

Retail

Company name	Location/Address	Phone Number	How to apply	Positions Available
Costco	2900 Heartland Dr., Coralville	(319) 545-3200	www.costco.com/jobs	Hiring for multiple positions including: Cashier, Cake Decorator, Tire Installer, Meat Cutter, Membership Assistant, Pharmacy Sales Assistant, Food Service Assistant
Dollar Tree	2515 Corridor Way Ste 2, Coralville	(319) 499-6048	www.DollarTree.com	
Lowe's	2701 2nd St., Coralville	(319) 545-8300	www.lowes.com	
Walgreens	2214 Muscatine Ave., Iowa City	(319) 354-2670		Customer Service Associate : * Models and delivers a distinctive and delightful customer experience. * Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Customer Experience * Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience.
Wal Mart	Hwy 1, Iowa City	(319) 337-3116	https://careers.walmart.com	Hiring for various positions, stop by the store for application
Wal Mart	2801 Commerce Dr, Coralville	(319) 545-6400	https://careers.walmart.com	Hiring for various positions, stop by the store for application
Target	1441 Coral Ridge Ave, Coralville (Coral Ridge Mall)	(319) 351-5150	www.target.com/careers	Hiring for multiple positions, stop at the store for more details
Best buy	1431 Coral Ridge Ave, Coralville (Coral Ridge Mall)	(319) 625-2900	www.bestbuy-jobs.com	Hiring for multiple positions including: Major Appliance Customer Service Specialist, Sales Consultant,.
KUM & GO, LC	Iowa City, Coralville, Tiffin, West Branch		Apply online at www.kumandgo.com	Iowa City, Coralville, North Liberty and Tiffin locations are hiring for FT & PT Sales Associate, Store Overnight Shift Lead, Store Flex Pool Associate.
Kwik Star	1907 Keokuk St., Iowa City	(319) 338-3538		Cashier/Customer Service: Hiring Now! We are building 50+ stores in 2022! Come join our growing team! * great pay, benefits, internal growth! Job Types: Full-time, Part-time Pay: \$15.00 - \$17.00 per hour
Menards	Iowa City	(319) 358-5410	www.menards.com	Now hiring Cashier, Morning Stock, Outside Yard Team/Receiving Team, Order Pick Up & Delivery
Walgreens	Iowa City (Creekside area)	(319) 354-2670		Customer Service Associate : External Basic Qualifications: - Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico) - Requires willingness to work flexible schedule, including evenings and weekend hours. Preferred Qualifications: - Prefer six months of experience in a retail environment. - Prefer to have prior work experience with Walgreens. Shift: Various
			Food/Grocery	
Aldi	760 Ruppert Rd, Iowa City	(855) 955-2534	Inquire within the store or call	Accepting applications for Store Associates, Store Manager Trainee

Aldi	2750 Heartland Dr, Coralville	(855) 955-2534	Inquire within the store or call	Accepting applications for PT Cashier
Burger King	550 1st Ave, Coralville	(319) 341-9408	www.bk.com	Hiring for various positions, inquire within stores.
Burger Haul	112 E College St, Iowa City	(319) 354-3837		Janitorial : Perform daily and deep cleaning and sanitation of restaurant, floors, bathrooms and grounds. Empty and properly dispose of all trash. Handle cleaning chemicals as directed, including: safe use, storage and disposal of chemicals, following all safety guidelines and procedures. Perform other related duties as assigned by management. Experience preferred by willing to train.
Burger Haul	112 E College St, Iowa City	(319) 354-3837		Hiring Line Cook and Servers: We are a full service restaurant. All applicants must be self-motivated and committed to providing the highest level of service to our guests: – Being responsible for all preparations, interactions, and steps of service needed to exceed guest expectations
Culver's Frozen Custard	2591 Heartland Pl, Coralville	(319) 545-8255	www.culvers.com/restaurants	Team Member : -Provides personalized, exceptional guest service ensuring that every guest who chooses Culver's® leaves happy.
Coral Ridge Chick-fil-A	1451 Coral Ridge Ave. Ste 620, Coralville	(319) 625-2020	www.chick-fil-a.com/locations/ia	Hiring for Operations Supervisor, Kitchen Supervisor, KitchenTeam Member
Chomp Delivery	Iowa City, Coralville & North Liberty area	(888) 319-2824		PT Dispatch/Customer Service/Restaurant Support: This individual, once trained, will interact with drivers via our chat feature as well as other delivery related tools, assisting them with the delivery process as needed
Dollar Tree	Coralville, Iowa City & North Liberty		www.DollarTree.com	Hiring for Sales Floor Associate: • Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. • Assist in the merchandising of the store. • Fully cross-trained to assist with cash register operations, customer service and stock replenishment.
Donnelly's Pub	110 E College St., Iowa City	(319) 338-7355	www.donnelyspub-ic.com	Cook : Looking for a cook to join our kitchen team! Kitchen experience preferred. Bartender : Looking for a part-time bartender to join our team! Bar experience preferred.
Dumpling Darling	213 Iowa Ave, Iowa City	(319) 338-2404	www.dumplingdarling.com	FT & PT Line Cook : We are looking to add an experienced and reliable line cook to our team. Responsibilities include cooking in an open kitchen, steaming and frying dumplings, preparing rice and noodle dishes on flat top, folding dumplings by hand, basic food prep, and cleaning.
Freddy's Frozen Custard & Steakburgers	61 2nd St, Coralville	(319) 569-1080	https://freddys-iowa.submit4jobs.com	Assistant Manager Food Service: Seeking an assistant manager candidate with an understanding of sales, profits, and guest satisfaction. The ideal candidate will work closely with the management staff to maintain a strategic vision for the future of the restaurant while developing a culture that ensures great execution of food and service by the staff. Experience in hiring, training, and retaining employees is a plus.
Hurts Donut Company	1301 5th St. Ste 105, Coralville	(319) 499-1647		Bakery Team Member : Responsibilities include making donuts and other bakery items from scratch. Working with dough, frying, decorating, and serving customers are the main daily responsibilities. Other tasks such as cleaning and restocking are required. No prior experience or education is needed. Reliability is a very important trait for working at this donut shop. We offer flexible scheduling and competitive pay.

Fareway Stores	2530 Westwinds Dr., Iowa City	(319) 351-6082		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department
Fareway Stores	2765 Commerce Dr., Iowa City	(319) 248-1995		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department
Fareway Stores	615 Westwood Dr. PO Box 96, North Liberty	(319) 626-6798		Grocery Clerk : Support and assist the grocery department through various tasks. Prospective employees should be outgoing, friendly, hard-working, dependable and a team player. Most positions are initially part-time. Part-time positions may lead to full-time employment based on job performance and available openings. To be in compliance with state and federal child labor laws, employees under 18 years of age may have restricted job duties, responsibilities and hours of work. Must be at least 14 years old or older to work in the grocery department
Five Below	1451 Coral Ridge Ave., Coralville	(319) 625-2078		Sales Associate : responsible for maintaining assigned area Sets and maintains Market Plan and other merchandise directives Assists with execution of company data integrity process Delivers exceptional customer service through personal contact with customers Interacts with and assists customers Assists in receiving and stocking procedures Unloads merchandise from trucks Checks in shipments
Hardee's	107 2nd St., Coralville	(319) 354-4275	www.hardees.com	Now hiring for various positions.
HuHot Mongolian Grill	917 25th Ave, Coralville	(319) 358-9100	www.huhot.com	Host : Our hosts greet incoming Guests, thank departing Guests, provide accurate wait times, seat Guests in a friendly manner and work in a fast-paced high volume environment.
Joe's Place	115 Iowa Ave, Iowa City	(319) 338-6717		Currently hiring for Kitchen Staff & Servers
McDonald's	All Iowa City, North Liberty & Coralville locations			Taking applications for various positions
Taco Bell	901 Hwy 6 E, Iowa City, IA	(319) 354-6737	Stop in for details	Hiring for all positions
Hy Vee	All Iowa City & Coralville locations		www.hy-vee.com/careers	Hiring for various positions, inquire within stores.
Texas Roadhouse	2520 Corridor Way, Coralville	(319) 354-3489		Host : Texas Roadhouse is looking for a Host to greet every guest with a genuine welcome. Legendary Service starts with our Host Team and is an important part of the guest experience. Requirements : For more information about this position, please contact the restaurant and ask for a manager.
Pancheros Mexican Grill	Iowa City Locations	(319) 338-6311 or (319) 887-2600	www.pancheros.com/locations/iowa-city	Crew Member-Night Shift : Cooking from scratch every day, you'll learn all aspects of food preparation, from cutting and dicing to working the grill, making queso, and perfecting the art of fresh pressing and grilling a tortilla to order
Papa Murphy's Pizza	2300 Muscatine Ave., Iowa City	(319) 338-3808	Stop in or call for details	Hiring crew members, Delivery
Panera Bread	1646 Sycamore Mall, Iowa City	(319) 248-0007	http://panera-iowa.submit4jobs.com	Team Member : Looking for Closing Team Members to work during the week and weekend. Our Team Members receive a wage from \$12.00 to \$14.00 per hour with team tips!

Panera Bread	213 1st Ave, Coralville			Hiring for General, Assistant & Hourly Manager
Pizza Ranch	395 Beaver Kreek Center, North Liberty	(319) 626-7999		Delivery Driver: •Must be 18 years of age or older •Must have a driver's license valid under the laws of the state(s) where the team member works, acceptable motor vehicle record, proof of insurance, and satisfactory vehicle
Popeye's Louisiana Kitchen	750 Coral Ridge Ave, Coralville	(319) 625-2240	apply online https://nowhiring.com/findyourjam	Hiring for Team Members
Reds Alehouse	405 N Dubuque St., North Liberty	(319) 626-2100	www.redsalehouse.com	Kitchen Help : We are looking for applicants interested in working in professional, fast-paced environments – but don't worry! Anyone with the desire to learn is welcome to apply! Located in North Liberty, Reds is the premier craft beer bar in the area and with a commitment to provide the best restaurant experience to all our guests.
St. Burch Tavern	127 Iowa Ave, Iowa City	(319) 341-7700		Line Cook : Line cooks are required to set up their workstations for a successful service. Clear communication in a fast paced work environment • Willing to work as part of a team that is dedicated to excellence • Fire and plate dishes in a safe, timely manner.
Village Inn	9 Sturgis Corner Dr., Iowa City	(319) 351-1094	www.villageinn.com	Hiring Full Time & Part Time Host/Hostesses, servers, Line Cooks, Busers, Dishwashers
			Homecare/Social Services	
The Arc of Southeast Iowa	2620 Muscatine Ave., Iowa City	(319) 351-5017	www.arcsei.org	Employment Specialist : The Employment Specialist is responsible for assisting individuals with disabilities in finding employment and ensuring their long term success. They will work with community employers in order to help our clients find their ideal job.
Care Initiatives	2200 Oakdale Rd, Coralville	(319) 351-8440	www.careinitiatives.org	CNA Training: We are accepting applications for a qualified applicant to complete training for a full-time second shift C.N.A. position. General Purpose: Always working under the direction of a nurse, the CNA provides hands on nursing care to our residents. CNA's typically provide assistance with bathing, dressing, eating, toileting and oral care to people who cannot do these tasks alone. Paid training will be provided to become certified and work as a CNA at our location. Training will be completed at a local community college or at a designated Care Initiatives location. Qualifications: Education/Certification/License Willing to obtain Iowa Nursing Assistant Certification
Caring Hands & More LLC	409 Kirkwood Ave., Iowa City	(319) 337-8922	https://caringhandsandmore.com	Home Health Aide/In-Home Caregiver: Part time positions available to provide in-home care. Our caregivers provide that extra assistance needed to individuals so they can remain in their own home or at their current level of care in a facility. This job offers caring and compassionate people the opportunity to do important, fulfilling work while building close, caring relationships.
Nystrom & Associates	673 Westbury Dr., Ste 201, Iowa City	(319) 356-6352		Behavioral Health Clinic Receptionist : We are currently seeking a Full-Time Behavioral Health Administrative Specialist for our fast paced front desk team at our Iowa City Clinic! In this entry-level role you will check-in patients, answer phone calls, make reminder calls, schedule appointments and collect co-pays.
Corridor Endodontics PC	550 Pond View Dr. Ste 2, North Liberty	(319) 459-1975	www.corridorendo.com	Dental Office Receptionist : We are seeking a friendly, welcoming receptionist to join our growing dental specialty office. The ideal candidate will be a highly organized multitasker who works well with others and in a fast paced environment. Excellent time management, communication skills and dental background are a plus. This position will involve working mainly in one office but will require filling in as needed in our other locations. Job Type: Full-time Pay: \$15.00 - \$20.00 per hour

Postodontic Associates	180 Holiday Rd., Coralville	(319) 337-7017	www.prosiowa.com	Dental Assistant : Urgently hiring Our dental office in Coralville is looking for an energetic, organized and motivated person to join our established dental practice. Applicants should possess current Iowa certification for dental assisting or willingness to train in our office and become certified.
Frog Hollow Kid Campus	1085 W Penn St, North Liberty	(319) 626-2425		Before and After School Teacher : Frog Hollow is seeking Before and after school teachers. Must love working with children. Applicant must be 16 or older, must successfully complete a criminal record check and physical. \$12 depending on experience/education. Hours are approximately M-F 7am-9am, M-F 2:30-6:30, Wednesdays 1:30pm-6:30pm. Full time hours are available during school breaks including summer, more hours are available during school weeks upon availability. Positions for only before or after school are also available. Job Types: Full-time, Part-time
Good Shepherd Center	603 Greenwood Dr., Iowa City	(319) 338-0763		FT/PT Early Childhood Assistant Teacher-Summer: Specific Responsibilities: <ul style="list-style-type: none"> •Assist lead teacher as directed in order to provide appropriate early childhood experiences in all areas of development •Assist lead teacher in preparing the physical environment and maintaining order in that environment •Assist in supervising all activities to ensure the health and safety of the children •Assist lead teacher in communicating daily any concerns and information to parents regarding their children •Assist in all recordkeeping as requested
Iowa Wellness Center	1395 Jordan St. Unit C, North Liberty	(319) 289-0666	www.iowawellnesscenter.com	Front Desk Receptionist: Our busy chiropractic office is searching for the right person to join our work family! Basic duties include answering phones, scheduling patients, greeting patients as they enter the clinic, checking out patients, assisting with some procedures and most importantly, always learning how to be better!
Legacy Ridge Senior Living	1020 S Scott Blvd, Iowa City	(319) 341-0911		Ambassador: We're looking for someone to join our team! Position available is part time overnights, Saturday - Sunday from 11:00p - 7:00a.
Lantern Park Specialty Care	2200 Oakdale Rd, Coralville	(319) 351-8440	Lanternpark@careinitiatives.org	FT Dietary Aide : Under supervision of the Dietary Services Manager and on-site direction of the Cook, the Dietary Assistant provides assistance and support in the delivery of dietary services. Functions within strictly defined written procedures and verbal instructions with little or no latitude for variation or change.
NAMI Johnson County	1105 S Gilbert Ct. #200, Iowa City	(319) 337-5400	https://namijc.org	Resource Development Coordinator: National Alliance on Mental Illness of Johnson County (NAMIJC) is currently seeking applicants for a Resource Development Coordinator located in Iowa City, Iowa, with an anticipated start date of January 4, 2021. This is a part time position comprising of 20 hours/week, salary based on experience.
Melrose Meadows Retirement Community	350 Dublin Dr., Iowa City	(319) 341-7893		Housekeeper: Under direct supervision of the Executive Director, performs housekeeping and laundry duties required for the general maintenance of resident apartments and all common areas of the building.
Mercy Hospital Iowa City	500 E Market St, Iowa City	(319) 339-0300	www.mercyiowacity.org	Receptionist: Greet all patients in a professional and cordial manner whether in person or on the phone. Answer phones promptly and determine patient needs. Assist patients by answering questions, updating demographic information, scheduling appointments, collecting payments, and directing them to the appropriate person for their need. Screen calls and take messages for other clinic staff and record daily entries for patient activity in the medical record
Oaknoll Retirement Residence	1 Oaknoll Court, Iowa City	(319)351-1720	www.oaknoll.com	Receptionist PT: Seeking courteous, reliable candidates with good attention to detail and great customer service skills, who enjoy serving the older generations. Must be able to work independently.

Optimae Life Services	1121 Shirken Dr., Iowa City	(319) 337-2008	Apply in Person or online at www.optimaelifeservices.com	Direct Support Professional: Local agency has openings for Direct Support Professionals in the Iowa City area. They are hiring for all shifts and they are as follows 4pm to 12am and 12 am to 8 am they are also in need of staff available to work weekends all shifts(8am to 4pm) and (4pm to 12am) and (12am to 8am). Must be able to work every other weekend. Site and hours could vary due to customer needs. On-Call is required and paid time for calls and when have to go out. No experience necessary, will train. Must possess an aptitude & willingness & desire to work with persons experiencing mental illness and/or developmental disabilities in recovering living, learning, working & social roles in becoming independent in the community. A degree is preferred but not required. Must have a valid driver's license and car insurance. Must pass a criminal background check & driving record check
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	www.sui.org	Supported Living Supervisor : As an SLS, you will be responsible for the day-to-day running of a 24-hour home. The health and safety of members served which includes attending their medical appointments, overseeing their health and safety at the site through meeting set goals is of importance in this role.
Spa Bilancia	59 2nd St., Coralville	(319) 359-1322		Front Desk Spa Assistant : <ul style="list-style-type: none"> •Check guests in and out, answer the phone, book appointments •Laundry •Light housekeeping •Actively promote the spa, treatments, services and retail as well as any promotions or discounts •Provide accurate and appropriate responses to all requests by guests, ensuring complete guest satisfaction
Shelter House	429 Southgate Ave., Iowa City	(319) 351-0326		House Case Manager . Key Responsibilities. <ol style="list-style-type: none"> 1. Provide case management services to participants of the Rapid Re-Housing program so that participants are supported in moving beyond homelessness. 2. Accurately record client data and statistics including: demographic, outcome measures, goals objectives and grant specific requirements for those respective federal and local grants, and maintain all client records, files, and reports to ensure accuracy, confidentiality, and security. 3. Build and maintain relationships with local landlords and community partners.
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	apply online at www.sui.org/human-resources/careers .	<ul style="list-style-type: none"> •Assist with people's day-to-day needs (transportation, personal cares, preparing meals, etc.) •Go with people into the community to do activities (bowling, painting ceramics, greenhouse visits, etc.) •Provide encouragement and coaching to people who are working to develop daily living skills & healthy habits •Write documentation about the supports you provided during your shift. Development of skills that you can take with you anywhere: effective communication, creative problem solving, and collaboration with diverse teams •Paid training & a fun work environment •Over four weeks of paid time off for full-time staff •Pay starting between \$10.60-\$12.10/hour depending on education, experience, and placement •Opportunities for people who are brand new to the field and for seasoned staff
Reach for Your Potential	1705 S 1st Ave. #1, Iowa City	(319) 354-2983	www.rfyp.org	Day Hab Service Coordinator : The Day Habilitation Service Coordinator is responsible for ensuring compliance with CARF and waiver regulations. This position is responsible for the health and safety of the members as well as evaluating the program for its ability to meet the individual needs of each consumer. The direct supervision of all program staff, scheduling of staff, and on-going staff training for the Day Habilitation are also handled by this position. The Service Coordinator also works directly with the members as needed.

REM Iowa Community Services	1985 Holiday Rd, Coralville, IA	(319) 354-0788	Apply online at https://jobs.thementornetwork.com	<p>Direct Support Professional: Based in community settings, DSPs provide assistance with daily activities such as meal preparation, personal hygiene, and medication administration.</p> <p>Caregivers may also facilitate community involvement by accompanying individuals on outings in the community or providing transportation to work or other activities. In addition, DSPs support therapeutic and behavioral plans in partnership with clinical staff to enhance the quality of life for those we support.</p> <p>Full time, part time and on-call positions are available. Evenings and Weekend shifts allow schedules to fit around school, other employment, or family commitments. Some overnight positions even allow you to sleep.</p>
Hotels & Apartments				
AmericInn Lodge & Suites	2597 Holiday Rd, Coralville	(319) 625-2400	www.wyndhamhotels.com/american/coralville	<p>Housekeeper/maid: Performs cleaning duties in all guest, lobby and laundry.</p> <ul style="list-style-type: none"> •Professional and friendly appearance. •Maintains inventory of necessary supplies and stock the housekeeping cart. •Reports any necessary maintenance issues. •Follows hotel policies and procedures for sanitation and safety. •Performs additional duties assigned by the manager
Hotel Chauncy	404 E College St., Iowa City	(319) 519-6601	www.hotelchauncey.com	<p>Housekeeping : As the Guest Service Representative, you will interact with our guests to ensure their expectations are exceeded. Ensures clear communication with guests during the arrival and departure experience, phone interactions as well as general requests from guests.</p>
Hotel Chauncy	404 E College St., Iowa City	(319) 519-6601		<p>Hotel Front Desk Clerk : As the Guest Service Representative, you will interact with our guests to ensure their expectations are exceeded. Ensures clear communication with guests during the arrival and departure experience, phone interactions as well as general requests from guests. Be well versed in promotions, events, pricing, and sales strategy to meet the guest's request. Efficiently handles all payments received.</p>
Surestay Plus Hotel	200 6th St., Coralville	(319) 337-9797	https://workforcenow.adp.com	<p>Night Auditor: The Night Auditor works as a Guest Service Representative and member of the Front Desk Team specifically responsible for auditing all revenue transactions, ensuring reports are accurate, credit card batches are transmitted correctly and cash is secured. Serves as acting Manager on Duty in the case of an incident or emergency.</p>
Best Western Canterbury Inn	704 1st Ave, Coralville	(319) 351-0400	fd@daysinniowaicyt.com	Hiring for Front Desk, Housekeeping and more
Days Inn & Suites	704 1st Ave, Coralville	(319) 499-5958	www.wyndhamhotels.com	<p>Hotel Front Desk Receptionist: The Front Desk Agent is responsible for processing check-ins/outs, securing payment, verifying and adjusting billing, and assisting guests with reservations and requests in a friendly, professional and timely manner.</p>
Hawkeye Hotels-Coralville/Iowa City	2681 James St., Coralville	319-338-6000		<p>Guest Service Agent/Front Desk. The main responsibilities include: to perform in a pleasant, professional, and efficient manner Front Desk responsibilities achieving timeliness, accuracy of information, and guest satisfaction as required by the brand and Hawkeye Hotels.</p> <p>Please note***The working schedule is solely based upon the needs of the hotel business, meaning that the hours worked are directly affected by the hotel's occupancy. ***</p>
Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	<p>Guest Service Agent: Performs all Front Desk related functions including but not limited to checking guests in and out, promoting company programs, maintaining guest records, cash handling, monitoring guest satisfaction, problem resolution, etc.</p>
Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	Hiring Housekeeper, Breakfast Attendant: \$500 hiring bonus
Drury Hotels	815 1st Ave, Coralville	(319) 512-3073	www.DruryCareers.com	Laundry Person: \$500 Hiring Bonus

Fairfield Inn & Suites	650 Coral Ridge Ave, Coralville, IA	(319) 333-7711	<p>Front Desk Receptionist : The Fairfield Inn & Suites by Marriott is currently seeking qualified candidates for the position of Front Desk Agent.</p> <p>The main responsibilities include: To perform in a pleasant, professional, and efficient manner Front Desk responsibilities achieving timeliness, accuracy of information, and guest satisfaction as required by the brand and Hawkeye Hotels.</p> <p>Please note***The working schedule is solely based upon the needs of the hotel business, meaning that the hours worked are directly affected by the hotel's occupancy. ***</p>
Fairfield Inn & Suites	650 Coral Ridge Ave, Coralville, IA	(319) 333-7711	<p>Breakfast Attendant : The Fairfield Inn Coralville is currently seeking qualified candidates for the position of Breakfast Attendant.</p> <p>The main responsibilities of this position include: To provide guest food and beverage service in a safe and aesthetic manner for breakfasts, hospitality hours, and/or meeting rooms.</p>
Graduate Iowa City Hotel	210 S Dubuque St, Iowa City	(319) 337-4058	<p>Night Auditor: •Audits the daily guest ledger •Handles all end-of-day accounting functions including posting daily room rates and room tax •Ensures accuracy of all charges to guest folios •Averages sum of revenues of all accounts receivable from food, room and other departments •Acts as front desk clerk, checking guests in and out, booking reservations and resolving guest issues</p>
Graduate Iowa City Hotel	210 S Dubuque St, Iowa City	(319) 337-4058	<p>Multiple Positions Available : Graduate Hotels®, is seeking energetic, dynamic individuals to join us at Graduate Iowa City and its wonderful team of hospitality enthusiasts. If you are a rock star ready to show us your stuff, we would love to meet you!</p>
Heartland Inn	87 2nd St., Coralville	(319)351-8132	<p>Front Desk Clerk : Hotel Front Desk Agent responsibilities include registering guests, managing reservations and providing information about rooms, rates and amenities. If you have a knack for customer service and work experience in the hotel industry, we'd like to meet you.</p>
Hampton Inn	1200 1st Ave, Coralville	(319) 351-6600	<p>Front Desk Agent : DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> •Welcome guests in a friendly, prompt and professional manner. •Register guests, issue room keys, provide information on hotel services and room location. Answer phones in a prompt and courteous manner. •Up-sell rooms where possible to maximize hotel revenue. •Accurately process all cash and credit card transactions in accordance with established procedures including but not limited to posting all charges, completing cashier and other reports, preparing deposit, and counting/securing assigned bank.
Hotel Vitro	201 S Linn St, Iowa City	(319) 259-7111	<p>Hiring for multiple positions including Front Desk, Night Auditor, Housekeeping, Housekeeping Manager: Apply to join our team today! We are hiring immediately, and you can have instant access to earned wages right away through our financial wellness platform. Enjoy discounted hotel stays worldwide! We offer bonus potential for performance. As a member of our team you will have the opportunity to learn and grow in hospitality.</p>
Hyatt Regency Coralville	300 E 9th St., Coralville	(319) 688-4000	<p>Part-time Front Desk Agent : Responsibilities:</p> <ul style="list-style-type: none"> •Check guests in and out of room. •Respond to guest requests and handle guest issues or report complaints to management. •Promptly answer the phone in a professional and clear manner. •Greet and welcome guest as they arrive at the hotel.
KMB Property Management	916 Maiden Ln, Iowa City	(319) 351-0102	<p>Operations Specialist : Assist with day-to-day business operations of KMB, a residential property management company, by executing all tasks necessary to ensure processes and procedures are documented and followed. Assist with organizational projects to ensure efficiencies are implemented.</p>

Radisson Hotel & Conference Center	1220 1st Ave, Coralville	(319) 351-5049		Front Desk Receptionist: We're looking for a front desk agent to assist guests with their requests, check in and check out reservations, and answer telephone. Ultimately, you will provide excellent customer service to guests and keep the front desk and accounting operations running smoothly.
Mainstay Suites	2491 Holiday Rd., Coralville, IA	(319) 259-5115		Front Desk/Night Auditor: This position will be for 40 hours a week for a full time Front Desk/Night Auditor during the hours of 7 AM - 3 PM and/or 11 PM - 7 AM. MUST BE ABLE TO WORK WEEKEND NIGHTS!!
Watts Group, Inc	425 E Oakdale Blvd Ste 101, Coralville	(319) 338-4100		Property Management Coordinator : Key Responsibilities & Essential Functions: <ul style="list-style-type: none"> •Greeting visitors, answering routine questions, making visitors feel comfortable as needed. •Help with department email boxes, voicemail, data entry, quality control of leases, inputting maintenance requests, and other leasing coordination and support. •Performs other duties as assigned. •Help with HOA management.
Banking/Finance				
Hills Bank & Trust			Apply online: www.hillsbank.com	Hiring for multiple positions, check the website for details.
GreenState Credit Union	2355 Landon Rd., North Liberty, IA	319-339-1000	WWW.UICCU.ORG	Currently hiring for multiple Positions, visit the website for details.
Government/Office				
Johnson County Ambulance Service	808 S Dubuque St., Iowa City	(319) 356-6013	Apply online at www.johnsoncountyiowa.gov	PT & FT Paramedic: Under direction of the Ambulance Director, the Assistant Director, and/or Field Supervisor, is responsible to provide paramedic level patient care in accordance with the ambulance service protocols and under the auspices of the medical control physician or physician designee.
Johnson County/Iowa City Assessor	913 S Dubuque St. Ste 206, Iowa City	(319) 356-6078	Apply online at www.johnsoncountyiowa.gov	Deputy Assessor : Under general direction of the Iowa City Assessor, appraises real estate within the jurisdiction using state mandated manuals, charts and related reference materials to assess property consistent with state law. Assists in the maintenance of departmental files and computer systems
Johnson County Ambulance Service	808 S Dubuque St., Iowa City	(319) 356-6013	Apply online at www.johnsoncountyiowa.gov	GuideLink Paramedic: Under direction of the Ambulance Director, Ambulance Assistant Director, and/or Field Supervisor is responsible to provide paramedic level patient care in accordance with the GuideLink Center and Johnson County protocols and under the auspices of the medical director or medical control physician designee. GuideLink is a night line consisting of 8 and 16 hours shifts. Usual start time are 1500 and 2300.
Johnson County Public Health	855 S Dubuque St. Ste 217, Iowa City	(319) 356-6040	Apply online at www.johnsoncountyiowa.gov	Chronic Disease Prevention Specialist : Under general supervision, provides information to individuals and communities to promote, maintain, and improve healthy lifestyles and systems changes through community and interagency partnerships. Collects and analyzes health data and nontraditional data for research, design
Johnson County Auditor/Elections	913 S Dubuque St. Ste 101, Iowa City	(319) 356-6086	Apply online at www.johnsoncountyiowa.gov	PT Elections Clerk : Under general supervision and in accordance with Iowa law, is responsible for routine clerical functions related to conducting elections.
Johnson County Auditor/Elections	913 S Dubuque St. Ste 101, Iowa City	(319) 356-6086	Apply online at www.johnsoncountyiowa.gov	Elections Outreach and Pollworker Clerk II : Under general supervision, perform clerical and technical duties involving a variety of functions requiring considerable judgment. Train and assign Precinct Election Official (PEOs) for early and Election Day voting. Coordinate voter outreach activities. Process PEO claim forms and election

Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Enterprise Solutions Architect : Under general direction of the Information Technology Director, supervises a cross-functional team that responds to County business software needs by creating custom applications, reports and interfaces and implementing and supporting third-party software applications. Provides leadership on software development projects by overseeing, championing and participating in all phases of the software development life cycle process. Sets priorities and facilitates coordination between software development and software support teams necessary to resolve issues and implement changes. Collaborates with users, stakeholders, vendors and staff to assess business needs and provide technology-based solution strategies and vision for niche segments and the County as a whole.
Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Full Stack Software Developer I : Under supervision, caters to user experience and functionality by creating and maintaining custom software solutions for internal clients, as well as those exposed to the public through Johnson County's website. Contributes to all phases of the Software Development Life Cycle for new web applications/features and interfaces to other applications. Participates in implementation and end-user support of custom solutions. Contributes to a cross-functional team that responds to business software needs by creating custom applications, reports and interfaces and implementing and supporting third-party software applications.
Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Full Stack Software Developer II : Under general supervision, caters to user experience and functionality by creating and maintaining custom software solutions for internal clients as well as those exposed to the public through Johnson County's website. Demonstrates competency in all phases of the Software Development Life Cycle for new web applications/features and interfaces to other applications. Participates in implementation and end-user support of custom solutions. Contributes to a cross-functional team that responds to business software needs by creating custom applications, reports and interfaces and implementing and supporting third-party software applications.
Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Full Stack Software Developer III : Under direction, caters to user experience and functionality by creating and maintaining custom software solutions for internal clients as well as those exposed to the public through Johnson County's website. Demonstrates leadership in all phases of the Software Development Life Cycle for new web applications/features and interfaces to other applications; instructs, advises, and reviews the work of full stack software development staff. Participates in implementation and end-user support of custom solutions. Contributes to a cross-functional team that responds to business software needs by creating custom applications, reports and interfaces and implementing and supporting third-party software applications.
Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Software Support Specialist I . Under general supervision, contributes to software application integrations, value-added customizations, implementations and support. Diagnoses and resolves problems and/or escalates as needed to meet expected levels of service. Caters to user experience and functionality through collaboration with users, stakeholders, vendors and other technical staff. Contributes to a cross-functional team that responds to business software needs by creating custom applications, reports and interfaces and implements and supports third-party software applications.

Johnson County Information Technology	855 S Dubuque St. Ste 204, Iowa City	(319) 356-6080	Apply online at www.johnsoncountyiowa.gov	Software Support Specialist II : Under direction, provides technical leadership on software application integrations, value-added customizations, implementations and support. Diagnoses and resolves complex problems and/or escalates as needed to meet expected levels of service. Caters to user experience and functionality through collaboration with users, stakeholders, vendors and other technical staff. Contributes to a cross-functional team that responds to business software needs by creating custom applications, reports and interfaces and implements and supports third-party software applications.
Johnson County Seats	4810 Melrose Ave, Iowa City	(319) 339-6128	Apply online at www.johnsoncountyiowa.gov	Casual Driver : Under supervision, operates a motor vehicle and transports elderly and disabled individuals to various destinations throughout Johnson County. Assists with driver training and vehicle maintenance when necessary.
Johnson County Secondary Roads	4810 Melrose Ave, Iowa City	(319) 356-6046	Apply online at www.johnsoncountyiowa.gov	Road Maintenance Seasonal Worker : Under immediate supervision, provides manual labor in a variety of maintenance and construction projects, performs related work as required. Temporary position, 40 hours per week.
Johnson County Secondary Roads	4810 Melrose Ave, Iowa City	(319) 356-6046	Apply online at www.johnsoncountyiowa.gov	Engineering Technician I : Under general supervision, perform technical engineering and/or surveying related work including lead responsibility for construction project inspection and/or a survey crew.
Johnson County Conservation	FW Kent Park, 2048 Hwy 6 NW, Oxford	(319) 645-2315	Apply online at www.johnsoncountyiowa.gov	Seasonal Naturalist Intern : Under general supervision of the Naturalist, assist in carrying out conservation/environmental education programming for the Johnson County Conservation Board. Provide programs and field trips for a variety of audiences; create and improve displays, write articles, provide public service announcements and write press releases. Duties will also include the maintenance of live animal displays and working with volunteers. Assist Conservation staff with work activities and special projects.
Johnson County Conservation	FW Kent Park, 2048 Hwy 6 NW, Oxford	(319) 645-2315	Apply online at www.johnsoncountyiowa.gov	Seasonal Park Worker, Seasonal Park Worker-Natural Resources and Seasonal Park Worker-Operations : Under general supervision as a manual laborer and limited skill equipment operator engaging in a wide range of conservation and other outdoor recreation maintenance and construction activities. Work with a lead person, though may be called upon to work on job assignments without direct supervision and being guided only by general job instructions. Perform related work such as preventive maintenance functions on equipment. This position may require work on Saturdays and Sundays.
City of North Liberty	3 Quail Creek Circle, North Liberty	319-626-5700	http://northlibertyiowa.org	Check website for current job openings
City of North Liberty	25 W. Cherry St., North Liberty		www.northlibertyiowa.org/nlfdparttime	Check website for current job openings
Iowa City School District	1725 N Dodge St., Iowa City	(319) 688-1000	www.iowacityschools.org	Check website for current job openings
City of Iowa City	410 E Washington St	(319) 356-6020	visit www.icgov.org/jobs	Hourly Assistant Operator : Under immediate direction, assists in shift operation of the Water treatment plant, inspects, and operates water treatment plant machines and equipment.
City of Iowa City	410 E Washington St	(319) 356-6020	visit www.icgov.org/jobs	Hourly Maintenance Worker-Streets(CDL) : Full-time seasonal daytime hours: Monday – Friday, 7:00am – 3:30pm or variable daytime hours up to 25 hours per week Start & end dates are negotiable Job Duration: July – December Job summary: Under immediate supervision, performs a variety of unskilled manual labor tasks and general street maintenance. May operate tools such as a jackhammer, tamper, asphalt rake and shovel. Loads and unloads materials and equipment. May assist in cement and asphalt patching, mudjacking and crack sealing. Cleans equipment, building and grounds. Operates light motorized equipment as necessary.

Iowa City School Bus Barn	2185 S Gilbert St., Iowa City	(319) 688-1900	www.driveayellowbus.com	Hiring School Bus Driver: \$16.44- \$21.02 per hour for bus drivers based on experience. Flexible Hours- no Nights or Weekends required, No experience necessary- will train. •Route hours guaranteed up to 5.0 hours per day when school is in session •Additional work hours available through field trip and charter work •Summer School routes available – Work year-round with school & holiday breaks
City of Coralville	1512 7th St, Coralville	319-248-1700	www.coralville.org/jobs	Check website for current job openings
			Service-Warehouse-Staffing Agencies- Manufacturing	
Amazon	2500 Heinz Rd, Iowa City	(319) 867-5309	visit www.amzn.to/iowa	Hiring for multiples positions : Immediate hourly positions available
Amazon	2500 Heinz Rd, Iowa City	(319) 867-5309	visit www.amzn.to/iowa	Package Sorter (Immediate Hire) : Depending on your schedule, shift times will vary to ensure we meet customer-promised delivery times. Full-time (40 hrs), reduced-time (30-36 hrs) or Part-time
Aerotek	Coralville, Iowa City & North Liberty	(319) 731-1069	Call Melissa	Hiring for multiple positions in Coralville and Iowa City area
AutoZone				Auto Parts Delivery Driver : Position Responsibilities •Provides WOW! Customer Service •Drives delivery vehicle to transport parts to commercial customers, including the loading and unloading of parts •Picks up returns, cores and parts from nearby stores or outside vendors •Maintains a safe driving and working environment, including PPE (Personal Protective Equipment) •Assist do it yourself customers in the store between deliveries
Bradley & Riley PC	One South Gilbert St., Iowa City	(319) 466-1511		Legal Assistant-Litigation : This support position is an integral part of our Litigation team. Ideal candidates must be detail oriented, organized, able to multi-task/prioritize, have excellent written and oral communication skills, a strong work ethic and the ability to work both independently and as part of a fast paced team. Prior experience working in litigation is preferred. We provide an excellent work environment and competitive compensation package. Job Type: Full-time Pay: \$22.00 - \$30.00 per hour
Billion Automotive	2733 Mormon Trek Blvd, Iowa City	(319) 359-6905`	www.billionauto.com	Receptionist/Summer : Welcome Guests and direct them to the appropriate department/person •Answer phones and transfer to the correct department/person •Post cash, credit card, and check receipts. •Record CC sales, Transactions over \$100 and Deductibles to the spreadsheets. •Close detail and PDI tickets. •Prepare cash and check deposits. Send cash to bank and checks to the office. •Prepare Tech Hour spreadsheets and upload for managers and submit to the payroll office •Process warranty claims on a timely basis for each franchise or distributor •Reconcile the cash sales schedule •Other Duties as assigned
Big Ten Rentals	1820 Boyrum St., Iowa City	(319) 337-7368		Event Crew Set-Up and Deliver Driver: Immediate openings for Permanent and Temporary. Full Time and Part Time employment. Deliver and set-up tents, tables, chairs, stages, dance floors, bleachers, and almost anything you can think of that is rentable and certainly some things you hadnt thought of! Load and unload trucks, maintain a clean warehouse. We operate seven days a week. Fast-paced. Expect overtime during the busy Summer months.

Geico	2213 2nd St, Coralville	(319) 466-3512	www.geico.com/careers	<p>Customer Service Representative - Entry : If you enjoy interacting with people, providing outstanding customer service and are looking for a rewarding career, GEICO may be the right place for you! Our Customer Service Representatives are licensed insurance professionals who delight customers every day by providing exceptional, personalized customer service.</p> <p>Through our industry-leading, paid training program, you will learn all about insurance policies and regulations, and how to best assist our customers. As a Customer Service Representative, you will use your strong communication skills to answer calls and properly handle customer inquiries, explain insurance coverage and update policies.</p>
Goodwill Industries of the Heartland	1470 S 1st Ave., Iowa City	(319) 337-4158	www.workatgoodwill.com	<p>FT Retail Service Specialist-Iowa City Store: If you're available to work in a fast paced environment, provide great customer service, and help further Goodwill's mission, we welcome you to apply only at www.workatgoodwill.com. We offer a starting pay range of \$11.19 to \$12.41 for the Service Specialist position.</p>
Iowa Book	8 S Clinton St., Iowa City	(319) 337-4188		<p>Full Time Head Cashier/Supply Manager:</p> <ul style="list-style-type: none"> Operating a cash register Scheduling cashiers Ordering supplies/perishable items Receiving/stocking merchandise Answering phones Providing customer service opening/closing store
Iowa City School Bus Barn	2185 S Gilbert St., Iowa City	(319) 688-1900	www.driveayellowbus.com	<p>School Bus Driver : Iowa Central School Bus is now Hiring School Bus Drivers in Iowa City, IA. Our drivers have flexible hours and time off during school holidays. •\$16.44 - \$21.02 per hour for bus drivers (based on experience)*</p> <p>•Flexible Hours – no Nights or Weekends required*</p> <p>No Experience Necessary - we will train you!</p>
Iowa City School District	1725 N Dodge St., Iowa City	319-688-1000	WWW.iowacityschools.org	Hiring for multiple positions, check the website for details.
Iowa City Community School District	1725 N Dodge St., Iowa City	(319) 688-1000	www.iowacityschools.org	<p>Administrative Assistant: Iowa City Community School District Administrative Assistant Deputy Superintendent QUALIFICATIONS: High School Diploma, Bachelor's degree in Business Administration, finance or related field preferred. Minimum five years of administrative assistant experience. Experience working in a K-12 education system, budget and finance preferred. Such alternatives to the above qualifications as the District may find appropriate and acceptable. REPORTS TO: Deputy Superintendent. JOB GOAL: Work cooperatively with all district staff.</p>

Joe's Place	115 Iowa Ave, Iowa City	(319) 338-6717	https://joesplace-ic.com	Part Time Security Staff : Join the Joe's Security Staff! Door staff are a crucial part of keeping Joe's Place safe, fun, and clean. We are seeking motivated individuals that know how to de-escalate conflicts, check ID's, control crowds, and aren't afraid to get a little dirty!
LL Pelling Company, Inc	3148 Charbon Rd SE, Iowa City	(319) 351-3068	www.llpelling.com	General Laborer : Work starts April 2022 Job Description: Our laborers perform a wide variety of manual tasks including shoveling, raking, digging, spreading and leveling asphalt, concrete, or rock. No experience required, but you will need a solid work ethic.
Lowe's	2701 2nd St., Coralville	319-545-8300	www.lowes.com	Hiring PT-Receiver/Stocker-Flexible :
Mass Markets	2937 Sierra Ct SW, Iowa City, IA	1-888-387-1989	Call or inquire with the company	Hiring for multiple positions
Metro Pavers Inc	101 Southgate Ave. #4338, Iowa City	(319) 351-8800	www.metro-pavers.com	Hiring for Drivers, Managers and Cement workers.
Plato's Closet	1801 2nd St., Coralville	(319) 351-3554	www.platocloset.com	Sales Associate : Plato's Closet in Coralville, IA is hiring for full and part-time positions! We're looking for outgoing, motivated, fashion-interested individuals to join our team and become Certified Buyers. All team members begin as Sales Associates, learning the basics of Plato's Closet.
United States Postal Service	925 Hwy 6 E, Iowa City	(319) 354-8659	contact Eliot Siegman at eliot.siegman@usps.gov	PSE Sales & SVCS/ Distribution Associate : Postal Support Employees (PSE) hold temporary appointments for periods not-to-exceed 360 days.
Pearson	327 2nd St. #370, Coralville	(319) 338-1148	www.pearsonvue.com	Test Administrator : Pearson VUE offers a great environment to start or grow your career, we are now hiring for a part time Test Administrator to join our team in Coralville, IA Starting pay is \$11.50 per hour .
Chatham Oaks	4515 Melrose Ave, Iowa City	(319) 887-2701		Direct Support Professional : Direct Support Professionals will develop a rapport with clients and cultivate a safe, supportive and professional relationship. Aid with daily living skills, mental health care and social networks. Recognize and document goal progress and relevant personal interventions in an objective, clear and brief manner. High school diploma or equivalent required. No experience necessary, we provide extensive training. Iowa driver's license, pre-employment drug screen, criminal background and driving record checks required.
Coral West Dental	2575 Coral Ct., Coralville	(319) 224-0750		Insurance Coordinator/Receptionist : Responsibilities: <ul style="list-style-type: none"> •Verifying the patient's dental insurance benefits. •Explaining insurance benefits to patients. •Entering data using dental practice management software. •Generating reports for all activities. •Posting payments made by patients. •Following up on non-paid insurance claims. •Managing late payments and overdue accounts. •Processing insurance payments and refunds. •Uploading completed insurance verification forms. •Monitoring weekly, monthly and quarterly reports to confirm payment from clients and insurance companies.

Crowded Closet Thrift Shop	851 Hwy 6 E, Unit 101, Iowa City	(319) 337-5924		<p>Donation Receiving Supervisor :</p> <ul style="list-style-type: none"> •Strong leadership skills •Experience managing others in the workplace •Customer service experience •Ability to lift 40-50 lbs. with long periods of standing, bending, carrying •Able to communicate effectively •Self-motivated and willing to take initiative
Enrichment Therapy & Learning Center, PC	1210 Jordan St. Unit 2A, North Liberty	(319) 626-2553		<ul style="list-style-type: none"> •Taking intake calls •Checking clients in •Assisting with marketing projects •Assisting with therapy tool creation •Knowing Apple technology •Having excellent writing skills •Having high tenacity •Being an effective communicator •Working in our North Liberty location •Having availability Monday-Thursday •For PT applicants: two 10-hour days or three days 2:00-6:30 PM •For FT applicants: four 10-hour days <p>Job Types: Full-time, Part-time</p> <p>Pay: \$12.50 - \$23.50 per hour</p>
Four Oaks Family & Childrens Services	1916 Waterfront Dr., Iowa City	(319) 337-4523		<p>Youth Counselor : As the Youth Counselor you will be responsible for providing direct care coverage by meeting program & client needs. This includes but is not limited to ensuring safety & supervision, skill building, processing & support of clients, behavioral management and communications within the team & supervisors.</p>
Goodwill Industries of the Heartland	1470 S 1st Ave., Iowa City	(319) 337-4158	www.goodwillheartland.org	<p>Job Coach- Iowa City- Part Time : This position is responsible for training, supervising, and modeling proper work procedures and good basic work habits and attitudes for clients who have been placed in community jobs.</p>
Iowa City Health & Rehabilitation	3661 Rochester Ave., Iowa City	(319) 351-7460	www.trilliumhcg.com	<p>Maintenance Assistant: Assist the Maintenance/Environmental Supervisor in ensuring the building(s), equipment and utilities are maintained in good working order and facility grounds are property maintained in accordance with facility policies</p>
Legacy Pointe Senior Living	1020 S Scott Blvd, Iowa City	(319) 341-0911		<p>Receptionist : Position Summary: Candidates will provide clerical support, answer telephones, greet guests, and respond to residents' requests. They will also assist in planning and implementing services to residents, families and guests. Other duties as assigned. Essential Job Responsibilities: Provide Clerical Support • Assist with filing and other duties as requested. • Organize office functions and flow of communication. • Edit written documents to ensure correct spelling and grammar. • Maintain office supplies and identify needed supplies to supervisor. • Collect all rent and service fees by designated date and ensure deposit in bank, as specified by supervisor. • Maintain reservations for guest room. Assist staff in providing and coordinating services to residents, families, prospects, and guests. • Answer telephones and respond to residents' requests. •</p>

Melrose Meadows Retirement Community	350 Dublin Dr., Iowa City	(319) 341-7893		<p>Tenant Assistant- Part time : This is a part time position with hours possible on all three shifts and weekend hours will be required. Shift Differential does apply to weekend hours.</p> <p>Experience in working in a healthcare setting a must.</p> <p>Must enjoy working with seniors and be flexible with scheduling hours.</p> <p>COVID vaccination required or agree to get the vaccination upon hire.</p>
Mercy Iowa City Rehabilitation Hospital	2801 Heartland Dr., Coralville, IA	(319) 645-4001		<p>Admissions Associate : This position will work under the direction of the Director of Business Development and Admissions Coordinator and be responsible for patient admissions, insurance verification and other insurance verification duties as directed. This individual will be responsible for obtaining the necessary demographic information of the patient which may require interviewing patients or their representatives. This position is also responsible for preparing/processing admitting forms and keeps abreast of all new insurance updates and regulations.</p>
Prelude Behavioral Services	430 Southgate Ave., Iowa City	(319) 351-4357		<p>Administrative Specialist : Prelude Behavioral Services is seeking energetic and detail-oriented candidates for our Administrative Specialist opening in Iowa City. This role will be the first point of contact when communicating with patients and must have the ability to provide excellent customer service.</p> <p>Key responsibilities of the position include greeting and checking in patients for appointments, assisting with scheduling, answering phones, collecting payments and completing documentation. This role also supports our counseling staff with various administrative needs.</p>
Prelude Behavioral Services	430 Southgate Ave., Iowa City	(319) 351-4357		<p>Prevention Supervisor : This position is responsible for delivery of prevention services and oversees all of our prevention staff. The person in this role will have the opportunity to have a direct impact on our community by maintaining public relations between the agency prevention department and community resources.</p>
Solon Assisted Living Village	623 E 5th St., Solon	(319) 624-5363	solonretirementvillage.com	<p>PT Personal Care Attendant: Duties include medication management, serving supper, common area cleaning, laundry, answering tenant pages and providing assistance with personal cares as needed. Must be cheerful, responsible, have attention to detail and enjoy working independently.</p>
Remedy Intelligent Staffing	36 Sturgis Corner Dr., Iowa City	(319) 337-8367		<p>Forklift Operator: Operate a Forklift with exceptional safety Have attention to detail, ensuring orders are entered correctly Work with little supervision and maintain productivity Keep their surroundings and work areas clean and debris free Apply online at www.remedystaff.com for immediate consideration All Military and Veteran encourage</p>

Security Abstract Company	122 S Linn St., Iowa City	(319) 337-9621		Real Estate Title and Abstract Assistant: Applicant's primary responsibility will be assisting in preparing the abstract of title (the history of each parcel of property) during a real estate transaction. Job duties will include searching legal documents on the county web site and summarizing the information to create an abstract entry. Candidates should possess a strong background in Microsoft Office, along with outstanding word processing and communication skills.
Scheels All Sports	1461 Coral Ridge Ave, Coralville	(319) 625-9959	www.scheels.com	FT Delivery Specialist : SCHEELS is currently seeking aFULL-TIME Delivery Specialist for our delivery team at our Coralville, Iowa location.
Successful Living	2406 Towncrest Dr., Iowa City	(319) 358-6800	www.icsuccess.org	IPR Practitioner: The Intensive Psychiatric Rehabilitation (IPR) Practitioner is responsible for the implementation of the Successful Living IPR program using the IPR Boston Model as a curriculum. This full-time position will assist individuals 18 and older who live with a chronic mental illness to "Choose, Get, and Keep" a life changing goal in their "Living, Learning, Working, or Social" environments.
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	https://sui.hrmdirect.com	Job Coach: •Help people with disabilities be successful in their jobs. •Coach people through their assigned tasks at work (e.g. help them transition between duties, check for quality, provide encouragement, etc.). •Facilitate communication with coworkers and managers to ensure work is meeting expectations. •Work in a variety of community settings -- wherever people work! •Provide transportation to people with disabilities so they can get to work and get home. •Write documentation about the supports you provided during your shift .
Systems Unlimited	2533 Scott Blvd SE, Iowa City	(319) 338-9212	www.sui.org	Direct Support Professional(Adolescent Location): •Engage people in recreational and leisure activities to help them build independent living skills. •Assist with people's day-to-day needs (transportation, personal cares, preparing meals, etc.).
Optimae Life Services	1121 Shirken Dr., Iowa City	319-337-2008	www.optimaelifeservices.com	Direct Support Professional: We have openings for part time and full time Direct Support Professionals (DSPs). Applicants should possess a willingness and desire to work with people experiencing Mental Illness, Intellectual, and Developmental Disabilities. If you want more than a job, join our team where you can make a difference; assist in teaching life skills to individuals in a community based setting.
Von Maur	115 Iowa River Landing Pl., Coralville	(319) 351-7220	www.vonmaur.com	Part Time Sales Associate: Provides excellent customer service. • Sells at or above sales goals, maintains account solicitation and non-selling goals. • Develops and maintains a listing of customers through the Customer Follow-Up Program. Contacts customers via telephone and written communication.
Iowa Workforce	1700 S First Ave., Iowa City	(319) 351-1035		Weekly Job Fair, January 18th Employers : Chick-Fil-A, Tyson Foods and Systems Unlimited from 1-3PM