

# NOW HIRING

Customer Service - Logistics

Our client in St. Paul is looking for a top-notch Customer Service individual with logistics experience. This is a contract to hire opportunity and this need is URGENT!



You will assure accuracy and completeness of quotes, services, documentation and billing for all services provided to the client.

## Responsibilities will include:

- Oversee/monitor/assist in the preparation of accurate customs documents in a timely manner from source documents taking responsibility for completeness, accuracy, and timeliness of the transaction.
- Communicate with client to assure all information is accurate and timely, assuring compliance with requirements.
- Arrange and track logistic services that assure accurate and timely handling of product by air/ocean and customs.
- Work as a team member!

Please reach out to [jcyr@snicompanies.com](mailto:jcyr@snicompanies.com) or 952-345-3428 for additional details.



## CAREER OPPORTUNITIES for week starting 8/30/2021

### OPEN COMPETITIVE POSTINGS

Job #	Job Title	Close Date
2118.21.003TEMP	ACCOUNTING TECHNICIAN TEMPORARY	9/10/2021
2022.21.002	APPRAISER I OR II	9/10/2021
20290.21.001	ASSESSING SYSTEMS ANALYST	CONTINUOUS
2024.21.002	COMMERCIAL APPRAISER	CONTINUOUS
6108.21.001	CORRECTIONAL DEPUTY	CONTINUOUS
94119.21.002	CUSTOMER SUPPORT NAVIGATOR (GREETER) – REPOST	CONTINUOUS
63052.21.002	IT APPLICATIONS DEVELOPER	CONTINUOUS
63092.21.001	IT SYSTEM ADMINISTRATOR - CLOUD	CONTINUOUS
2260.21.001	PROCUREMENT AND CASH MANAGEMENT MANAGER	CONTINUOUS
55115.21.002	PROGRAM SERVICE ASSISTANT, SENIOR - SHERIFF'S OFFICE	9/10/2021
3014.21.002	PUBLIC HEALTH NURSE/REGISTERED NURSE - COVID-19 RESPONSE	9/13/2021
30300.21.001	PUBLIC HEALTH PROGRAM COORDINATOR - FAMILY HEALTH	9/13/2021
24655.21.001	RISK MANAGEMENT COORDINATOR	CONTINUOUS
24667.21.001	RISK SAFETY COORDINATOR	CONTINUOUS
11092PH.21.001	SENIOR PROGRAM ASSOCIATE - PUBLIC HEALTH	9/9/2021
2320.21.002	TAXATION ANALYST - REPOST	CONTINUOUS
92240.21.003	TEMPORARY EVENT HOST	CONTINUOUS

To Apply: <https://www.governmentjobs.com/careers/dakota/>

**TOGETHER, WE MAKE**  
**ARDENT MILLS**

WANT TO MAKE SOMETHING TRULY SPECIAL? JOIN ARDENT MILLS, THE PREMIER FLOUR-MILLING AND INGREDIENTS COMPANY. WITH US, YOU CAN MAKE PRODUCTS THAT EXCEED CUSTOMER EXPECTATIONS. MAKE COMMUNITIES HEALTHIER AND PLAY A CRITICAL ROLE IN FEEDING THE WORLD.

**WE'RE LOOKING FOR**

**MULTIPLE PRODUCTION TEAM MEMBERS**  
**TO JOIN OUR HASTINGS, MN TEAM!**

These roles are responsible for various general duties including repetitive tasks, heavy lifting, standing in one place for long periods, and other duties involving flour milling equipment.

**\*\$5,000 STARTING BONUS FOR QUALIFIED CANDIDATES**

**\*\$24.78 HOURLY STARTING RATE**

**QUALIFICATION FOR SUCCESSFUL CANDIDATES:**

- High School Diploma or GED
- Strong verbal and written communication skills
- Possess curiosity and always look for ways to improve procedures
- Flexibility regarding work hours. Able to occasionally work all shifts
- Must be able to occasionally lift up to 50lbs
- Must be able to work in various conditions and different heights
- Must be able to read, follow and retain detailed instructions for numerous different tasks and maintain records according to instructions
- Basic computer skills
- Moderate level of mechanical skills

**BENEFITS OF WORKING AT ARDENT MILLS INCLUDE:**

- Competitive wages
- Retirement benefits
- An annual bonus
- Vacation policy
- Medical, dental, and vision benefits

To learn more or apply, use QR Code to the right,  
or email your resume directly to: [Talent@ardentmills.com](mailto:Talent@ardentmills.com)





*Experience LIFE in the Park*

Job Title: **Housing Specialist**  
Opening/Closing Time: July 26 - August 9, 2021  
Salary: \$63,560.00 - \$79,450.00/year  
Job Type: Full-time  
City Name: St. Louis Park, MN

**Primary Objective of Positions:**

Perform program administration duties required to administer the Housing Choice Voucher (HCV) Program and other rental assistance programs in accordance with federal, state and local regulations. Administer and monitor city housing programs and other HA program responsibilities as assigned. Provide high quality service to residents.

**Minimum Qualifications:**

- Associate degree in a related field or equivalent experience.
- Two years' experience in high level administrative work, including administration of complex programs.
- Experience working with customers and resolving complaints and issues.
- Ability to work independently.
- Ability to communicate effectively with people from all cultures and backgrounds.
- Demonstrated cultural competence and comfort with supporting the city's strategic objectives for advancing racial equity.
- Ability to perform accurate word-processing, spreadsheets and other computer functions.
- Ability to respond in a courteous and professional manner with customers.
- Ability to handle multiple functions, prioritize items, and work effectively under pressure to meet deadlines.
- Ability to accurately file documents.
- Ability to maintain confidentiality.

**Apply**

View full job description and apply: [www.stlouispark.org/employment](http://www.stlouispark.org/employment)

# NOW HIRING JOB OPENINGS

ULTIMATE STAFFING SERVICES | OFFICE, ADMINISTRATIVE, CUSTOMER SERVICE, HR, MANUFACTURING, WAREHOUSE

Ultimate Staffing is currently hiring exciting positions in South Saint Paul. Contact us for more details!

NOW HIRING FOR:

## Call Center Representatives

Job Description:

- Take 40-60 incoming calls regarding product inquiries, orders, and returns
- Resolve customer complaints and provide top-notch customer service to every caller
- Upsell Buyer's Club memberships and co-branded credit cards to callers
- Ability to comfortably navigate new computer systems
- Adhere to departmental KPI standards

Requirements:

- High school diploma or equivalent
- Previous customer service experience

Pay: \$16/Hour (Overtime Available and Encouraged!)

Schedules: Multiple 1st shift schedules offered, depending on current availability

Call 651.552.5263 for more information!!!

Full-Service Staffing:

- Temporary Positions
- Temporary-to-Hire
- Direct Hire Positions

Why Work With Us:

- Resume assistance
- Interview prep
- First access to new, confidential, or hard-to-find job openings
- Proprietary candidate marketing resources
- Negotiate your salary
- FREE skills training
- Potential full-time job opportunities
- Employer-contributed benefits
- Flexible employment options
- On-the-job experience

Sister Business Lines:

- Ledgent Finance & Accounting
- Adams & Martin Group
- Ledgent Technology

*We love to create remarkable experiences... every person, every time.®*

651.552.5263 • [bloomingtonent@ultimatestaffing.com](mailto:bloomingtonent@ultimatestaffing.com) • UltimateStaffing.com





## Join us for one of our Virtual Job Fairs

**August 31, 2021** (11:00am-1:00pm) register here <https://cutt.ly/JWeFWld>

**September 1, 2021** (7:00am-9:00am) register here <https://cutt.ly/qWeFXwJ>

**September 1, 2021** (5:00pm-8:00pm) register here <https://cutt.ly/9WeF32j>

**September 11, 2021** (10:30am-1:00pm) register here <https://cutt.ly/AWeGp1k>

You need to Register to receive a Zoom meeting link. Please sign up for ONE time slot! Once signed up, you receive a link via email the day before the job fair to join our Zoom call, where you will begin your video chat with one of our recruiters.

### People “Just Like You” work here!

*Ever wondered how your skills or experience would fit in a health/senior care position? Fairview and Ebenezer are driving a healthier future and we'd like to help you find a new job that fits your needs!*

**12 Hospitals, 100+ Clinics, Six Skilled Care Centers, and 35 Assisted Living/Memory care locations in Minnesota = variety of jobs, shifts, part, and full-time hours**

- Nursing Assistant
- Resident Assistant/Home Health Aide (no CNA required)
- Activity Assistant-senior living
- Receptionist
- Environmental Services-Housekeeping
- Patient Access and Registration Representative
- Supply Chain-Storekeeper
- Maintenance
- Security
- Cook-Chef
- Nutrition -Dietary Aide-Server Culinary Assistant
- RN and LPN
- Surgical Technologist Apprentice
- Sterile Instrument Processing Technician
- Medical Assistant
- Early Childhood Teacher and Child Care Assistant

**View our list of job openings and apply:**

**Fairview:** [www.fairview.org/careers](http://www.fairview.org/careers)

**Ebenezer:** [www.ebenezercare.org/careers](http://www.ebenezercare.org/careers)

*We offer competitive pay, growth opportunities, and generous benefits- even for those working part-time hours!*



# DEPARTMENT OF CORRECTIONS

Job Opening Id	Location	Job Posting Title	Close Date
46769	All Locations	Trainee-Corrections Officer	6/30/2022
45447	MCF - Faribault	Corrections Officer 1/Corrections Officer 2	10/29/2021
44564	MCF - Stillwater	Plumber	9/7/2021
48129	Central Office- Saint Paul	Corrections Education Director	9/3/2021
47975	MCF - Red Wing	Special Teacher - School Psychologist	9/2/2021
48120	MCF - Stillwater	Registered Nurse	8/30/2021
43661	MCF - Lino Lakes	Cook Coordinator	8/30/2021
46178	MCF - Shakopee	Psychologist 3	8/30/2021
46835	MCF - Oak Park Heights	Clinical Program Therapist 4 - Release Planner	8/30/2021
48087	MCF - Lino Lakes	Registered Nurse	8/30/2021
47292	MCF - Stillwater	Cook Coordinator	8/27/2021
47782	MCF - Oak Park Heights	Registered Nurse	8/26/2021
47812	MCF - Stillwater	Registered Nurse	8/26/2021
48034	MCF - Shakopee	Licensed Practical Nurse or Medical Assistant, Certified	8/26/2021
48045	MCF - Stillwater	Registered Nurse	8/26/2021
46021	MCF - Oak Park Heights	Plumber	8/25/2021
47775	MCF - Faribault	Licensed Practical Nurse or Medical Assistant, Certified	8/25/2021
48173	Central Office- Saint Paul	Office & Administrative Specialist Intermediate	8/24/2021
46864	MCF - Shakopee	Cook Coordinator	8/23/2021
48010	MCF - Lino Lakes	Plant Maintenance Engineer - Boiler Plant Operator	8/23/2021
48109	MCF - Faribault	Corrections Manufacturing Specialist-Light Manufacturing	8/23/2021
43627	MCF - Shakopee	Safety Administrator	8/20/2021
47594	MCF - Oak Park Heights	Registered Nurse	8/20/2021
47618	MCF - Oak Park Heights	Registered Nurse	8/20/2021
47761	MCF - Stillwater	Safety Administrator	8/20/2021
47841	Statewide	State Program Administrator Intermediate - Recruiter	8/20/2021

Visit: [mn.gov/doc/careers](https://mn.gov/doc/careers)



**BOSCH SERVICE SOLUTIONS**

# **NOW HIRING**

## **Call Center Specialists**

**PAY STARTING AT \$17/HR**

Come join our growing organization! We are looking for talented Call Center Specialists who possess strong communication and customer service skills for our Emergency Response and Concierge Service Center located in Burnsville, MN providing services such as the following:

- Account Management
- Concierge Service
- Accident Assistance
- Stolen Vehicle Recovery
- Remote Services
- Roadside Assistance
- 

If you have an ambition to learn and enjoy making a difference and helping to save peoples' lives, we would love to have you join our team!

**PLEASE APPLY VIA THE**



**BOSCH CAREERS SITE:**

**[HTTPS://SMRTR.IO/559GL](https://smrtr.io/559gl)**

**Dakota City Heritage Village**  
Position Description

**Position Title:** Education Coordinator

**Purpose of this position:** Research, plan, coordinate and implement educational programs.

**Reports to:** Office Manager

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**Major responsibilities and duties:**

- Coordinate existing historical education programs;
- Oversee the development and implementation of educational programs;
- Build and maintain a relationship with Dakota County school district personnel;
- Work with program committees to assess educational programs and plan future programs.
- Keep website, Facebook and marketing materials updated.

**Skills/Knowledge/Abilities:**

- Ability to work effectively with the public and volunteers in a position of leadership;
- Ability to organize programs;
- Ability to organize and direct volunteers;
- Skill in oral and written communications;
- Understanding of school systems and their needs.

**Education and Experience:**

BA in History or Education with a minimum of 2 years teaching experience or experience directing historical or educational programs.

Note: ½ time salaried position of 1040 hours per year.

Contact: Kristine Smith  
651-463-8818  
ksmith@dakotacountyfair.org





#### Roseville:

- Driver Apprentice Road – Starting pay \$26.38 an hour, must be able to obtain CDL-A Permit  
<https://careers.fedex.com/freight/jobs/POSTING-3-386868?lang=en-us&previousLocale=en-US>
- Service Center Support Part Time – Office assistant and Biller, must be willing to work PM shift  
<https://careers.fedex.com/freight/jobs/POSTING-3-445903?lang=en-us&previousLocale=en-US>
- Driver Class B – Starting Pay \$26.38, must have Class B with at least 1 year driving experience  
<https://careers.fedex.com/freight/jobs/POSTING-3-442170?lang=en-us&previousLocale=en-US>
- Road Driver – Starting at \$.6948 per mile \$5,000 sign on Bonus  
Must have Class A license and at least 1 year driving experience  
<https://careers.fedex.com/freight/jobs/POSTING-3-434016?lang=en-us&previousLocale=en-US>
- Freight Handler Part Time – Starting Pay \$19.91 an hour hiring for AM & PM shifts  
<https://careers.fedex.com/freight/jobs/POSTING-3-409894?lang=en-us&previousLocale=en-US>

#### Lakeville:

- Freight Handler Part Time – Starting Pay \$19.91 an hour hiring for AM & PM shifts  
<https://careers.fedex.com/freight/jobs/POSTING-3-454758?lang=en-us&previousLocale=en-US>
- City Driver – Starting at \$30.33 an hour \$5,000 sign on Bonus  
Must have Class A license and at least 1 year driving experience  
<https://careers.fedex.com/freight/jobs/POSTING-3-407926?lang=en-us&previousLocale=en-US>
- Driver Apprentice City – Starting pay \$26.38 an hour, must be able to obtain CDL-A Permit  
<https://careers.fedex.com/freight/jobs/POSTING-3-407908?lang=en-us&previousLocale=en-US>
- Technician – Starting at \$25.25 an hour  
<https://careers.fedex.com/freight/jobs/POSTING-3-407354?lang=en-us&previousLocale=en-US>



# Service Line Diagram Specialist

Minnesota Energy Resources Corp, a subsidiary of WEC Energy Group, is seeking a Service Line Diagram Specialist (Customer Service Associate) in our Rosemount, Minnesota location.

## Job Responsibilities

- Handle customer requests: communicate technical information to customers, contractors and crews for new services. Calculate billing adjustments and support field personnel.
- Use gathered data to design underground gas service lines in WIMIS.
- Process work requests: process paperwork, process billings. Obtain additional information and forward to appropriate parties. Communicate with various parties in job planning.
- Effectively utilize specialized computer applications dealing with customer billing. Prepare correspondence as required, perform credit and collection work balancing customer satisfaction with company policy.

## Minimum Qualifications

- High School Diploma, GED, or HSED
- 3+ years of customer service, billing and spreadsheet creation for monitoring processes experience

## Preferred Qualifications

- Underground gas design knowledge

**End Date:** 09/10/2021

We reserve the right to modify the application deadline or discontinue accepting applications for any position if deemed necessary.

Learn more at [Careers](#)

WEC Energy Group and its subsidiaries are Equal Opportunity / Affirmative Action employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status or any other protected class.

[EEO/AA policies and statements](#)

**Location:** Rosemount, MN, US, 55068

**Company:** Minnesota Energy Resources (MER)

**Req ID:** 426

**Spikes & Houles**  
FEED • SEED • PET • LAWN • GARDEN



**Gertens**

Come Grow with Us

**Gift Sales Associate**

**Grower Assistant**

**Warehouse Associate**

**Customer Sales Rep.**

**Retail Mgr**

**Sales Admin Support**

**Nursery Sales**

**Greenhouse Maintenance**

**Cashier**

**Class A & B Drivers**

**Carry Out**

**Safety Mgr**

We offer competitive wage + FT benefits along with:

- ✓ Friendly Team Environment
- ✓ Advancement Opportunities
- ✓ Employee Discount

See a full list of openings and locations at

[www.gertens.com/employment](http://www.gertens.com/employment)





## Current Open Positions:

### Food Assembly Associate (We have Full-time and Part-time opportunities)

Openings: 9

Schedule: Monday-Friday; some Saturdays required

Hours: 7:00AM - Production Completion

Pay: \$15.00 - \$15.75

Job Description: <https://careers-bixproduce.icims.com/jobs/1192/food-assembly-associate/job?mobile=false&width=1030&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

### Day Production Associate

Openings: 18

Schedule: Monday-Saturday; Sunday + 1 other day during the week off

Hours: 8AM or 9AM Start - Production Completion

Pay: \$15.00 - \$15.75

Job Description: <https://careers-bixproduce.icims.com/jobs/1252/day-production-associate/job>

### Day Production Machine Operator

Openings: 3

Schedule: Monday - Saturday; Sunday off + 1 other day during the week off

Hours: 7AM - Production Completion

Pay: \$16.56 - \$18.50

Job Description: <https://careers-bixproduce.icims.com/jobs/1299/day-production-machine-operator/job>

### Night Production Associate

Openings: 11

Schedule: Sunday - Friday; Saturday off +1 additional day off during the week

Hours: Sunday start 5PM, Mon - Fri start 6PM - Production Completion

Pay: \$16.00 - \$16.75

Job Description: <https://careers-bixproduce.icims.com/jobs/1222/night-production-associate/job>

### Night Production Machine Operator

Openings: 6

Schedule: Sunday - Friday; Saturday off +1 additional day off during the week

Hours: Sunday start 5PM, Mon - Fri start 6PM - Production Completion

Pay: \$17.56 - \$19.50

Job Description: <https://careers-bixproduce.icims.com/jobs/1221/night-machine-operator/job>

### Production Janitor

Openings: 1

Schedule: Tuesday - Saturday

Hours: 8:00AM - 4:30PM

Pay: \$15.00 - \$15.75

Job Description: <https://careers-bixproduce.icims.com/jobs/1273/production-janitor/job>



#### Material Handler

Openings: 4

Schedule: 5 days per week, Sunday off +1 additional day off during the week

Hours: Hours vary between 7:00AM - 6:00PM dependent on business needs, typically 8–10 hr shift

Pay: \$18.50 - \$21.50

Job Description: [careers-bixproduce.icims.com/jobs/1250/material-handler/job?mobile=false&width=1030&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300](https://careers-bixproduce.icims.com/jobs/1250/material-handler/job?mobile=false&width=1030&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300)

#### Night Warehouse Associate

Openings: 3

Schedule: Sunday – Friday, Saturdays off + 1 day off during the week

Hours: Starts between 7PM-9PM – Warehouse Completion

Pay: \$22.00 - \$24.50

Job Description: <https://careers-bixproduce.icims.com/jobs/1243/night-warehouse-associate/job?mobile=false&width=1030&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

#### Class A Delivery Driver (We have Full-time and Part-time opportunities)

Openings: 3

Schedule: 4-5 days a week, Saturdays are REQUIRED

Hours: Starts between 3AM-5AM – Route Completion

Pay: \$24.00 - \$30.00

Job Description: <https://careers-bixproduce.icims.com/jobs/1249/class-a-service-delivery-driver/job>

#### Class B Delivery Driver (We have Full-time and Part-time opportunities)

Openings: 6

Schedule: 4-5 days a week, Saturdays are REQUIRED

Hours: Starts between 3AM-5AM – Route Completion

Pay: \$23.00 - \$28.00

Job Description: <https://careers-bixproduce.icims.com/jobs/1301/class-b-service-delivery-driver/job>

## Job Class: Management Analyst 3

### Working Title: Management Analyst 3 - Budget and Contract Specialist

**Who May Apply:** This vacancy is open for bids and for all current State of Minnesota employees only

**Date Posted:** 08/26/2021

**Closing Date:** 09/02/2021

**Hiring Agency/Seniority Unit:** Employ & Econ Development Dept

**Division/Unit:** Employee Payroll / WFD Job Seeker Services

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** No

**Telework:** May be eligible for up to 4 days per week

**Salary Range:** \$24.03 - \$35.24/hourly; \$50,174 - \$73,581/annually

**Classified Status:** Classified

**Bargaining Unit/Union:** MAPE



**Connect 700 Program Eligible:** Yes

#### Job Summary

#### Job Summary

DEED is committed to radically increasing economic impacts for individuals and businesses that face systematic barriers to growth. This position will also contribute to building a positive internal culture that makes DEED an extraordinary place to work!

This position will support budget monitoring, contract management, and overall spending in the CareerForce Division. This position will prepare budgets, assist with long range planning, forecasting, and provide guidance and technical assistance to management for position planning, management, and maintenance. This work supports employment services and programs statewide.

If you want to make an impact and help people create possibilities, come and be a part of our amazing team!

#### Qualifications

#### Minimum Qualifications

**To receive credit for your education and experience, your resume should clearly describe how you meet each minimum and preferred qualification listed, including dates of employment.**

Bachelor's degree in Accounting, Finance, Business, Public Administration, or similar as determined by the appointing authority **AND** one (1) year of professional experience in a similar role **OR**

Associates degree in field as mentioned above **AND** two (2) years of professional experience in a similar role **OR**

Three (3) years of professional experience in a similar role

Experience using Microsoft Office products such as Word and Excel, including use of pivot tables and advanced formulas such as VLOOKUP or similar functions

Ability to communicate effectively with all stakeholders to explain complex processes and budgets

## **Preferred Qualifications**

Experience with Statewide Accounting and Procurement System (SWIFT) to compile, analyze, and interpret fiscal information.

Experience working with workforce development or CareerForce programs (Wagner-Peyser, WIOA, MFIP, etc)

Knowledge of state procurement practices and contracts

Knowledge of generally accepted accounting principles and practices (GAAP) for use in the development of budgets and spending plans

Experience or certification in Project Management

### **Skill in a secondary language**

## **Additional Requirements**

This position requires successful completion of the following:

Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance and education. It includes contact with the applicant's current and/or former employers.

A Criminal Background Check will be conducted on all finalists for this position. A criminal conviction will not automatically remove you from consideration for employment.

When the position requires travel and the applicant drives a state owned or leased vehicle, a driver's license record check will be conducted.

Must be legally authorized to work in country of employment without sponsorship for employment visa status (e.g., H1B status).

### **Application Details**

**2021  
JOB VACANCY**

LAPHAM-HICKEY STEEL

**WE ARE  
HIRING!**

**JOIN OUR TEAM**

**POSITIONS AVAILABLE:**

**ALL SHIFTS- 24/7  
GRINDERS  
LASER OPERATORS  
PLASMA BURN OPERATORS  
3RD SHIFT TRUCK LOADER**

**APPLY TODAY!**



FOR MORE INFORMATION CALL

**651-681-5760**

SEND RESUMES TO

**[thamackay@lapham-hickey.com](mailto:thamackay@lapham-hickey.com)**