

St. Louis Region OJT Job Openings

2/15/13

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 reinert@stlworks.com including the job title in the subject of the email.

Title: OJT – Inside Sales Rep - Bioscience

Job Number: 9782659

Fast-paced, high-growth, high-energy start-up that is pioneering a profound shift in the way companies approach IT. We're growing and we're looking for smart, passionate, entrepreneurial people with a whatever-it-takes attitude to join our team.

Appistry currently has an opportunity for an Inside Sales Representative at our St. Louis, Missouri office. The potential candidate will sell hardware/software solutions to assigned leads. Ayrris / BIO is a turnkey solution for Next Generation Sequencing (NGS) processing that removes the technical burden from the genomics discovery and analysis process. It offers fully automated pipeline execution for NGS analytics and data management, and includes pre-built pipelines that can be used right out of the box or customized to meet customer's specific research needs.

RESPONSIBILITIES:

- Follow-up on leads generated by web marketing and tradeshow
- Deliver online presentations using Microsoft PowerPoint
- Create campaigns using Sales Force
- Cold calling
- Respond to requests for quotes
- Develop and maintain relationships with existing customers to achieve incremental sales goals
- Provide sales support where needed

QUALIFICATIONS:

- Requires Bachelors or Masters Degree
- Excellent communication skills
- Experience selling information technology products a plus.
- Background in biology/sciences a plus.

Title: OJT – PreSchool Teachers

Job Number: 9778367

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 – Sales Associate

Job Number: 9779615

SKILLS:

- Exceptional skills in Microsoft Office applications, including Excel and Word
- Excellent written communication skills
- Comfortable navigating and leveraging LinkedIn groups to source leads
- Ability to learn marketing automation software (Systematic Revenue, www.systematicrevenue.com)
- Organized, responsible, attentive to detail

RESPONSIBILITIES:

- Lead recruitment from LinkedIn
- Lead conversion from LinkedIn to CRM
- Utilizing CRM tools to cultivate, manage, and engage sales leads
- Account management
- Collaborate directly with the sales and management team on sales leads, media marketing, industry research, and promotional activities
- Management of contact database
- Data mining from provided sources (lead generation, industry information and figures)
- Database work: Must love Excel

Title: OJT – HTML Developer

Job Number: 9779611

SKILLS:

- Strong SEO background
- Strong PHP and MYSQL background
- Exceptional skills in Microsoft Office applications, including Excel and Word
- Organized, responsible, attentive to detail

RESPONSIBILITIES:

- Optimize on-site content for maximum visibility and ranking in major search engines; this includes HTML, site structure, page layout, and navigation considerations
- Identify and implement innovative SEO strategies
- Control naming conventions and linking conventions of web pages, images, and multimedia files
- In-bound link development from relevant sites and directories
- Perform information gathering services including technical website analysis, competitive/keyword research, and link analysis
- Manage and implement online advertising campaigns
- Product testing
- Interpreting feedback from Beta customers and weighing in on product revisions

Title: OJT – Legal Transcript Proofreader

Job Number: 9772465

SUMMARY JOB DESCRIPTION

We are currently seeking to fill a Full-Time Legal Transcript Proofreader/Quality Control position.

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.

Title: OJT – Field Representative I

Job Number: 9771158

MAJOR DUTIES, RESPONSIBILITIES, AND AUTHORITY

Performs field quality control tests on plastic concrete.
 Performs field density testing on soil, asphalt and aggregate.
 Performs routine laboratory tests on soil, concrete, asphalt and other construction materials.
 Limited decision making.
 Prepares written daily field observation reports and many reports.
 Performs other duties as assigned.

MINIMUM EDUCATION: High school diploma or equivalent.

CERTIFICATION/LICENSING: None to start; however, ACI Level I within six (6) months and nuclear safety trained at first available opportunity; AWS CAWI or two NDT Level I certifications within 6 months.

SPECIFICATION SUMMARY: Ability to follow instructions and perform routine field tests. Ability to pass physical exam.

SPECIFIC EXPERIENCE, KNOWLEDGE, AND SKILLS: Ability to follow oral and written instructions. Zero to one year prior experience.

PERSONAL CHARACTERISTICS: Dependable. Neat, clean appearance. Ability to verbally communicate and write in a clear, concise, legible manner.

Must possess the traits to promote good working relationships with fellow employees.

Must have own transportation for occasional use to and from project sites. Vehicle must be insured with a rider acknowledging use in a work environment.

Title: OJT – Entry Level Electronics Technician

Job Number: 9758045

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 – Tower Technician

Job Number: 9769989

Tower Technician will be responsible for providing support to the Tower Crew Leader as a skilled laborer during modification, repair and/or construction of communication sites or systems to include the following: Antenna installation and alignment, TMA's, Diplexers, Coax, Connectors, Jumpers, Grounding

QUALIFICATIONS:

Excellent physical conditioning and stamina.

Willingness to work outdoors in all weather conditions.

Candidate must be to pass a background check, have a valid drivers license and be able to pass a drug test.

Ability to learn and incorporate climbing and general work safety requirements

Certified climber a plus.

Must work well with others and function as part of a 3-4 man crew

Ability to read, comprehend and carry out written and verbal instructions

Basic mechanical abilities with hand tools and simple power tools

Ability to work reliably under minimal supervision

Ability to adapt to customer technical standards and practices

CPR/First Aid Certified

Comtrain Climber Rescue Course, Tower Safety and Rescue (TS&R), or equivalent

Basic computer skills

Military experience equivalent to: MOS 25F, 25L, 25P, 25Q, 25S, 25U, AFSC 3D1X3, 3D1X7, MOS 0612, 0613 and Rating CE. (49-2021)

Title: OJT - Communication Tower Crew Foreman

Job Number: 9769997

COMMUNICATION TOWER-CREW LEAD

Experienced tower crew foreman to lead a crew of 3 to 4 technicians on the construction and implementation of cell site upgrades, antenna change outs, new cabling, and all required testing and documentation.

QUALIFICATIONS

The ability to coach and mentor team members.

Familiar with proper procedures and able to perform and inspect all types of rigging operations.

Familiar with basic electrical used to build telecommunication sites.

Ability to assist in the building of all types of communication sites. (Self-supporting, guyed, monopoles, and rooftops)

Must have the ability to use MS applications to include: outlook, excel, word, search engine and communications computer based tools/programs.

Knowledge/experience with RF theory and RF test gear. Knowledge, skills and abilities needed to adequately perform basic sweeps and PIM₂s testing.

Effective planning and scheduling.

Prepare and submit daily reports.

Prepare closeout documents.

Maintain and organize crew trucks.

REQUIREMENTS

Tower climbing certification required (Gravitec Systems, Inc. Comtrain Tower Climbing and Rescue certification, etc...).

Must be physically able to climb and maintain an acceptable pace.

Ability to work at heights for extended periods of time.

Basic first aid/CPR trained and certified.

Must have high school diploma or GED.

Must have at least 7 years of industry experience

Must have experience with tower mapping and antenna equipment.

Must have Experience stacking self-supporting towers; install waveguide, antennas and microwave dishes.

Must have experience with Anritsu Site Master, Andrew, PPC, tower mapping and antenna equipment.

Military experience equivalent to: MOS 25F, 25L, 25P, 25Q, 25S, 25U, AFSC 3D1X3, 3D1X7, MOS 0612, 0613 and Rating CE. (49-2021)

Title: **OJT – Administrative Assistant**

Job Number: 9761209

We're looking for a fun, organized, and reliable person to fill the administrative assistant position at IDC Projects, a growing startup in downtown St. Louis. We're looking for someone that can:

- Work during standard business hours, 9-5 Monday through Friday.
- Work as an assistant to the CEO.
- Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- Operate electronic calendar systems and manage multiple calendars for other employees, scheduling meetings and sending reminders and invitations.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals during business hours.
- Arrange conferences, meetings, and travel reservations for office personnel.
- Complete forms in accordance with company procedures.
- Compose, type, and distribute meeting notes, routine correspondence, and reports.
- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Mail newsletters, promotional material, and other information.
- Maintain scheduling and event calendars.
- Make copies of correspondence and other printed material.
- Open, read, route, and distribute incoming mail and other material, and prepare answers to routine letters.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Conduct searches to find needed information, using such sources as the Internet.
- Coordinate conferences and meetings.
- Learn to operate new office technologies as they are developed and implemented.
- Order and dispense supplies.
- Provide services to customers, such as order placement and account information.
- Review work done by others to check for correct spelling and grammar, ensure that company format policies are followed, and recommend revisions.
- Supervise other clerical staff, and provide training and orientation to new staff.
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.

Title: **OJT – Granite Fabricator/Saw Operator**

Job Number: 9757864

Responsibilities:

- Reading Blueprints & Drawings
- Precise Measuring of Slabs and Pieces to be Cut
- Identifying Slab Imperfections and Planning Cuts Accordingly
- Cutting Using Granite Saw
- Loading Granite onto Saw and Carts for Transportation
- Cross-Training for Edge Polishing

Requirements:

- High School or Equivalency Graduate
- Strong Math Ability
- Acute Attention to Detail
- Ability to Lift Heavy Objects
- General Familiarity with Machinery

Preferred:

- Valid Driver's License, CDL Preferred
- Experience Driving Truck with Trailer
- Experience Driving Forklift
- Experience in the Marble & Granite Industry

Title: **OJT – Granite Fabricator/Edge Polisher**

Job Number: 9757863

Responsibilities:

- Using Edge Polishing Machine to Polish Cut Pieces
- Monitoring Polished Pieces to Confirm Machine Performance
- Manually Polishing Imperfections or Curved Surfaces
- Loading Granite onto Polisher and Carts for Transportation
- Cross-Training for Basic Saw Operation

Requirements:

- High School or Equivalency Graduate
- Acute Attention to Detail
- Ability to Lift Heavy Objects
- General Familiarity with Machinery

Preferred:

- Valid Driver's License, CDL Preferred
- Experience Driving Truck with Trailer
- Experience Driving Forklift
- Experience in the Marble & Granite Industry

Title: **OJT – Software Developer**

Job Number: 9784331

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, 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 – Sales Rep/Account Executive**

Job Number: 9784329

The sales representative/account executive is responsible for managing incoming sales inquiries and requests; utilizing understanding of business processes and technology to successfully focus on the needs of a potential client to confidently offer the technology products, services and solutions to address those needs; prospecting for new customers and nurturing positive relationships with potential customers by identifying the needs of specific markets and actively approaching the business decision makers in those markets; working the relationships with our technology partners to find new customer leads and continually educating yourself on the latest products and promotional offers; attending networking events, trade shows and various functions to engage new prospects and ensure that you keep the conversation about Miken and the latest in business technology ongoing; maintain a strong relationship with your existing clients to ensure resolution of any issues and successful delivery of products and services; managing existing accounts by taking a proactive approach to suggest upgrades or new products that will benefit the client.

Job Requirements: 1-2 years of experience in PC and network sales or telecom sales. Experience and keen understanding of business technology products and network configurations. Ability to work independently and comfortably network in business and social environments. Verbal communication skills with the ability to communicate with technical and non-technical individuals. Strong written communication skills with the ability to maintain professional correspondence as well as compose concise technical documentation. Highly organized with the ability to manage existing client needs plus the dynamic avenues of prospecting for new clients. Metro travel to meet with clients is required.

Title: **OJT – IT Help Desk Specialist**

Job Number: 9784332

Act as primary point of contact regarding all help desk issues.

Provide 1st/2nd tier support to identify, investigate and resolve technical problem.

Troubleshoot and support Microsoft Windows Server 2008R2 and 2003, SBS 2011, Exchange Server, SQL Server, Windows 7, XP and Vista workstations.

Network & application monitoring and support.

Provide diagnosis in basic error situations to determine point of failure. Work closely with associates to provide solutions.

Support applications, printers, storage and networking infrastructure (wired and wireless).

Assist in monitoring and maintaining backup & recovery of server environments.

Work with outside vendors and support companies as needed.

Monitor internal help desk system for the delegation, assignment and/or completion of trouble tickets.

Maintain IT department- Organize supplies, purchase and recommend improvements as necessary.

Qualifications:

- ¿ Knowledge of Windows clients and servers as used in a corporate or small business setting.
- ¿ Desire to interact with end users or clients on the phone or in person in a courteous, professional manner.
- ¿ Microsoft, Cisco, A+/Net+ certifications a plus but not required.
- ¿ Experience with SBS 2003, 2007, 2011, Exchange 2010/2007/2003, Windows 2008R2, 2003 administration is desirable.
- ¿ Experience in help desk environment with direct contact with customer and end-users.
- ¿ Experience troubleshooting PC desktops and laptops, software, hardware, Microsoft office suites, email, printers and peripherals.
- ¿ Experience with routers, switches, hubs and basic network topology.
- ¿ Flexible schedule as this job may require extended support hours, occasional night, weekend and some on-call work.
- ¿ Must be able to lift up to 50 pounds.
- ¿ Must have access to reliable transportation.
- ¿ Must have 1-2 years experience in an IT environment
- ¿ Associates or Bachelors Degree is desirable

Title: OJT – Route/Sales Driver

Job Number: 9741657

Makes deliveries and pick ups of inventory and stock for vending company warehouse.

This job may include the following responsibilities/duties among others: obtaining new accounts and growing the volume of business in existing accounts, provide excellent service to accounts, care for and safely operate a motor vehicle, know all product lines, order and maintain truck inventory, and operate a hand-held computer-based unit. Excellent oral, written, and interpersonal communication skills. Sound judgment and ability to adapt quickly to different work and driving conditions. Possess valid E class driver's license. Stable work history with good references. Lift and/or carry up to 50 lbs to 70% of the time. Work outdoors in all types of weather conditions in all seasons.

Vision corrected to 20/30 or better. Work hours are from 6AM to 3PM

Title: OJT – Maintenance Mechanic

Job Number: 9750578

We are seeking a skilled maintenance mechanic with experience performing routine and preventative maintenance on food processing equipment in a manufacturing environment.

The individual must have the ability to maintain the buildings and ground as well as manage a vehicle maintenance program. The individual must be capable of performing repairs on plant equipment and managing vendors supplying repair and maintenance services. The individual must have the ability to maintain computerized records to track repair and maintenance activities. The individual must have the ability to prioritize repair and maintenance functions with minimal supervision.

This position requires the following skills:

- Must have the ability to read pneumatic and electrical diagrams.
- Must have Conveyor Systems experience.
- Must have Tools Control experience.
- Must have Electronic Control Systems experience.
- Familiarity with Dehumidifier functionality.
- Familiarity with Metal Detector functionality.
- Familiarity with Packaging Machinery functionality.
- Familiarity with Good Manufacturing Practices is a plus.
- Equipment Troubleshooting experience.
- Familiarity with CMMS software.

Title: OJT – Electrician

Job Number: 9758043

Electrical circuitry installation work (installing circuit panel board--conduit to equipment) in cell tower buildings in the St. Louis area--No Climbing--.Driving/Hotel/Food arrangements will be made w/paid labor for driving. Must have Residential & Commercial Electrical repair and installation experience. Must have knowledge of the NEC. Job requires lifting and ladder work. Benefits in the future will be given.

Title: OJT – Maintenance/Custodian

Job Number: 9758044

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.

Title: OJT – Marketer/Networker

Job Number: 97843333

Job Summary:

Builds relationships with referral sources via presentations, face to face contacts, phone calls, meetings, etc. in an effort to increase revenue through direct referrals. Works with other members of the FirstLight team (Scheduler, Office Manager, etc.), to monitor goals as they pertain to billable hours, number of clients, and/or revenue. Reports schedule and results to their immediate supervisor on a weekly basis, discusses Networking activities, and revises their plan as needed.

Qualifications:

Strongly recommend college degree in Business, Marketing or Health Care, along with two years related experience and/or training. Experience in home care or other service industry preferred.

Requires proficiency in contact relationship management (CRM) software.

Must possess and demonstrate excellent communication and presentation skills as well as a positive, professional, business image.

Essential Functions:

Seeks out and develops relationships with various Referral Sources.

Conducts at least 35 visits per week ¿ mix of medical and non-medical / new and follow up calls.

Establishes a Networking plan and actively uses it as a working tool, which is revisited as requested/needed.

Visits existing referral sources to maintain and grow partner relationships.

Updates prospects, clients, and referral sources database for contact/and or mailing lists.

Tracks Networking efforts and reviews them with supervisor on a weekly basis.

This job description is not intended to be all-inclusive. The employee will be expected to perform other reasonable related duties as assigned.

Participates in Networking groups, especially as they relate to the senior population.

To find out more about this opportunity please contact us at fill out the brief questionnaire contained on the first page of our web-site after you click "Join Our Team." (<http://northstlouis.firstlighthousecare.com>).