

St. Louis Region OJT Job Openings

8/30/13

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 – Construction Project Superintendent II**

Job Number: 10047653

Assigned to a field construction or remediation group in a general or single discipline supervisory position. Responsible for directing activities of craftsmen within assigned area of responsibility. Ensures compliance with specifications and may be assigned specific schedule and budget requirements. Receives technical and operational supervision from assigned project managers or other designated supervisors.

Responsibilities:

- Ensures project safety and quality assurance within the areas of assigned responsibility
- Directs project activities on a day-to-day basis
- Assists Project Manager in the preparation of construction methods, schedules, manning charts, material and equipment requirements
- Schedules work to be performed and reviews work accomplished by each craft or discipline
- Prepares reports and forecasts, including summary of project progress, manpower forecasts and expenditure forecasts.
- Direct point of contact for customers
- Responsible for project oversight and cost control
- Subcontractor scheduling and control
- Adherence to project schedules
- Prepare submittals to clients

Travel:

extensive travel, and or relocation, adaptability and the ability to respond quickly and accurately are required. Outdoor environment may be relevant with commensurate inclement weather conditions.

Physical Requirements:

This position entails field assignments where physical skills, such as standing, walking, climbing, near acuity, and manual dexterity are needed. May require lifting and carrying testing or other equipment, and applicable safety gear must be worn, such as safety glasses, ear plugs, hard hats, steel toe work boots, respirator, etc.

Skills:

- Effectively communicate and able to interact with individuals in all levels of business
- Able to coordinate multiple and complex projects
- Respond effectively and creatively to change
- Knowledge of Microsoft Outlook, Excel, Word and Access
- Army Corps of Engineers and other Federal Government contract experience a plus

Education/Training:

- HS diploma or equivalent with 3 - 10 years directly related experience at the craft and foreman level.
 - Knowledge of single or multi-discipline construction or engineering operation relating to field activities acquired through educational training in general engineering, courses in construction and remediation technology and management, or work experience in craft, non-technical or technical positions.
 - Must have appropriate and applicable health and Safety training as required by governing laws and regulations.
- Qualified candidates must email resume to dbehlman@pangea-group.com or fax to 314/333-0601.

Title: **OJT – Land Surveyor Field Technician**

Job Number: 10047623

Candidate should have a minimum of 1-2 years surveying experience and be knowledgeable in all aspects of property boundary, topographic and construction staking surveys. Some college coursework completed

Requirements:

- Excellent communication, analytical, and organization skills.
- Able to accurately run and adjust survey measuring instruments including levels, GPS equipment, and total stations with electronic data collecting capabilities.
- Working knowledge of manual & robotic total stations and data collection is essential.
- GPS experience is a plus.
- Field experience in construction staking and knowledge of boundary and topography survey practices such as leveling, obtaining field measurements, finding monumentation etc.
- Ability to work with experienced field crew members in a variety of challenging outdoor environments and situations.
- Performs mathematical calculations and field checking of field data.
- Take accurate and clear notes and performs note reduction.
- Reads and understands plans and specifications.
- Knows basic sources of measurement errors.
- Strong sense of responsibility, self-motivation and willingness to learn and to advance.
- Valid driver's license and good driving record.
- Safety oriented

Qualified candidates must email resume to dbehlman@pangea-group.com or fax to 314/333-0601

Title: OJT – Construction Project Manager

Job Number: 10039228

To provide management oversight for all phases of the construction project, including coordinating man-power needs, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget safely.

ESSENTIAL FUNCTIONS:

- Develops a cost-effective plan and schedule for completion of project following a logical pattern for utilization of resources.
- Selects and coordinates work of subcontractors working on various phases of the project.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Supervises assistant managers, reviews their reports, checks on any reported difficulties, and corrects any safety violations or other reported deficiencies.
- Tracks and controls construction schedule and associated costs to achieve completion of project within time and monies allocated.
- Reports to owners and architects about progress and any necessary modifications of plans that seem indicated.
- Attends job meetings and keeps job logs and records.
- Works with vendors and subcontractors for project needs and quality control.

QUALIFICATIONS:

- Graduate of a four-year degree program in construction management or mechanical engineering with minimum of 5 years experience in project management.
- Two year degree in construction management or mechanical engineering with minimum of 10 years progressive experience in project management.
- Ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency.
- Good oral and written communication skills.

Qualified applicants must apply online at www.airmasters.com

Title: OJT – Industrial General Maintenance

Job Number: 10032659

Medical manufacturer seeks an industrial maintenance worker. Must have previous specific job experiences and detailed knowledge relating to industrial maintenance and production equipment in fields such as hydraulics, pneumatics, electrical components and trouble shooting analysis. Must know how to use basic hand tools and machines as required to perform duties. Must be able to read blueprints, schematics and detailed parts breakdown. Would direct the activities of all lesser maintenance classification personnel working with individual on a specific assignment. May be required to perform functions of lower maintenance classification. Applicants will need to take a skills test as well as pass a physical, drug & background check.

Qualified candidates looking for a challenging opportunity with an established organization please fax 314-268-1623, e-mail resume@alliedhpi.com, or mail resume in confidence to:

Allied Healthcare Products, Inc.

Attn: HR/Maintenance

1720 Sublette Ave

St. Louis, MO 63110

Title: OJT – Office Manager

Job Number: 10032647

Manages day-to-day office operations and provides administrative support to the Center Director in a non- profit early childhood environment.

Duties & Responsibilities:

1. Serves as the first point of contact for the agency by welcoming all staff, parents, guests and vendors. Refers guests to the appropriate person for information and/or meetings and appointments.
2. Maintains administrative office area in a tidy and professional manner at all times.
3. Performs administrative duties such as answering telephones, distributing incoming mail and correspondence, typing, editing and reviewing documents. Drafts office documents such as letters and reports as needed.
4. Monitors and handles data entry in various database programs including ETO, ICARE, and other portals .
5. Updates and maintains all general files for staff and children.
6. Completes enrollment process and documents for children files.
7. Oversees office machines and maintenance, adds toner, paper, ink, etc. as necessary. Submits requests for supplies as needed.
8. Collects monies from parents. Updates and maintains ledger and ledger worksheet on payments. Generates receipts; turns all monies in to Director of Finance.
9. Gathers information from meals sheets and attendance and generates weekly report, submits receipts to parents/payee daily.
10. Performs all other duties as assigned.

Qualifications & Requirements:

1. High school diploma or a GED equivalent with a minimum of 2 years administrative assistant experience.
2. Requires excellent knowledge of general office procedures and practices.
3. Must have excellent project coordination skills.
4. Strong interpersonal, verbal and written communication skills with experience in letter-writing and correspondence procedures.
5. Strong technical skills including proficiency in MS Office application such as Word, Excel. Must be able to maintain office equipment.
6. Strong organizational skills with the ability to handle multiple tasks and meet deadlines.
7. Must be able to maintain confidentiality of sensitive information relating to the matters of the staff, parents and children.

Title: OJT – PreSchool Teacher

Job Number: 10032651

Experienced Pre-School Teachers needed for not-for-profit organization, whose mission is to strengthen children, families, and communities through neighborhood centered, character building, life-changing programs that help create hope, health, and independence. Must be able to pass drug screening and extensive background checks. Must have some college courses in teaching along with computer skills.

Title: OJT – Fleet Maintenance Coordinator

Job Number: 10021566

General Summary:

The position will oversee all aspects of Dino's Trucking Equipment maintenance to include scheduling work and repairs, maintain inventory and shop maintenance files, secure road repairs, order parts for repairs and ensure all repairs are completed, and supervise shop employees.

Primary job responsibilities :

- Schedule work and order parts for repair
- Work with dealers to schedule repairs if warranted and follow up with dealers when warranty issues arise
- Maintain supplies and parts inventory
- Secure service for road repairs
- Write up and file work orders to be charged to drivers and vehicle inspections
- Order fuel for company bulk tank
- Reviewing DVIRS and other records and ensure that repairs are completed
- Perform and maintain daily lot checks
- Respond to after-hours service calls as required
- Maintain all shop maintenance files
- Account for shop employees performance, including attendance and punctuality
- Keeping shop, office, and warehouse in clean, working order
- Deliver trucks to shops for repairs as needed
- Practices good work habits including being productive and efficient, staying busy by seeking work, being dependable, clean and organized in work area, etc.
- Is a productive member of the organization, is responsible in matters of confidentiality and adheres to all Dino's Trucking, Inc. policies

Profile:

- Ability to lead and supervise
- Ability and willingness to accept responsibility and make decisions
- Ability to react to emergency situations
- Plan, organize, and adjust fluctuating assignments and workloads.
- Effectively communicate with others.

Specific training/certification:

- Knowledge of trucking industry
- Mechanical knowledge of trucks
- Knowledge of Microsoft Office

Title: OJT – Project Manager

Job Number: 10032626

A Project Manager at Geotechnology is responsible for conducting all phases of a project, including developing proposals, contract administration, budget control, development and maintenance of Client/Firm relationships, technical proficiency, project profitability, and issuing final report. This position is also responsible for supervising field, laboratory, and office staff in performing routine to very difficult assignments. Candidates seeking this position must be able to apply mature knowledge, experience, and judgment in organizing and carrying out field and office technical work required to complete all levels of a project. A Bachelor's degree in Civil/Geological/or related Engineering is required for this position, and a Master's degree is preferred. Candidates applying for this position should also have ten years of progressively responsible experience in a related field and a professional engineering registration.

Qualified candidates must email resume to jobs@geotechnology.com or apply online at Geotechnology.com/careers.

Title: OJT – Social Media Ninja and Account Manager

Job Number: 10021538

Qualifications and Experience of the Successful Candidate

- Has a degree in Communications, English, Marketing or related discipline
- Has worked in a restaurant/bar or know the workings of a restaurant business
- Possesses exceptional English writing skills, bordering on perfection
- Excels at research and communication
- Has work experience or training in advertising, PR, online marketing, retail sales, customer service/care, or similar field preferred
- Is an avid social media user and know how to create, send and manage email marketing tools
- Knows some things about HTML or how to edit email templates
- Understands Social Media Marketing and working knowledge of LinkedIn
- Demonstrates creativity and documented immersion in marketing or promotion
- Has the judgment and discretion to identify threats and opportunities in user generated content sites
- Has excellent verbal and written communication skills and an ability to work individually on a project or in a highly collaborative team environment
- Is eager to meet and exceed objectives and take on more responsibility
- Brings to the position outstanding organizational skills and the ability to handle multiple projects simultaneously to meet deadlines
- Has the ability to communicate results to management effectively and in a fast paced environment
- Is willing and able to work on a flexible schedule and do what it takes to achieve superior results
- Has a sense of urgency
- Being bilingual or multi-lingual, considered a valuable asset
- Sense of humour, zen attitude and optimism required
- Interact with clients regarding their accounts, email marketing, text messaging and social media presence and effectively build a long term business relationship with clients for the company
- Be the eyes and ears of your clients? social media accounts as if your own reputation depended on it
- Build and maintain your clients? social media presence
- Participate in real-time in conversations that surround your clients? content and brands, answer comments, be a mediator
- Identify threats and opportunities in user generated content surrounding your client accounts, report to appropriate stakeholders and recommend action plans
- Create content for social media engagement and interactions using the information provided by clients as well as through independent research
- Client reporting, client account setup and billing

For more information go to www.myeateria.com

Title: OJT – Ruby on Rails Web Developer

Job Number: 9972065

Responsibilities:

- *Write brand new code and expand existing code
- *Work on a project we are currently building
- *Interact with Product Manager on a daily basis

Required Qualifications:

Bachelor's degree in Computer Science (or related field)

Experience:

- *Required: for permanent positions, we require 2+ years of programming experience in the tools listed below.
- *Preferred: Experience in online email marketing or the restaurant industry.

Technical Skills**Required working knowledge:**

- *Web Tools: Ruby v1.9.3, Rails 3.2.8, HTML5, CSS3 JavaScript, HAML, SASS, Ajax
- *Databases: MySQL, MongoDB
- *Platforms: Linux (preferred Ubuntu)
- *Servers: Amazon EC2, S3, Heroku, Apache, nginx

Additional preferred working knowledge:

- *Git
- *Amazon SES
- *Wordpress
- *Some Front-End experience
- *SQL

PostgreSQL*Other Skills:**

- *Excellent verbal and written communication skills
- *Self-motivated worker with strong focus on business goals and end-user experience
- *Agile development practices and test-driven development

For more information go to www.myeateria.com**Title: OJT – Inside & Outside Sales Rep**

Job Number: 9972051

- Big opportunity with training provided
- - Award-winning entrepreneur and industry pioneer with a track record of great success is seeking to grow his sales team with experienced new business development professionals. Dedicated professionals can earn \$50K - \$75K during their first year and many are earning over \$100K annually. Extensive product training and sales training from the Sandler Sales Institute is provided to ensure success for top performers.
- Duties and Responsibilities:
 - *Telephone prospecting - Meeting and selling to direct clients (restaurant, bar, hotel owners/general managers)
 - *Joint selling with established partners (Sysco Foods, Miller Coors, others)
 - *Develop and deliver sales proposals
 - *Close the sale and schedule program rollout is done by an experienced account manager (not by the sales person)
 - *Develop relationships and grow long term accounts
- Other Skills:
 - *Excellent verbal and written communication skills
 - *Self-motivated worker with strong focus on business goals and end-user experience
 - *Agile development practices and test-driven development

For more information go to www.myeateria.com**Title: OJT – Design Drafter**

Job Number: 10011343

This position has responsibility for design projects from conception through final production. The Design Drafter will work primarily under the supervision of the Engineering Manager, with direction from Engineering personnel of higher classification; however, there will also be considerable opportunity for independent work. The Design Drafter will also have an opportunity to assist Engineering in performing product testing. May direct or review the work of others.

Principle Duties:

- Create and maintain sheet metal part designs using SolidWorks and other tools to assure proper assembly and function in a timely and cost effective manner. Must be able to research and understand the full impact of design decisions.
- Create documentation through CAD drawings & material bills to convey product designs to production, suppliers and customers.
- Dimension review of design. Review detailed drawings and material bills.
- Communication and interaction with production. Interaction with Vendors on prototype designs.
- Make design suggestions to improve product quality, production capability and control or reduce costs.
- Minimum supervision of daily work schedules and activities. Provide updates on progress or significant project issues to Supervisor and/or other team members.
- Conduct performance tests of product under the direction of a Project Engineer.

Requirements:

- Must be fully competent in 3D Cad layout and sheet metal design, assembly and piece part construction, (experience with SolidWorks is preferred).
- Knowledge of ECN and Bill of material systems, (experience with MAS90/200 is preferred).
- Two-year vocational school or 2 years related drafting experience with knowledge in applicable drafting standard (familiarity with ANSI Y14.5 and related standards is a plus).
- Experience and knowledge of HVAC products is a plus.

Title: OJT – Director of Donor Relations

Job Number: 10011316

This is an excellent opportunity for an enthusiastic fundraiser to join a dedicated team on what will be a brand new facility located on Jefferson Avenue, just south of I-44. Primary responsibilities include managing the annual fundraising program, communications, overseeing events (with outside support), overseeing grants (with outside contractual writers), and supporting the Executive Director and board members in their major gift efforts.

Requirements:

- Bachelor's degree in non-profit management, business, marketing, communications or related field required
- Minimum of 3 years experience in development , ideally in a smaller organization
- Exceptional attention to detail
- Top notch data analysis skills and experience managing a database such as e-Tapestry or Raiser's Edge or similar product; entering data, ensuring accuracy, running queries, interpreting data and producing reports
- Ability to work as a member of a team to strategically nurture ties to donor prospects
- Keen eye for grantwriting - ability to manage an outside contractual writer, meet deadlines and report outcomes
- Event fundraising- ability to work with volunteers to ensure an excellent event experience and follow up on opportunities
- Ability to prioritize while managing others
- Affinity to /passion for early childhood education

If you are interested in this position, please send resume and cover letter with salary history to Wendy Dyer at wendy@wendydyer.com

Title: OJT – MIG/TIG Welder

Job Number: 10010358

Argo Products is currently looking for 1st & 2nd shift PRODUCTION welders. FT positions; Mon - Thurs; some OT on weekends. Position details - * Weld components in flat and vertical positions * Clamp, hold, tack-weld, heat-bend, grind and/or bolt component parts to obtain required configurations and positions for welding * Use welding equipment to repair broken/cracked parts, fill holes and increase size of metal parts * Notify management of faulty operation of equipment and/or defective materials * Operate manual or semi-automatic welding equipment to fuse metal segments * Select / install torch, torch tip, filler rod, and flux, according to welding chart specifications or type and thickness of metal * Monitor the fitting, burning, and welding processes to avoid overheating of parts or warping, shrinking, distortion or expansion of material * Examine work pieces for defects, and measure work pieces with straightedges or templates to ensure conformance with specifications * Recognize, set up, and operate hand and power tools common to the welding trade, such as shielded metal arc and gas metal arc welding equipment * Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers * At all times adhere to company policies and procedures to operate equipment, and in general perform all work, in a safe and effective manner * Robotic Welder programming and operation experience is a plus but not required.

GENERAL REQUIREMENTS:

- * High school diploma or equivalent * At least 12 months of previous welding experience * Current Welding Certification * Solid work history and a strong attention to detail * Excellent verbal and written communication skills * Must be reliable and responsible

To apply, send resume to jmccoy@argoproducts.com

Title: OJT – Maintenance/Custodian

Job Number: 10011309

Seeking an experienced Maintenance/Custodian. Job duties include: minor building repairs, routine monthly maintenance, ordering and stocking deliveries, emptying trash, general cleaning of the building each day (dusting, sweeping, cleaning bathrooms and vacuuming). Applicants must be able to lift a minimum of 100 lbs and have a valid Driver's License. Minimum of 3 years' experience required, All applicants must pass a criminal background check. Please submit resume via e-mail or mail to Monica Jestes at mjestes@southside-ecc.org

Title: OJT – Industrial Maintenance Technician

Job Number: 9992579

Works under general supervision of the Maintenance Manager in a GMP regulated manufacturing environment operating under Q7A standards.

Tasks:

- Perform general plant maintenance (corrective and preventive tasks) and troubleshooting including equipment repair, electrical work, plumbing work,
- May include tanks service and insulation; piping, heat trace and insulation systems; valve replacement and rebuilds; mixers/agitators/pumps/compressors; air compressors, chillers, and hot oil systems; service/repair seals, gaskets, o-rings; electrical repairs and install new power circuits; machine control repairs; repair machine guards and safeties

Building and grounds maintenance**Specifications:**

- High school diploma or GED
- 3-5 years maintenance experience in a manufacturing environment, welding and fabrication preferred
- Knowledge of basic level mathematics and English comprehension
- Moderate level of machine diagnostics
- Broad level of safety, health and environmental rules and regulations, policies and procedures
- Skill in troubleshooting and maintaining mechanical and technical aspects of manufacturing equipment & basic mechanical/hydraulic and pneumatics concepts related to chemical manufacturing equipment
- Organization and self-motivation
- Reading drawings, service manuals and blueprints

Ability to:

- Work in extreme cold and hot (120 F) environment
- Comprehend oral and written English instruction
- Lift up to 50 pounds and drive fork truck in safe and efficient manner
- Follow established policies and procedures
- Work independently within a team environment to assist others as needed
- Operate and maintain wide variety of maintenance tools and equipment
- Exhibit manual dexterity, perceptual speed and extent flexibility
- Adopt to rapidly changing priorities based on business needs
- Pass pre-employment physical with drug screen and physical capabilities test

Please forward your cover letter, resume, and salary history to:

Jost Chemical Company
8150 Lackland Road

Title: OJT – Crisis Intervention Telephone Counselor

Job Number: 9980704

Provides immediate telephone clinical assessments to determine and implement appropriate level of care to all callers using the crisis intervention Call Center lines. Facilitates after-hours services for EAP contracts.

Essential Functions:

1. Displays courtesy and sensitivity when conducting telephone triage interviews with clients that are experiencing problems. Problems may include personal and family adjustments, finances, employment, food, housing, and physical and mental impairments to determine nature and degree of problem.
2. Secures and evaluates information such as medical, psychological, and social factors contributing to client's situation.
3. Provides telephonic support to assist client in resolving the crisis.
4. Refers clients to community resources and other organizations.
5. Enters demographic and clinical information from the client into the database.
6. Dispatches Mobile Outreach Team members to face-to-face evaluation.
7. Participates in individual and group supervision, BHR training, seminars, functions and events.
8. Accountable for the submission of accurate and thorough timesheets, mileage/expense, incident and accident reports to supervisor.
9. Serves as liaison between BHR, member agencies, and contractual companies.
10. Completes work in a timely manner and achieves established goals.
11. Must work well as part of a team and individually with other employees.
12. Performs other job-related duties as assigned by a supervisor.

Education, Experience and Skills Required:

1. Masters Degree in Social Work, Psychology, Counseling or Psychiatric Nursing.
2. Minimum knowledge of the St. Louis Area Mental Health Network, the Crisis Intervention Model and the DSM-IV.
3. Thorough clinical assessment skills.
4. Telephone skills with excellent customer service techniques.
5. 0 TO 2 years of experience in clinical practice.
6. Ability to use computer terminal and input data into the system.
7. Strong verbal, written and interpersonal skills.

Title: OJT – Legal Transcript Proofreader

Job Number: 9990764

SUMMARY JOB DESCRIPTION

We are currently seeking to fill a Full-Time Legal Transcript Proofreader/Quality Control position. The hours for this position are M-F 8:00am-5:00pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review legal transcripts to ensure accuracy & consistency of products delivered to clients.
- Produce, prepare and arrange delivery of final transcripts to meet client requests and company expectations.
- Assist in the completion of rush jobs; outsource agency communication, general transcript requests, web requests and other tasks as assigned.
- Create professional written correspondence.
- Respond to court reporter and client questions by phone and email.

QUALIFICATION REQUIREMENTS

- Minimum of 2 years professional administrative work experience.
- Prior experience reviewing documents for accuracy.
- Strong editing & proofreading skills with exceptional attention to detail.
- Excellent customer service, verbal communication, interpersonal and organizational skills.
- Ability to work successfully in a team environment.
- Highly motivated, committed self-starter.
- Ability to maintain confidentiality of sensitive documents and projects.
- Exceptional attendance record.
- Typing skills at 50 wpm with few to no errors.
- Strong computer skills including proficiency in Microsoft Office computer applications such as Excel, Word and Outlook
- Legal background a plus, but NOT required.

EDUCATION

High school diploma required and some college preferred.

Qualified candidates must apply to <http://pohlmanusa.com/careers>

Title: OJT – Salvage Claims Coordinator

Job Number: 9978533

The Salvage Claims Coordinator provides assistance to the Claims Manager in support of managing new salvage claims, following up on existing claims, and performing other tasks as assigned.

Innovative Claims Service is looking for someone who is outgoing, personable, confident on the phone, able to learn quickly and work independently.

Responsibilities include:

- Setting up salvage claims
- Bidding out vehicles
- Maintaining contact with buyers, clients and tow lots via phone/email
- Building relationships with buyers, clients and tow lots
- Researching new salvage buyers
- Negotiating storage bills with tow lots
- Updating claim files
- General office tasks, including but not limited to answering calls from clients and/or vendors, faxing documents, filing and copying as needed.
- Sales experience is a plus.

Employee Expectations:

- Salvage will be bid out within 4 hours, during normal business hours.
- Follow up for bids will be done within 3 business days.
- Client will be notified of high bid within 5 business days.
- There will ALWAYS be a 30% response rate from buyers for EACH vehicle.
- At least ONE new buyer will be added to every piece of salvage.
- Salvage will be awarded within 4 hours of receiving authority from the client.
- Pick up of vehicle will be confirmed within 48 hours if it is in storage; if it is not in storage, it will be confirmed in no more than 5 business days.

Title: OJT – Administrative Coordinator

Job Number: 9990768

SUMMARY JOB DESCRIPTION

We are currently seeking to fill a Full-Time Administrative Coordinator position. The hours for this position are from 8:00am-5:00pm

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general clerical duties including scanning documents, filing, and the operation of basic office machines.
- Perform diversified duties such as data entry, copying, and distributing and preparing mail.
- Answer telephones and provide direction and assistance as needed.
- Maintain a working knowledge of company procedures.
- Complete special projects as assigned.

QUALIFICATION REQUIREMENTS

- Microsoft Office knowledge and experience (Outlook, Word, Excel) mandatory.
- Organizing, Planning & Prioritizing Work - developing specific goals & plans to prioritize, organize, and accomplish your work with excellent attention to detail.
- Critical Thinking - using logic and reasoning to identify the strengths & weaknesses of alternative solutions, conclusions or approaches to problems.
- Three to five years' experience in an office environment performing administrative duties.
- Maintain confidentiality of sensitive documents and projects, and represent the company in a professional manner.
- Strong customer service, written & verbal communication and interpersonal skills.
- Demonstrate ability to work successfully in a team environment.
- Good attendance mandatory.
- Legal background a plus.

EDUCATION: High school diploma required and some college preferred.

Qualified candidates must apply to <http://pohlmanusa.com/careers>

Title: OJT - Flooring and Remodeling Laborer

Job Number: 9992467

Company performs residential and commercial remodeling work of all types but specializes in flooring (carpet, tile, hardwood, ceramic, etc). Looking for a dependable worker preferably with some flooring installation experience. Experience in other areas of construction is also helpful, but not required. Willing to training. Office is located in Affton but work is performed in various locations throughout St. Louis area.

To discuss your experience/qualifications, you can call Tim at 314-504-4223 or email a resume to matlocktim@gmail.com

Title: OJT – Lab Technician Assistant

Job Number: 9999627

Job Description: This is a full-time position with primary functions including specimen receipt and inventory, preparation of study documentation, specimen and supply organization, maintenance and use of specific histology laboratory equipment, and study data entry.

Qualifications: An energetic applicant that is highly organized, with great attention to detail, good oral communications skills, and the ability to follow Standard Operating Procedures is required. A High School diploma and previous laboratory experience or an Associate's Degree is preferred. Previous experience in a histology laboratory and basic computer skills are highly desired.

Interested candidates may send a resume to Seventh Wave Laboratories - Human Resources, 743 Spirit 40 Park Drive, Suite 209, Chesterfield, MO 63005 or FAX 636-519-4886 or HR@7thwavelabs.com.

Title: OJT – Records Representative

Job Number: 9990772

SUMMARY JOB DESCRIPTION

We are currently seeking to fill a Full-Time Records Representative position. The hours for this position are M-F 8:30am-5:00pm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Request records from various institutions (hospitals, physician offices, Veterans Administration, Social Security Administration, etc.).
- Manage record requests to ensure timely and accurate response.
- Perform downloading, scanning, importing, filing and storage of records.
- Create professional written correspondence.
- Respond to client questions and internal staff by phone and email.

QUALIFICATION REQUIREMENTS

- Minimum of 2 years medical records experience.
- Prior experience reviewing documents for accuracy.
- Strong proofreading skills with exceptional attention to detail.
- Excellent customer service, verbal communication, interpersonal and organizational skills.
- Ability to work successfully in a team environment.
- Highly motivated, committed self-starter.
- Ability to maintain confidentiality of sensitive documents and projects.
- Exceptional attendance record.
- Typing skills at 50 wpm with few to no errors.
- Strong computer skills including proficiency in Microsoft Office computer applications such as Excel, Word and Outlook
- Legal background a plus, but NOT required.

EDUCATION

High school diploma required and some college preferred.

Qualified candidates must apply to <http://pohlmanusa.com/careers>

Title: OJT – General Accountant

Job Number: 9978483

The General Accountant provides assistance to the Office Manager of ICS in support of performing all accounting tasks, including payroll, reconciling bank accounts, and filing Federal, State and City taxes.

Responsibilities include:

- Prepare invoices for clients, sending them to appropriate parties for payment.
- Manage and reconcile Accounts Receivable and Accounts Payable.
- Process client and buyer checks.
- Follow up on past due invoices from clients.
- Reconcile the bank statements, credit cards, IMS and QuickBooks.
- Prepare End of Month reports
- Prepare payroll, present to Supervisor for review, then submit payroll online to Intuit.
- Prepare company taxes and submit to the Federal Government, the State of Missouri, and the local City of St. Louis.
- Manage all accounting alerts.
- General office tasks, including but not limited to as answering calls from clients or -vendors, faxing documents, filing, scanning and copying as needed.
- QuickBooks experience is a plus.

Employee Expectations:

- Payroll will be submitted 2-3 days prior to pay day.
- End of Month reports will be reconciled by the 15th of the following month.
- Invoices will be reviewed within 2-3 weeks, as necessary.
- Payment for past due invoices will be requested every 2 weeks.
- Federal taxes will be paid monthly; Federal form will be submitted quarterly.
- State taxes will be paid monthly; State form will be submitted quarterly.
- City taxes are filed and paid quarterly.
- Employee will be capable of working independently, with the ability to use good judgment and solve problems logically, involving a supervisor if the situation warrants.
- Employee will provide backup to the other departments when someone is absent or a department needs assistance, due to work overflow.
- Employee will work the entire shift agreed upon during the hiring process, notifying the supervisor immediately if there is a conflict. Employee will be expected to call/email a supervisor to report an absence or request time off; and to make up any missed hours, unless all work is completed.

Title: OJT – Production Maintenance Mechanic

Job Number: 9967022

The primary function of this position is to handle the repair, replacement and maintenance machines and equipment in support of the daily operations for the Production department.

Role and Responsibilities

- Responsible for repairing, replacing and maintaining equipment parts using hand tools and/or power tools
- Responsible for performing preventative maintenance and keeping equipment and machinery in good working order
- Responsible for diagnosing, analyzing and troubleshooting machine malfunctions to ensure the Production department continues to produce efficiently
- Fabricate and/or repair machine parts as necessary
- Install, modify, repair or replace parts or entire systems as it relates to machinery and equipment; utilizing wiring diagrams, drawings, blueprints or other schematics
- Align and Balance new equipment after installation
- Plan and layout repair work using diagrams, drawings, blueprints, maintenance manuals and schematic drawings
- Responsible for the clean-up and general housekeeping of the Production maintenance area and work area
- Follow and adhere to all safety rules including the safe handling of food
- according to the company's HAACP and SQF programs
- Report issues and discrepancies according to company policy and aim to ensure that all policies and procedures for safe food handling, maintenance and general GMPs are followed

Qualifications and Education Requirements

- High school diploma or equivalent with 3+ years of prior experience in a maintenance environment. Minor welding experience, familiarity with food packaging equipment and food industry background are highly preferred.

Preferred Skills

- Ability to read and interpret wiring diagrams, drawings, blueprints, and other schematics
- Ability to work in cold environments for an extended period of time when necessary
- Ability to stand for long periods of time while performing job duties
- Ability to tolerate lying or crouching under equipment and using hands and fingers in confined spaces
- Excellent verbal/written communication skills
- Demonstrated ability to read, interpret and translate company policies and procedures into action
- Ability to work independently
- Demonstrated maintenance experience with and understanding of food packaging equipment and machine/equipment maintenance
- Ability to work nights, weekends, and/or holidays as necessary

Title: OJT – Bilingual (Spanish/English) Office Manager

Job Number: 9918747

The Hispanic Chamber of Commerce of Metropolitan St. Louis is currently looking for an Office Manager (Bilingual-Spanish).

The Office Manager position is ideal for an office professional who is looking for the next step in their career path. The Office Manager will be responsible for coordinating all aspects of the office that support the staff and the mission of the Hispanic Chamber of Commerce of Metropolitan St. Louis. They will answer phones, relay messages, and manage QuickBooks for the Chamber. They are also responsible for updating the website, Facebook and Twitter accounts to further the Chamber's mission as needed. For more information please visit our website at www.hccstl.com.

Title: OJT – Food Production Associates

Job Number: 9949180

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
- Detail oriented and able to multi-task
- Experience with lot control and traceability
- Excellent communication skill
- Motivated self-starter with strong teamwork, communication and interpersonal skills
- Commitment and ability to uphold the food safety and quality policies of the company
- Conscientious and accountable for results and quality of product being put out by your position

Title: OJT – Accountant I

Job Number: 9965103

The Accountant I will perform a variety of routine duties in one or more functional areas of accounting requiring limited supervision.

Responsibilities include:

- Prepare required journal entries for the period end closing in an accurate and timely manner and assist in the preparation of the financial statements and other aspects of financial reporting.
- Complete periodic account reconciliations and analyses accurately and timely including proper support.
- Prepare wire transfers on a weekly basis and perform Oracle maintenance of cleared checks.
- Analyze reports for compliance with established procedures.
- Work efficiently to meet strict periodic closing deadlines and quarterly auditor deadlines.
- Load and validate financial statements in Prophix.
- Maintain Prophix database including financial statement binders.
- Ability to think objectively to challenge and improve existing processes/procedures.
- Communicate effectively with assigned departments to identify possible accounting issues.
- Research reconciling differences in general ledger accounts.

Knowledge, Skills and Abilities:

- B.S degree in Accounting or Finance required with 1-3 years of experience preferred.
- Self-motivated with ability to handle tight deadlines while maintaining accuracy.
- Solid technical accounting skills with an ability to understand detailed accounting entries.
- Good communication skills to articulate to non-accountants and accountants information regarding financial data.
- Good interpersonal skills, including friendly, curious, helpful and driven to achieve.
- Oracle and Prophix experience a plus, but not required.
- Proficiency in Microsoft Office, especially Excel.

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: OJT – National Accounts Manager

Job Number: 9965108

The National Account Manager is responsible for managing all sales and customer activities within assigned territory in order to meet or exceed customer expectations as well as Commercial Motors objectives in terms of sales, growth, and profitability. Territory is located in Oklahoma/Texas.

Responsibilities include:

- Develop and implement territory sales plan to achieve divisions' sales, growth and profitability objectives
- Target and develop new customers consistent with the division's growth strategies and incorporate into overall territory sales plan
- Regularly visit customer locations and build positive, long-term customer relationships
- Inform customers of price, delivery schedules, and new product information, serving as Commercial Motors focal point for assigned territory
- Provide service and support to territory's customers and follow through to completion all customer requests
- Clearly understand the competitive environment, competitor's products, pricing, performance, cost reduction efforts, new product introductions and future risks / opportunities for Commercial Motors
- Maintain detailed files on all information pertaining to competitive environment
- Maintain updated records and sales performance data
- Issue regular progress / activity reports to Commercial Motors management
- Secure and renew orders and support coordination of on-time delivery schedule between customer and production facilities
- Coordinate and lead all customer visits and meetings
- Effectively communicate territory sales progress and plans, customer complaints and suggestions, and significant events
- Effectively communicate any changes which could impact territory's competitive environment
- Effectively communicate policies, pricing dynamics, programs, new products and other issues with customers that impact or could impact the business relationship
- Actively promote teamwork and cooperation between regional sales force and other Nidec functions, regions, and headquarters? personnel
- Position requires extensive customer visits; travel or outside sales work as its primary function or responsibility

Knowledge, Skills and Abilities:

- BS/BA in business administration, marketing, or engineering (preferably electrical/ mechanical engineering)
- Preferred minimum 5 years of successful experience in field sales
- Experience working in industrial OEM environments preferred
- Broad technical knowledge of relevant industry, products and competitive environment
- Proficiency with computer programs / software, including Microsoft Office software, operating systems and data base management
- Strong organizational and time-management skills
- Excellent teamwork and leadership skills
- Excellent customer service, relationship-building, and negotiation skills
- Excellent written / verbal communication and presentation skills
- Results-oriented and highly self-motivated
- Strong analytical ability and problem-solving / strategic thinking skills

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: **OJT – Market Manager**

Job Number: 9965089

The Market Manager is responsible for developing and implementing strategic marketing plans that deliver growth and exceed sales & profitability goals.

- Win New Business Leader
 - Develop, manage, and implement programs that deliver profitable growth
 - Establish and maintain solid customer growth program engagements
- Strategy Development & Implementation
 - Identify new opportunities through research and analysis
 - Develop & implement market growth strategies
 - Develop & implement product line and new product development strategies
- Profit & Price Management
 - Evaluate and develop market segment margin improvement plans
 - Manage the implementation of price and maintain detailed reporting
 - Develop & implement cost reduction / profit improvement plans
- Functional Department Support
 - Provide necessary support to enable successful Field Sales efforts
 - Engagement with Engineering should result in clear priorities, a focused, team effort and successful ?win new business? efforts
 - Interaction with Operations should support day-to-day business requirements and creation of process improvements
- Lead & Develop Customer Relationships
 - Identify, cultivate, and maintain strong relationships with key customer decision-makers
 - Communicate core technology and product capabilities to customers creating a high level of understanding
 - Key customer relationships should provide important insights into customer business plans, product line strategies, and technology requirements
- Internal Business Process Support
 - Drive the Nidec growth program management process
 - Develop and present Strategic Plans
 - Provide accurate Monthly Forecasts and support the development of aggressive, attainable forecasts

Knowledge, Skills and Abilities:

- BS/BA in business administration, marketing, or engineering (preferably electrical/ mechanical engineering) M.B.A. preferred
- Preferred minimum 5 years of successful, related experience preferably in industrial OEM environments
- Broad technical knowledge of relevant industry, products and competitive environment
- Proficiency with computer programs / software, including Microsoft Office software, operating systems and data base management
- Strong organizational and time-management skills
- Excellent teamwork and leadership skills
- Excellent customer service, relationship-building, and negotiation skills
- Excellent written / verbal communication and presentation skills
- Results-oriented and highly self-motivated
- Strong analytical ability and problem-solving / strategic thinking skills

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: **OJT – Software Developer**

Job Number: 9965984

Design, develop and implement business applications and software programs according to project plan and timeline. Research, design and test new software programs. Responsible for writing and coding individual programs from defined project plans. Utilize experience in .NET, PHP, CSS, Java Script, ASP .NET, C#, Microsoft Visual Studio and T-SQL to execute development projects. Maintain and support existing applications by analyzing and identifying areas for modification. Identify and correct software defects. Create and maintain clear and concise technical documentation to support business applications and other development projects. Attend and contribute to planning, design and production meetings with management, staff, clients and development team members. Work as a creative and collaborative member of the development team, assist with research, project planning, problem solving and implementation of new technology. Understand how specific applications operate, how they are structured and how the customer will use them. Maintain an open and effective line of communication with other members of the development team, management and staff. Organize your projects according to timelines and ensure your part of each development project adheres to the current project plan. Must be able to communicate concisely with individuals of varying degrees of technical knowledge Dedication to furthering technical knowledge and skills by participating in courses, reading manuals and keeping current on new applications. Perform all other duties as assigned.

Technical Skill Requirements:

- PHP and/or MySQL .NET, C#, CSS, Java Script, Ruby on Rails, Word Press, SQL Server, Microsoft Visual Studio, experience with Object Oriented Programming

Job Requirements 1-2+ years of professional software development experience

- Knowledge of database architecture and design
- Experience with Windows application development
- Experience with full software development life cycle
- Design and documentation skills

Title: OJT – Project Manager/Sales Rep

Job Number: 9992565

The Project Manager will serve as the company's front-line expert to assist each client by educating and helping them while earning their trust. He/she is a relationship builder, Sales Representative, Customer Service Representative, Insurance Claim Specialist, and installation expert for all of Olneya's installations. The Project Manager will represent the company in all phases of the sales and home restoration process including lead generation, inspections, customer service and file processing. The Project Manager will execute 2 contingencies or 2 retail leads per week with 1 sold job per week. The Project Manager will follow prescribed Olneya retail or insurance process outline as defined in Project Manager manual will develop 50% of leads through referrals. The Project Manager will visit potential customers to obtain new business, provide customers with quotes, negotiate the terms of the agreement, and close sales. The Project Manager will conduct a 63 pt. checklist and a Healthy Home Inspection on each visit, reviewing with the homeowner. The Project Manager will represent the organization at trade exhibitions, events and demonstrations, identify new markets and business and opportunities.

Requirements:

- A presentable SUV or Truck.
- Ability to climb ladders and walk roofs.
- Ability to lift 70 pounds.
- Follow a structured daily schedule.
- Ability to work overtime and weekend hours.

Qualified candidates must email resume and cover letter to Christina Tenti at ctenti@olneya.com

Title: OJT – Investment Analytics and Evaluation Professional

Job Number: 9965236

As a member of the BioGenerator team, this position would actively participate in and, depending on level of experience, potentially lead the following responsibilities:

- Provide analysis of potential investments including written and oral recommendations
 - o To include all aspects of the technology and business
- Support candidate companies, assisting them in becoming investable by BioGenerator and others
- Monitor BioGenerator's portfolio of company investments
 - o Project additional funding needs of companies
 - o Evaluate prospects for follow-on funding from BioGenerator
 - o Source potential investments from institutions, entrepreneurs and syndication partners
 - o Monitor additional investment/valuation activity for each investment
- Support existing portfolio companies and entrepreneurs
 - o Provide guidance to companies in the continuum of maturation required to go from pre-company or pre-seed to series-A
- Continue to improve BioSTL and BioGenerator's programs and approaches through new ideas and ongoing problem solving

Qualifications/Experience:

- BioGenerator is seeking at least two candidates for the above discussed role. There is flexibility as to the depth of experience and knowledge of the candidate, as laid out below:
 - o PhD in biosciences from a top tier research university is preferred
 - o MS in biosciences with 3+ years of relevant workforce experience
 - o BS in biosciences with 5+ years of relevant workforce experience
- MBA or significant exposure/work experience in the business and commercial aspects of technology is desired
- Deep understanding of bioscience technology with an emphasis on applied and commercial applications
- Desire to make St. Louis a great region for entrepreneurship and start-up activity
- Highest Personal Integrity

Skills:

- Demonstrated track record of independent analytical thinking and successful multi-tasking
- Ability to excel in a team setting (matrix reporting structure) and independently
- Excellent written and oral communication skills
- Ability to effectively communicate with senior executives of diverse backgrounds (investors, inventors, faculty, students, entrepreneurs and governmental agencies).

Please send a detailed letter of interest and resume to jjacks@biostl.org with "IAE" in the subject line. Confidential inquiries can be submitted to the same email address or candidates can contact Jim Jaacks, Vice President Finance and Administration, at 314-880-8875. For more information, visit www.biostl.org and www.biogenerator.org.

Title: OJT – IT Digital Designer / Web Developer

Job Number: 9958783

Miken Media is seeking a Digital Designer and Front-End Developer to design and build custom digital experiences for our clients. He or she will work with back-end developers to integrate front-end code, ensuring design integrity. Applicants should be highly creative, innovative and perceptive. We're willing to work with the right candidate to further develop his or her programming capabilities. However, we do have the following minimum starting requirements:

- Bachelor's Degree in Graphic Design or Visual Communication Design
- Three to five years professional experience in digital design and development
- Proven experience in creating custom website designs (beyond template solutions) – Must provide examples of work
- Expert knowledge of Adobe Creative Suite, HTML, CSS.
- Experience working with Content Management Systems such as Wordpress, Joomla and Dot Net Nuke
- Ideal candidate will have proven experience in jQuery/JavaScript and PHP.
- Proficiency in both PC and Mac environments and demonstrated knowledge of Microsoft Office suite
- Strong knowledge of online best practices, responsive design, and modern web design trends
- Strong understanding of SEO and Google Analytics
- Ability to work independently, multi-task and work effectively with both users and technical staff in team-oriented environments
- Ability to take direction from the Account Team and/or creative briefs and design appropriate custom solutions.

Qualified candidates should send a cover letter, resume and portfolio examples to: Scott Lapp, scottl@miken.net. No phone calls, please.

Title: OJT – Strategic Account Manager

Job Number: 9992556

The Strategic Account Manager maintains and expands relationships with strategically important small/large customers. Assigned to three to five named customers, the Strategic Account Manager is responsible for achieving sales quota and assigned strategic account objective. The Strategic Account Manager represents the entire range of company products and services to assigned customers, while leading the customer account planning cycle and ensuring assigned customer's needs and expectations are met by the company. The Strategic Account Manager reports to the President/Vice President.

Job Responsibilities:

- Establishes productive, professional relationships with key personnel in assigned customer accounts.
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers' expectations.
- Meets assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively leads a joint company-strategic account planning process that develops mutual performance objectives, financial targets, and critical milestones for a one and three-year period.
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis
- Leads solution development efforts that best address customer needs, while coordinating the involvement of all necessary company personnel.

Qualifications

- Four year college degree from an accredited institution of comparable experience.
- Strategic sales experience in a business-to-business sales environment.
- PC proficiency
- This position requires light travel.
- All prospective employees must pass a background check and urinalysis.

Title: OJT – Office Manager

Job Number: 9992555

The Office Manager is responsible for managing a variety of important functions requiring independent judgment and using tact and diplomacy in dealing with customers and the public. This position also provides support and a wide range of complex, confidential, and administrative duties. This position manages and supervises designated personnel, the planning, coordinating and directing of activities associated with the overall operation of the office in general. This position demonstrates efficiency in scheduling, creating complex documents and exercising discretion and independent judgment in matters of importance and ensures the general operations of the office are functioning at maximum capacity.

Essential Position functions:

- Develops operating procedures and systems to ensure effective and efficient office operations.
- Manages and maintains the schedule for the President/Vice President, obtaining and providing needed information for scheduled appointments.
- Ensures alignment with organization policy and defined regulations.
- Develops presentations, to include general preparation, identifying resources, collateral and presentation materials, equipment needs, producing scripts and PowerPoint presentations.
- Prepares correspondence and other material requiring considerable judgment and knowledge files, retrieves, and coordinates all incoming and outgoing correspondence and necessary paperwork directly related to the overall management of the organization.
- Develops documents and communication for various requests, reports, and letters.
- Provides supervision and general project management to ensure appropriate follow through actions
- Collaborates with other team members in the planning and development of internal and external projects
- Organizes and maintains contracts, records, and other essential documents, archives out of date information according to records management compliance and best practices
- Meets professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others.

Minimum Requirements:

- Education: Bachelor's degree; or equivalent combination of education and relevant experience
- Experience: 3 to 5 years of responsible administrative support
- Knowledge, abilities and skills :
- Advance knowledge of Microsoft Word, Excel, and PowerPoint and other applicable systems/software
- Understanding and knowledgeable of medical/distribution industry.
- Excellent organizational skills such as scheduling, filing, making reservations, and preparing materials on a timely basis
- Possesses excellent written and verbal skills
- Possesses strong interpersonal, leadership and motivational skills
- Ability to maintain confidentiality
- Ability to meet deadlines and handle diverse tasks simultaneously using prioritization and delegation
- Ability to use independent judgment in interpreting and enforcing policies and procedure

Title: OJT – Environmental Specialist

Job Number: 9929770

- Provide daily custodial services to assigned office and housing environments.
- Maintain quality sanitary and healthy environments for all designated spaces.
- Provide any needed vacuuming, mopping, dusting, collecting trash, cleaning bathrooms, stripping, waxing and other building custodial services as identified by ES Supervisor.
- Ensure all regular areas are cleaned and sanitized before leaving space.
- Provide and monitor basic office cleaning and sanitizing needs of each facility.
- Maintain log of services performed.
- Coordinate with ES Supervisor for routine inspection visits for all designated spaces.
- Develop regular daily routines for all designated spaces to ensure continued clean and healthy environments for extended time periods.
- Conduct basic custodian and janitorial assistance as needed.
- Attend agency staff meetings and training as needed.
- Perform duties at more than one MWCC designated work sites as requested: work site assignments may change periodically.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrated ability to clean, disinfect and maintain offices and common areas as directed.
- Ability to lift 25 pounds.
- Good oral communication skills.
- Ability to quickly respond to urgent problems as they emerge.

Title: OJT – Environmental Services Administrator

Job Number: 9929774

- Provide direct supervision and oversight to Agency `s Cleaning Contracts.
- Provide supervision to custodial staff and contract staff for all Agency Cleaning customers and facilities.
- Ensure quality sanitary and healthy environments for all Agency Cleaning facilities.
- Provide and monitor needs of assigned buildings with regard to stocking cleaning supplies, paper products and needed equipment to clean, sanitize and maintain assigned spaces.
- Order and distribute cleaning supplies, equipment and required paper products to appropriate sites, as needed.
- Develop contacts and oversee securing new cleaning contracts for the Agency.
- Assist with selection and hiring of custodial staff.
- Oversee payroll and timesheets for custodial staff.
- Provide or coordinate subcontracted services to ensure healthy living environments for assigned spaces, i.e. arrange carpet cleaning or floor surface cleaning, waxing and stripping and etc.
- Oversee snow removals and safety conditions of all properties.
- Coordinate with designated office liaison staff on activities to be held on properties.
- Coordinate with designated office liaison staff for routine inspection visits to all properties.
- Conduct basic maintenance and janitorial assistance as needed.
- Develop regular custodian and janitorial routines for all properties to ensure continued clean and healthy environments on an annual basis.
- Prepare progress and status reports as requested.
- Perform duties at more than one Mother's Way designated work site as requested: work site assignments may change periodically.

QUALIFICATIONS:

- High School Graduate with some college preferred.
- Three or more years experience providing cleaning, custodial, property maintenance and management services.
- Three or more years minimum supervisory experience.
- Two years experience contract monitoring and oversight .
- Demonstrated ability to maintain clean and healthy office environments and common areas.
- Good oral communication skills with a demonstrated ability to be persuasive.
- One year sales or contract procurement experience .
- Ability to prepare simplified written reports.
- Ability to quickly respond to urgent problems as they emerge.

Title: OJT – Environmental Services Supervisor

Job Number: 9929772

- Develop and provide daily routine custodial and janitorial services to designated spaces.
- Directly supervise and train all custodial staff assigned to your cleaning crew or crews to provide sanitary and healthy environments for cleaning customers.
- Develop regular custodian and janitorial routines for all assigned spaces to ensure continued clean and healthy environments for customers.
- Provide and monitor needs of all designated spaces and report any needs to ES Administrator.
- Ensure adequate cleaning supplies and equipment for all of your staff.
- Ensure quality sanitary and healthy environments for all Agency Cleaning customers assigned to your crews.
- Provide and monitor needs of assigned buildings with regard to stocking cleaning supplies, paper products and needed equipment to clean, sanitize and maintain assigned spaces and notify ES Administrator of any needs.
- Oversee timesheets for custodial staff assigned to you.
- Provide any needed vacuuming, mopping, dusting, collecting trash, cleaning bathrooms, and stripping, waxing and other building custodial services as needed.
- Ensure all regular areas are cleaned and sanitized before allowing staff to leave space.
- Coordinate with ES Administrator on activities to be held on properties.
- Conduct basic custodian and janitorial assistance as needed.
- Maintain log of all services provided at each site.
- Coordinate with ES Administrator for contracted cleaning services to be provided at designated sites.
- Perform duties at more than one Mother's Way designated work site as requested: work site assignments may change periodically.
- Other duties as assigned.

QUALIFICATIONS:

- High School Diploma or GED
- Two years experience providing property maintenance and management services.
- Demonstrated ability to maintain clean and healthy office environments and common areas.
- One year supervisory experience
- Valid Class F driver's license issued by the state of Missouri or nearby surrounding states.
- Good oral communication skills with a demonstrated ability to be persuasive.
- Ability to read, comprehend and prepare simplified written reports.
- Ability to quickly respond to urgent problems as they emerge.

Title: OJT – Sr. Granite Installer

Job Number: 9901922

Job Duties: Templating and installation of stone countertops in residential and commercial settings; more specifically, using laser templating machine to create templates, reading prints, cutting and shaping, finishing and installing stone countertops.

Skills:

- Able to operate hand tools, power woodworking tools and grinders.
- Able to read blueprints and technical drawings.
- Able to lift countertops/sinks weighing up to 75 pounds safely.
- Attention to detail
- Ability to schedule appointments directly with customers and offer superior customer service
- Experience in edge profiling machine, Bridge saw, CNC, and table saw are a plus
- Ability to manage at least one direct report; previous management skills a plus

Experience Required: At least 2 years experience in countertop fabrication or installation or related job shop environment. Cabinet installation and finish carpentry experience helpful.

- DMV Information: Valid Drivers License with a clean DMV driving record required to drive company vehicle.
- Drug Test: Must be able to pass drug test and subject to random drug testing.

Title: OJT – Jr. Granite Installer

Job Number: 9901930

Job Duties:

- Assisting Senior Installer with templating and installation of stone countertops in residential and commercial settings; more specifically, transporting, cutting and shaping, finishing and installing stone countertops.

Skills:

- Able to operate hand tools, power woodworking tools and grinders.
- Able to lift countertops/sinks weighing up to 75 pounds safely.
- Attention to detail
- Ability to offer superior customer service

Experience Required: None. Granite and/or cabinet installation and finish carpentry experience helpful.

- DMV Information: Valid Drivers License with a clean DMV driving record required to drive company vehicle.
- Drug Test: Must be able to pass drug test and subject to random drug testing.

Title: OJT – Training and Business Development Manager

Job Number: 9931539

The Training and Business Development Manager is responsible for creation and implementation of sales strategies and training tactics to meet division goals and objectives.

Responsibilities include:

- Develop and organize training programs and manage training schedule
- Create new Self Paced and Instructor led Training materials to complement current offering
- Work with the Emerson Climate Sales Teams and Pool Aftermarket Reps to plan training requirements
- Establish specific training objectives for each salesperson and sales territory and align training programs and objectives to achieve sales goal
- Create and develop effective tools for multi-channel interfaces (e.g. end-users, distributors, field sales personnel, technical support, as well as White Rodgers and Distribution Services sales teams) to support marketing plan utilizing back-office support
- Develop and maintain relationships with key customers
- Analyze market/customer data, provide feedback and work with marketing to implement marketing strategies
- Foster cooperation and teamwork within/between Emerson Climate Technologies businesses to leverage cross-product opportunities
- Maintains effective budgetary controls of sales expenses
- May require oversight of activities of Field Training Personnel in various market locations throughout the United States as we expand the team

Knowledge, Skills and Abilities:

- Bachelor's Degree required, preferably in electrical or mechanical engineering, HVAC distribution, or marketing. MBA preferred
- Sales executive with 3-5 years field sales experience, preferably with HVAC products sold through distribution
- Two to three years experience in a leadership role in an HVAC sales or marketing position, preferably in a supervisory capacity
- Willingness to travel extensively by company automobile and air.
- Demonstrated leadership skills
- Strong interpersonal and persuasion skills
- Results oriented - High achiever (Sets high expectations and stretch goals)
- Strong analytical ability and strategic/critical thinker
- Ability to motivate and develop a high performing geographically disperse team
- Values speed, change and performance
- Computer skills - Microsoft Office Software and Operating Systems

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: OJT – Corporate Paralegal

Job Number: 9929790

- The Corporate Paralegal researches law, investigates facts, and prepares documents to assist General Counsel by performing the following duties:
- Develops Board of Director meeting materials, drafts corporate minutes, resolutions and corporate consents
- Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes.
- Work with outside vendor to prepare annual reports for domestic corporations and coordinate foreign filings. Maintain records associated with corporate records and corporate organization chart.
- Assist in the preparation of documents to form, amend, merge, reinstate and dissolve corporate entities
- Provide support to General Counsel, in-house attorneys and other business executives.
- Maintain corporate books and records for Nidec's Appliance Commercial and Industrial Motor businesses
- Assist with M&A and other corporate transactions as needed
- Work autonomously to drive numerous projects and meet multiple demands simultaneously; willing to accept new responsibilities and assignments.
- Skilled at project and information management.

Knowledge, Skills and Abilities:

- Associate's Degree (A.A.) or equivalent from two-year college or technical school in paralegal studies.
- Three (3) years experience as a Corporate Paralegal
- Ability to read, analyze, and interpret documents, contracts, procedures, and regulations
- Ability to write reports, business correspondence, and procedure manuals.
- Experience building databases for the management of files and records.
- Ability to effectively present information and respond to questions from internal and external customers.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Strong organization, analytical, and communication skills.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of database software, Internet software, spreadsheet and word processing software.

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: OJT – Treasury Analyst

Job Number: 9929792

The Treasury Analyst will assist the Treasury Director in a wide-range of treasury operations including cash management, cash forecasting, foreign currency and commodity hedging, bank management, insurance, and as well as ad hoc projects supporting management.

Responsibilities include:

- Compile, review and monitor daily cash balance activities.
- Assist in day to day management of bank accounts, including positive pay and wire transfers, and related relationships.
- Review bank analysis statements and identify potential cost savings.
- Prepare and maintain cash forecasts once methodology is established.
- Assist in the management of foreign currency and commodity hedging transactions through the following:
- Contacting banks to obtain pricing comparison.
- Placing of the hedge.
- Maintain transaction database.
- Obtain hedging templates prior to executing trade to ensure hedges are within policy limits.
- Compile market information on forward rates for accounting and procurement.
- Assist in insurance policy management through the following:
- Compile the necessary data to provide the insurance underwriters for policy renewals.
- Coordinate the completion of necessary insurance documentation.
- Provide accounting with workers compensation monthly reports.
- Assist in the administration of the American Express Corporate Card program and the American Express Procurement Card program.
- Oversee the procurement card reconciliations and timely payment.
- Perform other duties and responsibilities as assigned.

Knowledge, Skills and Abilities:

- Bachelor's Degree in Accounting or Finance (or related field) with 3-5 years of related experience and/or training. CTP designation is preferred.
- Knowledge of domestic and foreign cash management concepts and corporate finance.
- Must possess excellent oral and written communication skills.
- Ability to analyze and solve complex problems independently.

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: OJT – Sr. Internal Auditor

Job Number: 9929791

The Senior Internal Auditor assists in the coordination and execution of worldwide financial, IT, operational process and compliance audits of the Company, as well as assist with other special projects as assigned. This includes administering Sarbanes-Oxley (SOX) Compliance across the organization and assisting our three recent global 2012 acquisitions with implementing SOX in their organizations. Assess risk, scope work, determine key controls, create tailored audit programs, identify deficiencies, and develop recommendations by reviewing and testing key processes and related controls for design and operating effectiveness. Communicate audit findings and recommend solutions to process owners and follow up to ensure proper remediation. Create and execute on yearly audit plan factoring in resources. Work closely with the External Auditors to facilitate smooth audits and clear and timely communication of issues as well as assist with some of their substantive financial statement audit procedures for areas they can rely upon Internal Audit. Review and establish Corporate Policies and Procedures (CP&P's).

Responsibilities include:

- Leading in all aspects of an audit, from the planning, fieldwork, reporting and follow-up phases.
- Assessing the risk and developing scope and objectives of an audit. Tailoring an audit program to address the objectives.
- Identifying key controls, assessing the adequacy of control design and determining whether the control is operating effectively. Determining if compensating controls exist and whether these mitigate any residual risk.
- Performing and developing standard audit program procedures, which include developing a thorough understanding of processes and related controls, identifying risks, gathering data, sampling, testing, reviewing and analyzing evidence and documenting results in workpapers.
- Preparing workpapers that include relevant testing, discussions and appropriate conclusions, including proper support and audit evidence.
- Testing through inquiry, examination, re-performance, and observation of internal financial and operational control.
- Preparing clear, concise, written communications for internal and external personnel ranging from memos to formal audit reports, effectively conveying the results of assigned projects. Point out areas of potential improvements by providing value-added recommendations.
- Communicating and summarizing audit findings, recommendations and remediation plans to Internal Audit Stakeholders and members of Management.
- Evaluating any plans or actions taken to correct reported conditions and ensure risk is adequately mitigated.
- Participating in the implementation of recommendations and corrective actions.
- Following up with process owners to ensure satisfactory disposition of audit findings.

Interested parties please submit resumes to humanresources@nidec-motor.com

Title: OJT – Document Control Coordinator

Job Number: 9888253

Responsibilities:

- Manage all ISO controlled documentation throughout organization
 - Maintain F4.2 listing all controlled documentation including location of each controlled document both on server and physical locations.
 - Maintain Visual Work Instruction and Checklists log including location of each controlled document both on server and physical locations.
 - Ensure that all new revisions of controlled documentations are released to all the correct server and physical locations along with ensuring a purge of all old revisions from these locations.
 - Conduct periodic audits to ensure that the latest revisions of controlled documents are in the correct server and physical locations.
 - Track timely approvals of new revisions of controlled documents via F4.2
 - Fix and create documents at the direction of the Quality Manager and company's Management
- Create and Manage Visual Work Instructions and Operational/Quality Checklists
 - Interview operators
 - Suggest areas for improvement
 - Document instructions using pictures and computer skills
 - Track approval of the new or changed documents
- Manage Calibration Program
 - At the direction of the Quality Manager, develop a calibration schedule
 - Conduct calibrations or send tools out for calibration, updating calibration stickers
 - Add ticklers as needed to the quality Outlook calendar
 - Audit that all calibration stickers are still on equipment and no noncalibrated equipment has been added to processes
- Quality Presentations and Communications
 - At the direction of the Quality Manager and Unico Management update monthly S&OP and Management Review presentation materials
 - Collect required information from relevant sources
 - Update Excel spreadsheet for tables and graphs
 - Create and compile Power Point presentations
 - Support creation of any other communications at direction of management
 - Internal Audits Support
 - Support Quality Manager in scheduling and conducting internal audits
 - Support Audit Teams by providing needed documentation
 - Compile audit results and review with Quality Manager
 - Maintain log of key findings and follow up actions
 - Add tickler as needed to the Quality Outlook Calendar
- Quality Metrics Maintenance
 - Collect data for quality metrics from the relevant sources
 - Update Quality Metrics and communicate the update to management
- Quality Administrational Details
 - Maintain Corrective and Preventative Action Report (CPAR) Log
 - Expense Reporting of Quality systems expenses
 - Maintain Quality System Calendar
 - Material Review Board Support

Characteristics:

- Excellent attitude and attendance
- Good communication skills both written and verbal
- Compliment to Quality Manager and the Operations team (CMA support)
- Good writer and editor
- Fluent in Microsoft Word, Power Point, Excel, Visio and Outlook

- Willing to work with line operators to understand and document their activities

Title: OJT – Security Officer

Job Number: 9950785

- Job Analysis & Job Duties & Analysis
- 1. Works with health center staff to alleviate any potential security problems.
- 2. Patrols the building and parking lots on an hourly basis.
- 3. Acts in the capacity of a safety escort to all personnel, patients, and visitors requesting this of the security officer
- 4. Establishes a protective and preventive security environment.
- 5. Wears health center designated uniform, and weapon, and Security Officers ID issued by the St. Louis County Police Watchman Division while on duty.
- 6. Inquires and investigates matters pertaining to wrongful acts of individual affecting the center.
- 7. Monitor facility at all times ensuring guidelines and policies are observed, utilizing electronic surveillance system, and physical tours of the health center areas.
- 8. Assures that facility is vacant at the close of business each day and that all patients, and staff are gone before securing the building.
- 9. Other Job Duties as assigned by the supervisor.
- Meets all requirements of licensed/bonded security officer. Officers are required to hold proper licensure to carry a loaded 38 caliber single action revolver firearm, (as authorized by the St. Louis City Board of Police Commissioners) security key belt clip, and handcuffs. Security Officers are responsible conducting a walk through of the entire building and parking lot areas each hour for MHDCHC. Security Officers are responsible for providing security services at Myrtle Hilliard Davis Comprehensive Health Centers, Inc. from 5:00 a.m. - 6:00 p.m. Monday, Tuesday, Thursday, Friday, Monday, must be available to work the evening clinic shift on Wednesdays 5:00 a.m. - 8:30 p.m., and occasionally some weekends depending on the needs of the health center. Must have a clean police background check and be registered with the Missouri Family Care Safety Registry.
- Apply online at www.mhdchc.org

Title: OJT – Pipefitter with Welding

Job Number: 9965990

Background

Works under general supervision of the Maintenance Manager in a GMP regulated manufacturing environment operating under Q7A standards. Perform general industrial pipefitting duties (lays out, fabricates, assembles, installs, and maintains piping and piping systems, fixtures and equipment) for industrial facilities and processing systems that include welding.

Tasks

Selects type and size of pipe and related materials according to job specifications.

Inspects worksites to determine presence of obstructions and to ascertain that holes will not cause structural weakness.

Plans sequence of installation to avoid obstructions and activities of other construction workers.

Cuts material to size using various types of equipment and tools.

Welds holding fixtures to structural steel members; may also thread pipe, using threading machine; joins piping by means of threaded, caulked, wiped, soldered, brazed, fused, or cemented joints.

Assembles and installs variety of metal and nonmetal pipe and pipe fittings, including those made of carbon steel, stainless steel, brass, copper, lead, and plastic.

Secures pipes to structure with clamps, brackets, and hangers, using hand tools.

Tests piping system for leaks by increasing pressure in pipes and observing gauges attached to pipes for indication of leaks.

Completes PMs in a timely manner.

Specifications

- High school diploma or GED
- 5 or more years skilled/journeyman industrial pipefitting experience

Knowledge of:

- Basic levels mathematics and English comprehension
- Advanced level of pipefitting and 1-12" pipe welding (MIG, TIG, Stick), carbon and tungsten steel
- Basic level of safety, health and environmental rules and regulations, policies and procedures

Skill in:

- Decision-making based on measurable criteria; and visualize objects in three-dimensions from plans and drawings
- Organization and self-motivation
- Reading drawings, service manuals and blueprints

Ability to:

- Work easily and skillfully with hands
- Lift and carry objects weighing up to 55 pounds
- Climb, maintain balance and work on high ladders and scaffolds; and stand, stoop, kneel, or crouch.
- Work in extreme cold and hot (120 F) environment
- Comprehend oral and written English instruction
- Lift up to 50 pounds and drive fork truck in safe and efficient manner
- Follow established policies and procedures and work within precise limits
- Work independently within a team environment to assist others as needed
- Operate and maintain wide variety of tools and equipment
- Exhibit manual dexterity, perceptual speed and extent flexibility
- Adapt to rapidly changing priorities based on business needs
- Pass pre-employment physical with drug screen and physical capabilities test

Title: OJT – Entry Level Electronics Technician

Job Number: 9888284

Biomedical Test Equipment manufacturer, distributor and service provider is in need of entry level technician.

--Experience with electronics hardware installation, repair or maintenance a plus--

--Previous experience with calibration or test equipment a plus--For example, meters, calibrators, ranges of current and voltage, etc.

The technician does final assembly, tests and calibrates electronic test equipment. Uses procedures to measure equipment for conformity with specifications.

Skills and Knowledge:

Must be able to perform data entry into databases and spreadsheets quickly and accurately. Must be detail-oriented and organized. Must be able to follow instructions, both written and oral. Must demonstrate accuracy and thoroughness. Must manage time wisely and meet deadlines. Must observe safety and security procedures and use equipment and materials properly. Must be able to work independently and be self-motivated. Must follow directions and show respect to supervisors and report status to them regularly. Must take initiative to ask questions to work through all problems in a timely manner. Job requires repetition and the ability to lift up to 50 lbs.

Title: OJT – Manufacturing Process Developer (Columbia, MO)

Job Number: 9958785

This company is developing innovative biomedical technologies based on collagen and nano-particles. Our primary product line development focuses on medical devices of soft tissue fillers for aesthetic and medical applications. The applicant will be instrumental to the development of bench scale to manufacturing floor bioproduction processes, applying a variety of process technologies and process equipment. The applicant is expected to have very good working knowledge in diverse protein purification tools like centrifugation, precipitation, filtration, ultrafiltration, tangential flow filtration, dia-filtration and dialysis. Clear and precise documentation of results in databases is expected, as well as maintenance of the lab infrastructure and equipment. Further responsibilities will include authoring of relevant SOPs, production protocols, reports and internal/external presentations. Additionally, the applicant will take part to transferring the developed processes at pilot production under GMP.

Minimum requirements:

Completed Bachelors, Masters, or relevant professional expertise in bio-process technology, biology or equivalent fields of science. Two to five years of experience in process development is desirable. The ability to work both as member of a team but also independently is expected.

Title: OJT – Research Investigator Team Leader (BioChemist)

Job Number: 9958788

Nature Products and Biotech Inc, is seeking an experienced Research investigator Team Leader - Molecular Biologist with a strong biochemistry background to lead research projects in the discover enzyme inhibitors and enhancers group at Helix Center lab in St. Louis, MO.

The ideal candidate will have a working knowledge of the molecular mechanisms of modern agricultural pesticides and/or medical. The key job responsibility focused on screening of the inhibitors or enhancers including cofactors after the target gene(s) were expressed in E.coli or yeast and the enzymes were purified with high-throughput screening system for medical and agriculture use. The successful candidate should have experience assembling multidisciplinary project teams that will help lead to identifying new biologically active chemical entities and lead a diverse team, including study directors and analytical staff, in the conduct and deliver of protein expression, purification and HPT screening system studies. The position requires strong leadership and excellent written and verbal communication skills. Close working relationships will need to be developed and maintained with development and technical team members.

Knowledge, Skills, and Experience:

- Ph.D in Biochemistry, Biotechnology or a related subject with at least 8 years of relevant work experience. Combination of education and work experience (e.g., Masters degree plus 10 years of experience in closely related field) will be regarded as equivalent.
- Fully familiar with the principles of GLP
- Expert in protein manipulation and assay development and advanced knowledge of enzyme enhancers and inhibitors discovery.
- Strong analytical/problem solving skills and highly organized
- To be able to give clear guidance on the application of GLP principles to biotechnology regulatory studies
- Project management and project planning
- Sound interpersonal skills and coaching
- Ability to influence and arbitrate to get quick resolution of issues

Title: OJT – Front-End UI/UX Developer/Artist

Job Number: 9965992

As a front-end developer, you'll work closely with our engineering team to produce a portal from the ground up for future clients to quickly and easily place targeted ad campaigns in our network. Because of system complexity, the very best of usability and design principles will need to be applied to every component to minimize the learning curve for our customers.

Duties and Responsibilities:

- Create conceptual product UI design mockups for usability testing (web pages)
- Testing concepts and selecting winning designs
- Using Photoshop or your tool of choice to create digital interface elements
- Slicing, dicing, and exporting elements into needed files for use in code
- Using Javascript/jQuery/HTML5 to create interactive elements
- Working closely with our development team to implement your designs in Django templates
- Constant self-learning of current and upcoming technologies

Knowledge and skills required:

- 3+ years of work experience as a front-end web developer or UI designer
- Educated in graphic arts, marketing, or similar
- Strong knowledge of HTML, CSS, Javascript, and jQuery
- HTML5 a plus, but not necessary
- Knowledge of Django templating system a huge plus, but not necessary
- Knowledge of the Adobe suite, specifically Photoshop, preferred
- Outstanding verbal and written communication skills
- The capacity to work independently and with minimum supervision
- Ability to maintain professionalism in interactions with customers, clients, and co-workers
- Team spirit, great attitude, and an insatiable need to build "awesome" are necessary.

Our working environment is very "startup-like", i.e. work on weekends, odd hours, independent and group work. You are expected to work in our office most of the time. Although it is not required, most prefer to work on site. We will give you food and drinks. We focus on building your skills of choice as well as building cool and complex products. We're big believers in empowering the team, so we explain things and let you work your way. Lots of

questions about the business logic are encouraged. There is an expectation to generate significant working components without a lot of input. Also, although not required, "bring-your-own-device" is encouraged, especially if you feel more comfortable working from your own hardware.

Title: OJT – Lab Technician/Associate

Job Number: 9925306

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 – Account Executive – Cloud Services

Job Number: 9965994

FracRack is a leader in the Cloud Computing market and is seeking Technology Sales Professionals to grow this fast-growing sector in the St. Louis Marketplace. If you are a Professional looking to begin a career in Technology Sales, this is the perfect opportunity to get into the fastest growing sector of technology in its very early stages. FracRack's Cloud-Based Infrastructure as a Service is unique in the marketplace and continues to deliver amazing results for our growing Sales Team.

As a new Account Executive, you will follow an extensive and well-designed training program that includes Technology Training as well as Sales Training. Once the training is complete, you will be responsible for identifying and cultivating new opportunities, and turning those opportunities into clients.

Qualified candidates must have demonstrable business acumen, exceptional verbal and written communication skills, and the skills and aptitude for successful business-to-business selling. Experience selling services such as carrier sales, payroll service sales, and other outsourced professional services and/or technology to the B2B market is a plus.

Title: OJT – Cloud Systems Engineer

Job Number: 9965993

FracRack is looking to add a Cloud Systems Engineer to join the Operations Team. The Cloud Systems Engineer position will be responsible for Cloud Administration, Client Migration to Cloud, and Day-to-Day Client management tasks.

FracRack's Ideal Candidate will include:

- Extensive knowledge with Routers, Switches, and Associated Protocols.
- Experience with various Firewall Vendors and VPN technologies.
- Experience with VMware vSphere products.
- Experience with various Storage Technologies.
- Experience with Deployment and Management of Active directory.
- Experience with Microsoft Exchange.
- Excellent Organizational Skills.
- Ability to work with end customers successfully.
- Experience with Citrix is a plus.
- Experience with Microsoft Lync is a plus.
- Experience with Linux is a major plus.

Preference will be applied to all candidates with Experience working with end customer on projects related to route/switch, Virtualization, Microsoft Exchange Migrations, and similar installations.