

# St. Louis Region OJT Job Openings

3/25/14

The following is a list of current job openings posted in [www.jobs.mo.gov](http://www.jobs.mo.gov) that the organization has indicated they are interested in filling under the SLATE OJT program. Qualified candidates are encourage 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](mailto:jreinert@stlworks.com) including the job title in the subject of the email.**

## Title: **OJT – Catering Associate**

Job Number: 10517156

### JOB DESCRIPTION

The Catering Associate performs patient meal service for the Department of Food and Nutrition. Responsible for patient meal service on assigned units. This includes menu selections, tray assembly, catering rounds, tray delivery and retrieval, recording of intake/calorie counts, special requests, galley/floor stock maintenance, and nourishment delivery. Communicates directly with nursing to obtain updated diet orders. Responds to patient, family and nursing needs.

### RESPONSIBILITIES

- Delivers patient meals to assigned areas, documents meals and calorie intake and rounds on patients in accordance to department expectations.
- Assembles meal trays and menus in accordance to guidelines.
- Communicates patient diets, delivery of meals and special requests with patient care team.
- Maintains an organized and stocked galley.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

## Title: **OJT – Cook**

Job Number: 10517153

### JOB DESCRIPTION

Performs a variety of food production activities such as pre-preparation and preparation of hot and cold foods for patient services, retail and catered operations.

### RESPONSIBILITIES

- Prepares food items as assigned according to standardized recipes, food preparation guidelines and sanitation standards.
- Consistently checks food for quality and correct temperature.
- Maintains cost control and minimizes waste when preparing food.
- Accommodates and has knowledge of special diet requests.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

## Title: **OJT – Food Service Worker I**

Job Number: 10517148

### JOB DESCRIPTION

Responsible for performing a variety of food service functions such as preparation of food, setting up of service areas with food, utensils, and garnishments, food portioning, serving, sanitation, operating cash register, assembling patient trays and assisting with customer requests.

### RESPONSIBILITIES

- Serves customers in a professional and friendly manner, and follows food safety and portion guidelines.
- Assembles meals according to the menu, diet order and correct protocol.
- Ensures work area is set up and supplies and products are organized before, during and after shift.
- Cleans and sanitizes work station and utensils.
- Uses equipment and materials properly and safely.
- Accurately assembles meals according to the menu, diet order and correct protocol.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

## Title: **OJT – Food Service Worker II**

Job Number: 10517145

### JOB DESCRIPTION

To provide quality food service to cafeteria customers to provide speed of service and customer courtesy. To perform a variety of food service functions such as preparation of food, setting up of service areas with food, utensils, and garnishments, food portioning, serving, sanitation, and assisting with customer request.

### RESPONSIBILITIES

- Serves customers in a professional and friendly manner, and follows food safety and portion guidelines.
- Ensures work area is set up and supplies and products are organized before, during and after shift.
- Cleans and sanitizes work station and utensils.
- Uses equipment and materials properly and safely.
- Accurately assembles meals according to the menu, diet order and correct protocol.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

## Title: **OJT – Housekeeping**

Job Number: 10489570

### JOB DESCRIPTION

Responsible for daily housekeeping services as assigned, using procedures as outlined by the hospital or service organization.

### RESPONSIBILITIES

- Performs routine cleaning activities in patient, public and common areas using prescribed, established cleaning process.
- Performs discharge cleaning process in inpatient rooms and prepares room for next admission.
- Performs room set up and changes as needed.
- Keeps equipment clean and functional according to procedure.
- Notifies supervisor or manager of any equipment, furniture, or building fixtures that are in need of maintenance.

Housekeeping and janitorial experience in a hospital environment strongly preferred.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

**Title: OJT – Supervisor – Housekeeping**

Job Number: 10489573

**JOB DESCRIPTION**

Supervision of operations and activities of the Housekeeping Department.

**RESPONSIBILITIES**

- Manages individual(s) including but not limited to: hires, trains, assigns work, manages & evaluates performance, conducts professional development plans. Ensures that the productivity and actions of that group meet/support the overall operational goals of the department as established by department leadership.
- May participate in the development of departmental staffing, revenue and/or expense budgets and having direct responsibility for adhering to those goals. This includes responding to changes in the business which may affect the ability to achieve the budget goals.
- Schedules work assignments and ensures the schedule is adjusted and posted.
- Responds to and prioritizes pager requests.
- Conducts new hire department orientation, training and in-services as needed.
- Performs regular inspections to ensure staff are following established procedures in order to meet compliance and regulatory guidelines and to provide infection control.

2 years of supervisory experience in a hospital environment strongly preferred.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

**Title: OJT – Supervisor – Maintenance & Facilities**

Job Number: 10489566

**JOB DESCRIPTION**

Manage and coordinate activities of personnel engaged in maintaining the physical plant and all other duties as required. Assist Manager in the Development of Policies and Procedures, operating budget, and departmental goals. Responsible for staff daily work assignment and productivity.

**RESPONSIBILITIES**

- Identifies and recommends optimal staffing levels necessary to effectively manage work unit's services.
- Manages individual(s) including but not limited to: hires, trains, assigns work, manages & evaluates performance, conducts professional development plans. Ensures that the productivity and actions of that group meet/support the overall operational goals of the department as established by department leadership.
- Leads, directs and organizes assigned departments.
- Plans, schedules, and coordinates repairs and utility outages. Plans and coordinates new equipment installations.
- Ensures all aspects of preventative maintenance are completed on schedule and according to department standards and procedures.
- Inspects the building, facilities and grounds to identify maintenance and repair needs.
- May participate in the development of departmental staffing, revenue and/or expense budgets and having direct responsibility for adhering to those goals. This includes responding to changes in the business which may affect the ability to achieve the budget goals.

THIS IS A SMOKE-FREE WORK ENVIRONMENT!

**Title: OJT – EMS Medical Biller**

Job Number: 10518062

**Duties:**

- Data entry into billing system creating a medical claim form from information on ambulance run report
- Verifying patient information on insurance web sites and/or with hospitals
- Answering telephones and various office duties, e.g, faxing , copying , etc.

**Required Skills:**

- Computer literate, working knowledge of Word, Excel and other internet based programs
  - Knowledge of medical terminology
  - Good communication and customer service skills
  - Ability to multi-task
  - Ability to work independently and as a team player
  - Punctuality, dependability, and ability to maintain strict patient confidentiality
- Experience as an ambulance services biller or experience conducting insurance follow-up in the healthcare industry strongly desired

**Title: OJT – Commercial Lines CSR Trainee**

Job Number: 10496268

This position will gain insurance knowledge through a specific training program inside and outside of the Agency. The goal is to develop the skills which will help support an assigned Producer unit.

**JOB DUTIES / ESSENTIAL FUNCTIONS**

1. Obtain Producers license through successful study preparation
2. Receive and complete daily study assignments regarding the insurance industry
3. Prepare for initial Hartford CSR training class
4. Become proficient in the Agency Management System i.e. Accord Applications, ID Cards, Change Requests and Certificates
5. Become familiar with claims administration and monitoring
6. Assimilate new client files
7. Attend essential continuing education classes
8. Prompt and reliable attendance required
9. Perform other duties as assigned

**POSITION REQUIREMENTS**

- Education/Experience: High School diploma or equivalent required  
1 - 2 years experience in the insurance brokerage industry a plus  
Intermediate computer skills in MS Word, Excel, and Outlook
- Licensure/Certification: Current Producer's license or agreement to obtain Producer's license within 3 months of employment.
- Personal Characteristics: Friendly, positive attitude  
Willingness to help others  
Organized, detail-oriented, with the ability to multi-task in a fast-paced environment  
Excellent verbal and written communication skills  
Dependable

**Qualified candidates must email a current resume and cover letter to Joel Reinert at [jreinert@stlworks.com](mailto:jreinert@stlworks.com) and include the job title in the subject of the email. Qualified candidates will be contacted for a prescreening interview.**

**Title: OJT – Administrative Assistant (Bi-Lingual Spanish and English)**

Job Number: 10496288

Performs high-level administrative support by handling information requests and performing clerical functions such as preparing correspondence, receiving visitors and children, maintaining electronic and manual files, recording invoices, answering and screening calls and presenting a positive image of SouthSide to visitors and parents. Reports to the Family Services Manager and Center Director for certain tasks.

**Essential Functions:**

- Admits parents and visitors to center and answers questions as needed
- Answers front desk telephone, assists callers, transfers calls or takes messages as needed
- Maintains all SouthSide child records on the computer; verifies completeness of required information and follows up as needed; classifies and maintains electronic and paper files
- Prepares attendance/enrollment reports daily and weekly and be request as needed
- Performs daily health checks for Center children as they enter the building
- Enters data of all specified program information in an accurate manner based on data entry procedures using the Child Plus data management system
- Helps Family Services Manager obtain necessary information from parents (e.g. signatures, copies of Medicaid cards)
- Manages teacher and substitute scheduling with direction from Center Director
- Opens mail, logs checks received in the mail, endorses the check and forwards to Controller for deposit
- Collects and records parent fee payments in the receipt book
- Maintains confidentiality of sensitive information
- Assists Center Director in communicating with classrooms on a daily basis
- Assists with special classroom projects, classroom and family communications via bulletin boards, and special events like parent committee meetings, holidays, picnics, etc.)
- Coordinates distribution of St. Louis Public Library books to classrooms

**Requirements:**

- Minimum Associate's Degree required
- 3+ years' experience in an administrative position, preferably in a not-for-profit work environment
- Fluent in English and Spanish
- Proficiency in Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Strong attention to detail

**Please submit resume via e-mail or mail to Monica Jestes at [mjestes@southside-ecc.org](mailto:mjestes@southside-ecc.org)**

**Title: OJT – Plumbing Secretarial Assistant**

Job Number: 10510634

**Job Duties:**

- Enter Gateway Mechanical & Gateway Mechanical Fire Protection, Inc., payrolls
- Type proposals
- E-mail and fax as necessary
- File
- Book service calls
- Dispatch field technicians
- Provide relief for receptionist at lunch and breaks
- Provide assistance to the service department as needed
- Become proficient at
  - Performing all plumbing secretary job duties
  - Billing procedures of GM, GMFP, and Air Masters
- Report to supervisor unsafe or unhealthful behavior or situations that could affect self or co-workers
- Perform other work-related duties as assigned

**Qualifications:**

- Working knowledge of plumbing/HVAC policies and procedures in general
- Previous secretarial experience at HVAC and/or plumbing company or equivalent education
- Ability to use sound judgment and good social skills
- Ability to multi-task and travel successfully between departments and companies.
- Punctual, dependable, excellent attendance habits
- Honesty, attention to detail, ability to keep trade information confidential
- Professional appearance
- Ability to read, write, speak, and understand English well
- Strong verbal and interpersonal skills
- Ability to create and maintain friendly relationships with customers and coworkers
- Ability to use standard office equipment including a computer and multi-extension telephone system

**Qualified applicants should upload their resume on the [www.airmasters.com](http://www.airmasters.com) website and then send their resumes and letters to:**

**The Employment Office****Air Masters Corporation****1055 Cassens Industrial Ct.****Fenton, MO 63026**

**Title: OJT – AutoCAD Operator/Draftsman**

Job Number: 10498054

**Job Duties:**

- Produce CAD mechanical and control drawings for engineering, contracting, energy management and service departments
- Work with salespeople to gather necessary data to complete drawings
- Create, standardize, and maintain drawing database
- Maintain all drafting/copying equipment and supplies
- Develop presentation drawings for marketing and sales efforts
- Produce sketches to accompany proposals when necessary
- Complete other job-related tasks as assigned

**Qualifications:**

- Minimum of 1 year experience in operating most recent versions of AutoCAD 14 and REVIT
- Background in HVAC, engineering, mechanical, or architecture
- Punctual, dependable, excellent attendance habits
- Professional appearance
- Ability to read, write, speak, and understand English well
- Pleasant, clear telephone voice and manner
- Strong verbal and interpersonal skills
- Ability to create and maintain friendly relationships with customers and coworkers
- Ability to use standard office equipment including a computer, multi-extension telephone system, and copy machine

**Qualified applicants should upload their resume on the [www.airmasters.com](http://www.airmasters.com) website and then send their resumes and letters to:****The Employment Office****Air Masters Corporation****1055 Cassens Industrial Ct.****Fenton, MO 63026****Title: OJT – Tool & Material Supervisor**

Job Number: 10496152

**Job Duties:**

Control tool inventory, recording tool movement by use of "Tool Watch" program

- Check and repair tools or determine if best to send out for repair or to scrap
- Monitor all parts and job equipment inventory
- Assist in routing
- Coordinate with rigging providers to offload at their yard when appropriate
- Tag all equipment for job and PO #
- Set up standard craft tool boxes and control inventory
- Assist purchasing and delivery in writing POs, loading and unloading of delivery vehicles
- Work with drivers/material handlers to keep all warehouse areas clean
- Assist with yearly inventory of all company vans and warehouse
- Maintain all records for all of the above functions
- Work in compliance with all safety requirements and report to supervisor all safety concerns
- Perform other work-related duties as assigned

**Qualifications:**

- Working knowledge of HVAC material and tools in general
- Previous warehouse experience or equivalent education
- Ability to use a computer and software
- Ability to lift and carry 80 pounds on a recurring basis
- Ability to work out of doors during hottest summer days, coldest winter days and varying degrees of inclement weather
- Ability to operate a variety of warehouse equipment including forklift, pallet and hand truck
- Punctual, dependable, excellent attendance habits
- Honesty, attention to detail, ability to keep trade information confidential
- Professional appearance
- Ability to read, write, speak, and understand English well
- Strong verbal and interpersonal skills
- Ability to create and maintain friendly relationships with customers and coworkers
- Ability to use standard office equipment including multi-extension telephone system

**Qualified applicants should upload their resume on the [www.airmasters.com](http://www.airmasters.com) website and then send their resumes and letters to:****The Employment Office****Air Masters Corporation****1055 Cassens Industrial Ct.****Fenton, MO 63026**

**Title: OJT – Business Development Representative**

Job Number: 10496148

This position develops new business by analyzing the account potential; initiating, developing, and closing sales; recommending new offerings that we can fulfill and sales strategies.

**Job Duties:**

- Identifies development potential in accounts by studying current business; interviewing key customer personnel and company personnel who have worked with customer; identifying and evaluating additional needs; analyzing opportunities.
- Initiates sales process by building relationships; qualifying potential; scheduling appointments.
- Develops sales by making initial presentation; explaining our offerings and service enhancements and additions; introducing our abilities and services to potential clients.
- Develops opportunities to meet the client's needs by preparing an inventory of needs; conferring with our design and engineering group.
- Makes presentations and closes sales by overcoming objections.
- Contributes information to sales strategies by evaluating our current offering's results; identifying needs to be filled; monitoring the competition's market approach and offerings; analyzing and relaying customer reactions.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different opportunities; exploring new opportunities to add value to job accomplishments.
- Builds Client Base, Establishes Partnerships/Alliances, Prospecting Skills, Meeting Sales Goals, Foster Teamwork, Planning, Building Relationships, People Skills, Initiative, Customer Focus, and Emphasizing on Excellence.
- Identifies, qualifies and pursues key individual and decision makers of large accounts as defined as those that have the potential to generate \$1 million or more in sales per year.
- Works as part of a highly collaborative and supportive sales team and work to support the company's overall objectives.
- Develops and presents financial models to support sales potential business plans
- Develops and manages overall sales strategy to include: presentations, sales materials, value proposition, key messages, and contracting etc.
- Develops relationships with appropriate business development and channel partners in the target areas to spread awareness and develop new opportunities.
- Develops a contact list and maintains a database of client contacts and referrals.
- Develops a strategy for each key prospect with focus on building relationships with key decision-makers to ensure maximum utilization and continued business growth.

**Qualifications:**

- Working knowledge of operational characteristics and components of typical commercial HVAC systems and industry jargon
- Bachelors degree in business or similar profession
- Previous hands-on HVAC sales experience.

**Qualified applicants should upload their resume on the [www.airmasters.com](http://www.airmasters.com) website and then send their resumes and letters to:**

**The Employment Office****Air Masters Corporation****1055 Cassens Industrial Ct.****Fenton, MO 63026****Title: OJT – Warehouse Worker**

Job Number: 10474499

**Responsibilities:**

Putting product into and taking out of pallet racking via fork lift/picker

Cleaning furniture and checking it for functionality before delivery or going into our showroom

Extraction cleaning panels or chairs when necessary

Building office furniture to prepare for delivery

Loading and unloading trucks on occasion

Pulling and preparing orders for installation - this requires a detailed person as a cubicle installation can required many parts and pieces of different sizes.

**Title: OJT – Customer Service Rep**

Job Number: 10472275

This position will somewhat evolve with our new computer system but listed are the core responsibilities. A great part of the training process could be data entry into our system. For this we will need a detailed person. We are seeking a clear professional phone voice as this person will speak with customers frequently. Reliability and punctuality is very important. .

- Print paperwork for daily deliveries
- Recognize delivered shipments (invoicing)
- Emailing invoices to customers.
- Check EOD status (checking the status of shipments and logging shipping dates in our system)
- Confirm P.O. ship dates (help checking the status of shipments and logging shipping dates in our system)
- Customer file maintenance ?correcting addresses phone numbers etc
- Monthly invoicing - recurring invoices
- Call customer to confirm deliveries ( confirm addresses, arrival times and cod's)

Please e-mail resumes to [jobs@stlworks.com](mailto:jobs@stlworks.com) and make sure to include customer service in the subject line or your resume may not be considered.

**Title: OJT – Material Handler**

Job Number: 10483278

Material Handler is employee who makes sure that the material coming in the warehouse is properly prepared for shipping. They are responsible for working with volunteers on any general labor tasks and other duties as necessary. Required to have forklift experience but certification is not required pays \$9.5 hour with exp. THIS IS 100% NON - SMOKING CAMPUS

Please e-mail resume to [acausevic@stlworks.com](mailto:acausevic@stlworks.com) with subject line "Material Handler"

**Title: OJT – Driver**

Job Number: 10483282

Responsible for preparing supplies for pickups and handling all pickups scheduled through the Dispatch Dept. including unloading of materials. Responsible for proper handling and loading of materials at events and sites. Routine maintenance on trucks. Must have a Class E license and be legally able to drive. Pays \$12/hour. THIS IS 100% NON - SMOKING CAMPUS  
Please e-mail resume to [acausevic@stlworks.com](mailto:acausevic@stlworks.com) with subject line "Driver"

**Title: OJT – Office Assistant**

Job Number: 10489580

Handles Customers, donation letters, and basic data entry and answering the phones. Must have customer service experience and a good phone voice. Qualified candidates will be tested in MS Word, MS Excel and Basic office skills. Candidate must have Internet and e-mail experience. Unpaid Internship positions are also offered for those without experience. Pays up to \$12/hour based on experience. THIS IS 100% NON - SMOKING CAMPUS  
Please e-mail resume to [acausevic@stlworks.com](mailto:acausevic@stlworks.com) with subject line "Office Assistant"

**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 – Senior Business Intelligent Developbear**

Job Number: 10499240

The Senior Business Intelligence Developbear is responsible for building and maintaining Business Intelligence Solutions. This person will work with other developers and business resources to build high-performing enterprise Business Intelligence tools.

**RESPONSIBILITIES:**

- Develop new extracts into the SQL Server data warehouse and Analysis Services cubes
- Monitor and repair any import processes that fail
- Monitor the reporting processes to ensure that they are functioning
- Develop new reports as needed
- Determine the business need and design to develop the appropriate reporting for that need
- Assist other teams with designing databases to support business processes

**QUALIFICATIONS:**

- A minimum of an Bachelors? Degree with a minimum of 6 years of Business Intelligence Development Experience
- Must be proficient in Microsoft's Business Intelligence technology stack and have a strong understanding of data warehouse methodologies
- SQL Service Administration experience required
- SQL Server SSIS, SSAS, SSRS and TSQL experienced required
- Proficiency in Microsoft Office ? Word, Excel, Outlook, Access, PowerPoint
- Strong analytical reasoning and communication skills
- Flexible and adaptable to change
- Strong organization and planning skills
- Ability to work independently

**Title: OJT – Tax Manager**

Job Number: 10499237

The Tax Manager manages audits of all taxing jurisdictions, ensures compliance with transfer pricing regulations, performs accounting functions for two foundations, and performs research related to audit inquiries and tax planning opportunities.

**Responsibilities:**

- Manage federal, state & local and international audits which include coordinating with our external auditors, providing supporting documentation, and researching tax issues.
- Perform monthly accounting functions for two foundations which involve recording all income, expenses, completing bank reconciliations and preparing financial statements.
- Review federal and state foundation returns while providing guidance to the tax accountant
- Update transfer pricing policies and ensure compliance with regulations annually or more frequently as needed.
- Analyze the impact of proposed/enacted tax law changes, analyze tax consequences of tax planning and strategy initiatives, and provide recommendations and opinions.
- Assist the Tax Director in the management of the global tax rate, maximize efficiencies of the corporate structure, and managing all matters related to domestic and international tax compliance.

**Qualifications**

- Bachelor's Degree in Accounting or a related field
- 8-10 years of directly related work experience
- Previous experience in a publicly traded company or a public accounting firm is required
- A CPA is required
- Extensive knowledge of US Generally Accepted Accounting Principles (GAAP)- ASC 740, knowledge of tax laws with the ability to research, analyze and monitor changes
- Excellent organizational, verbal and written communication skills
- Proficiency in Microsoft Word, Excel, CCH or other online research tools

**Title: OJT – Project Manager**

Job Number: 10499059

Must have a minimum of 3 years of management experience in commercial flooring. Candidate must possess a vast knowledge of flooring installation and materials being used and willing to keep up with new products and installation methods for these products. Must be able to assist estimator in giving accurate production hours for projects bid. Will be responsible for overseeing production hours on multiple projects daily. This candidate should also be an experienced flooring installer who can install residential and commercial carpet, all resilient flooring and ceramic tile.

**Title: OJT – Flooring Installer**

Job Number: 10499056

We are looking for an experienced flooring installer who can install residential and commercial carpet, all resilient flooring and some experience in ceramic tile.

Must have reliable transportation and tools.

**Title: OJT – Security Officer (Unarmed)**

Job Number: 10496285

**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](http://www.alliedbarton.com) and then e-mail resume to [jreinert@stlworks.com](mailto:jreinert@stlworks.com) and include the job title in the subject line**

**Title: OJT – Solar Installation Professional**

Job Number: 1022885

**JOB DESCRIPTION**

Solar installation experience is a plus but not required as long as you have some construction, roofing or electrical experience with a desire to learn and follow direction. The ideal candidate takes extreme pride in their work and has a natural desire to produce quality results. Each installation is different and offers a learning opportunity to the entry level candidate. For those candidates that learn quickly, follow direction, take initiative and show leadership abilities there are opportunities for advancement to Lead Installer. We also support training and NABCEP certification for those with the desire to progress their careers even further.

**Qualifications for the ideal candidate:**

- Detail oriented and shows pride in their work
- Positive outlook even when challenged with physically demanding situations
- Works well in a small team environment
- Has experience in being in constant communication with their crew members
- Is proactive in accomplishing all tasks necessary for a job.
- Comfortable climbing ladders plus standing and working on residential roof tops in both hot and cold weather.
- Can comfortably lift 50 to 70lbs and can push, pull, bend, stand or kneel for extended periods of time.
- Able to have a flexible schedule and willing, on occasion, to work longer hours in order to complete the installation project for the day.
- Has a natural desire to seek continuous improvement in their work.
- Organized with the ability to multi-task and set priorities

Positions available are Full-Time and paid hourly. Some overtime and overnight travel may be required. A clean driving record is a must. Drug Tests, Background Checks and DMV reports will be performed on all final candidates. Employment eligibility verified through E-Verify. Competitive compensation based on experience.

**JOB REQUIREMENTS****Responsibilities:**

- Assists the Lead Installer and crew with quality solar PV installations in some or all of the following areas: system layout, roof penetrations, assembling racking, running conduit (both exterior and in attics and crawl spaces), panel attachment, grounding, pulling wire, constructing wire combiner boxes, and performing voltage testing.
- Follows all OSHA and company safety requirements without question.
- Follows all company operations standards and processes.
- Stages materials and tools, completes load standards and helps load the trailer for each job Assists with general site preparation and continuous jobsite clean-up.
- Participates in regular safety trainings and online training
- Maintains a neat and professional appearance and communicates with the customers in a positive manner

Required Travel Up to 25%

**Title: OJT – Laboratory Director**

Job Number: 10476182

C2N Diagnostics, a biotech company actively involved in developing diagnostics and therapeutics for neurological disorders, is seeking a Laboratory Director to oversee its GMP and CLIA Laboratories.

The qualified candidate must be familiar with Good Laboratory Practices (GLP), Clinical Laboratory Improvement Amendments (CLIA), and Health Insurance Portability and Accountability Act (HIPAA) regulations.

The successful candidate will be responsible for implementation and ongoing oversight of GLP and CLIA Policies and Procedures.

The Laboratory Director must possess the following qualifications:

- i) Must possess a current license as a Laboratory Director as required by the State of Missouri
- ii) Be a doctor of medicine or doctor of osteopathy licensed to practice medicine or osteopathy in the State of Missouri
- iii) Be certified in anatomic or clinical pathology (or both) by the American Board of Pathology or the American Osteopathic Board of Pathology or possess qualifications equivalent to those required for such certification
- iv) Have at least two years of direct experience supervising moderate and/or high complexity testing or hold an earned doctorate degree in biological or clinical laboratory science from an accredited institution.

**Desired Skills**

Excellent communication skills, both written and verbal are essential to interact with a number of individuals from different specialties (i.e. physicians, scientists, administrators, etc.). A knowledge of immunoassays and mass spectrometry is highly desirable.

**License/Certification/Education**

License/Certification/Education: Requires a Ph.D. or MD at least two years of Clinical Lab experience. Must meet all licensing as required by CLIA or Director accreditation from a national certifying agency.

**Qualified candidates must send a cover letter and resume to Tim Veenstra at [tveenstra@c2ndiagnostics.com](mailto:tveenstra@c2ndiagnostics.com) and include the job title in the subject of the email.**

**Title: OJT – Information Technology Officer**

Job Number: 1051839

C2N Diagnostics (C2N), a biotech company actively involved in developing diagnostics and therapeutics for neurological disorders, is seeking an Information Technology (IT) Officer.

The qualified candidate must be familiar with Good Laboratory Practices (GLP), Clinical Laboratory Improvement Amendments (CLIA), and Health Insurance Portability and Accountability Act (HIPAA) regulations as it pertains to data storage and archiving and have 2 years' experience with programming and maintaining a Part 11 Compliant database.

The IT officer will maintain and further develop C2N's Laboratory Information Management System (LIMS) and be actively involved in the expansion of C2N's IT infrastructure.

The following are a list of essential duties the IT officer will perform:

- i) Oversee and maintain C2N intranet, server infrastructure, and LIMS
- ii) Oversee and manage standard operating procedures pertaining to part 11 compliance, CLIA and HIPAA
- iii) Validate current LIMS implementation and maintain LIMS validation
- iv) Recognize novel software and hardware solutions that can improve existing data acquisition, analysis, and storage methods.
- v) Verify backed up data and the integrity on a routine basis
- vi) Implement GLP, CLIA and HIPAA regulations for electronic data storage and archiving.
- vii) Provide IT support and troubleshoot IT problems for individual computers.

**Desired Skills**

SQL databases, including database replication, maintenance and optimization. Programming in scripting languages such as PHP/Perl/Python as well as Visual Basic and Excel macros. Experience in managing a Window's and LINUX server. Broad programming experience is preferred since the applicant will be required to learn new programming languages.

Excellent communication skills, both written and verbal are essential to interact with a number of individuals from different specialties (i.e. physicians, scientists, administrators, etc.). The ability to conduct data analysis and biostatistical analysis is highly desirable.

**Education**

The successful candidate will have a Bachelor's or Master's degree in computer science, management information systems, computer engineering, or a related field. Candidates with an Associate's degree in computer technology and extensive work experience should also apply.

**Experience**