects, engineers, surveyors, and drafters engaged in the preparation of plans

Requirements: A Bachelor's degree in Architecture, Civil, Mechanical, or Electrical Engineering, or closely related field from a nationally accredited college or university

Position Title: Accounting Manager II **Job Order #** 11063429

Job Description: Responsible for overseeing the accounting functions and/or financial management of a major City department or City-wide functional area.

Requirements: A Bachelor's degree in Accounting, Finance, or a closely related field, which would indicate possession of strong accounting/finance skills.

Position Title: Asst. Provost for Academic Innovation and Effectiveness **Job Order #** 11061835

Job Description: Responsible for the implementation, oversight and management of the University's experiential learning and assessment initiatives.

Requirements: Strong organizational and time-management skills are necessary, and previous experience in building collaborative partnership with faculty and industries is desired.

Position Title: Training Curriculum Manager **Job Order #** 11061809

Job Description: Excellent project management skills and ability to deliver within a highly involved corporate environment.

Requirements: ASE or Master ASE certification preferred or equivalent experience.

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Position Title: Coordinator **Job Order #** 11061657

Job Description: Coordinates all PASE workshop logistics, including accommodations, shuttle transportations, catering, registration materials, adequate student staffing, and post course evaluation summaries.

Requirements: _____

Position Title: Baggage Associate – Part Time **Job Order #** 11061661

Job Description: Complete reports necessary for passengers, baggage, and shipment of items.

Requirements: May work days, evenings or nights. Must be able to lift up to 100 pounds.

Position Title: Catering Production Cook on call **Job Order #** 11059424

Job Description: Responsible for the proper preparation, set up and execution of catering functions.

Requirements: Must be able to pass criminal background check.

Position Title: Catering Servers **Job Order #** 11059428

Job Description: Responsible for preparing and serving food at scheduled functions under the supervision of the catering manager.

Requirements: Ability to interact with diverse and high volume customer base in a friendly and efficient manner.

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Position Title: Catering Servers on call **Job Order #** 11059415

Job Description: Responsible for preparing and serving food at scheduled functions under the supervision of the catering manger

Requirements: Server is required; experience with off site catering is preferred.

Position Title: Cafe Supervisor **Job Order #** 11059409

Job Description: Responsible for ensuring Cafe processes are managed to the highest level of performance and quality.

Requirements: At least 1 year working in a high volume restaurant kitchen, or similar working experience.

Position Title: Cook Line **Job Order #** 11058130

Job Description: Responsible for the proper preparation, set up and execution of a particular station or dish

Requirements: This position requires flexible availability including morning, mid, evening and night shifts during the week and weekends.

Position Title: Substance Abuse Counselor **Job Order #** 11056494

Job Description: Completing comprehensive assessments of clients substance abuse history and treatment requirements and developing individualized treatment plans

Requirements: Bachelor's degree in psychology, counseling, social work or a related fields a plus.

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Position Title: Accounting Clerk II **Job Order #** 11057928

Job Description: Performs accounts payable functions, typing and mail handling for the Finance Department.

Requirements: A High School Diploma or equivalent required and two years of experience in accounting or related clerical field required. Formal Accounting courses preferred.

Position Title: Behavioral Clinic Consultant **Job Order #** 11056541

Job Description: Review of outpatient treatment plans for services that on initial review, a Masters level employee is unable to grant authorization

Requirements: Requests for psychological or neuropsychological testing. Must be a licensed doctoral level (Ph.D. or Psy.D.) Psychologist

Position Title: Laboratory Technician **Job Order #** 11056481

Job Description: Perform automated and manual test procedures on blood samples to assure the safety, potency and purity of the blood supply

Requirements: Bachelor's degree from an accredited institution with a major in a biological science or medical technology required

Position Title: Internal Audit Administrative Assistant **Job Order #** 11055926

Job Description: The main purpose of this position is to provide executive administrative and secretarial support to the Chief Audit Executive.

Requirements: High School diploma or 5+ year's administrative assistant experience required.

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Position Title: Part Time Package Handler **Job Order #** 11055901

Job Description: Numerous part time openings for Package Handlers in the Overland, Mo area.

Requirements: At least 18 years of age or older, able to do constant lifting and also pass extensive Criminal background check.

Position Title: Tournade Cook/ Lambert St Louis Airport **Job Order #** 11055756

Job Description: The Tournade Cook is responsible for coordinating food production, preparation and presentation, and is able to rotate through all food stations to ensure a high quality products is served to the customer.

Requirements: Requires advanced food knowledge pertaining to Soups, Sauces and Pantry

Position Title: Controller **Job Order #** 11056814

Job Description: Maintain accounting records and facilitate the handling of the financial affairs of the AGC of Missouri

Requirements: Bachelors degree

Position Title: Ball Park Village - dishwasher **Job Order #** 11051605

Job Description: Clean dishes, pots, food preparation equipment, and utensils.

Requirements: Prior experience preferred. Must speak fluent English. We are looking for energetic and professional people for our team.

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Position Title: MANUFACTURING TECH **Job Order #** 11058967

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 #** 11021704

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 #** 11021703

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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