

St. Louis Region OJT Job Openings

1/27/14

The following is a list of current job openings posted in www.jobs.mo.gov that the organization has indicated they are interested in filling under the SLATE OJT program. Qualified candidates are encouraged to first look up the information about the job posting using the "Job Number" provided under the job title. The job posting will provide the name of the company and provide instructions on how to apply for a specific opening.

You are also encouraged to email your resume to Joel Reinert at jreinert@stlworks.com including the job title in the subject of the email.

Title: **OJT – Controller**

Job Number: 10393992

The Controller for EndotStim is responsible for all areas related to financial accounting and will support the financial management initiatives of the organization. The Controller will:

- Prepare accurate and timely monthly financial statements in accordance with GAAP;
- Direct budget/forecast activities and analyze actual vs. budget;
- Product monthly reporting package
- Prepare accounting analyses involving key judgmental accounts in various complex accounting areas;
- Manage year end audit and tax return processes;
- Monitor and enhance Company's internal controls.
- Maintain company contracts and other materials for diligence purposes;
- Assist in accounting policy development and implementation across the Company;
- Monitor and analyze department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy;
- Assist CFO with diligence and other shareholder requests;
- Assist in development and implementation of new procedures and features to enhance the workflow of the department;
- Manage banking relationships;
- Respond to inquiries from management regarding financial results, special reporting requests;
- Assist CFO with investor relations, insurance and human resource matters;
- Provide training to new and existing staff as needed; and
- Other duties as reasonably requested.

POSITION

Full or part time

QUALIFICATIONS

- BS in Accounting;
- CPA, strong technical skills;
- Minimum of 5 years of relevant work experience;
- Public accounting and SEC reporting experience a plus;
- Experience with international accounting, Inventory control preferred, Quickbooks Enterprise a plus;
- Strong interpersonal, supervisory and customer service skills; and
- Ability to multi-task, work under pressure and meet deadlines.

To apply qualified candidates must send a current resume and cover letter to Peggy Stohr at pstohr@endostim.com

Title: **OJT – Receptionist/Administrative Assistant**

Job Number: 10384206

Performs a variety of administrative functions including, but not limited to, the following -

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Answer telephones, direct calls, and take messages.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.
- Compute, record, and proofread data and other information, such as records or reports.
- Type, format, proofread, and edit correspondence and other documents, from notes or dictating machines, using computers or typewriters.
- Complete work schedules, manage calendars, and arrange appointments.
- Review files, records, and other documents to obtain information to respond to requests.
- Travel arrangements
- Kitchen duties
- Special events coordination
- Proficient in Microsoft Excel, Word and Power Point

The position requires a high school diploma with at least 5 years of experience in the field or in a related area. Candidate will be familiar with a variety of the field's concepts, practices, and procedures. Candidate will also rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. The salary range for this position is \$12 - \$14 per hour.

Title: **OJT – Teller**

Job Number: 10359434

JOB SUMMARY:

Assist members in person and on the phone with specific requests regarding their accounts. Responsible for their cash count, receipts, and disbursements each day as well as balancing cash and checks received at the close of each day. Responsible for finding any overages or shortages. Assist Branch Manager and Float Manager with assigned duties.

QUALIFICATIONS:

1. High school education or sufficient technical/trade/business school classes. 1 year previous teller experience preferred but not required.
2. Must be able to lift 10-30 pounds and reach above head to move files if necessary.
3. Experience in handling large cash amounts.
4. Working knowledge of fax machine, microfiche, ten-key calculator, typewriter, copy machine and basic computer skills.
5. Clear, concise oral and written communication skills for member transactions by phone or in person.
6. Light industrial typing.

Title: OJT – Security Officer (Armed/Unarmed)

Job Number: 10376819 / 10376863

Security Officer Basic Job Responsibilities:

Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site. Report all incidents, accidents or medical emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.

Security Officer Basic Qualifications:

- Must be at least 18 years of age or older as required by applicable law or contractual requirements.
- Must have a high school diploma or GED, or at least 10 years of verifiable employment history.
- At least one verifiable employer.
- No criminal convictions as specified under AlliedBarton guidelines.
- Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.
- Authorized to work in the United States.
- Ability to perform essential functions of the position with or without reasonable accommodation.
- Negative result on pre-employment drug screen.
- Successful completion of Allied's Security Officer Basic Course exam.
- Ability to maintain satisfactory attendance and punctuality standard.
- Neat and professional appearance.
- Friendly and professional demeanor.
- Ability to providing quality customer service.
- Ability to handle typical and crisis situations efficiently and effectively at client site.

Qualified candidates must first apply online at www.alliedbarton.com and then e-mail resume to jreinert@stlworks.com and include the job title in the subject line

Title: OJT – Sales Assistant

Job Number: 10360470

Supports sales and marketing manager by tracking, investigating, and reporting sales information; resolving problems. Make sales calls to potential and current clients, setting up meetings and coordinating travelling plans.

- Devising and maintaining office systems, including data management and filing;
- Researching and contacting potential clients to set up meeting time.
- Arranging travel, visas and accommodation and, occasionally, travelling with the manager to take notes or dictation at meetings or to provide general assistance during presentations;
- Screening phone calls, enquiries and requests, and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority;
- Organizing and maintaining diaries for business and personal, and making appointments;
- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager;
- Producing documents, briefing papers, reports and presentations; proofreading
- Organizing and attending meetings and ensuring the manager is well prepared for meetings;
- Liaising with clients, suppliers and other staff.
- Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.

Requirements:

- Associates in Business Administration or at least 5 years Experience in Field
- Knowledge of PowerPoint, Excel, Word, Outlook
- Planning/Organizational Skills
- Sales Experience
- Verbal and Written Communication Skills
- Multi-Tasking/Attention to detail
- Problem Solving Skills

Qualified candidates must submit a resume and cover letter via email to Jacinda Eaton at jeaton@innovativeclaims.com or 888/884-0885 x830

Title: OJT – Senior Document Specialist

Job Number: 10354154

This person will oversee activities performed by the Document Specialist group and will assist Principal Investigators (PI), and Non-GLP Study Directors in preparing protocols, study reports, sub-reports, descriptions of services provided by Seventh Wave, and any other documentation, as required.

The Responsibilities of a Senior Document Specialist Include:

- Create and populate data tables and/or report and provide materials and methods to assist Principal Investigators and Non-GLP Study Directors in providing a consistently formatted, complete, clear, and concise presentation of results, discussions, and conclusions.
- Assist PIs or Non-GLP Study Directors in the creation and modification of draft reports, amended reports, etc.
- Develop and maintain report and data table templates as needed.
- Perform quality control reviews of presentation of data for all non-GLP draft reports.
- Ensure data and formulas in spreadsheets used for recording and reporting have been verified and are compliant with Seventh Wave SOP requirements.
- Assist with coordinating report types and timelines, and maintaining the current statuses of reports.
- Demonstrate knowledge of computer applications associated with the reporting of results (e.g., Provantis data collection system, MS Office, Phoenix WinNonlin), with special formatting requirements (e.g., Adobe Acrobat, ISI Toolbox), and ability to problem-solve computer applications as issues arise (e.g., handling special study designs, troubleshooting Adobe).
- Participate in process development and improvement initiatives.
- Serve as the point person regarding FDA/ICH Regulations and SEND initiative requirements, and must have the ability to apply knowledge so as to ensure final reports are compliant with electronic regulatory submission guidelines and datasets are SEND-compliant.
- Oversee all activities performed by the Document Specialist group and manage personnel to include hiring, training of new employees, scheduling, development, and performance evaluations.
- Demonstrate an understanding of SOPs and Good Laboratory Practice Regulations (21 CFR, Part 58).

Minimum Qualifications and Experience:

BS or equivalent degree in the life sciences or related field and 5+ years of industry experience, or a Master's degree in the life sciences or related field and 0-5 years industry experience.

Title: OJT – Food Production Associate

Job Number: 10349601

The Production Associate is responsible for working in a Production facility as part of a line and maintaining maximum efficiency. In addition they must perform all tasks in a safe manner to ensure achievement of Quality, Service, and Cost and objectives. Comply with all standard operating procedures and requirements under the company's safety and food quality programs.

Majority of work is performed in the operations department and on the production floor with extended periods of standing, bending, twisting and lifting. Work involves exposure to refrigerated temperatures, high noise levels, wet environment, moving equipment, and fast pace.

These positions require some scheduling flexibility and both part time and full time positions are available.

Desired Qualifications

High School Diploma required, technical or vocational training preferred. Manufacturing or food production experience or additional education which includes manufacturing/assembly line experience is a plus. Ability to read, write, speak and understand instructions given in English. Beginner math skills are required. Ability to work 8-12 hour shifts or other work schedules as determined by business need, including overtime as required.

Basic computer skills and familiarity with work orders is preferred. Ability to stand for extended periods and perform repetitive tasks on Production floor and in plant. Ability to lift up to 50 pounds.

Preferred Skills

- Prior assembly, manufacturing, machine operator or food production experience
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions
- Flexible in schedule of availability
- Knowledge of sanitation, GMPs, and general food safety and quality
- Work with mathematical concepts such as fractions, percentages, ratios, and proportions in practical situations

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, and a current resume in Word format. Please list Production Associate in the subject of your email and email employment@swissamerican.com to apply.

Title: OJT – Manufacturing Assembly (Sewing Machine) Operator

Job Number: 10352419

Seeking qualified candidates to set up, operate, and maintain industrial sewing machines used in the development of sewer pipe liners. Candidate will work from patterns developed inhouse to cut fabric and assemble the liners. Will also be trained on the installation of the liners into existing sewer pipes.

Title: OJT – Warehouse Associate

Job Number: 10349602

The Warehouse Associate is responsible for handling the processing of customer orders including receiving product and loading completed shipments in support of the warehouse. In addition they must perform all tasks in a safe manner to ensure achievement of Quality, Service, and Cost and objectives. Comply with all standard operating procedures and requirements under the company's safety and food quality programs.

Majority of work is performed in the operations department and on warehouse floor with extended periods of standing, bending, twisting and lifting. Work involves exposure to refrigerated temperatures, high noise levels, wet environment, moving equipment, and fast pace.

These positions require some scheduling flexibility.

Desired Qualifications

High School Diploma required, technical or vocational training preferred. Manufacturing or food warehouse experience or additional education which includes manufacturing/warehousing/shipping receiving experience is a plus. Ability to read, write, speak and understand instructions given in English. Beginner math skills are required. Ability to work 8-12 hour shifts or other work schedules as determined by business need, including overtime as required.

Basic computer skills and familiarity with orders is preferred. Ability to stand for extended periods and perform repetitive tasks on the Warehouse floor and in plant. Ability to lift up to 50 pounds.

Those interested in this position may apply by submitting a letter of interest specifically addressing the qualifications listed in this announcement, and a current resume in Word format. Please list Production Associate in the subject of your email and email employment@swissamerican.com to apply.

Title: OJT – Dispatcher and Tracking Coordinator

Job Number: 10338527

General Summary:

Track shipments within the entire DTI system. Book shipments with carriers. Keep in communication with carrier to provide accurate information to customer. Assist when problems arise.

Primary job responsibilities:

- Find and secure carrier capacity for available shipments.
- Customer service; track freight from beginning to end and keep customers up to date with status of deliveries, work closely with customers and carriers to make sure freight is loaded and unloaded in a safe and timely manner. Effectively interpret and act on customer requests
- Keeps in constant communication with every carrier in order to provide accurate tracking information to the customer and to the appropriate internal departments. Advise appropriate personnel of any delays.
- Enter freight assignments using a dispatch software and update upon delivery of freight
- Assist carriers and customers when problems arise with loading or unloading
- Assist in dispatching drivers and covering loads as needed

Profile:

- Skill to function effectively in a stressful environment
- Ability and willingness to accept responsibility and make decisions.
- Work and deal effectively with individuals and/or groups of people.

Specific training/certification:

- Knowledge in Microsoft Office
- Previous customer service experience
- Knowledge of transportation industry

Other: Employee is expected to work full shifts with the possibility of some extra daily and/or Saturday hours

Title: OJT – Diesel Truck Mechanic

Job Number: 10338537

General Summary:

- Test drive vehicles to determine problems or verify problems have been fixed. Make necessary repairs to trucks. Communicate with drivers to obtain descriptions of problems.
- Primary job responsibilities :
- Test drive vehicles and test components and systems.
- Examine vehicles to determine extent of damage or malfunctions.
- Repair, reline, replace, and adjust brakes.
- Follow checklists to ensure all important parts are examined, including belts, hoses, steering systems, spark plugs, brake and fuel systems, wheel bearings, and other potentially troublesome areas.
- Confer with drivers to obtain descriptions of vehicle problems, and to discuss work to be performed and future repair requirements.
- Perform routine and scheduled maintenance services such as oil changes, lubrications, and tune-ups.
- Repair and service air conditioning, heating, engine-cooling, and electrical systems.
- Review work orders and discuss work with supervisors.

Profile:

- Knowledge of machines and tools.
- Knowledge of practical application of engineering science and technology

Specific training/certification:

- Previous Mechanic experience
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Title: OJT – Care Coordinator

Job Number: 10338533

JOB SUMMARY:

The Care Coordinator is responsible for directly interfacing with clients performing service evaluations, originating service plans, interviewing, scheduling and supervising care.

QUALIFICATIONS:

1. H.S. Diploma, some college preferred.
2. CNA preferred
3. Previous management experience.
4. Prior scheduling experience preferred.
5. Computer skills including but not limited to MS Office, MS Excel and Scheduling program.
6. Social Media knowledge
7. Have a sympathetic attitude toward the care of the sick and elderly.
8. Ability to carry out directions, read and write.
9. Maturity and ability to deal effectively with the demands of the job.
10. Has a good command of the English language and communicates clearly in written and verbal form.

RESPONSIBILITIES:

1. Understands and adheres to established FirstLight Home Care policies and procedures.
2. Performs initial and ongoing in-home evaluation and supervision of services.
3. Completes appropriate visit records in a timely manner as per FirstLight Home Care policy.
4. Assists in coordination of care for client services.
5. Reports changes in client condition to agency employees involved in client's care.
6. May perform orientation and training.
7. Participate in the quality assurance reviews and evaluations of the agency's services

Title: OJT – Lab Technician/Associate

Job Number: 10346663

Essential Duties and Responsibilities:

We are looking for an entry level candidate with knowledge and interest in pursuing a career in biotechnology. Background knowledge in animal cell culture, protein chemistry and or molecular biology is advantageous. The ideal candidate will be result oriented and should be able to work independently. Candidate should be able to read, understand and interpret documents such as protocols, safety rules, standard operating procedures, equipment maintenance instructions, etc. Good communication skills are expected including mastery of common computer applications such as Microsoft word, excel, etc.

Qualifications Needed: BS/MS or Associate in Biotechnology or equivalent

Apply online at www.antibodyresearch.com/careers.html or email resume to info@AntibodyResearch.com or mail resume to Antibody Research Corporation, Attn: Human Resources, 5988 Mid Rivers Mall Drive, St Charles, MO 63304

Title: OJT – Benefits Representative

Job Number: 10342900

Educates the members of various labor & credit unions and other group service associations who request specific information about their benefits. There is no cold-calling or telemarketing.

Qualified candidates should have reliable transportation and the ability to obtain an insurance license.

To apply fax your resume to (866)755-2548

Title: OJT – Branch Manager

Job Number: 10342902

Manages, trains, assists develops new associates, handles the financial reporting & analysis of your local branch, conducts performance reviews and helps their branch meet quality assurance standards set by corporate.

Qualified candidates should have reliable transportation and the ability to obtain an insurance license.

To apply fax your resume to (866)755-2548