



# Hot Jobs

*in St. Louis*

SLATE American Job Center

[www.jobs.mo.gov](http://www.jobs.mo.gov)

Version Date: 03/13/2015

**Position Title:** Warehouse Clerk **Job Order #** 11106448

**Job Description:** To maintain offsite records storage facility to insure well-organized and efficient accessibility of all records, titles, deeds, and files from every department.

**Requirements:** Valid driver's license required to operate company vehicle

**Position Title:** Cooks Full time at Washington University **Job Order #** 11106421

**Job Description:** General culinary knowledge of basic kitchen practices, protocols and procedures.

**Requirements:** 2 years of equivalent experience working in a high volume restaurant kitchen.

**Position Title:** Cashiers **Job Order #** 11106395

**Job Description:** Responsible for managing the proper transaction of food sales and customer service for a diverse high volume food service operation.

**Requirements:** This position requires flexible availability including morning, mid, and evening shifts during both weekdays and weekends.

**Position Title:** OJT - Lead Senior .NET Developer **Job Order #** 11065480

**Job Description:** This candidate has the opportunity to embark on an exciting campaign to continue to develop Order Entry, Pricing, Inventory, Purchasing, E-Commerce and Warehouse management program

**Requirements:** Minimum of 3-4 years of professional experience within information technology.

## How To Apply

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**Position Title:** Director of Program Operations - OJT **Job Order #** 11079204

**Job Description:** This person is the point of contact for ensuring the quality control measures are put forth to the outside vendors & acts as a secondary conduit between the program & WCG clients.

**Requirements:** At least 3 years experience with Data Management (SQL etc), excellent computer skills & proficient in comma & tab delimited systems as well Microsoft Office Systems.

**Position Title:** Enrollment Counselor **Job Order #** 11089966

**Job Description:** Recruit, enroll, and assist new students who apply for the university's degree programs, certificates & online courses.

**Requirements:** Bachelor's Degree preferred (or actively pursuing a Bachelor's Degree). Analytical and problem solving skills required. Strong reasoning ability

**Position Title:** Manufacturing Technician Facility Cleaning **Job Order #** 11102622

**Job Description:** Responsible for the routine performance of operations in support of the manufacture of commercial and clinical biologics.

**Requirements:** Bachelors degree a plus, up to 3 years industry experience a plus

**Position Title:** Customer Service Rep **Job Order #** 11102562

**Job Description:** Successful candidates will have demonstrated excellent communication and customer service skills when working with the general public and co-workers.

**Requirements:** A high school diploma or GED is required, and Associate's degree preferred.

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**Position Title:** Adoption Counselors / Animal Care Positions      **Job Order #** 11102549

**Job Description:** The Humane Society of MO is currently accepting applications for adoption counselors and animal care position.

**Requirements:** Positions require strong communications skills, customer service, and animal handling experience.

**Position Title:** ENGINEERING MANAGER II      **Job Order #** 11102401

**Job Description:** The Division is responsible for the design of projects within City facilities and public rights-of-way and the incumbent will be responsible for the overall administration of the engineering, transportation, development

**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 #** 11102396

**Job Description:** This position will be responsible for Accounts Payable, Accounts Receivable, Financial Reporting, General Ledger, Reconciliations, and may include Grants Management or Budget Preparation.

**Requirements:** A Bachelor's degree in Accounting, Finance, or a closely related field, which would indicate possession of strong accounting/finance skills, at least 5 years of progressively responsible accounting/auditing experience

**Position Title:** Customer Service Representative      **Job Order #** 11099653

**Job Description:** Receive inbound calls from our Aftermarket Customers throughout North America.

**Requirements:** Must have excellent communication and telephone skills; data entry or good typing skills; must be bilingual and fluent in both English and French

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**Position Title:** Room Attendant **Job Order #** 11099648

**Job Description:** Makes beds, cleans rooms (bathroom, bedroom, sitting room, etc.), dusts, vacuums, washes windows/tracks, reports maintenance deficiencies and removes trash, dirty linens, towels

**Requirements:** \_\_\_\_\_

**Position Title:** Supervisor Manufacturing **Job Order #** 11099537

**Job Description:** Will lead a team responsible for manufacturing GMP commercial and clinical biologics via cell culture and purification, in a clean room environment.

**Requirements:** Must be a self-starter, organized, and computer competent individual.

**Position Title:** Facilities Mechanic - Electrical **Job Order #** 11099472

**Job Description:** Willing to contribute improvement ideas & suggestions to help continue the success of the plant. Operate, maintain & troubleshoot all production equipment associated within the department

**Requirements:** Ability to read, analyzes, and interprets common scientific and technical journals

**Position Title:** CDL-B Driver **Job Order #** 11099429

**Job Description:** Looking for full time Drivers to transport and set up supplies at community based blood drives in the greater St Louis area.

**Requirements:** Qualified applicants will have a valid Commercial Drivers License (CDL) class A or B and a clean driving record.

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**Position Title:** Route Sales Representative **Job Order #** 11092827

**Job Description:** Responsible for early morning delivery of our bakery products on a timely basis to grocery stores, restaurants, schools, etc

**Requirements:** High School Diploma/GED, 1 - 3 Years experience

**Position Title:** Hotel room attendants **Job Order #** 11089597

**Job Description:** Maintain the hotel rooms and building to ensure safe and clean experience for hotel guests, associates and vendors.

**Requirements:** Ability to push and/or pull equipment weighing up to 100 lbs, must have the ability to communicate in English.

**Position Title:** Accountant- Accounting Clerk **Job Order #** 11089491

**Job Description:** Furnish information on expenses, income, or other data required upon request, i.e., work hours, paid invoices, prepare schedules, make all record available and assist with annual audit

**Requirements:** \_\_\_\_\_

**Position Title:** Wellness Manager **Job Order #** 11088002

**Job Description:** Responsible for enhancing and administering Ameren's wellness strategy for improving the well-being of co-workers and their families, and oversight of the wellness initiatives

**Requirements:** Three or more years of health promotion leadership experience required

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**Position Title:** Real Estate Agent **Job Order #** 11087993

**Job Description:** The Real Estate Agent negotiates and successfully closes purchases and sales of real estate in fee and also negotiates and acquires easements

**Requirements:** Bachelor's Degree from an accredited college or university required.

**Position Title:** Treatment Plant Operator Trainee III **Job Order #** 11087617

**Job Description:** Under supervision, assists operators in the operation and maintenance of wastewater treatment plants , processes and equipment, operates, maintains, and adjusts a variety of pumps

**Requirements:** Must possess a valid driver's license issued by the state in which the employee resides.

**Position Title:** Career Engineer **Job Order #** 11087824

**Job Description:** Career Engineer provides detailed architecture, design, implementation, and support for critical hardware and software users of the Local Area Network

**Requirements:** Bachelor of Science Degree in Electrical or Computer Engineering from an accredited college or university is required.

**Position Title:** Electrician **Job Order #** 11083239

**Job Description:** Performs skilled maintenance, installation, repair and troubleshooting work involved with electrical systems.

**Requirements:** High school diploma or GED required; and certification of successful completion from electrical technical program with a minimum of five years working experience relevant to electrical industry.

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**Position Title:** Lab Technician **Job Order #** 11083403

**Job Description:** Manufacture, store and distribute blood products/samples. Maintain manual and computer records associated with production or testing.

**Requirements:** High school diploma or equivalent required. Some college coursework is preferred.

**Position Title:** Technical Service Associate **Job Order #** 11083341

**Job Description:** Incumbent solves problems with well defined scientific principles and company direction.

**Requirements:** Requires a BA or B.S. in a scientific discipline relevant to the area of the assignment, 0-2 years of related experience, strong PC skills

**Position Title:** Loss Prevention Associate **Job Order #** 11083337

**Job Description:** Exercise good judgment and make the right decisions under pressure

**Requirements:** Description A Missouri Security Guard card is required. High School Diploma or G.E.D.

**Position Title:** Implementation Project Manager **Job Order #** 11083104

**Job Description:** Builds and maintains working relationships with clients, team members, and other departments involved in the projects.

**Requirements:** Knowledge of industry accepted (PMI?) project management practices and processes, preferred but not required

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**Position Title:** Patient Accounts Representative      **Job Order #** 11083039

**Job Description:** The position will ensure best practices are adopted in the area of pre-billing, cash posting, refund/credit balance processing, billing, and monitoring claim status.

**Requirements:** High School Diploma or GED, <2 years experience.

**Position Title:** Patient Accounts Representative-Self Pay-1133239      **Job Order #** 11083036

**Job Description:** Provides expertise in the area of insurance collection activities related to hospital billing for services provided.

**Requirements:** Preferred Requirements: 2-5 years experience, Services Support Skills, Medical Reimbursements-1 year or more

**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

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**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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