

St. Louis Region OJT Job Openings

9/27/13

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 – Accounting Clerk**

Job Number: 10119308

General Summary:

Perform day to day accounting responsibilities; billing, invoicing, collections and various other accounting related projects.

Primary job responsibilities :

- Process billing by checking rates and ensuring all information is 100% accurate
- Match bill of ladings and proof of deliveries to customer invoices
- Cross check carrier invoices, ensuring payables are accurate before processing
- Scan and mail invoices
- Setup carriers in operating system
- Maintain carrier profiles
- File W-9's
- Upload quotes or DVO's
- Assist with various projects

Profile:

- Interpret and apply accounting procedures
- Possess strong communication skills
- Dependable
- Works well in team atmosphere
- Ability to multi-task
- Focused with impeccable attention to detail

Specific training/certification:

- Knowledge of Microsoft Office, Microsoft Word, Microsoft Excel
- Knowledge of Quickbooks
- Accounting experience
- Customer service experience

Title: **OJT – Teller**

Job Number: 10119312

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS

1. On a daily basis, opens cash drawer on a computer terminal at a designated workstation with assigned teller operator number.
2. Receives cross training within department to maximize productivity and member satisfaction.
3. Receives members and personally determines the nature of the member's business and either transacts the members request or refers him/her to the suitable staff member/department.
4. Provides in person, routine information concerning the credit union services, policies and procedures while being service oriented as to member's needs. Cross sell credit union products to members.
5. Receives share, share draft, club accounts, and loan payments in person, by mail, or night deposit. Prepares proper receipts and posts transactions. Mails receipts for all account deposits.
6. Provides money orders, cashier checks, and travelers check service.
7. Disburses cash or check on all share type withdrawals, Line of Credit and Home Equity advances.
8. Operates on line teller terminal. Provides in person information requested concerning the status of his/her account.
9. Receives payroll deduction cards for starts, stops, increases and decreases.
10. Oversees CUE phone withdrawals.
11. Assist members in activating their debit cards.
12. Receives wiring and Western Union information.
13. Run member checks for deposit via PACE for Fed processing and clearing without error.
14. Verifies and processes ATM deposits.

Title: **OJT – Construction Laborer**

Job Number: 10097423

Seeking qualified candidates to install the sewer pipe liners into existing sewer pipes. Prefer candidates with a construction background. Will perform manual labor, heavy lifting, operating machinery, use hand tools. May perform digging, erection of barriers and scaffolding, and work in tight-fitting outdoor environments.

Title: **OJT – Care Coordinator**

Job Number: 10113407

JOB SUMMARY:

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

QUALIFICATIONS:

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

RESPONSIBILITIES:

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

Title: OJT – Mechanic-Material Handling Equipment

Job Number: 10097213

Family owned material handling company with over 30 years in business is looking for an experienced forklift mechanic. Prefer 5+ years relevant mechanical repair experience. Electrical knowledge a plus. Requires a CDL Class E license to drive a company service van. Must have own tools. Required to pass a drug screening and background check. Salary negotiable depending on qualifications and experience.

Title: OJT – Preventative Maintenance Mechanic

Job Number: 10075354

Family owned material handling company with over 30 years in business is looking for a Preventative Maintenance Mechanic. Prefer 1+ years relevant mechanical repair experience. Electrical knowledge a plus. Requires a CDL Class E license to drive a company service van. Must have own tools. Required to pass a drug screening and background check. Salary negotiable depending on qualifications and experience.

Title: OJT – Lab Technician

Job Number: 10086729

Nature Products and Biotech, Inc. is seeking a Lab Technician (FT, PT, and Weekends)

POSITION SUMMARY: The individuals will perform plant cell and mushroom culture related activities to support the operations of drug precursor extract and mushroom growing teams. The individuals will be primarily responsible for cell culture medium and mushroom substrate preparing, maintenance and cultivation.

POSITION RESPONSIBILITIES

- Preparing media and substrate, maintain plant cell and mushroom culture including watering and cultivation of mushrooms.
- Perform routine laboratory tasks to include autoclaving and maintenance of sterile supplies.
- Collection of samples and data, maintenance of experimental database.
- Various other miscellaneous tasks in support of cultivation activities such as media and substrate preparation, inoculation and plant cell and mushroom harvest.

EDUCATION AND EXPERIENCE

- Pursuit or completion of BS, BA or Associates Degree in a biological science preferred but not required.
- Experience with sterile tissue culture techniques preferred.
- Experience working with fungus, plants or animal species is preferred.
- Experience conducting experiments and collecting data in a research environment is desired.
- Ability to use word processing and spreadsheet software is required.

Title: OJT – Document Translator (English/Japanese)

Job Number: 10056854

Nature Products and Biotech, Inc. is seeking a Document Translator.

Responsibilities: Translates written documents from English to Japanese and Japanese to English in a timely fashion while maintaining the content, context and style of the original document. Answers questions regarding translated materials

Requirements:

- Fluency in both English and Japanese, especially in reading and writing;
- Intermediate skills in Microsoft applications;
- Flexibility, professionalism, strong work ethic, and ability to stay organized.

Recommended:

- Bachelor's degree in Linguistics in Japanese and English (oral and written);
- 2 - 4 years experience in translating documents from English to Japanese and Japanese to English; Technical translation experience for manufacturing is preferred.
- Science or Engineering experience/degree in would make translation tasks easier.

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 wit hour 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 – 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 – 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 – Crisis Intervention Telephone Counselor**

Job Number: 10088397

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 – 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 – 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 – Salvage Claims Coordinator

Job Number: 10070093

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 – 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 HACCP 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 – 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: 10088398

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: 10088399

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

- To include all aspects of the technology and business
- 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
- Provide guidance to companies in the continuum of maturation required to go from pre-company or pre-seed to series-A
- Bring new ideas and ongoing problem solving

Qualifications/Experience:

- PhD in biosciences from a top tier research university is preferred
- MS in biosciences with 3+ years of relevant workforce experience
- BS in biosciences with 5+ years of relevant workforce experience

- Commercial aspects of technology is desired
- Entrepreneurial activity

Personal Integrity

Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Entrepreneurial 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: 10088405

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: 10088400

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: 10088401

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 – 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 – Lab Technician/Associate

Job Number: 10088402

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: 10088403

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: 10088404

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.