



Version Date: September 25, 2017

*** new positions**

Position Title: Building Custodian

Job Description: REJIS is seeking a Building Custodian who's regular duties will include emptying trash, dusting, mopping, vacuuming, cleaning surfaces, restroom cleaning, replenishing bathroom supplies, etc.

Requirements: High school diploma or equivalent; or up to 12-months related experience and/or training.

How to Apply: To submit your resume on the REJIS website, click [HERE](#).

Position Title: Operator

Job Description: Vi-Jon is hiring for an Operator (1st, 2nd and 3rd Shifts). Duties include removing products from production line and stacking on pallets, providing pallet count for each SKU produced, etc.

Requirements: High school diploma or equivalent.

How to Apply: For more information and to apply, click [HERE](#).

Position Title: Airfield Maintenance Worker

Job Description: Responsible for operating assigned machines & performing other related duties in the repair and maintenance of airport runways, ramps, taxiways & grounds at St. Louis Lambert Airport.

Requirements: At least three years of full-time paid experience in construction/skilled trades maintenance work.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Service at 711.

Position Title: Housekeeping Aide

Job Description: Daily cleaning of and supplying of resident rooms, nursing stations, lounges, spas, bathrooms, offices and other areas as assigned.

Requirements: High school diploma or equivalent; plus six months of related experience.

How to Apply: For more information and to apply for the Housekeeping Aide position (Job Order # 12410057), visit jobs.mo.gov. *Resume is required for applicants to view job orders.



Position Title: Probationary Fire Equipment Dispatcher

Job Description: Receive and evaluate telephone calls for fire equipment services and dispatch appropriate emergency response personnel to the scene.

Requirements: High school diploma or equivalent; plus one year of recent full-time paid dispatching experience.

How to Apply: For more information and to apply, click [HERE](#).

Position Title: Housekeeping Supervisor I

Job Description: Supervise housekeeping activities and personnel; perform a limited variety of moderately complex duties.

Requirements: High school diploma or equivalent; plus five years of experience performing a wide range of custodial tasks.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Officer/Attorney for Administrative Hearing Unit

Job Description: Missouri Department of Social Services, Division of Legal Services, is seeking a licensed attorney who will work in a quasi-judicial role, presiding over administrative hearings and issuing administrative hearing decisions involving public benefits

Requirements: Licensed attorney who is self-motivated with good communication and writing skills. Ability to research and analyze legal issues and evaluate testimonial evidence.

How to Apply: Send application, cover letter, resume, and three references via email to Glenda Metzger at glenda.Metzger@dss.mo.gov. Click [HERE](#) to download/print Application for Employment.

Position Title: Clerk Typist II

Job Description: Perform clerical support duties including data entry, typing and customer service that requires the use of a computer and other office equipment at a Police Station and contact with prisoners.

Requirements: High school diploma or equivalent; plus two years of recent, full-time paid clerical/secretarial work experience.

How to Apply: For more information and to apply, click [HERE](#).



Position Title: Inventory Control Technician

Job Description: Responsible for stocking; and ordering and distributing equipment supplies, property and materials within a City department or division.

Requirements: High school diploma or equivalent; plus one year of recent record keeping experience that includes some inventory control using a computerized inventory control system.

How to Apply: For additional details and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Housing Development Analyst

Job Description: Responsible for analyzing, planning and implementing housing rehabilitation and construction for neighborhood revitalization.

Requirements: Bachelor's degree in Business, Public Administration, Urban Planning & Design, or a closely related field. At least two years of experience in real estate development or finance and developing/evaluating financial packages for urban housing and/or development programs.

How to Apply: For more information and to apply, click [HERE](#).

Position Title: Dietary Aide

Job Description: Responsible for setting and busing tables, washing dishes, assisting the cook as needed and completing cleaning duties.

Requirements: Ability to relate positively to residents and families, and work cooperatively with other employees.

How to Apply: For more information and to apply for the Dietary Aide position (Job Order # 12397531), visit jobs.mo.gov. *Resume is required for applicants to view job orders.

Position Title: Electronic Technician Supervisor

Job Description: Perform electronic control systems maintenance, installation and repair duties. Responsible for supervising employees installing, maintaining and repairing electronic control systems.

Requirements: Associate's degree in Electronic Engineering Technology or equivalent; plus three years of fulltime paid experience in the repair and maintenance of electronic equipment.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Accountant II

Job Description: Responsible for performing fiscal and financial control activities. Duties may include: financial reporting; preparing/maintaining budgets; reconciling accounts and ledgers; etc.

Requirements: Bachelor's degree in Accounting or a Business degree with a major in Accounting; plus two years of professional accounting or auditing experience.

How to Apply: For more information and to apply, click [HERE](#).

Position Title: Housekeeper

Job Description: The Presbyterian Manors of Mid-America is seeking a Housekeeper who will be responsible for performing the day-to-day activities of Housekeeping Services in accordance with current federal, state and local standards, guidelines and regulations governing long-term care.

Requirements: High school diploma or equivalent.

How to Apply: For additional details and to apply, click [HERE](#).

Position Title: Engineering Technician II

Job Description: Monitor, inspect and review construction projects to ensure compliance with applicable codes, regulations and contact requirements.

Requirements: Associate's degree in Civil Engineering Technology, Construction or related field; plus two years of experience in construction management, inspection or design.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Tow Truck Operators

Job Description: Hartmann's Auto Center, Inc. has immediate full-time openings for tow truck drivers for days, nights and weekends.

Requirements: Must have a Class E (Chauffeurs) License and be able to pass a drug test.

How to Apply: For more information and to apply for the Tow Truck Operator position (Job Order # 12398304),

visit jobs.mo.gov. *Resume is required for applicants to view job orders.

Position Title: Financial Supervisor/Information Systems Coordinator

Job Description: Responsible for administering & coordinating financial, personnel & computer systems functions.

Requirements: Bachelor's degree in Information Technology, Accounting, or related field; plus four years of experience working with Management Information Systems.

How to Apply: For more information and to apply, click [HERE](#).



Position Title: Fleet Maintenance Parts Specialist

Job Description: Responsible for ordering, stocking and distributing parts used in maintaining and repairing motor vehicles and equipment, and maintaining computerized inventory records.

Requirements: High school diploma or equivalent; plus one year of related experience. Must have experience using a computerized inventory control system.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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Position Title: Food Establishment Inspector

Job Description: Responsible for enforcing food control ordinances and performing state licensing inspections for day care facilities and group homes.

Requirements: Bachelor's degree in Environmental Health from a program accredited by NEHSPAC; plus two years of experience working in food protection and/or environmental health.

How to Apply: For more information and to apply, click [HERE](#).

HOW TO APPLY: If you meet the requirements for the job, apply by following the directions listed. For further help, see any SLATE American Job Center representative.

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