

Current Listing of Job Openings – Week of May 18th, 2015

ADP in WDM, Employee Service Rep I – Job #5150783 on www.iowaworkforce.org or www.adp.com/careers.aspx

Full-time available

- Our customer service team collaborates with customers & other ADP colleagues to ensure our products & services deliver winning results
- You will be the one providing on-the-spot support that makes our integrated solutions stand out in today's increasingly competitive global marketplace
- You will join a team of professionals who are responsible for ensuring every customer interaction is a best-in-class experience
- Combine a passion for service & discovering innovative solutions with our top-ranked training programs to help customers enjoy every drop of value within our products

Caribou Coffee in Des Moines, Store Team Member – Job #5150781 on www.iowaworkforce.org or www.cariboucoffeejobs.com

Full-time available

- Responsible for providing superior guest services in a welcoming & friendly atmosphere
- Greet guests, take guest orders & payment, prepare & deliver products in a timely manner, create a positive energetic atmosphere for the guest
- Core Competencies: problem solving, manage the guest experience, maintain the look & feel of a well-run store, drive for results, manage multiple priorities, resilient under pressure
- Essential Functions: welcome guests into the store, take orders & payment using the POS system, prepare beverages & food products, develop personal ongoing relationships with customers, manage cash drawer & follow cash handling procedures

Maintenance Associate in Des Moines – Job #5147233 on www.iowaworkforce.org

Full-time available

- Duties: corrective & preventative maintenance on occupied & vacant apartments & the overall property
- This position also includes remodeling & work on other special projects
- Organize work orders in order of importance, perform make-readies in a timely & efficient manner
- Observe the property & report to supervisor, help keep grounds clean, maintain appliances
- On-call duties at least twice a month, snow removal as needed, grounds care as needed

Link Associates, Direct Care Professional – Job #5147222 on www.iowaworkforce.org

“Mother’s hours” during the week; Link Associates supports individuals with developmental disabilities in the home, work, & community environments

- Duties: coach consumers in developing & enhancing their independent living skills in all life settings
- Responsible for the health, safety, & providing emotional support to the consumers we serve
- Assure quality services that are in compliance with all accreditation guidelines & standards
- Plan, prepare, & distribute a variety of training activities in the community, work, & home settings
- Ensure environment is comfortable, productive, & stimulating; complete & submit required documentation that is legible, timely, accurate, & inclusive
- Qualifications: AA degree in Human Services or related field with 1 year of related experience desired, minimum of high school diploma/HiSET required
- Must meet agency requirements on transportation, abuse, & criminal background checks
- Must have excellent communication skills, general computer knowledge, & proficient typing skills

Sales/Back Room Help in Clive – Job #5147214 on www.iowaworkforce.org or contact Amber at (515)276-5827 for more questions

Full-time & part-time available, hours are 8:30am-5:00pm

- Duties: set displays, unload truck, steam press clothes, some janitorial & simple maintenance duties, load trailer for off-site shows
- Qualifications: outgoing personality, run POS system, help clients navigate the store & purchase clothing, display setting, stocking & merchandising skills

C.H. Robinson in Ankeny, Entry Level Operations Representative – Job #5147131 on www.iowaworkforce.org

Full-time available

- The main focus of this position is to assist the sales team with managing carrier information & ensuring the accuracy of load information within our customized software systems
- You will track & trace our shipments, make appointments, & communicate daily with carriers & sales representatives to ensure on time departures/arrivals
- Duties: provide follow-up, answer incoming calls, schedule appointments, provide shipment information, audit load information, complete requests, tracking & tracing, data entry
- Qualifications: effective communication skills, attention to detail & accuracy, ability to prioritize & multitask, manage time effectively, excellent systems knowledge of MS Office & the internet, high school diploma/HiSET

Parkridge Specialty Care in Pleasant Hill, CNA – Job #5147096 on www.iowaworkforce.org or email resume to Tina Barton at tbarton@careinitiatives.org or call (515)265-5348

Full-time available, contact to ask about available shifts

- Vacation is now awarded at 6 months of employment, discount package for cell phone services through Verizon Wireless, employees are awarded for their commitment to providing outstanding quality care with a generous anniversary bonus

ABM, Administrative Assistant – Job #5147089 on www.iowaworkforce.org or www.abm.com/pages/careers.aspx

Full-time available, 1st shift hours

- The Administrative Assistant will assist the Operations Manager by providing office support to ensure that the parking operation is in compliance with company record-keeping policies & responsive to the needs of its customers
- Duties: provide receptionist services, greet & assist visitors, answer phone & direct calls
- Provide administrative office support in order to ensure effective & efficient office operations
- Revenue data entry & monthly parker maintenance, preparation of cash applications for data

Caribou Coffee in WDM, Shift Supervisor in Training – Job #5147064 on www.iowaworkforce.org or www.cariboucoffeejobs.com/

Full-time available

- The Shift Supervisor is responsible for the overall leadership & direction of the store in the absence of the Store Manager or Assistant Store Manager
- Responsible for ensuring the team has a clear understanding of goals, expectations, products, cleanliness, new directives, & customer connections during the shift
- Manage shift requirements for labor, customer service, & employee tasks in accordance with company standards
- Maintain consistent & outstanding guest experiences while supporting daily sales goals
- Core Competencies: problem solving, manage the guest experience, maintain the look & feel of a well-run store, drive for results, manage multiple priorities, resiliency under pressure, training, demonstrate leadership

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

Full-time available, evening position, must be available on the weekends

- We are looking for someone to maintain our kitchen & keep the dishes clean while working at a fast but safe pace

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

Zombie Burger will be opening this summer at Jordan Creek Mall, training will take place at our East Village location, we are excited to get an excellent team built

- Full-time & part-time available; members of our quick service staff work to ensure excellent customer service, consistent food & shake preparation, & service
- Must have efficient cash handling skills, POS computer skills, ability to assist with the organization & cleanliness of the restaurant
- Must have flexible schedule including nights & weekends

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

Full-time available

- Interact with guests in a friendly & professional manner while assisting guests with their questions & purchases
- This job requires a flexible schedule, Sundays included, & a desire to learn about our great produce products to be shared with our inquiring guests

Hilton Garden Inn Johnston, PM Supervisor – Apply at 8600 Northpark Drive, Johnston or www.ohospitality.com

Full-time available, PM shift

- Provide a memorable experience for all of our guests, execute all of the expected job duties
- Duties: the PM Supervisor is a leadership role supporting the Assistant General Manager, assuming the role of MOD of the hotel for the evening shifts typically 3pm-11pm during the week & weekends
- The PM Supervisor will also train for Night Audit & cover the overnight shift as needed
- Enter group contracts & rooming lists, product inventory & ordering for guest pantry area, direct & support employees, recognize when assistance is needed for an overloaded employee, resolve guest issues, offer outstanding service to guests
- Qualifications: ability to lift up to 50 pounds, communicate effectively, professional appearance, ability to remain calm in adverse situations, valid driver's license with clean driving record, criminal history check will be completed, previous hotel experience required

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

Zombie Burger will be opening this summer at Jordan Creek Mall, training will take place at our East Village location, we are excited to get an excellent team built

- Full-time available, AM & PM shifts, weekend availability is required
- Experienced line cook with at least 2 years of recent experience working on a high-volume line & a team player is needed

South Union Bakery, Bakery Supervisor – Apply at 2002 Woodland Avenue or www.ohospitality.com

Full-time available, hours are 9pm-5am overnight shift

- Looking for an experienced leader to supervise our bakery team
- Strong candidates will possess the ability to train, supervise, coach, & evaluate employees
- The position will be responsible for the general sanitation of the bakery, calculating recipes for production, & overseeing the processes for bread production
- Must be able to stand on your feet for long periods of time & lift up to 50 pounds

Django, Dishwasher – Apply at 210 10th Street or www.ohospitality.com

Part-time available, hours are varying based on business needs, must be available on Sundays

- Looking for someone to maintain our kitchen & keep the dishes clean while working at a fast but safe pace

Holiday Inn Express & Suites in Altoona, Housekeeping Room Attendant – Apply at 165 Adventureland Drive in Altoona or www.ohospitality.com

Full-time available, must be available on weekends

- Seeking full-time housekeepers to clean & stock our guest rooms, must be dependable
- Requires being on your feet for long periods of time, bending, twisting, & lifting up to 75 pounds

Malo, Host – Apply at 900 Mulberry Street between 2pm-4pm or www.ohospitality.com

Full-time & part-time available, both require a flexible schedule & weekends are required

- Looking for hosts to interact with guests in a professional manner
- Excellent communication skills, professional appearance, & guest-first approach are a must
- Previous experience in hospitality is preferred

South Union Bread Café, Cashier – Apply at 1007 Locust Street between 2pm-4pm or www.ohospitality.com

Need someone to work Monday-Friday 10am-3pm

- Customer service oriented individuals with previous cash handling & cashiering experience are needed
- Some other duties include stocking, cleaning tables, & other light cleaning duties

Gateway Market, Catering Prep Cook – Apply at 2002 Woodland Avenue or www.ohospitality.com

Full-time available, weekend availability is required

- Gateway Market offers exceptional products in our grocery, café, & catering to all our guests
- Experienced cook with at least 1 year of recent experience working on a high-volume kitchen & a team player is needed

Hilton Garden Inn Johnston, Front Desk Clerk – Apply at 8600 Northpark Drive in Johnston or www.ohospitality.com

Full-time available, requires flexible hours, must be available on weekends & holidays

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

Centro, Busser – Apply at 1003 Locust Street between 2pm-4pm or www.ohospitality.com

Part-time available, weekend availability is required

- Looking for bussers to assist our servers & provide exceptional service to all our guests
- Professional appearance & positive attitude are a must in this fine-dining, high-volume restaurant
- Previous experience is not required but is helpful

Gateway Market, Line Cook – Apply at 2002 Woodland Avenue or www.ohospitality.com

Full-time available, AM shifts, weekend availability is required

- Gateway Market offers exceptional products in our grocery & café to all our guests
- Experienced line cook with at least 2 years of recent experience working on a high-volume line & a team player is needed

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

This is a part-time, evening position; must be available on weekends

- We are looking for someone to maintain our kitchen & keep the dishes clean while working at a fast but safe pace

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

Seeking servers to provide exceptional service to our guests

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

Django, Line Cook – Apply at 210 10th Street or www.ohospitality.com

Full-time available, must be able to work on Sundays

- Looking for an experienced line cook, at least 2 years of experience as a line cook in a full-service restaurant is required for this position
- This is a very fast-paced, high-volume kitchen so previous comparable experience is necessary

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

Full-time available

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

Dean Snyder Construction in Ankeny, Hiring – apply at 5151 SE Rio Court, Ankeny or call Ashley at (515)289-0720 or visit www.deansnyderconst.com to download an application

Accepting applications for Carpenters, Concrete Workers, Iron Workers/Welders, Equipment Operators

- Qualifications: 2 or more years of construction experience desired, ability to read blueprints, high school diploma/HiSET, valid driver's license & travel required
- Equipment Operators: operate & maintain construction equipment such as crane, backhoe, skid loader, excavator, dump truck, loader, forklift, & semi-tractor; ability to travel, weld, & repair equipment & a minimum of 5 years of experience in equipment operation required
 - o High school diploma/HiSET & pre-employment drug screen required
 - o Hourly wage dependent on experience
- We offer full-time hours, competitive pay, benefits package

Progress Industries, Direct Support & Management – Contact Shelly to apply or for questions (515)557-1810 ext. 103 or email shelly.nesheim@progressindustries.org or www.progressindustries.org

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

- We offer excellent wages & benefits; if you share the mission of 'teaching & supporting people with disabilities to live more independent lives' & you want to work with the best, apply
- Qualifications: at least 18 years of age, high school diploma/HiSET, valid driver's license & good driving record, reliable vehicle with auto insurance, company paid physical & drug screen

Wells Fargo in WDM, Hiring – wellsfargo.com/careers

Come to our Onsite Career Fair & Explore the Opportunities, walk-in interviews on Thursday May 21st from 4pm-6pm at 7000 Vista Drive in West Des Moines

- Join a team of people who are smart & share your values, enjoy a diverse career as you learn & grow your capabilities across our multiple lines of business
- Our supportive environment can help you make a difference within the company & the communities we serve
- Hiring for Collectors, starting pay for full-time positions is \$26,000 - \$33,000 based on experience plus a 15% shift differential for eligible hours, opportunity to earn up to \$1,625 monthly incentive
- Please apply online prior to attending the Career Fair, bring a resume & photo ID

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

- Front Desk: part-time, help with night audit, 3pm-11pm shift
- Also hiring for Housekeeping & Night Audit positions

Olive Garden in WDM, Hiring – OliveGarden.com

Immediate needs for Servers, Hosts, Bussers, & Bartenders

- We offer extensive training & self-development, flexible schedules, great benefits package, & a place you can call home

Red Lobster in WDM, Hiring – www.RedLobster.com

Hiring Bartenders, Hosts, Cooks, Dishwashers, & Servers

- We work hard to accommodate everyone's schedule
- Fun & upbeat atmosphere, ½ priced meals, paid vacation after 1 year, paid weekly, health insurance available, 25% discount for friends & family

O'Reilly Auto Parts, Assistant Shipping Supervisor – www.oreillyauto.com/careers or call (515)263-8479 or fax resume to (515)266-9606

Immediate opening for 5:30am-2:30pm shift

- Great place to start & move up, benefits start the 1st day of the month after you are hired
- Previous leadership experience preferred

Mediacom in WDM, Hiring – mediacomcable.com/careers

Looking for outstanding, dependable, & flexible people in the following areas:

- Installers: install & service phone, high speed internet, & cable TV; 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, & home security systems

Altoona Nursing & Rehabilitation Center in Altoona, CNAs & RN/LPN – Apply at 200 7th Avenue SW or email Becky Booth at becky.booth@pcitexas.net or call (515)967-4267

All positions require Iowa licensure/certification

- RN/LPN: evening shifts available
- CNA: sign-on bonus available, 6am-2pm & 2pm-10pm shifts available

Iowa Home Care in Clive, Custodian – www.iowahomecare.com/

Part-time hours, Monday-Friday 5am-10am

- This position will be responsible for cleaning & maintaining the health & safety standards of office buildings within the agency; this includes inside & outside facilities
- This will include general cleaning, laundry, equipment maintenance, & grounds keeping

Dollar Tree, Assistant Manager – www.dollartree.com

Part-time available

- Duties: assist in the realization of your store's maximum profit contribution, protect all company assets, maintain a high level of good customer service, open & close the store
- Creative problem-solving in the areas of associate development, maximizing sales potential, controlling expense & shrink, merchandise display, & store signage placement
- Qualifications: strong desire to grow within the company, minimum of 3 years of prior retail management experience, background in hardlines or variety merchandise, strong productivity management ability in freight processing, strong communication & interpersonal skills, ability to work in a high-energy team environment
 - o Big box experience a plus

Mercer in Urbandale, Call Center Agent – www.mmc.com/diversity

Imagine a new full-time role with spring &/or summers off that:

- Allows you to use your natural skills & learn new ones
- Improves your future, your career, your earnings, & your opportunities
- Places you on the edge of the new & rapidly growing benefits exchange space
- Our seasonal benefit counselors are trained to assist our client's employees in building a comprehensive insurance package by selecting products from top insurance carriers that meet the employees' needs
- Answer inbound calls, ensure guidelines are adhered to, enter all information related to the call, work with internal business partners
- Qualifications: 4-year college degree preferred, high school diploma/HiSET required, 0-4 years in a high service-oriented role (customer service, call center, insurance, benefits, sales, etc.), excellent communication & time management skills, problem solving skills, basic computer skills, ability to navigate through multiple systems without assistance
 - o Active life, health, & health license or the ability to obtain one

Mercer in Urbandale, Call Center Representative – www.mmc.com/diversity

The purpose of this position is to support existing policyholders through answering telephone calls, responding to inquiries, fulfilling customer requests, & performing required administrative functions

- Answer general questions & requires basic knowledge of the position, ask appropriate questions & serve as a resource of information when attempting to retain existing business
- Answer calls, perform research, process customer requests, document as appropriate, respond verbally & in writing; may make outbound calls
- Enter information related to the call for tracking & reporting purposes, develop relationships with both internal & external customers, elevate reoccurring issues to management
- Qualifications: high school diploma/HiSET required, college degree preferred, customer service or sales experience preferred, excellent communication skills, excellent organizational & time management skills, detail-oriented to ensure accuracy, above-average problem solving skills, basic computer skills, appropriate license must be obtained if necessary for the position
 - o Core competencies: communicating with impact, critical thinking & problem-solving, service orientation

USF Holland, Office Administrator – <http://hollandregional.com>

Full-time available

- Successful candidates will have demonstrated proficiency in computer use, data input speed & accuracy, strong interpersonal skills, ability to work as part of a team, phone skills, ability to work independently
 - o Experience in the transportation industry a plus

Napa Auto Parts, Warehouse Associate – napaautojobs.com/

Full-time available

- Seeking a skilled & energetic Warehouse Associate to join our growing team of professionals
- Our warehouse associates are primarily focused on receiving, stocking, pulling, staging, loading, & shipping merchandise
- Move the right auto parts to the right place with safety, precision, & speed; use an electronic scanner to pull parts; pack & load parts for shipment
- Move through aisles, rows, & shelves; keep sense for seeing, hearing, & remembering part numbers & line codes; lift merchandise up to 60 pounds as needed; maneuver heavy equipment using hand trucks, motorize cards, pallet jacks, etc.
 - o Help team members maintain a clean, organized floor
- Minimum of 18 years of age, pre-employment drug screen & background check

Iowa Jewish Senior Life Center, CNA – Contact Christina Vancil at (515)255-5433 or fax resume (515)277-8898

Full-time & part-time available

- The Iowa Jewish Senior Life Center is a premier, non-profit, nursing & rehabilitation center
- We offer skilled/rehabilitation, long-term nursing, & Alzheimer's/memory care

WesleyLife, Caregiver – Contact Becky Like (515)271-6784 or <https://www.wesleylife.org/careers/>

Part-time & PRN hours available

- WesleyLife, a leader in providing quality in-home health care for older adults, is looking for reliable, compassionate caregivers to assist clients with personal cares & light housekeeping
- All services are provided in clients' homes; successful applicants must be extremely dependable, able to work well independently, & passionate about helping older adults remain independent
- Competitive wages & benefits; reliable vehicle, driver's license, & auto insurance also required

OfficeTeam, Customer Service Representative – Contact Courtney Yearous (515)221-2300

Full-time available, 2:45pm-11pm hours

- Our client continually tops Fortune 50's list of most successful companies & is looking for employees who want to grow professionally & personally within a company
- We are looking to find motivated individuals who want to take part in a company's goal to move forward in global innovation in banking & financial services
- Qualifications: 1+ year of customer service experience, great communication skills, ability to work in a fast-paced environment, data entry experience

Shoe Carnival in Clive, Floor Supervisor – www.shoecarnival.com/careers

The Retail Floor Supervisor is an hourly supervisory position

- The Floor Supervisor's responsibilities include the manager on duty role, total customer service, cashier & cash office control, supervision of leads & associates, maintenance of departments & overall store standards, operational execution of all established store & company policies & procedures
- Qualifications: 3 years of retail experience with 1 year as a supervisor of 2 – 6 employees or 1 year of Shoe Carnival experience as Department Lead is preferred

Shift Manager in Altoona – Call (515)689-0470 & ask for Wayne or leave your number & he will call for interview times & dates

Position located at 3160 8th Street SW, Suite B in Altoona, in a mini mall behind the Altoona Veterinary Hospital

- Looking to fill several management positions in a food service setting, all levels of experience welcome, plenty of growth potential
- Training provided, looking for you to join our winning team

Panera Bread, Assistant Manager – www.panera-iowa.com/careers

Looking to fill 3 Assistant Manager positions in the West Des Moines area, full-time salaried positions, eligible for benefits & quarterly bonuses

- Qualifications: minimum of 2 – 3 years in food management experience preferably in limited to full service, experience with financial accountability, ability to motivate & influence others, excellent communication & interpersonal skills, excellent customer service skills, ability to work well independently & as part of a team
- Must be able to work up to a 10-hour shift while standing or walking to perform job duties, ability to lift up to 40 pounds during the workday
- Assistant Managers participate in a 7-week comprehensive training program, which may take place outside of the market of the employee's permanent location, business expenses incurred while training are reimbursed
- Panera Bread promotes from within & has comprehensive training programs for all levels of management

Panera Bread in Ankeny, Hourly Associate – www.panera-iowa.com/careers

Full-time & part-time available, no late nights, flexible scheduling

- Must be able to work up to a 10-hour shift while standing or walking to perform job functions, ability to lift up to 40 pounds during the course of a workday
- Must be able to communicate effectively with others
- We run background checks on all applicants before final offer, we promote from within
- Customer Service Associates participate in a thorough training program covering all duties & positions in the bakery/café

Nordstrom Rack at Jordan Creek, Loss Prevention – about.nordstrom.com/careers/

Nordstrom Rack is a fun, fast, & easy-to-shop destination where style meets savings; we offer brand-name apparel, accessories, & shoes for the entire family at amazing discounts

- Meet performance standards & goals while delivering amazing service every day, follow building security & safety programs & systems, observe customer behavior for signs of internal & external theft, document & report loss prevention incidents properly
- Qualifications: high school diploma/HiSET, take great pride & satisfaction in providing a safe & secure environment, thrive in a fast-paced environment, strong organizational skills, ability to juggle priorities, communication & people skills, strong decision-making & problem-solving skills
- Must be knowledgeable of MS Office Suite; all about accountability, accuracy, initiative, & a high level of ownership; embrace working a flexible schedule based on store needs; meet any local licensing requirements

Hampton Inn & Suites Downtown, Housekeeping – *Apply at 120 SW Water Street, Des Moines*

Our housekeeping department is searching for individuals who have an eye for cleanliness & take pride in what they do

- This position is primarily responsible for cleaning guest rooms & bathrooms using basic cleaning techniques & tools
- The ideal candidate will be a flexible team player who wants to be the bright spot in our customer's day
- If you are a hard worker who is detail-oriented & have general knowledge of cleaning, then this is your opportunity to grow & become part of our hotel's family
- Qualifications: must be able to lift 50 pounds frequently, previous housekeeping experience preferred, bilingual in Spanish a plus

Remedy Intelligent Staffing, Customer Service Representative – <https://www.remedystaff.com/>

Temp-to-hire opportunities with a full benefits plan including full medical, dental, & vision benefits; 10pm-5am overnight shift, Monday-Friday

- Perform general clerical duties, attention to detail including recognizing & resolving documentation errors, process freight & related documentation for customer resolution, assist customers with inquiries, properly bill shipments pursuant to applicable tariffs & pricing agreements, walk & stand for extended periods of time on a loading dock that may be slippery
- Qualifications: excellent time management, organizational, & multitasking skills; previous customer service experience, transportation experience a plus, strong computer & typing skills, proficient with MS Office Suite (Excel, Word, & Outlook), excellent communication skills, ability to work independently & in a team environment
 - o Drug screen & background check required

SSP America at the Des Moines Airport, Servers & Cashiers – *Apply at the Des Moines International Airport at the Pre-Security Food Court*

Weekend availability is important but we are not open late in the evening, morning & afternoon shifts available, we offer benefits after a probationary employment period