



Francis G. Slay, Mayor

Hot Jobs

in St. Louis

SLATE American Job Center

www.jobs.mo.gov

Version Date: 03/27/2015

Position Title: AT&T Premises Technician **Job Order #** 11132076

Job Description: Educate customers, verify services, install and rearrange inside wires, work with hand tools, work outdoors in all kinds of weather.

Requirements: Ability to work flexible schedule including evening and weekends, pass background/employment history investigation and drug screening

Position Title: Security Analyst II **Job Order #** 11132037

Job Description: Responsible for developing, establishing and maintaining standards, policies, and guidelines on the use of computer-based application systems while minimizing the negative impact of security on employee

Requirements: Three years of experience in cyber security required. Military experience in cyber security makes a candidate well-suited for this position.

Position Title: PROGRAM SPECIALIST II **Job Order #** 11132029

Job Description: Assist with the planning, coordination, and development of policies and programs that enable, facilitate and encourage the recycling of solid waste materials and promotes the use of recycled/recyclable materials

Requirements: A Bachelor's degree in Business or Public Administration; Environmental, Civil or Sanitary Engineering

Position Title: CIVIL ENGINEER I **Job Order #** 11132022

Job Description: This is an entry-level position performing professional civil engineering work on a variety of public works projects.

Requirements: A Bachelor's degree in Civil Engineering or a directly related field from a nationally accredited college

How To Apply

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Position Title: Public Health program Supervisor **Job Order #** 11132015

Job Description: Supervising and coordinating public health programs and related personnel, promoting programs, and participating in public health education work.

Requirements: A Bachelor's degree in Public Health, Health Administration, Human Services, or a related field

Position Title: GARDENER **Job Order #** 11132010

Job Description: Responsibilities include operating hand and power sprayers, tractors, mowers, pruning equipment, power seeders and roto-tillers.

Requirements: An Associate's degree in Horticulture or a directly related field

Position Title: CAD TECHNICIAN **Job Order #** 11132000

Job Description: This is work developing and maintaining detailed design and construction drawings, plans, exhibits, graphs, and charts including architectural and engineering drawings.

Requirements: At least two years of full-time paid experience as a drafter, including at least one year using a computer-computer aided design (CAD) program.

Position Title: Parts Manager Kirkwood **Job Order #** 11130588

Job Description: Ability to effectively manage inventory on a daily basis including lost sales tracking, parts fill ratio

Requirements: Strong computer aptitude, specifically with dealership management systems, factory computer systems

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Position Title: Entry Level Technician **Job Order #** 11130576

Job Description: Performs work as outlined on repair order with efficiency and accuracy, in accordance with dealership and factory standards.

Requirements: Must have the ability to operate a wide variety of vehicles, both automatic and manual transmissions.

Position Title: Automotive Detailer Kirkwood **Job Order #** 11130540

Job Description: Cleans and refurbishes new and used automobiles. Conforms to dealership and/or manufacturer specifications and time allowances

Requirements: Basic automotive knowledge required. Experience using a buffer and carpet extractor preferred.

Position Title: Parts Advisor **Job Order #** 11130501

Job Description: Looks up and sells parts to all customers, over the counter, through the shop and on the phone and internet.

Requirements: Minimum one year experience in an automotive parts department and general sales experience required.

Position Title: Shift Manager Florissant **Job Order #** 11130434

Job Description: Shift Managers perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift

Requirements: _____

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Position Title: Crew Person Florissant **Job Order #** 11130439

Job Description: Taking accurate food orders, preparing all of McDonald's World Famous food

Requirements: _____

Position Title: Department Manager Florissant **Job Order #** 11130440

Job Description: Managers lead shifts every week, making sure customers get a fast, accurate, friendly experience every visit.

Requirements: _____

Position Title: Maintenance Person **Job Order #** 11130414

Job Description: Full time position, building services, facilities maintenance worker needed for our Florissant location.

Requirements: Please visit our website to apply for this position. www.mcdonalds.com

Position Title: Production Operator **Job Order #** 11130342

Job Description: Performs set-up and operation of machine to support production.

Requirements: Typically requires a high school diploma and minimal experience.

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Position Title: Retail Attendant **Job Order #** 11130278

Job Description: The retail attendant will work to provide excellent customer service and ensure that all guests have a great experience at UCBC.

Requirements: Excellent oral communication skills, ability to work under pressure and maintain a positive attitude

Position Title: Bierhall Attendant **Job Order #** 11130267

Job Description: Assure opening checklist is completed and the bierhall is prepared for service, serve food orders

Requirements: Excellent oral communication skills, ability to work under pressure and maintain a positive attitude

Position Title: Cook **Job Order #** 11130273

Job Description: Accurately and efficiently cook meats, fish, vegetables, soups and other food products as well as prepare and portion food products prior to cooking.

Requirements: Working knowledge of cooking techniques, kitchen equipment, and storage procedures.

Position Title: Home Health Aide **Job Order #** 11125091

Job Description: Assist the developmentally disabled, the elderly and others in their homes.

Requirements: Caregiving experience is necessary (either at least six months paid experience or 12 months non-paid experience.)

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Position Title: Jrnyman Line/Troubleman **Job Order #** 11129636

Job Description: Full range of overhead line construction and maintenance work on the electrical transmission, sub-transmission, distribution, or service systems

Requirements: Line Builders Apprentice Training) or an equivalent lineman training program, possess a High School diploma or equivalent

Position Title: Sales Associate **Job Order #** 11129582

Job Description: This position reports to the Complex Sales Manager & is responsible for developing and executing sales

Requirements: Preferred candidates would have experience in the St Louis, Mo. and Illinois market..

Position Title: Pricing Analyst **Job Order #** 11129614

Job Description: This position serves as a liaison between sales, manufacturing and customer service.

Requirements: Proficient with Microsoft excel/word/power point. Excellent analytical and communication skills, both written and oral

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.

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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

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

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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.

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.

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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: 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.

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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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