

# HOT JOBS

## SAINT LOUIS



Version Date: 7/13/2015

**Position Title:** OJT Front Desk/Sales Associate

**Job Order # 11239586**

**Job Description:** To support the Massage Envy team by exceeding members' and guests' expectations and achieving individual, team and clinic goals. Ensure that each guest and member receives excellent customer...

**Requirements:** Understand and believe in the benefits of skincare and massage therapy. Value the importance of customer service and be able to communicate effectively with guests and members, clinic staff...

**Position Title:** OJT Assistant Business Manager

**Job Order # 11239663**

**Job Description:** Assists Business Manager in principle duties. Oversees Massage Envy management duties; Achieve 25% of higher clinic membership closing; Maintains an impeccable and clean clinic; Balance sales detail...

**Requirements:** College education preferred. Management, sales and/or marketing helpful. Sales experience in service/retail industry. Able to communicate up-line information to Clinic Administrator; motivator...

**Position Title:** OJT Licensed Massage Therapist

**Job Order # 11239934**

**Job Description:** Perform professional quality massage, within scope of practice and licensing (as applicable). Assists in the cleanliness of the clinic (therapy rooms and common areas). Must follow draping protocols...

**Requirements:** Must have completed a minimum of 500 hours hands-on clinic hours as well as required classroom work. Participates in continuing education to improve effectiveness (preferred). Satisfactory results...

**Position Title:** Trucker/Loader, Fenton

**Job Order # 11319803**

**Job Description:** Looking for individuals who are capable of performing a multitude of functions in a flexible, fast-paced Production environment. 2<sup>nd</sup> or 3<sup>rd</sup> shift, weekends & overtime. Focus on safety, cust. Satisfaction...

**Requirements:** Minimum of 1 year manufacturing experience required; desire & motivation to work in team-based Environment; forklift experience; High School Diploma/GED equivalent.

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ST. LOUIS AGENCY ON TRAINING AND EMPLOYMENT  
**SLATE**  
americanjobcenter



Version Date: 7/13/2015

**Position Title:** Sales Rep – Large Grocery/Mass Merchant

**Job Order # 11289889**

**Job Description:** Position fills-in as the primary store-level sales person to large accounts like supermarkets and is responsible for providing service to growing business in assigned accounts. Rotate & stock .....

**Requirements:** High school diploma/GED, one year experience stocking and route sales; Class E Chauffeurs License; ability to lift 20 to 50lbs

**Position Title:** Airport Deputy Director of Operations

**Job Order # 11282721**

**Job Description:** Executive level position responsible for the certification of Lambert St. Louis International Airport as mandated by Federal Aviation Regulation Part 139. Position requires extensive working knowledge....

**Requirements:** Bachelor's degree in Business/Public Administration, Aviation Management or closely related field; 7 Years of recent full-time paid progressively responsible airport operations management experience...

**Position Title:** Palletizer Operator

**Job Order # 11319801**

**Job Description:** Responsibilities include but not limited to the following: Physical abilities require moving and lifting Up to 50lbs, perform repetitive task with high-speed machinery; 2<sup>nd</sup> & 3<sup>rd</sup> shift, weekends, overtime...

**Requirements:** Minimum of 1 year manufacturing experience required; desire & motivation to work in team-based Environment; forklift experience; High School Diploma/GED equivalent.

**Position Title:** Laboratory Technician

**Job Order # 11303757**

**Job Description:** Perform routine chemical, biological and physical analysis of samples collected from streams, Industries, wastewater treatment plants, sludge and other potential sources of pollution. Regular...

**Requirements:** 60 college credit hours in related subjects and two experience in water of or wastewater laboratory Analysis; Considerable knowledge of modern test procedures, laboratory methods, techniques....

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Version Date: 7/13/2015

**Position Title: Security Officer**

**Job Order # 11285020**

**Job Description:** Implements the policies and procedures required for Center Security in a humanistic and professional manner. Secured from harm, theft or misuse the grounds, property, students and personnel of....

**Requirements:** High School Diploma/GED equivalent and one year experience in military/industrial security or fire...

**Position Title: Career Counselor**

**Job Order # 11278804**

**Job Description:** Identifies and meets both the personal and career counseling needs of all students on assigned caseload through individual counseling. Assist students in obtaining the appropriate support and

**Requirements:** Bachelor's Degree in Counseling, Education, Guidance, Human Development, Psychology OR

**Position Title: Mgr of Safety/Security & Fire Preventions**

**Job Order # 11281068**

**Job Description:** Directs organization's safety, security and fire prevention programs to protect employees and the company against harm and maintain safe working conditions. Formulates and suggest work...

**Requirements:** Bachelor/Associate's Degree in Corrections Criminal Justice, Fire Science, Law Enforcement, Occupational Safety & Health, Police Science and three years of experience in safety, security and

**Position Title: M/WBE Compliance Manager**

**Job Order # 11294504**

**Job Description:** Manages all day-to-day operations and supervision of the M/WBE Compliance Area. Responsible For managing the program to increase the utilization of minority and women-owned enterprises is...

**Requirements:** Bachelor's Degree in planning, business or related field. Masters preferred. 5+ years of demonstrated Skills and progressing management responsibility. Ability to work with public officials and general....

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Version Date: 7/13/2015

**Position Title: Residential Advisor**

**Job Order # 11252041**

**Job Description:** Provide guidance, direction and supervision to students in assigned dormitory in accordance with PRH Chapter 3: 3.6 Residential living. Assist students in achievement of academic, career technical.....

**Requirements:** High School Diploma/equivalent required. Education above the high school level with experience working with youth in a residential setting preferred. Valid Driver's License required.

**Position Title: Personal Counselor**

**Job Order # 11252084**

**Job Description:** Identifies and meets the personal counseling needs of all students on assigned caseload through individual counseling and group counseling sessions in accordance with PRH Chapter 2; 2.4.....

**Requirements:** Bachelor Degree in Counseling, Education, Guidance, Human Development, Psychology, Social Work or Vocational Rehabilitation with 15 semester hours of undergraduate or graduate coursework....

**Position Title: Operations Supervisor**

**Job Order # 11289659**

**Job Description:** Is responsible for supervising unionized employees in the loading and unloading of freight. Previous experience in motor carrier supervision, along with city inbound and outbound operations

**Requirements:** Willing to work nights and weekend. Starting salary will be commensurate with experience.

**Position Title: City Driver – Combined Dock Pick-Up/Delivery**

**Job Order # 11289669**

**Job Description:** The pickup and delivery of cargo trailers, the pickup and delivery of cargo to and from various Destinations usually within proximity of the consolidation/distribution center, and the loading and...

**Requirements:** Class-A CDL with doubles/triples, tanker and hazardous materials endorsements; a good stable work Record. 1 year of verifiable tractor/trailer experience; safe driving record

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**Position Title:** Economic Development Financial Analyst

**Job Order # 11294505**

**Job Description:** Performs financial planning and analysis of potential development projects, assists in planning commercial corridors, monitors taxing/special assessment district's economic performance.....

**Requirements:** Minimum of a B.A./B.S. in planning, urban design, business or related field. Masters preferred. 5+ In planning, urban development, economic development or related field. Personal computer skills.

**Position Title:** Trades Helper

**Job Order # 11236434**

**Job Description:** This semi-skilled work assisting journeyman trade workers in the performance of their duties. These Positions require the operation of automotive equipment.

**Requirements:** Two years of recent full-time paid experience performing work assisting journeyman electricians, machinists, plumbers, carpenters or a related skilled trade; OR successful completion of a recognized

**Position Title:** Sterile Product Manufacturing Tech

**Job Order # 11236348**

**Job Description:** Knowledgeable of and be able to operate all equipment in Clean and Prep safely and in accordance with cGMPs, and SOPs. Must be able to understand, follow and operate applicable SOPs and batch

**Requirements:** Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations

**Position Title:** Forestry Foreman

**Job Order # 11282730**

**Job Description:** Supervise crews engage in the care and maintenance of City trees involving planting, trimming, removing, stump grinding and related maintenance functions. Incumbents in this class may be....

**Requirements:** 2 years of full-time paid experience in supervising and/or participating in the professional care and Maintenance of trees involving planting, trimming, removing and caring for trees OR Associate's.....

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Version Date: 7/13/2015

**Position Title:** Airport Police Officer

**Job Order # 11303718**

**Job Description:** Enforcing County ordinances, State laws, and Federal regulations to maintain order and protect Life and property at Lambert St. Louis International Airport. Duties may include patrolling an area....

**Requirements:** Applicants that are over 21 years of age and who have successfully completed training (minimum 600 hours) and granted Class A certification by the State of Missouri. Must present license at time...

**Position Title:** Desktop Administrator

**Job Order # 11301149**

**Job Description:** Provides tier 2 and 3 support for Arch Coal's desktop computing environment. Areas of responsibility include the configuration, optimization, monitoring and management of the desktop computing....

**Requirements:** Bachelor's degree with emphasis in Computer Science, math, engineering or business or related. 2+ years experience with Windows operating systems/hardware and deployment within a business...

**Position Title:** Sterile Product Manufacturing Filling Tech

**Job Order # 11236368**

**Job Description:** Work using sterile and good cGMP techniques in a Clean Room environment in order to assemble components and operate filling machines. Follow aseptic/cGMP techniques. Operate component...

**Requirements:** High school diploma/equivalent plus 1 year Manufacturing/Packaging work experience or previous Pfizer experience or veterans/Military experience or an Associate's degree. To perform this job....

**Position Title:** Laborer

**Job Order # 11278354**

**Job Description:** Company in South City needs 3 workers for 6-8 week assignment. Great for students 18+. Candidates will work on cleaning and painting the plant and also removing inventory.

**Requirements:** Forklift and painting experience is a plus. Day shift 8am-4pm; assignment will start next week.

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Version Date: 7/13/2015

**Position Title:** Communication Desk Project Manager, #1503732 **Job Order # 11238217**

**Job Description:** Responsible for managing, planning, monitoring and reporting on key projects from conception through implementation. Manages project details, data collection, reporting and communication to successfully

**Requirements:** Bachelor's degree in related field or equivalent work experience. Project Management certification or successful completion of a recognized project management curriculum; 2-5 years experience....

**Position Title:** Material Handler **Job Order # 11229040**

**Job Description:** Performs normal warehouse functions (receiving, handling, storing, issuing and delivering customer orders, operation forklifts and other material handling equipment and preparing finished

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

**Position Title:** Business & Tech Application Analyst II, Pediatrics **Job Order # 11221723**

**Job Description:** Ensure the success of the project by designing the foundations of the application. This includes defining both the organizational structure of the application and the physical structure of its deployment. Develops projects with wide range of size and complexity; defines database....

**Requirements:** At Certification or degree in computer programming from a technical school or college plus 2 years of relevant work experience required; additional relevant programming experience may be

**Position Title:** Laborer **Job Order # 11234870**

**Job Description:** St. Charles Co., St. Louis Co., Jefferson Co., Franklin Co., Under direct, but not constant supervision, working a rotating or day shift schedule, as required. Performs a variety of general...

**Requirements:** Must have a B – Class CDL, ability to operate the company truck in delivery of products.

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**Position Title:** Sterile Product Manu. Form. Tech, 3<sup>rd</sup> Shift

**Job Order # 11236419**

**Job Description:** Responsible for the formulation of drug products and equipment preparation used in the filling process as per cGMP's and SOP's. Prepare solutions used by other departments. Weigh, formulate and ....

**Requirements:** High school diploma/equivalent or Associate's Degree; six to twelve month related experience and/or training; documented course work in Chemistry is desirable. To perform this job successfully, an...

**Position Title:** Electrical Maintenance Mechanic

**Job Order # 11213249**

**Job Description:** Perform a variety of activities to maintain plant equipment and facilities in optimum operating Condition. Requires strong electrical and mechanical skills and aptitude, strong troubleshooting

**Requirements:** Ability to work well as part of a team. Preferred skill in pneumatics, electrical, PLC and hydraulics

**Position Title:** Dock Worker, Part Time

**Job Order # 11237890**

**Job Description:** The loading and unloading of trailers for the purpose of transporting a wide variety of cargo, moving cargo driving a forklift or using a pallet jack or other freight handling equipment, preparing wide....

**Requirements:** Have a stable work record; a good safety record; be able to pass pre-employment drug screen and post-offer company physical. Must be willing to work evenings, weekend and on as-needed basis

**Position Title:** Accounting Manager I

**Job Order # 11239483**

**Job Description:** This is a mid-level management position responsible for overseeing and supervising the accounting/financial function for a City division or small City department. Responsibilities can include

**Requirements:** A Bachelor's Degree in Accounting or a related business degree with a major in Accounting. Five years of progressively responsible accounting experience including at least two years in a management...

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**Position Title:** Field Representatives

**Job Order # 11237819**

**Job Description:** U.S. Census Bureau is hiring Field Representatives to conduct household survey interviews all over the Greater St. Louis region. Long term assignment; strong need for bilingual/multilingual individuals

**Requirements:** MUST be a U.S. Citizen, over 18 years of age, have a working automobile with a valid driver's license. Six months or more of verifiable work history OR one or more years education past High School

**Position Title:** Community Development Specialist II

**Job Order # 11290851**

**Job Description:** This professional position in which the incumbent implements and monitors community development Housing programs for compliance with existing standards, regulations and laws, budget limits and

**Requirements:** A Bachelor's Degree in Business or Public administration, Urban Planning, Accounting, or a related field and at least two years of recent full-time paid experience in community or housing development

**Position Title:** Customer Service Rep

**Job Order # 11319809**

**Job Description:** Provide excellent customer service through timely & accurate customer communications via telephone, fax & e-mail; Accurately enter customer order into order entry system; communicate...

**Requirements:** Excellent phone etiquette & courteous, professional communication & customer service. Strong

**Position Title:** Tow Truck Operator

**Job Order # 11290858**

**Job Description:** Towing and impoundment of vehicles in violation of traffic or other laws. Incumbent will respond to Police calls, accidents, arrests, stolen vehicles, and illegally parked cars. Position requires use of ...

**Requirements:** Some recent full-time paid experience in the operation of a tow truck. Must possess a valid driver's License; must obtain a valid MO Commercial Driver's License (Class A or B) as a condition of ...

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Version Date: 7/13/2015

**Position Title:** Legal Counsel, Pos. #285

**Job Order # 11314119**

**Job Description:** Perform varied professional legal service for the Circuit Clerk's Office which will include providing legal support to the Circuit Clerk, Judges, Commissioners and other administrators within the court system...

**Requirements:** Must have graduated from an accredited law school; must have 2 years of experience in the practice Of law; and must have a current MO License to practice law; as well as meet any and all other.....

**Position Title:** CAD Technician

**Job Order # 11252621**

**Job Description:** Developing and maintaining detailed design and construction drawings, plans, exhibits, graphs, and charts including architectural and engineering drawings and official assessment and taxation maps...

**Requirements:** At least 2 years of full-time paid experience as a drafter, including at least one year using a CAD program. Associate's degree in Drafting, Architectural Drawing or Civil Engineering Technology....

**Position Title:** Local Truck Driver/Home Nightly

**Job Order # 11269269**

**Job Description:** LOCAL truck drivers needed now! Have plenty of work. Mostly drop and hook routes. Can work 40+ hours; Fill out required forms, paperwork and complete DOT regulations daily and accurately.

**Requirements:** A Class CDL; Must pass Drug Testing and background check.

**Position Title:** Paramedic

**Job Order # 11282731**

**Job Description:** Provide advanced emergency medical care to critically ill or injured patients prior to or while being transported in a life support vehicle. Duties include: CPR, medications and intravenous lines.....

**Requirements:** State of MO EMT-P License; MO driver's license, current certification in Advance Cardiac Life Support.

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Version Date: 7/13/2015

**Position Title:** SJL Summer Data Entry Assistant, PT

**Job Order # 11282677**

**Job Description:** Summer Job League will be responsible for filing, data entry, making copies and other light clerical duties as assigned.

**Requirements:** Knowledge of toolbox a plus but not necessary; Position is part time and is under grant.

**Position Title:** Financial Representative Assistant/Cust. Serv.

**Job Order # 11267249**

**Job Description:** Outgoing professional needed who will take initiative and support the growth of our financial/insurance book of business as well as manage the daily customer service needs of our clients and COI's.

**Requirements:** High School Diploma or equivalent, a willingness to learn the Insurance and Financial business

**Position Title:** Museum Programming & Membership Coord.

**Job Order # 11253853**

**Job Description:** Create & present programming opportunities at the Cardinals Museum & will also be responsible for developing, maintaining and fulfilling all amenities of a museum membership program in .....

**Requirements:** Bachelor's Degree in education, public relations, hospitality management or a related field. 3-5 years demonstrated experience in museum programming, education, training, hospitality or event planning...

**Position Title:** Treatment Plant Operator Trainee III

**Job Order # 11314029**

**Job Description:** Assists operators in the operation and maintenance of wastewater treatment plants, processes and equipment; maintains and adjusts air diffuser, filters, tanks collectors, chemical equipment, mixer...

**Requirements:** Graduation from High School/equivalent and a MO Class "D" wastewater treatment operator's license or other state's equivalent; or the successful completion of one year of an in-service training program...

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Version Date: 7/13/2015

**Position Title: Major Gifts Officer**

**Job Order # 11278961**

**Job Description:** American Red Cross is seeking a Major Gifts Officer to work in our St. Louis chapter office. Will identify, engage, cultivate, solicit and steward current and prospective Foundation and Corporate...

**Requirements:** Minimum 5 years of major gifts leadership or sales experience. Significant expertise with the area's Community highly desirable. Progressive experience in successful development programs and.....

**Position Title: Employment & Training Specialist I**

**Job Order # 11282727**

**Job Description:** Design, implement and operation of employment and training programs for the St. Louis Agency on Training and Employment (SLATE). Interviewing/screening candidates for eligibility for federally .....

**Requirements:** A Bachelor's Degree in Business administration, Human Resources Management, Organizational Development or a closely related field. One year recent full-time paid experience in counseling....

**Position Title: Inspector, 3<sup>rd</sup> Shift**

**Job Order # 11236380**

**Job Description:** Inspection of all syringes, cartridges, assemblies and components using manual or automated systems/procedures. Strict adherence to all batch record instructions, SOP's, cGMP's and all...

**Requirements:** High school diploma/equivalent plus 1 year relevant work experience or Veterans/Military experience preferred. Basic math and reading comprehension; minimal training/experience; unskilled work; detail

**Position Title: Maintenance Team Leader, 3<sup>rd</sup> Shift**

**Job Order # 11236304**

**Job Description:** Essential duties of this position include but are not limited to scheduling and monitoring the performance of Maintenance Mechanics and outside maintenance contractors. Oversee the repair...

**Requirements:** Knowledge of HVAC, electrical, electromechanical, pneumatic, electronics, building maintenance....

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Version Date: 7/13/2015

**Position Title:** FT, Pickers/Packers/Receiving Associates

**Job Order # 11267268**

**Job Description:** Responsible for performing basic warehouse functions including picking, pack verifying and transferring materials to and from warehouse areas. Located in South County, forklift exp. A plus...

**Requirements:** Required to have the knowledge, skill and/or ability to perform duties satisfactorily. Basic computer skills are required to perform this job. Microsoft Windows; knowledge of bar codes and ability to...

**Position Title:** Fingerprint Technician

**Job Order # 11282739**

**Job Description:** Fingerprinting individuals and classifying, analyzing and comparing those records to State and Federal identification systems. Responsibilities will include searching and comparing fingerprints..

**Requirements:** High school diploma/GED with basic knowledge of computers; six months of related experience with fingerprint classification and identification is preferred. AFIS Certification by MO HWY Patrol..

**Position Title:** PT, Pickers/Packers/Receiving Associates

**Job Order # 11267262**

**Job Description:** Primarily works with State Parks, City Parks, and City Recreation Centers. Provides training and Technical assistance on procedures, rules and regulations pertaining to Summer Jobs.

**Requirements:** High School Diploma or equivalent, 5-7 years of relevant or relatable FT work experience and must Have reliable transportation. You will use your car 3 days a week; stable work history

**Position Title:** Academic Instructor

**Job Order # 11284887**

**Job Description:** In a classroom setting, providing instruction in skills necessary to master academic competencies. Provides engaging instruction, administers tests and evaluates progress in reading, writing....

**Requirements:** Bachelor's Degree and current teaching license is required, preferably at the secondary level. Concentration in Secondary or Adult Education is preferred; advanced degree is highly desirable

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