

HOT JOBS

SAINT LOUIS



ST. LOUIS AGENCY ON TRAINING AND EMPLOYMENT
SLATE
americanjobcenter



Version Date: 10/10/2016 * new positions

Position Title: Accountant I *

Job Order #11982922

Job Description: Professional accounting position responsible for performing a variety of accounts payable and receivable duties.

Requirements: Bachelor's degree in Accounting or Business, or an equivalent combination of education, training, and experience. Must have considerable experience with a spreadsheet program, such as Excel.

Position Title: Construction Equipment Operator I

Job Order #1197453

Job Description: Operation and maintenance of backhoes, skid steers, loaders, wheel loaders, bulldozers, asphalt rollers, and other related heavy construction equipment.

Requirements: Two years experience in the operation of heavy construction equipment. Must possess a valid CDL Class A or B.

Position Title: Executive Assistant I

Job Order # 11974475

Job Description: Assistant to the Commissioner in City-wide compliance with the Americans with Disabilities Act, the Rehabilitation Act of 1973, and other laws pertaining to individuals with disabilities. Duties include monitoring for legal compliance, implementing improvement plans, and analyzing operations...

Requirements: Bachelor's degree in Business, Public Administration, Social Sciences, or a related field. Four years of full-time paid experience in progressively responsible administrative/managerial assignments.

Position Title: Direct Service Staff Member *

Job Order #11984739

Job Description: Meet with recently incarcerated individuals to assess their immediate needs and offer them service and tangible items to address those needs. Assist with grant management, compliance, and reporting.

Requirements: Basic knowledge of technology and office management. Must be detail oriented, organized, and able to work with clients and outside agencies.

HOW TO APPLY: Log onto jobs.mo.gov and enter the Job Order Number in the 'search' box to learn more about these positions, as well as thousands of additional openings throughout Missouri, all at NO COST.

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Position Title: Account Clerk III *

Job Order #1198648

Job Description: Perform responsible supervisory and advanced bookkeeping work. Train, assign, organize, and review the work of four employees. Assist with preparation & implementation of new and revised procedures.

Requirements: Must have thorough knowledge and experience in court clerical work involving familiarity with law, procedures, polices and operations of the court. Three years of general clerical experience, with one year being court or law related.

Position Title: Paramedic

Job Order # 11974459

Job Description: Provide advanced emergency medical care to critically ill or injured patients prior to or while being transported in a life support vehicle. Duties include responding to calls for emergency medical care; assessing patient vital signs; administering CPR, medications and intravenous lines...

Requirements: Applicants must possess State of MO EMT-P license and driver's license, as well as current certificate in Advanced Cardiac Life Support.

Position Title: Program Coordinator

Job Order # 11974466

Job Description: Planning and organizing the Building Division's Window Replacement and Vacant Building Preservation programs. Responsibilities include developing and recommending policies and procedures to improve program effectiveness, overseeing lead remediation, etc.

Requirements: Bachelor's degree in Environment Science or closely related field, and two years of related experience. Must possess Missouri Lead Abatement Supervisor license and be EPA RRP certified.

Position Title: Court Clerk III *

Job Order #11984643

Job Description: Perform technical clerical work in the Courtroom Services Department. Prepare judge's docket, take note continuances, administer oath to witnesses and jurors, prepare documents, etc.

Requirements: Minimum data entry speed of 7,000 keystrokes per hour. High School diploma or equivalent. Three years general office/clerical experience, with one year being court or law related.

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Position Title: Customer Support Manager

Job Order # 11953749

Job Description: Will serve as the Customer Support team lead. Responsibilities include serving as a cross-functional liaison working with product engineering, business, marketing, and finance to drive strategic priorities.

Requirements: Bachelor's degree or related experience. Minimum five years of work experience, with two years of direct people management experience. Excellent written and verbal communication skills.

Position Title: Account Executive

Job Order # 11976458

Job Description: Implement creative ways to improve customer relations; tailor performance-enhancing suggestions. Lead in developing and circulating set of best practices as the foundation of a growing team.

Requirements: Bachelor's degree and 1-3 years of sales experience, account management, or similar client-facing roles. Excellent written and verbal communication skills.

Position Title: Head of Direct Customer Support

Job Order #11976465

Job Description: Drive improvement in customer satisfaction across channels; develop metrics to measure the growth and performance of the team; lead project plans; and ensure delivery of support initiatives.

Requirements: Bachelor's degree or related experience. Five years of work experience, with 2+ years of direct people management experience. Past product and/or project management experience.

Position Title: OJT, Upholsterer – Vintage Cars

Job Order # 11953749

Job Description: Removal and installation of all parts and materials related to the upholstery. Responsibilities also include replacing or installing seat covers, door panels, arm rest, door pulls, carpet, headliners...

Requirements: Must have good attitude, high standard of integrity, minimum 2 years experience, own tools and Ability to problem solve as a team. Unique and challenging place to work.

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Position Title: Production Technologist I

Job Order # 11945686

Job Description: Set up machines to order specification for bottling. Fill and label products to order specification. Strict attention to good manufacturing practices and plant safety. Read and understand computer...

Requirements: Must have 1-2 years related experience. Knowledge of Firlouis' equipment is required. Previous food plant experience helpful. Forklift truck experience and license required. Basic math skills required.

Position Title: Re-Entry Case Manager *

Job Order #11984724

Job Description: Works with the reentry program team to provide wrap-up case management to formerly-incarcerated, recently-released individuals using a multi-disciplinary, evidence-based approach.

Requirements: Basic knowledge of technology and office management. Must be detail oriented, organized, and able to work with clients and outside agencies. Bachelor's degree or equivalent in related field is preferred.

Position Title: Airfield Operations Specialist, Lead

Job Order # 11953919

Job Description: Responsible for leading the work activities in the Airport Operations/Communications Center during their assigned shift. Additional duties will include coordinating and participating in snow and ice...

Requirements: Bachelor's Degree in Aviation Management, Aeronautical Administration, or a related field, and one Year of full-time paid experience monitoring airport operations for compliance with FAA rules and....

Position Title: Community Development Specialist II

Job Order # 11953924

Job Description: Implements and monitors community development programs or projects for compliance with existing standards, regulations and laws, budget limits, and contracts. Duties include determining program...

Requirements: Bachelor's Degree in Business or Public Administration, Urban Planning, Accounting, or a related field And at least two years of recent full-time paid experience in community or housing development...

Position Title: Government Services Analyst

Job Order # 11965555

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Job Description: Professional position within the Police Division performing a broad range of analytical studies on criminal cases and associated projects and programs relating to crime pattern detection, suspect....

Requirements: Bachelor's Degree in Business Administration, Public Policy Administration, Criminal Justice, Political Science, Urban Affairs, Legal Studies or related field and at least two years of recent full-time....

Position Title: Commissioner of Parks **Job Order # 11953928**

Job Description: Responsible for planning, directing, coordinating, and supervising all activities pertaining to the Development, management, operation, maintenance, and improvement of City parks and related....

Requirements: Bachelor's degree in Parks and Recreation Administration, Urban Forestry, Civil Engineering, Public Or Business Administration, or a related field; and five years of recent full-time paid progressive....

Position Title: Housekeeper **Job Order # 11933736**

Job Description: Full-time 7:00am – 3:30pm including alternate weekends. Successful candidate must be used to Working at a fast pace and possess excellent customer service and communication skills.

Requirements: Experience in hospital or health care environment or hotel strong preferred. Excellent benefit Package for full-time employees.

Position Title: Janitor **Job Order # 11933743**

Job Description: Full-time 7:00am – 3:30pm including alternate weekends. Successful candidate must be used to Working at a fast pace and possess excellent customer service and communication skills.

Requirements: Experience in hospital or health care environment or hotel strong preferred. Excellent benefit Package for full-time employees.

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Position Title: Electronic and Data Technician

Job Order # 11955624

Job Description: Install, maintain and repair fixed-end radio and telecommunications equipment. Evaluate diagnostic Reports regarding the trunked radio system, phone system, voicemail system, microwave link and...

Requirements: High School diploma/equivalent; requires the ability to perform data analysis including the ability to Review, classify, categorize, prioritize reference data, statutes and/or guidelines and/or group, rank.

Position Title: Program Specialist II, Security

Job Order # 11953931

Job Description: Coordinating and administering various Bureau of Security Operations functions and special projects In the Airport Police Department at Lambert-StL International Airport. Duties include interpreting...

Requirements: 5 years of recent full-time paid security related and customer service experience. Experience must Include working knowledge of Transportation Security Administration (TSA) security regulations...

Position Title: Family Therapist

Job Order # 11945651

Job Description: Position is responsible for assessing and assisting fathers participating in the FSC programs, and completing individual assessments with clients and develops an Individual Treatment Plan which....

Requirements: Must be culturally competent in working with men who need maximum direction regarding responsible Fatherhood issues; must have effective verbal and written communication skills; must be able to....

Position Title: Job Developer/Account Manager

Job Order # 11945586

Job Description: Responsible for establishing and maintaining employer relationships for the purposes of obtaining job Leads and placements; Identifying qualified candidates for placement and documenting necessary....

Requirements: Bachelor's Degree in Sales, Marketing, or related field preferred with at least 2-3 years of experience Working with disadvantaged individuals in job placement in either private or public agency setting...

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Position Title: Youth Facilitator – Mentor

Job Order # 11945583

Job Description: Be familiar with the youth curriculum and be able to tailor curriculum to meet the needs of each group. Prepare and submit for review weekly session at assigned schools; present education materials to...

Requirements: Must have a High School diploma/equivalent; Associate degree is preferred. Must have experience Working with at risk youth; must be familiar with MS Office Suite; possess valid MO driver's license...

Position Title: Social Worker

Job Order # 11945594

Job Description: Responsible for assessing and assisting fathers participating in Father Support Center programs; Prepare develop individual self-sufficiency plan which will help father become emotionally involved...

Requirements: Must have a Bachelor's Degree in Social Sciences or related field; Must be culturally competent In working with men who need maximum direction regarding responsible fatherhood issues; must...

Position Title: Server

Job Order # 11955814

Job Description: Table setting, bussing, greeting guests, serving guests their food and beverages in an efficient yet Friendly manner. Other duties as directed by managers.

Requirements: Must be able to lift 40 pounds; you must have serving experience other than in the fast food industry. Fine dining a plus

Position Title: Bartender

Job Order # 11955843

Job Description: Knowledge of bar set-up and breakdown and basic wines, spirits, liquors, and cocktails; able to Serve them in an expeditious yet friendly manner. Professional appearance required.

Requirements: Previous experience a MUST and be 21 years of age or older.

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