

Current Listing of Job Openings – Week of March 2nd, 2015

Housekeeping Attendant in WDM – Job #9810499 on www.iowaworkforce.org

Part-time available, varied hours available

- Make beds in guest rooms, replenish supplies in guest rooms, dust furniture & equipment
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, & locker rooms
- Clean rugs, carpets, upholstered furniture, & draperies using vacuum cleaner
- Wash walls, ceilings, woodwork, windows, door panels, & sills
- Polish metalwork, empty wastebaskets, transport trash & waste to disposal area, replace lightbulbs

Dining Room Server in WDM – Job #9931904 on www.iowaworkforce.org

Part-time available, 5am-11am hours

- Take orders from customers, serve alcoholic beverages for consumption within the establishment
- Sell unopened beverages to be taken from premises when licensed for sale of packaged goods
- Receive payments & make change, report to work for shifts on time & in uniform
- Take the initiative to greet guests in a friendly & warm manner, utilize basic math skills

Guest Services Representative in WDM – Job #1091897 on www.iowaworkforce.org

Part-time available, varied hours available

- Greet, register, & assign rooms to guests; issue room keys; date-stamp, sort, & rack incoming mail & messages; transmit & receive messages; answer inquiries pertaining to hotel services, shopping, dining, entertainment, & directions
- Account for all cash & make deposits in accordance with policies, communicate effectively with other departments & front office, report to work for scheduled shift on time & in uniform

Administrative Assistant/Front Desk Coordinator in WDM – Job #5002814 on www.iowaworkforce.org

Full-time available, 8am-5pm hours

- Duties: manage all incoming calls & direct them to the appropriate individual, ensure all mail is processed daily, manage all office supply orders for entire company, assist human resources, establish effective working relationships, administrative processes including filing & data entry
- Qualifications: college degree preferred, energetic & self-starting, 5+ years in a professional office environment, excellent communication skills, proficient with MS Office (intermediate experience required), ability to carry out tasks simultaneously, professionally meet & greet guests, work independently with minimal supervision
 - o Basic knowledge of Quick Books preferred

Customer Service Supervisor – Job #5002802 on www.iowaworkforce.org

Full-time available, varied hours, requires night & weekend work

- Oversee the daily operations of the customer service department as directed by the customer service manager; must be able to be available on an on-call basis

Holiday Inn Express & Suites Altoona, Front Desk Clerk – Apply at 165 Adventureland Drive or www.ohospitality.com

Part-time available, must be able to work weekends & holidays, requires flexible hours

- Help guests in our beautiful hotel, provide a welcoming check-in experience for guests, provide excellent customer service during guest stays, leave an unforgettable impression so they can't wait to come back
- The right candidate will have some computer experience, cash handling skills, professional appearance, & ability to multitask

Zombie Burger, Café Clerk – Apply at 300 East Grand Avenue #100 or www.ohospitality.com

Full-time & part-time available, must be able to work weekends

- Members of our quick service café staff work to ensure excellent customer service, consistent food preparation & service, & responsible alcohol service
- Must have efficient cash handling skills & POS computer skills, & assist with the organization & cleanliness of the café
- Must be 18 years of age or older to apply, previous restaurant experience preferred

Zombie Burger, Assistant Manager – Apply at 300 East Grand Avenue #100 or www.ohospitality.com

This position requires previous restaurant experience & a flexible schedule

- This leader needs to be able to perform under pressure & maintain professionalism in a very busy atmosphere
- Lead the quick service counter & shake production, manage & motivate staff while delivering the highest degree of customer service

Malo, Server – Apply at 900 Mulberry Street or www.ohospitality.com

Seeking servers to provide exceptional service to guests

- Previous serving experience, of at least 1 year in a full-service & preferably fine dining setting, is necessary to apply

Gateway Market, Deli Clerk – Apply at 2002 Woodland Avenue or www.ohospitality.com

This position requires a flexible schedule

- Interact with guests in our fun deli while ensuring a pleasant & efficient experience
- Requires the desire to help people while maintaining a safe, clean, & friendly environment

The Village in Indianola, Housekeeping Supervisor – Call (515)961-0875, email tbingham@wesleylife.org, or visit www.wesleylife.org to complete an application

Full-time available, Monday-Friday 8am-5pm

- The Supervisor assures that the day-to-day activities of the housekeeping & laundry departments operate in accordance with current federal, state, & local standards, guidelines, & regulations governing our facility & that the needs of the residents we serve are met at all times
- Competitive pay & a complete benefits package
- Qualifications: high school diploma/HiSET required, minimum of 2 years of experience in housekeeping &/or laundry services is required
 - o Advanced degree in management or engineering systems preferred, experience in a lead role working in healthcare or hospitality services preferred

Mediacom in WDM, Installers & Direct Sales Reps – mediacomcable.com/careers

We are currently looking for outstanding, dependable, & flexible people in the following areas

- Installers: install & service phone, high speed internet, & cable TV
 - o Training, company vehicle, uniform, & tools provided
- Direct Sales Representative: we need enthusiastic self-starters to sell Mediacom services such as video, high-speed internet, & phone products as well as our new home security systems

Main Street Café & Bakery in Ankeny, Hiring – Apply 9am-5pm every day of the week at 2510 SW White Birch Drive in Ankeny

Looking to fill full-time & part-time positions

- We are currently looking for some top-notch teammates to help us launch our new restaurant concept: Baristas, Line Cooks, Prep Cooks, Bakers, Dish Machine Operators, & Front of House Attendants

Country Inn & Suites in Ankeny, Front Desk – Apply at 2510 SE Tones Drive, Ankeny

Part-time available, includes assistance with night audit work, 3pm-11pm shift

- Apply in person only

Apple Tree Children’s Center in Johnston, Infant/Preschool Teachers – www.pcacareer.com

Currently seeking dedicated, qualified, experienced teachers for our premier Apple Tree Children’s Center

- Associate’s degree in Early Childhood Education &/or CDA preferred
- Related degree with 6 hours completed in Early Childhood Education
- Minimum of 1+ year of experience working with infants/toddlers preferred
- We offer a competitive salary, comprehensive benefits package, childcare discount, & more

ABM, Hiring – www.abm.com/careers, or call (515)697-0350, or apply in person at 1509 Michigan Street

Full-time & part-time available; we are currently searching for qualified, motivated people for these immediate positions:

- Cleaners, Floor/Carpet Crew, Utility Workers, Supervisors

Altoona Nursing & Rehabilitation Center, CNAs – Apply at 200 7th Avenue SW Altoona, or email resume to Becky.Booth@pcitexas.net, or fax resume to (972)797-6123, or call (515)967-4267

Now hiring CNAs for 6am-2pm or 2pm-10pm shifts

- Our employees are committed to caring for our residents, quality is reflected in our attitude & it shows

Altoona Nursing & Rehabilitation Center, Hospitality Assistant – Apply at 200 7th Avenue SW Altoona, or email resume to Becky.Booth@pcitexas.net, or fax resume to (972)797-6123, or call (515)967-4267

Provide practical & emotional support to residents under the direction of the Charge Nurse

- Must possess a friendly personality, ability to listen as well as talk
- Looking for someone who has a desire to care for people, is capable of following instructions, & can write simple records & reports under supervision
- Pleasant & courteous manner required, our employees are committed to caring for our residents

Progress Industries in Johnston, Direct Support & Management – Call (515)557-1810 ext. 103, or email shelly.nesheim@progressindustries.org, or apply at www.progressindustries.org

Progress Industries is making a difference in the lives of people with disabilities & we are adding to our amazing team

- We offer excellent wages & benefits
- Qualifications: at least 18 years of age, high school diploma/HiSET, valid Iowa driver’s license & good driving record, reliable vehicle with auto insurance, company paid physical & drug screen

Spaghetti Works, Line Cook – Apply between 8:30am-10am or 2pm-4pm at 310 Court Avenue

Day & evening shifts available, apply in person

- Wages will be commensurate with experience, high volume experience preferred

OfficeTeam in WDM, Office Assistant – Contact (515)244-2500

West Des Moines Insurance Company seeking an Office Assistant for a non-financial position

- Responsibilities: process applications as well as contact agents for detailed information, may assist with inbound calls from clients
 - o Enter changes in address, beneficiary, & other pertinent information regarding financial policies
- Qualifications: great attention to detail, dependable with a strong work ethic
 - o Life insurance & annuity knowledge a plus

Nationwide, Call Center Customer Service – www.nationwide.com/about-us/careers-des-moines.jsp or contact Hilary McCauley at (515)864-3092

Full-time available, potential sign-on bonus up to \$2,000

- Duties: handle inbound phone calls regarding insurance policies from policyholders, insurance agents, & business partners
 - o Complete all necessary documentation so that policyholders' needs are met
- Qualifications: good communication & problem-solving skills, attention to detail, handle member calls in a friendly & efficient manner
 - o High school diploma/HiSET required, some undergraduate studies preferred

Younkers, Shoe Sales Associate – careers.bonton.com/career-areas/store-careers/store/younkers/

Part-time available; schedule includes a variety of day, evening, & weekend hours

- Compensation for this position is a base plus commission structure
- Duties: help achieve the goal to find the perfect shoes for every customer, help customers determine type & quality of merchandise, make suggestions, & maintain the department's visual presentations
- We will value your passion for shoes, ability to make a great & positive 1st impression, excellent interpersonal skills, strong customer service & selling techniques
 - o Previous shoe &/or commissioned sales experience preferred, prior experience with POS preferred

Bed Bath & Beyond, Store Management – www.bedbathandbeyond.com/careers.asp

Full-time available

- We are hiring & training managers who will become Store Managers & District Managers in the near future
- We offer energetic & ambitious individuals a wide range of outstanding opportunities, an incredible sense of loyalty, & the ability to grow with a proven leader
- We offer competitive salaries & a comprehensive benefits package
- Qualifications: successful candidates with retail management experience of any level will be given the opportunity for unlimited advancement via or 'promote from within' program

Midwest Professional Staffing, Administrative Assistant – www.midwestprofessionalstaffing.com/

Part-time available, Monday-Friday 10am-2pm, willing to work extra when needed, long-term temporary assignment

- Duties: answer multiline phone system, data entry, scanning, filing, covering reception over lunch hour, miscellaneous clerical duties as assigned
- Qualifications: proficient in MS Word & Excel, strong attention to detail, previous office experience required, excellent computer skills

Midwest Professional Staffing, Verification of Employment – www.midwestprofessionalstaffing.com/

Shifts can vary based on need, may fall between 7am-7pm, overtime is also an option

- Recruiting for individuals who seek the opportunity to work in a call center & processing environment, no sales or telemarketing
- Duties: adhere to all guidelines & procedures, make outbound contact to validate data, receive incoming calls to verify requested information, electronically document data after each inquiry, data research & documentation of information requested, process loan documents for clients, review consent forms to ensure accuracy
- Qualifications: must be at least 18 years of age, ability to pass criminal background check, ability to pass credit check (not based on credit score but based on not having more than one item in collections), pass drug test

Midwest Professional Staffing, Data Entry Specialist – www.midwestprofessionalstaffing.com

Monday-Friday 8am-5pm hours

- Duties: 10-15 inbound/outbound calls per day, receive & process account information, data system checks, enter applications, resolve information deficiencies, assist with questions regarding status/qualifications
- Qualifications: excellent customer service skills, strong data entry skills, attention to detail, well-organized, ability to multitask & self-start, strong attendance is crucial
 - o Associate's degree preferred

Midwest Professional Staffing, Administrative Assistant – www.midwestprofessionalstaffing.com

Monday-Friday 7:45am-1:00pm hours, need to be flexible & willing to cover the afternoon receptionist if needed, contract-to-hire position for a fast-paced office in downtown Des Moines

- Duties: answer phone calls, direct calls to the appropriate party on a multiline phone system, greet clients, work on special projects as needed, general office duties
- Qualifications: previous office experience required, ability to multitask while maintaining a professional demeanor, excellent computer skills, maintain a positive attitude, personable, ability to keep up with the demands of a fast-paced office

Celebrity Staff, Customer Contact Representative – *Contact (515)309-3533 or email resume to desmoines@celebritystaff.com*

Work as a Customer Contact Representative where every day is different, you will have the opportunity to be part of an exceptional training program

- 4 weeks of training will be offered where you will be learning various financial terminology, how to toggle between 10 different computer systems, & how to communicate effectively with customers
- Duties: toggle between various systems to find a solution to various questions, receive approximately 50-60 inbound calls per day, perform various researches as needed
- Qualifications: minimum of 1 year of customer service experience, must be tech-savvy with the ability to communicate well with others
 - o Preferred background in life insurance/annuities

Menards, Hiring – *Apply at 12000 Hickman Road, Clive (Ask for Grant, Cameron, Dan, Brandon, or Dennis)*

Various positions & hours available, including Night Stock, Outside Yard Team Member, Morning Stock, Team Member

- Part-time positions

Celebrity Staff, Customer Service Representative – Contact (515)309-3533 or email resume to desmoines@celebritystaff.com

This position allows flexible scheduling with candidates working a 4-hour shift during the week between the hours of 7am-7pm & one weekend shift from 10am-4pm (candidates required to work one weekend shift)

- Duties: answer inbound calls, verify customer account information, deliver high quality customer service
- Qualifications: at least 1-2 years of experience in a call center or banking environment, the ability to toggle between multiple screens while talking on the phone with customers

Marshalls in WDM, Customer Service Coordinator – Apply at 4100 University Avenue #200, WDM

Full-time available, ability to work a flexible schedule including nights & weekends

- Duties: responsible for operational controls at the Front Line Service Desk, Layaway, & Jewelry; ensure front line associates provide prompt, courteous, & knowledgeable service to all customers; resolve customer service issues appropriately & competently; audit & approve all necessary front line paperwork; responsible for training & developing store associates on customer service standards, register procedures, & proper front line procedures & controls
- Qualifications: professional appearance, solid customer service skills & experience, excellent communication skills, ability to make timely decisions under challenging circumstances, strong organizational skills, attention to detail, leadership & ability to direct others, self-motivated, works quickly & efficiently on multiple tasks, responsible & honest
 - o Minimum age of 16 years age, high school diploma/HiSET preferred

TMOne in WDM, Client Services Specialist – tmone.com/careers/

This is an onsite call center position

- The expectations set for you are higher because you'll be considered a top-tier agent, help customers by resolving their issues & selling them products & services
- Earn commission on top of your hourly wage, we believe in giving our account managers a chance to control their own earnings through commission
- This is a job with limitless potential, we prefer to promote from within; your job takes confidence, professionalism, & a willingness to help the customer
- Qualifications: experience helps but not having any isn't a deal breaker, high school diploma/HiSET, college experience or degree is welcome but not required, basic computer proficiency required, motivation & confidence

Palmer Group, Customer Service Desk Associate – www.thepalmergroup.com/currentjobopenings.aspx

Our client, a well-established luxury jewelry retailer is seeking a Customer Service Desk Associate, fantastic hours Monday-Friday

- Duties: welcome customers, assist clients with their jewelry & gift selections, process/ring up sales, take pieces in for appraisal or repair, assist customers with financial paperwork, sell watch bands, clean jewelry, light bookkeeping, provide support to the sales team & contribute to the overall success of the company
- Qualifications: exceptional customer service skills, ability to build ongoing relationships with clients, 2 years of retail experience & a stable work history, must enjoy providing legendary service that caters to customers
 - o Outgoing, trustworthy, & well-groomed; vibrant, team-oriented, professional environment

Palmer Group, Customer Service Associate – www.thepalmergroup.com/currentjobopenings.aspx

Hours are Monday-Friday 8am-5pm, our West Des Moines insurance client is looking for multiple strong processing candidates to assist on a long-term contract basis

- Duties: enter transactions from applications, update addresses, provide information & explanation of the products along with terms & conditions
- Qualifications: 1-3 years of customer service experience, strong data entry skills, dependable & reliable, very computer savvy & able to work within multiple computer databases, able to pass a criminal background check

T.J. Maxx in Ankeny, Customer Service Coordinator – *Apply at 2010 SE Delaware Avenue #216, Ankeny*

Full-time available; ability to work a flexible schedule, including nights & weekends

- Duties: responsible for operational controls at the Front Line Service Desk, Layaway, & Jewelry; ensure front line associates provide prompt, courteous, & knowledgeable service to all customers; resolve customer issues appropriately & competently; audit & approve all necessary front line paperwork; responsible for training & developing store associates on customer service standards, register procedures, & proper front line procedures & controls
- Qualifications: professional appearance, solid customer service skills & experience, excellent communication skills, ability to make timely decisions under challenging circumstances, strong organizational skills, attention to detail, leadership & ability to direct others, takes ownership, self-motivated, works quickly & efficiently on multiple tasks, responsible & honest

Haverkamp Properties, Make-Ready Cleaning Positions – *Email cover letter & resume to ank@haverkamp-properties.com*

Positions available in both Ankeny & Altoona, full-time available plus seasonal overtime

- Will be responsible for preparing vacant units for re-leasing; includes cleaning vacant apartment units, minor repairs, painting or touching up walls, cleaning carpets, etc.
- Provide oversight to the cleanliness of each & every building's common area & property clubhouse
- Monitor the physical condition of the communities & immediately report any issues
- Must comply with proper safety policies, maintain a valid driver's license with good driving record
- Must be neat, accurate, & thorough in the work; provide an excellent level of customer service

Help Wanted in West Des Moines – *Contact (515)221-0727 to schedule an interview*

Expanding company with 28 years of service, no experience necessary (earn while you learn)

- Openings include: Administrative Work, Front Desk Help, Stock Room Help, & Sales Team Manager
- Rapid advancement: fast-paced office, company travel, great fun atmosphere

Papa John's, Open Interviews – *Apply in person on Tuesday, March 3rd from 4pm-8pm at 4503 SW 9th Street*

If you are interested in delivering, bring a copy of the MVR report from the DOT & a copy of your insurance card; if you can't come, apply at www.pleaseapplyonline.com/pjiowa

- Hiring for all locations in Des Moines

Toys R Us, Off-Hours Stock Crew – www.toysrusinc.com/careers

Full-time & part-time available, hours are commonly early morning but overnight shifts may be available

- Maintain a well-stocked appearance in the store through various stocking, sorting, & organizing of goods & merchandise
- May be required to climb ladders up to 12 feet, may be assigned other duties within the store
- Knowledge of shipping/receiving process in a retail environment, ability to lift up to 25 pounds

Toys R Us, Sales Team Member – www.toysrusinc.com/careers

Full-time & part-time available

- Work regularly with customers to find & sell products that match their needs, may be assigned to work in multiple departments
- Use company selling appearances to create an enriched customer experience, act quickly to address customer concerns & provide resolutions
- Assist in maintaining a well-stocked & neat store appearance, ability to multitask & prioritize projects
- Excellent customer service skills & positive attitude

Scheels, Receiving Associate – www.scheels.com/ or apply in-store at Jordan Creek Mall

Full-time available, must be flexible to work between 8am-9pm Monday-Sunday; schedule may include a variety of hours, evenings, weekends, & holidays

- Scheels associates have a passion for sports, fashion, & providing exceptional customer service
- The individual will work quickly, thoroughly, & accurately to manage receiving shipments & price products; represent Scheels in a friendly, courteous, & knowledgeable manner
- Unload/unpack trucks, examine shipments & reject damaged items, distribute items to appropriate area, handle incoming merchandise, attach ID tags & prices, maintain orderly appearance
- Strong organization, attention to detail, ability to multitask, problem-solving skills, demonstrate accuracy & thoroughness, excellent customer service & communication skills, basic math skills, professional appearance & attitude
 - o High school diploma/HiSET, 1-3 months of related experience or training

Compass Group in WDM, Office Clerk – www.compassgroupcareers.com

Compass Group is the leading food management company, seeking dedicated individuals for our WDM office

- Data entry, answer phones, dispatch service technicians
- 10-key skills & good math skills are a plus, must be able to pass background check & drug screen

JQH Hotels & Resorts, Guest Service Representative – www.jqhhotels.com

Part-time available, varied shifts; days, evenings, & weekends

- Greet, register, & assign rooms to guests; issue room key; answer inquiries pertaining to hotel services, shopping, dining, entertainment, & directions
- Keep records of room availability & guest accounts; make, confirm, & cancel reservations
- Compute bill, collect payment, & make change for guests; date-stamp, sort, & rack incoming mail & messages; transit & receive messages
- Account for all cash & make deposits, greet guests in a warm & friendly manner
- Qualifications: high school diploma/HiSET; minimum of 3 months of hospitality, general office, accounts receivable, or customer service experience

Hy-Vee in Waukee, Night Stock – <https://www.hy-vee.com/company/employment.aspx> (Choose Waukee location)

Seeking overnight stockers, guaranteed 40 hours per week, competitive wages & benefits package

- Provide prompt, efficient, & friendly customer service; unload products, open containers, stock shelves, & rotate products when necessary
- Training provided, employment contingent on successful completion of drug test