



Francis G. Slay, Mayor

Hot Jobs in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 03/20/2015

Position Title: Fleet Maintenance Technician III **Job Order #** 11122025

Job Description: This is skilled work diagnosing, repairing, overhauling, and maintaining all components of diesel and gasoline engine driven heavy trucks

Requirements: At least three years of recent full-time paid experience diagnosing, repairing and maintaining heavy trucks

Position Title: Fleet Maintenance Technician I **Job Order #** 11122007

Job Description: This is work assisting journeyman mechanics in the maintenance, repair and overhaul of automobiles,

Requirements: Two years of recent full-time paid experience in the repair and maintenance of automobiles, tractors

Position Title: Fleet Maintenance Parts Specialist **Job Order #** 11121993

Job Description: This is work ordering, receiving, stocking, and issuing a variety of automotive, diesel, and construction vehicle related parts, supplies, fuel and materials.

Requirements: Two years of experience ordering, receiving, stocking, and issuing a variety of automotive

Position Title: Account Clerk II **Job Order #** 11121986

Job Description: Prepare garnishments and executions; issue executions and garnishments into the automated court case management system

Requirements: Minimum data entry speed of 7,000 keystrokes per hour and must pass a 10-key adding machine test.

How To Apply

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Position Title: Court Clerk II **Job Order #** 11121966

Job Description: Process the weekly Grand Jury docket; create sub-cases; review files to determine proper issuance of warrants; make docket entries

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

Position Title: Bar fruit coordinator **Job Order #** 11117601

Job Description: Labeling & dating all fruit, cutting & storing all fruit, cleaning & organizing fruit trays

Requirements: Must be able to work days, nights, & weekends as needed. Must have schedule flexibility to accommodate sporting events

Position Title: Operations Assistant **Job Order #** 11117526

Job Description: This position assists Supervisors who are responsible for managing the loading and unloading of freight.

Requirements: Applicants should have good data entry and people skills.

Position Title: Counter Associates **Job Order #** 11116578

Job Description: Individual will prepare juice and other drinks in the Ball Park Village venue in Down Town St Louis

Requirements: Individuals selected should present the wholesome, energetic, and healthy appearance the Employer prefers in its Employees

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Position Title: Graphic Communication Specialist **Job Order #** 11120652

Job Description: Creating and implementing graphic solutions that support commercial priorities by using your graphic

Requirements: Computer proficient with extensive experience of using graphic design software and production tools.

Position Title: Recovery Manager **Job Order #** 11120650

Job Description: Manage the staff and activities of the Recovery department, including operations, recruitment, coaching,

Requirements: 1-2 years IKEA Recovery experience including internal training programs or 2-3 years management experience retail preferred.

Position Title: Front Line Manager - Checkouts **Job Order #** 11120649

Job Description: Manage and lead the staff and activities of the Front Line department including recruitment, coaching mentoring, training, scheduling, and performance management utilizing IKEA values.

Requirements: High School diploma, GED or equivalent experience required. Post Secondary degree or equivalent skill set and knowledge acquired through formal education or extended apprenticeship in the field is preferred.

Position Title: After Sales Manager **Job Order #** 11120645

Job Description: Manage and lead the staff and activities of the After Sales team, including recruitment, coaching, mentoring, training, scheduling, and performance management utilizing IKEA values.

Requirements: 3-5 years IKEA Management experience including training programs OR 5-7 years high volume

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Position Title: Activities Specialist **Job Order #** 11120643

Job Description: Excellent presentation, written and verbal communication skills. Ability to work in team oriented environment with the ability drive performance

Requirements: 5-7 years experience in an equivalent field/function with an Undergraduate degree in Marketing, Interior Design, and Merchandising

Position Title: Visual Merchandising Manager **Job Order #** 11120642

Job Description: Providing home furnishing solutions for a single product or a combination of products to improve people's life at home.

Requirements: A higher education in visual merchandising or industrial design and a solid background of working as a visual merchandiser.

Position Title: Interior Design Manager **Job Order #** 11120637

Job Description: Lead and manage a team of Interior Design co-workers and inspire and challenge them to strengthen the uniqueness of the IKEA identity in range presentation

Requirements: Significant experience of working as an interior designer.

Position Title: Sales Department Managers – Showroom **Job Order #** 11120608

Job Description: Optimizing sales and profitability by taking ownership of the range and actively promoting the IKEA commercial priorities and volume commitments.

Requirements: At least 3 to 5 years sales leadership experience with a retailer or equivalent IKEA experience.

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Position Title: Sales Department Manager **Job Order #** 11120597

Job Description: Acting quickly on commercial opportunities and customer feedback, as well as keeping an active eye on competition, supply and performance analysis.

Requirements: You have experience of actively selling through understanding your customers and their needs.

Position Title: Sales Dept. Manger-Marketplace **Job Order #** 11120580

Job Description: Optimizing sales and profitability by taking ownership of the range and actively promoting the IKEA commercial priorities and volume commitments.

Requirements: At least 3 to 5 years sales leadership experience with a retailer or equivalent IKEA experience.

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.

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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.

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

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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.

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: 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: 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.

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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

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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