Job ID: 4379139
Job Title: Payroll Supervisor
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Associates, Diploma
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:

Job Description: The incumbent is responsible for the day to day supervision of the Payroll staff in order to process payroll timely, accurately and in accordance with State guidelines. The incumbent promotes a smooth flow of communication between the Payroll division and other departments of the Tollway. Most importantly, the incumbent ensures that all employees of the Tollway receive their wages and salary on time. DIMENSIONS: Annual Payrolls Processed: $112,000,000 which includes: * Four (4) Bi-weekly Union payrolls * Three (3) Semi-monthly salary payrolls * One (1) Monthly salary payroll

Job Requirements: This position requires an Associates Degree and a minimum of (5) years of payroll experience. Two (2) years of accounting experience with a High School diploma or GED equivalent can be substituted for the Associates Degree. Excellent knowledge Microsoft Word, Excel and Outlook is required. Computer experience and knowledge of data processing functions is required as is familiarity with various payroll/timekeeping/financial software programs. Incumbent must have an aptitude for figures, and strong organizational, interpersonal communication and written communication skills. Additionally, incumbent must have excellent analytical skills.

Application Instructions: To view posting and apply, go to www.illinoistollway.com

Contact: Ginny Sanchez
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2335

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Job ID: 4376537
Job Title: Financial Aid Advisor
Company: Joliet Junior College
Job Type: Full Time
Degrees Wanted: Associates
Location: Joliet, IL 60431
Salary: $19.42 hour

Job Description: POSITION TITLE: FINANCIAL AID ADVISOR, CFFAID-ADVR01, CFFAID-ADVR02, CFFAID-ADVR03, CFFAID-ADVR04, CFFAID-ADVR05, CFFAID-ADVR06 STATUS: Full time DEPARTMENT: Financial Aid/Veterans DIVISION: Student Development CLASSIFICATION: Non-exempt UNION: Clerical REPORTS TO: Director, Financial Aid/Veterans PLACEMENT: Clerical Grade 8 MINIMUM PAY RATE: $19.42 per
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The student population at the college is diverse in ethnicity, gender, language, age and background. Joliet Junior College is an AA/EO employer and strongly encourages applications from candidates who would enhance the diversity of its staff.

POSITION SUMMARY: This position serves as the primary contact for students and parents providing in-depth advising and resolutions in regards to financial aid eligibility. This position is responsible for interpreting financial aid regulations, analyzing student data, and implementing procedures to ensure regulatory compliance and delivery of financial aid.

ESSENTIAL JOB DUTIES AND KEY RESPONSIBILITIES:
1. Advise students, parents, and staff concerning all aspects of financial aid/veterans via phone, email, and in person.
2. Perform verification and make necessary corrections to the student's financial aid application in order to determine eligibility.
3. Have a thorough understanding of the awarding processes (i.e. packaging of grants, campus work-study, direct loans, and scholarships). Ability to adjust aid due to a change in the student's eligibility and effectively convey the reasons for adjustment.
4. Maintain a thorough understanding of institutional, federal and state financial aid regulations and policies.
5. Conduct financial aid workshops, new student orientation, and assigned financial aid presentations.
6. Understand and utilize reports generated for maintenance and reconciliation of federal and state aid programs.
7. Communicate effectively with outside agencies in regards to financial aid issues.
8. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:
1. Associate's degree.
2. Two (2) years of professional financial aid work experience.
4. Excellent interpersonal, written and verbal communication skills.
5. A thorough and working knowledge of Title IV programs, funding and need analysis.
6. Extensive personal computer skills and knowledge of Microsoft Office Suite.

PREFERRED QUALIFICATIONS:
1. Bachelor's degree.
2. Experience with Ellucian Colleague system.
3. Ability to speak Spanish fluently.

PHYSICAL DEMANDS:
1. Normal office physical demands.
2. Ability to travel between campus locations and to and from community events.

WORKING CONDITIONS:
1. Duties are performed indoors in the usual office environment.

Application Procedures:
"Apply to this Job at employment.jjc.edu" Application Deadline: February 19, 2016 Joliet Junior College is an equal opportunity/affirmative action college supporting diversity.

Application Instructions: Please see below the steps to take to apply for a position at Joliet Junior College:
1. Go to http://employment.jjc.edu
2. Search postings
3. Create a log-in and confidential password
4. Complete an application and attach necessary documents
5. Submit your application

Contact: Human Resources-Joliet Junior College
Address: 1215 Houbolt Road, Joliet, IL 60431
Email: HR@jjc.edu
Apply Online: https://employment.jjc.edu/postings/1325

Expires: 02/19/2016
Job ID: 4378230
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Grove, IL 60171
Salary: $10-$15/hour

Job Description: Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program. Course Hero is the #1 online learning platform, providing students with the best materials and tools to study more effectively. With funding and advisory from top investors (including the founders of YouTube, StubHub, and Google AdSense, and early stage investors in Twitter, Foursquare, and PayPal), and a rapidly growing base of 7+ million users, Course Hero is leveraging technology to provide a more effective learning resource for students around the world. This semester we are accepting applicants for our internship program, which allows selected students to help shape the future of our educational platform, while also developing, applying, and honing their professional skill set. As a company whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help spread awareness about the Course Hero Knowledge Drive at their school, which is helping students study more effectively while also supporting the development of education abroad. Together with our partners charity Books for Africa, the Knowledge Drive has donated 245,000+ books to students abroad! In addition to spreading awareness about our Knowledge Drive initiative, interns will also work with the Course Hero team to provide insights into how we can provide an even better resource for students at their school. Our internship is also designed to help interns develop their professional skill set and prepare for a successful career after graduation. To accomplish this, our program includes: -One on one mentoring with an assigned Course Hero Manager -Opportunities to develop, hone, and refine marketing, networking, communication, management, and leadership skills -Letter of recommendation, references for future jobs or applications, and LinkedIn endorsements -Involvement with one of the fastest growing start-ups in the world of education technology Based on previous interns who have thrived in our internship, the ideal candidates are: -Interested in business, marketing, entrepreneurship, communication, and/or technology -Able to effectively communicate and connect with others -Driven to do something amazing for the world of education both here and abroad -Experienced with social media tools like Facebook and Twitter -Current students living on or near campus

Application Instructions: If you are interested in joining Course Hero's internship program and working together to do something powerful for the entire landscape of education, please apply here! https://www.coursehero.com/business-internship/

Contact: John
Address: 1400 Seaport Blvd., 2nd Floor, Redwood City, CA 94063
Phone: 650) 409-7164
Email: applicants@coursehero.com
Apply Online: http://www.coursehero.com/business-internship/
Expires: 02/19/2016  
Job ID: 4378730  
Job Title: Switchboard Operator  
Company: Illinois Tollway  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Downers Grove, IL 60515  
Salary:  
Job Description: This positions answers and directs all calls to the appropriate employee or department. This position also provides general information and directions for the Authority. This position also answers the Authority's TTD number. The Switchboard Operator must possess experience in dealing with the public in a professional and friendly manner. The position also functions as a receptionist and controls access to the main entrance of the Central Administration (CA) building. Visitors entering the building are logged into the visitor system and given a printed badge. The Switchboard Operator signs and accepts deliveries and notifies the appropriate department to arrange pickup of packages left or delivered to the main entrance. The Switchboard Operator is frequently expected to multi task and be prepared to handle multiple questions, problems, inquiries while properly directing and resolving problems. The position is also responsible for conference rooms at CA.  
Job Requirements: This positions answers and directs all calls to the appropriate employee or department. This position also provides general information and directions for the Authority. This position also answers the Authority's TTD number. The Switchboard Operator must possess experience in dealing with the public in a professional and friendly manner. The position also functions as a receptionist and controls access to the main entrance of the Central Administration (CA) building. Visitors entering the building are logged into the visitor system and given a printed badge. The Switchboard Operator signs and accepts deliveries and notifies the appropriate department to arrange pickup of packages left or delivered to the main entrance. The Switchboard Operator is frequently expected to multi task and be prepared to handle multiple questions, problems, inquiries while properly directing and resolving problems. The position is also responsible for conference rooms at CA.  
Application Instructions: To view posting and apply, go to www.illinoistollway.com  
Contact: Ginny Sanchez  
Address: 2700 W Ogden Ave, Downers Grove, IL 60515  
Phone: 630-241-6800 x2335

Expires: 02/19/2016  
Job ID: 4379628  
Job Title: Resource Analyst  
Company: Kane-DuPage Soil and Water Conservation District
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Geography  
Job Target: Any Job Target  
Location: Saint Charles, IL 60175  
Salary: $14.00-$17.00/hr  
Job Description: -Provide technical assistance on urban and rural conservation issues -Carry out the provisions of the Soil Erosion and Sediment Control program by performing engineering plan reviews, conducting construction site inspections, and preparing reports -Conduct natural resource inventories on parcels in need of zoning amendments through the use of GIS and onsite inspections -Educate the public and other professionals on soil and water conservation techniques through seminars and other public events -Assist office staff with clerical duties as needed  
Job Requirements: -Excellent communication skills (written and verbal) -Be able to handle multiple tasks -Be organized and a self-starter -A background check, fingerprinting and a valid Illinois Driver's License will be necessary  
Application Instructions: Visit www.kanedupageswcd.org to download an employment application. Mail or email application along with a current resume.  
Contact: Elizabeth Hagen-Moeller  
Address: 2315 Dean St. Suite 100, Saint Charles, IL 60175  
Phone: 630-584-7960 Ext. 3  
Fax: 6305847960  
Email: elizabeth.hagenmoeller@kanedupageswcd.org

Expires: 02/22/2016  
Job ID: 4380062  
Job Title: Infant/Toddler Specialist  
Company: Cary Early Learning Center Inc.  
Job Type: Full Time  
 Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Cary, IL 60013  
Salary:  
Job Description: Full Time Infant and Toddler Teacher to work with a mixed age group of children ages six weeks through two years. Applicant must have extensive experience in an accredited child care facility working with this age group, including supervising and/or mentoring other teachers. Must meet DCFS requirements for teachers.  
Application Instructions: Send resume with contact information to rvanduzer@caryelc.com  
Contact: Ruth Van Duzer
Job Description: IT PROJECT MANAGER Posting No. 398 & 399 Posting Period: February 9 - 22, 2016

Summary of Duties Reporting directly to the Director, Systems Development, the IT Project Manager will plan, organize, manage and deliver cross-functional information technology projects that are significant in scope and impact. Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensure technical feasibility. Ensure resource availability and allocation and that all parties' requirements are defined and met. Develop detailed project plan to monitor and track progress. Manage changes to project scope, schedule, and costs using appropriate verification techniques; measure project performance using appropriate tools and techniques. Create and maintain comprehensive project management documentation; ensure proper technical and functional project documentation is created by the appropriate project resource. Assess problem situations to identify causes, gather and process relevant information, generate solutions, and make recommendations to resolve problems; coordinate the project funding process for new projects where specific dedicated funding is required. Perform other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications:
1. Bachelor's degree in a computer technology related discipline OR in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in information technology.
2. In addition to #1, must have seven (7) years of experience which includes a minimum of four (4) years of demonstrated experience in project management in information technology, preferably in the public sector.
3. Experience managing project budgets.
4. Experience working with project teams, managing the implementation of package software, planning, change and risk management; consultant firm experience or internal consulting preferred.
5. Experience in procurement processes (e.g. low-priced and informal bidding, RFPs).
6. Knowledge of both theoretical and practical aspects of project management and of project management techniques and tools.
7. Excellent client facing, internal communications, critical thinking, and problem solving skills.
8. Excellent verbal, listening and written communication skills.

All
employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrarr.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrarr.com

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-8918

Expires: 02/23/2016
Job ID: 4386278
School Job ID: MVCC
Job Title: Senior PTC Systems Test Engineer
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Electronics Technology
Job Target: Any Job Target
Location: Chicago, IL
Salary:

Job Description: Senior PTC Systems Test Engineer Posting No. 307 Posting Period: February 10 - 23, 2016 Summary of Duties The Senior PTC Systems Test Engineer will be responsible for PTC systems testing by providing hands on support for all aspects of the design, development, testing, documentation, and deployment of Linux and Windows based servers and networks. Read and write test procedures and plans; monitor and manage selected subcontractor development and deliverables. Conduct on-site reviews and verify system tests, including independent verification and validation of system features and functionality. Participate in budget preparation, project status and activation meetings. Develop and review technical designs, systems integration, maintenance, and operations plans. Perform other related duties as
needed to meet the ongoing needs of the organization. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree in a computer related degree, Electrical/Electronic Engineering OR in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in the railroad signaling industry with an emphasis on train control and Supervisory Control and Data Acquisition (SCADA) system development and implementation projects. 2. In addition to #1, must have seven (7) years of development experience in C++ and Visual Studio (C#, VB) in operating system environments including Windows, Linus/Unix, messaging protocols (RHE, MRG and AMQP) and Oracle database systems. 3. Three (3) years experience in the railroad signaling industry with an emphasis on Train Control and SCADA system development and implementation projects and two (2) years' experience in Change Management and Quality Assurance systems preferred. 4. Knowledge of software, computers, operating systems (UNIX, Linus, Microsoft), VHF and UHF radio voice and data communications, information assurance, data security, and network technologies. 5. Knowledge of the systems engineering process, system architecture and design, system verification, and turnover. 6. Extensive knowledge of rail industry systems, electrical interfaces, software and network protocols, and system integration with commercial off the shelf (COTS) hardware and software; knowledge of Oracle database systems. 7. Proficient in Microsoft Office 8. Excellent written/verbal communication, interpersonal, and analytical skills. 9. Desired Certifications: Microsoft Certified Professional Developer, Java Certified Programmer and Python Certified Programmer. 10. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrarr.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrarr.com

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-8918

Expires: 02/28/2016
Job ID: 4376099
Job Title: Teacher
Company: Safari Life Child Care & Learning Center
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Lynwood, IL 60411
Salary: $10-12 per hour
Job Description: Teacher/assistant for 2yr old classroom.
Job Requirements: Candidate must possess a minimum of one year of child development experience in a nursery school or child care center, CDA in infant/toddlers or AA degree in Early Childhood Education. Candidate must have a love for children. Background clearance required.
Contact: Safari Life Child Care & Learning Center
Address: 1935 Glenwood Dyer Rd, Lynwood, IL 60411
Phone: 708-833-7040
Fax: 708-251-8118
Email: thekidzclubhouse@comcast.net

Expires: 02/29/2016
Job ID: 4382721
Job Title: ADJUNCT FACULTY OPEN HOUSE
Company: Robert Morris University Illinois
Job Type: Part Time
Degrees Wanted: Doctorate, Masters, MBA
Majors Wanted: Accounting, Accounting & Business Administration, Biological Sciences, Business Management, Business Support Specialist, Economics, Marketing Management, Mathematics, Philosophy, Science
Job Target: Any Job Target
Location: Peoria, IL 61602
Salary:
Job Description: Robert Morris University is seeking qualified graduate and undergraduate faculty to enhance our experience-based education with industry expertise. If you are looking to share your time and talents with the next generation of leaders, we invite you to attend our Open House on Tuesday, March 1st, 5:30-7:00pm at our Peoria Campus location, 1 Technology Plaza, 211 Fulton Street, Peoria. Faculty opportunities are available in both our School of Business and the College of Liberal Arts, at our Peoria and Springfield campus locations.
Job Requirements: Master's Degree in discipline required, PhD preferred
Application Instructions: Please RSVP by Friday, February 26th to hr@robertmorris.edu. Candidates are encouraged to attach their resume or CV with their RSVP.

Contact: Ann Bresingham
Address: 401 S. State St. Suite 420, Chicago, IL 60605
Phone: 312.935.6710
Fax: 312.935.6711
Email: hr@robertmorris.edu

Expires: 03/01/2016
Job ID: 4383133
Job Title: LEAD OPERATIONS ASSISTANT
Company: Redstone Healthcare, LLC
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Medical Administrative Assistant, Office Assistant, Small Business Management
Job Target: Any Job Target
Location: LAKE BLUFF, IL, IL
Salary: $31,000 - $41,000

Job Description: Our growing medical product and service company seeks a highly motivated, self directed individual looking for the next challenge. In our busy start-up environment, each day will be unique as you work to implement each sale and service request from initial point of contact to delivery of product or service. Components include marketing, quoting, purchase orders, customer/vendor correspondence, billing, shipping, inventory control and follow-up.

Job Requirements: The ideal candidate has proven experience in process development and implementation; superior customer service skills; ability to multi-task; accounting experience and experience with QuickBooks and Filemaker a plus!

Application Instructions: Please email resume and any additional supporting information to hr@redstonehealthcare.com. We look forward to learning more about you! (No phone calls please, as we are giving phone priority to our customers.)

Contact:
Email: hr@redstonehealthcare.com

Expires: 03/02/2016
Job ID: 4369712
School Job ID: Oakton - EW
Job Title: Community Development Organizer - Housing
Company: Access Living of Metropolitan Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60654

Salary:

Job Description: BASIC FUNCTION: Development and implementation of community organizing campaigns to increase access for people with disabilities in City of Chicago housing programs; and to protect existing programs and create new affordable, accessible, integrated housing options using local, state, and Federal resources. Some policy support work in these areas will also be expected. SPECIFIC DUTIES: Describe responsibilities and tasks - Coordinate the Disability Rights Action Coalition for Housing (DRACH): Recruit, organize and support grassroots leaders with disabilities on housing issues through one-on-ones and other base-building activities; Collaborate broadly with internal and external stakeholders to support grassroots systems change advocacy on housing policies and programs at the local, state and Federal levels, * Campaign Development: Design and coordinate disability rights housing advocacy/organizing campaigns for systems change and reform at the local, state and Federal levels as needed; Support grassroots housing organizing for DRACH and other housing-related efforts, * Training and Leadership Development: Provide grassroots leaders in the disability community with leadership development and organizing training; Train people with disabilities on their fair housing rights and responsibilities, including public housing policies and regulations, * Coalition Building: Increase DRACH political power by building and cultivating relationships with housing-related community groups, fair housing advocacy organizations, and government agencies to create broad coalitional support for disability housing issues, * Internal Collaboration: Coordinate with Access Living housing locators and housing counseling staff and fair housing/legal staff to ensure a high level of service for clients in need of those services, and to recruit members for DRACH from those clients assisted, * Policy Work: Provide support to the Manager of Organizing and Policy in monitoring affordable housing policy and legislation at local, state and Federal levels; coordinating public and written testimony and comments on proposed legislation and policy/rule changes; and promoting new policies and policy reform efforts creating affordable, accessible, integrated housing for people with disabilities, * Community Education/Outreach: Conduct public education efforts around housing policy and legislation, including through the use of media; Provide internal and external workshops and seminars on housing policy, related court cases, and legislation * Miscellaneous Duties: Conduct written quarterly project activities reports; Ensure compliance with grant requirements through regular data entry; act as a spokesperson for Access Living on housing issues as assigned; and execute any other duties as assigned.

Job Requirements: Bachelor's degree or applicable life/work experience. Good written and oral communication skills. A writing sample will be required. Proficiency in Microsoft Office Suite, especially Word, Excel, Publisher, and Outlook.

Application Instructions: Interested candidates should email, mail or fax a resume and cover letter to: Human Resources Access Living 115 W. Chicago Avenue Chicago, IL 60654 fax: 312-787-3866 rmata@accessliving.org No phone calls please

Contact: Human Resources
Address: 115 West Chicago Avenue, Chicago, IL 60654
Fax: 3127873866
Email: rmata@accessliving.org

Expires: 03/02/2016
Job ID: 4370109
Job Title: Maintenance Planner
Company: CAI
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: South Holland, IL 60473
Salary:

Job Description: Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit wwwarmacell.us. We are seeking a full time Maintenance Planner in our South Holland, IL facility. The Maintenance Planner will be responsible for preparing Maintenance schedules to ensure staffing availability to meet on time customer requirements. Additional responsibilities will include occasional purchasing, order entry and continuous interaction with applicable Armacell personnel to review the maintenance schedule to ensure the proper support is provided to operations. Job Responsibilities * Prepare Maintenance schedules. * Responsible for initial screening of incoming work orders, identification of scope, and analysis of required level of planning. * Conducts field walk to identify and document job requirements. * Estimates required hours on work order tasks, total work order duration, and skills required to perform the task. * Gathers necessary engineering or technical documents, specifications, and drawings. Writes clear and concise work procedures. * Compiles information into a job package that is ready for skilled trades - clearly communicates with skilled trades regarding critical steps in the process * Ability to accurately measure the maintenance backlog in its various forms and continually maintains not less than 2 weeks' worth of ready backlog at all times. * Ensures all work orders and maintenance log items are closed when work is finished. * Responsible for equipment and repair parts data entry and management. * Ensures all work orders and maintenance log items are closed when work is finished. * Track and expedite critical work orders through manufacturing process. * Participate in the daily GEMBA walks * Participate in WAM.
Requirements: * Strong communication skills and PC skills * Minimum of 2 years experience in a scheduling environment * Maintenance experience in a manufacturing setting Armacell is an Equal Employment Opportunity Employer including protected Veterans and Disabled Individuals

Contact: Perry Baltasar
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604
Phone: 919-878-9222
Fax: 919-872-6599
Apply Online: http://capital.iapplicants.com/ViewJob-717287.html

Expires: 03/02/2016
Job ID: 4370117
Job Title: Maintenance Supervisor
Company: CAI
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: South Holland, IL 60473
Salary:

Job Description: Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit www armacll.us. We are currently seeking a Maintenance Supervisor for our 8 pm–8 am shift. The Maintenance Supervisor reports to the Maintenance Manager and is a key position for all maintenance projects for the South Holland plant. This role is responsible for safely and effectively driving the day to day activities of the maintenance mechanics to ensure that all safety, maintenance and uptime goals are met. Duties: The Maintenance Supervisor is responsible for: · Ensuring maintenance activities are carried out in a safe manner and meet all regulatory and industry standards. · Supervising maintenance employees while monitoring machinery and building conditions. · Research and implement projects that will enhance the safety, reliability and/or the production of machinery. · Assigning daily tasks and projects to mechanics with follow up to completion. · Ensuring that all preventative/predictive maintenance tasks are completed in a
timely manner. · Analyzing and troubleshooting issues with the machinery. · Managing training and development of the team while resolving any conflict of maintenance employees. · Researching and purchasing new or replacement parts for equipment within department budget. · Completing maintenance reports and paperwork accurately and in a timely manner. · Ensuring housekeeping in area(s) of responsibility is safe, clean and tidy. · Participating in GEMBA walks and leading the Maintenance team in WAM. Qualifications: Requirements Bachelor’s Degree in Engineering, Operations or comparable combination of education and experience preferred. Minimum of three to five years of supervisory experience in a manufacturing environment. Knowledge of process improvement tools and techniques such as Lean manufacturing. Knowledge of Microsoft Office applications and Lotus Notes preferred. Armacell is an Equal Employment Opportunity Employer including protected Veterans and Disabled Individuals

Contact: Perry Baltasar
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604
Phone: 919-878-9222
Fax: 919-872-6599
Apply Online: http://capital.iapplicants.com/ViewJob-717277.html

Expires: 03/02/2016
Job ID: 4370125
Job Title: Mechanical/Electrical Technician
Company: CAI
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: South Holland, IL
Salary:
Job Description: Armacell is a world leader in flexible insulation foams for the equipment insulation market and also a leading provider of engineered foams. In the year 2014, the company with currently 2,600 employees generated net sales of EUR 452.2 million. With its 23 manufacturing plants in 15 countries on four continents, Armacell follows a strategy of internationalization. The company operates within two main businesses: the Advanced Insulation business develops flexible insulation foam products for the insulation of mechanical equipment. The Engineered Foams business develops and markets light foams for use in a broad range of end-markets. The high-tech insulation products of Armacell increase the global energy efficiency and are used in many high-end facilities, including the Empire State Building and the International Space Station. Beyond thermal insulation, Armacell products are used as acoustic insulation, as gaskets and seals in a variety of modern car models or as central components of wind turbine blades. For more information about Armacell, visit www.armacell.us. We are currently seeking an experienced Mechanical/Electrical Tech. to work our 8 pm-8 am shift (Some weekend work is required). Responsibilities include: * Troubleshoot and diagnose nature...
of production processing equipment breakdowns involving mechanical, electrical, and
electronic, pneumatic and hydraulic functions, and use computer and software to make repairs.
* Tear down equipment, check for defective components and replace parts and motors,
bearings, belts, seals, hoses and cylinders as required. Rebuild, check and make final equipment
adjustments. * Test electrical and electronic equipment functions, rewire units, replace defective
components, circuit boards and parts, and retest units for proper operation. Repair electronic
equipment. * Install equipment, build foundations and structures as required, run in electrical
power, bend and install conduit, pull and terminate wires to boxes and check circuits for proper
operation. Pipe in water as needed. * Perform scheduled preventative maintenance activities, oil
and lubricate equipment, change units, clean dust collector, check belts and hoses,
air pressures of water temperatures. Maintain building equipment, clean coils, check water
levels and temperatures, and perform minor repair duties. * Follow safety rules and keep work
area in clean and orderly condition. Requirements * High School Diploma or GED, *
Knowledge of & experience working with electricity, electronics, mechanics, pneumatics and
hydraulics and HVAC functions. * 2 years of technical trades training or 5 years of experience
in similar environment. * Must be able to work overtime as needed. * Must be able to work
weekends as required. Armacell is an Equal Employment Opportunity Employer including
protected Veterans and Disabled Individuals

Contact: Perry Baltasar  
Address: 2900 Highwoods Boulevard, Raleigh, NC 27604  
Phone: 919-878-9222  
Fax: 919-872-6599  
Email: perry.baltasar@capital.org

Expires: 03/02/2016
Job ID: 4370279
Job Title: Team Leader - Aurora  
Company: Feed My Starving Children  
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60504  
Salary:

Job Description: Function: Host and direct large volunteer groups of youth and adults in
packaging Feed My Starving Children (FMSC) food product, creating a positive experience for
volunteers. Perform general labor and warehousing tasks. Primary Duties & Responsibilities: *
Greet volunteers, direct check-in, and educate volunteers on the FMSC story and mission.
Adjust presentation delivery to each audience. * Instruct volunteers on how to package food
product; monitor volunteers to ensure proper adherence to procedures. * Ask volunteers to
donate through financial gifts and/or by purchasing products from the MarketPlace(tm) store. *
Uphold workplace safety policies and procedures. * Uphold food safety and quality policies and
procedures. * Maintain the flow of supplies and finished product around the packaging area and warehouse. * Label inventory, palletize boxes, wrap and strap pallets, and use a forklift and/or pallet jack. * Track and complete production reports for each volunteer shift. * Interact over the phone and in-person with registered volunteer groups to drive attendance, encourage fundraising efforts, and increase on-site donations. * Clean and maintain the orientation area, packing areas, restrooms, warehouse, etc. * Perform transactions for merchandise sales; restock retail inventory. * Lead a brief Christian prayer, inviting volunteers to pray over the packaged food. * Act as backup to the Warehouse Specialist/Assistant as needed. * Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC). * Perform other duties as assigned. Schedule & Details: * Part-time, non-exempt (hourly) position. Work location is in Aurora, IL. Reports to Site Supervisor. * Wage is $11.50/hour. * Regularly scheduled for 16-24 hours per week, subject to site staffing needs. * Initially scheduled for shifts on Mondays and Wednesdays from 8:30am-5pm, and Saturdays from 1:30pm-10pm. Occasional Sunday and holiday availability required. * Expected to occasionally sub for other Team Leaders. Occasional trainings and meetings also required, e.g. Team Leader meetings occur on a weeknight once per month. * Will have consistent exposure to soy, a known allergen.

**Job Requirements:** Required Experience & Qualifications: * Must be 18 years of age or older. * Commitment to support, promote, and authentically communicate FMSC's Christian mission and goals. * Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc. * Enthusiastic, team-oriented attitude. * Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade, and instruct large groups. * Experience asking for donations desired. * Assertive and able to coordinate and delegate. * Flexible, adaptable, and able to troubleshoot. * Able to perform responsibly, follow directions, and use good judgment and discretion. * Excellent organizational skills and attention to detail. * Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.

**Application Instructions:** To Apply: Complete the online application at www.fmsc.org/apply. You may also upload a resume (not required). Position is open until filled.

**Contact:** Amanda Wheeler
**Address:** 742 E Park Avenue, Libertyville, IL 60048
**Phone:** 763-504-2919 (headquarters)
**Email:** hr@fmsc.org
**Apply Online:** http://www.fmsc.org/apply

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**Expires:** 03/02/2016
**Job ID:** 4370316
**School Job ID:** ivcc
**Job Title:** Full-Time Paramedic
**Company:** 10/33 Ambulance Service, Ltd.
**Job Type:** Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Spring Valley, IL 61362
Salary: $13.85/hr.
Job Description: The paramedic administers life support to sick and injured persons in pre-hospital settings as authorized and directed by a physician, including protocols, as well as assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
Job Requirements: This position is a 24 hour on/48 hour off scheduled shift. Healthcare/Dental benefits are offered/included.
Application Instructions: Applications are available at our location of: 3 Wolfer Industrial Drive, Spring Valley, IL 61362.
Contact: Bob Hoscheid
Address: 3 Wolfer Industrial Drive, Spring Valley, IL 61362
Phone: 815-663-6683
Fax: 815-663-1035
Email: director@1033ambulance.org

Expires: 03/02/2016
Job ID: 4370322
School Job ID: ivcc
Job Title: Part-Time Paramedic
Company: 10/33 Ambulance Service, Ltd.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Spring Valley, IL 61362
Salary: $13.35/hr.
Job Description: The paramedic administers life support to sick and injured persons in pre-hospital settings as authorized and directed by a physician, including protocols, as well as assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.
Job Requirements: This position is a part-time, fill-in type schedule. Hours and days are variable and flexible.
Application Instructions: Applications can be picked up at our location of: 3 Wolfer Industrial Drive, Spring Valley, IL 61362.
Contact: Bob Hoscheid
Address: 3 Wolfer Industrial Drive, Spring Valley, IL 61362
Phone: 815-663-6683
Fax: 815-663-1035
Email: director@1033ambulance.org

Expires: 03/02/2016
Job ID: 4370539
Job Title: Billing Representative
Company: Familia Dental
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL 60168
Salary:

Job Description: Position: Billing Representative - Schaumburg, IL
Job Functions and Responsibilities: The Billing Representative is responsible for the timely submission of insurance claims. This position will effectively deliver company's vision, mission and values to the community.
Duties: * Verify Insurance Coverage
* Submit Claims to Medicaid & Insurance companies
* Process Dental claims

JOB REQUIREMENTS
The ideal candidate will have the following characteristics:
* Familiarity with the insurance system.
* Must be organized and detailed orientated
* Must have strong written and oral communication skills.
* Must have a professional manner and appearance at all times.
* Must possess computer skills - Microsoft Office (Word, Excel, PowerPoint, Outlook).

Preferences: We prefer candidates with the following characteristics:
* Understand medical/dental coding
* Familiarity EagleSoft.

Contact: Minya Garrett
Address: 2050 E Algonquin Rd Suite 610, Schaumburg, IL 60173
Phone: 847-508-9341
Fax: 847-496-7603
Email: hr@familiadental.com
Apply Online: http://familiadental.com

Expires: 03/02/2016
Job ID: 4370543
Job Title: Collections Coordinator
Company: Familia Dental
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
**Job Target:** Any Job Target

**Location:** Schaumburg, IL 60173

**Salary:**

**Job Description:** Position: Collections Coordinator - Schaumburg, IL

Job Functions and Responsibilities: The Collections Coordinator is responsible for the timely collection of insurance claims. This position will effectively deliver company's vision, mission and values to the community.

Duties:
- *Verify Status of dental claims for payment*  
- *Enter insurance payments through dental software*  
- *Send Dental insurance statements to patients*

**JOB REQUIREMENTS**

The ideal candidate will have the following characteristics:
- *Familiarity with the insurance system.*  
- *Must be organized and detailed orientated*  
- *Must have strong written and oral communication skills.*  
- *Must have a professional manner and appearance at all times.*  
- *Must posses computer skills - Microsoft Office (Word, Excel, PowerPoint, Outlook).*

Preferences: We prefer candidates with the following characteristics:
- *Understand medical/dental coding*  
- *Familiarity EagleSoft.*

**Contact:** Minya Garrett

**Address:** 2050 E Algonquin Rd Suite 610, Schaumburg, IL 60173

**Phone:** 847-508-9341

**Fax:** 847-496-7603

**Email:** hr@familiadental.com

**Apply Online:** http://familiadental.com

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**Expires:** 03/02/2016

**Job ID:** 4370611

**Job Title:** Prep-Cook, Cashier

**Company:** La Parrillita Mexican Grill

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** River Forest, IL 60305

**Salary:** $9.50 - $10.00/hr.

**Job Description:** Preparation Basic cutting of vegetables. Some experience in the kitchen is a plus. Cashiers will be handling and balancing cash register. Must have good customer services.

**Application Instructions:** Please e-mail your resume to jackie@laParrillita.com or call for an appointment at 312-866-6585 Or you can stop in person to apply.

**Contact:** Jackie kotarba

**Address:** 7225 W. North Ave, River Forest, IL 60305

**Phone:** (312) 866-6585

**Email:** jackie@laParrillita.com
Expires: 03/02/2016
Job ID: 4370650
Job Title: Key Holder
Company: Clark Street Sports
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: Opening and closing of store assisting customers ringing out cashiers. Keeping store in presentable conditions. Some experience is a plus.
Application Instructions: Please e-mail your resume to rosemont@clarkstreetsports.com
Contact: David Narvaez
Address: 5220 Fashionoutlet way, Rosemont, IL 60018
Phone: (847) 201-4137
Email: rosemont@clarkstreetsports.com

Expires: 03/02/2016
Job ID: 4370660
Job Title: Associate
Company: Clark Street Sports
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: Assisting customers, keeping store in a presentable conditions, ringing out cashiers.
Application Instructions: please e-mail your resume to rosemont@clarkstreetsports.com
Contact: David Narvaez
Address: 5220 Fashionoutlet way, Rosemont, IL 60018
Phone: (847) 201-4137
Email: rosemont@clarkstreetsports.com

Expires: 03/02/2016
Job ID: 4370768
Job Title: Full time Assistant Teacher-Toddler Program  
Company: Elk Grove Township Community Day Care Center  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors, Certificate  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Elk Grove Village, IL 60007  
Salary:  
Job Description: Now hiring Full-Time Assistant Teacher at our NAC Accredited Day Care Center in Elk Grove Village. Must be DCFS Child Care Worker Qualified. Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially, and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.  
Application Instructions: Please email resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information.  
Contact: Linda Neil  
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007  
Phone: 847-439-5577  
Fax: 847-439-5584  
Email: egtdcc@aol.com  
Expires: 03/02/2016  
Job ID: 4370823  
Job Title: Gallary Host/Cook  
Company: Hyatt Place Chicago O'Hare Airport  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Culinary Arts  
Job Target: Any Job Target  
Location: Rosemont, IL 60018  
Salary:  
Job Description: Plans, Prepares, and cook foo din accordance with established procedures and sanitary regulations and recipe standards. Assist in setting up buffet. Distributing food to various areas and disassembling buffet area. maintains cleanliness of work area and all articles used. Assists guests as needed. Some experience is a plus.  
Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com  
Contact: Sarah Tharp OR Nicole Patterson  
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Job Title: Gallery Host/ Front Desk
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Perform guest check in and check out. Makes reservations or adjustments to existing reservations. Informs guests of special events, in-house groups, occupancy, and other situations affecting front desk operations. Handles cash and credit transactions. Assists with food services as needed.

Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com

Contact: Sarah Tharp
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: (224) 563-1800
Email: hpchicagoohare@gmail.com

Expires: 03/02/2016
Job ID: 4370957
Job Title: Gallery Host/Night Audit
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Performs guest check in and check out. Makes reservations or adjustments to existing reservations. Inform guest of special events, In-house group, occupancy, and other situations affecting front desk operations. Handles cash and credit transactions. Verifies and balances daily charges for all departments to customers portfolios, master accounts and house accounts. Runs computer through nightly processing sequence to reset for the next day's use in
balancing applicable functions; prepares and transmits credit card deposits and all city ledger work to accounting. Assists with bar and food services as needed.

**Application Instructions:** Please e-mail your resume to hpchicagoohare@gmail.com

**Contact:** Sarah Tharp
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018
**Phone:** (224) 563-1800
**Email:** hpchicagoohare@gmail.com

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**Expires:** 03/02/2016
**Job ID:** 4370976
**Job Title:** Gallary Host/Bartender/Barista
**Company:** Hyatt Place Chicago O’Hare Airport
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Rosemont, IL 60018
**Salary:**

**Job Description:** Takes orders from customers. Prepares and serves alcoholic, non-alcoholic, and coffee beverages. May assist with maintaining bar and coffee supplies and recording keeping. Handles cash and credit transactions.

**Application Instructions:** Please e-mail your resume to hpchicagoohare@gmail.com

**Contact:** Sarah Tharp
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018
**Phone:** (224) 563-1800
**Email:** hpchicagoohare@gmail.com

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**Expires:** 03/02/2016
**Job ID:** 4371003
**Job Title:** Maintenance Technician
**Company:** Hyatt Place Chicago O’Hare Airport
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Rosemont, IL 60018
**Salary:**
Job Description: Performs semi-skilled maintenance and repair services of facility systems such as mechanical, electrical, and building systems. Duties may increase in scope as the employee becomes more skilled. But primary emphasis is the performance of a variety of maintenance tasks rather than a high degree of skill in any particular trade. may be skilled in HVAC, Electrical, Plumbing, preventative maintenance.

Application Instructions: Please e-mail your resume to hpchicagoohare@gmail.com

Contact: Sarah Tharp & Nicole Patterson

Address: 6810 Mannheim Rd., Rosemont, IL 60018

Phone: (224) 563-1800

Email: hpchicagoohare@gmail.com

Expires: 03/02/2016

Job ID: 4371030

Job Title: COA/COT

Company: Gailey Eye Clinic

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Bloomington, IL 61704

Salary:

Job Description: Certified Ophthalmic Assistant/ Certified Ophthalmic Technician Gailey Eye Clinic - Retina Center POSITION PURPOSE: Provides service to patient's eye care options and exam needs courteously and professionally. Perform administrative and clinical duties neatly, accurate and timely. Gailey Eye Clinic is committed to providing each patient with the highest quality eye care. This position plays an integral role in accomplishing this goal by utilizing a broad range of skills related to the customer service, clinical and administrative functions of the department. Current certification is required. ESSENTIAL FUNCTION AND RESPONSIBILITIES: Show patients to examination rooms and prepare them for the physician. Record patients' medical history, vital statistics, or information such as test results in medical records. Prepare treatment rooms for patient examinations, keeping the rooms neat and clean. Administer topical ophthalmic or oral medications. Operate ophthalmic equipment, such as autorefractors, phoropters, tomographs, retinoscopes and assessment for visual acuity. Conduct tonometry or tonography tests to measure intraocular pressure. Explain treatment procedures, medications, or physicians' instructions to patients. Compile and transmit correspondence, notes, and medical records during exam of the patient using a personal computer or hand held device. Record medical charts and charge slip for billing for patients. Transcribe medication prescriptions as directed by physician and provide patient with approved medication information. Assist physicians in performing ophthalmic procedures, including surgery. Clean and sterilize instruments and dispose of contaminated supplies. Maintain ophthalmic instruments or equipment. Measure and record lens power, using lensometers. Adjust or make minor repairs to spectacles or eyeglasses. Communicate and transmit correspondence of medical
records by phone, mail, e-mail, or fax. Minimum Job Requirements (Education, Experience, Skills): High school diploma or equivalent. Previous customer service and/or medical office experience required. Previous experience using EHR and EPM is preferred. Current certification is required. Strong verbal communication skills. Demonstrate ability of computer applications. Ability to work independently and with minimal supervision. Demonstrated ability to work effectively with the staff and public. Ability to handle multiple tasks and work with shifting priorities. Demonstrates a sincere interest in listening to and responding to patient concerns and solving their issue in a timely manner. Physical Demands: This position requires incumbent to walking/standing for long hours during regularly scheduled work hours.

Application Instructions: Please apply online at: http://app.hireology.com/s/103930

Contact: Karen Gollnitz
Address: 1008 North Main Street, Bloomington, IL 61701
Phone: 309-827-8027
Email: humanresources@gaileyeyeclinic.com
Apply Online: http://app.hireology.com/s/103930

Expires: 03/02/2016
Job ID: 4371060
Job Title: Bilingual Spanish Relationship Banker (Teller)
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Waukegan, IL 60079
Salary: 10.34+

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and
new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

**Job Requirements:** Qualifications: * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF’s Relationship Banking training program. Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Email:** jterwill@tcfbank.com

**Apply Online:** https://tcfbank.com/About-TCF/Careers

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**Expires:** 03/02/2016

**Job ID:** 4371065

**Job Title:** Relationship Banker (Teller)

**Company:** TCF BANK

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:**
Job Target: Any Job Target  
Location: Deerfield, IL 60015  
Salary:  
Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: *Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. *Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. *Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. *Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. *Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. *Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. *Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. *Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.  
Application Instructions: Apply Online  
Contact: Greg Gibson  
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527  
Phone: 262-552-3707  
Fax: 262-697-5779  
Apply Online: https://tcfbank.com/About-TCF/Careers  
Expires: 03/02/2016  
Job ID: 4371068  
Job Title: Bilingual Spanish Relationship Banker ( Teller )
Company: TCF BANK  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Libertyville, IL 60048  
Salary: 10.34+

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

Job Requirements: Qualifications: * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances.
Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF's Relationship Banking training program. Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

Application Instructions: Apply Online

Contact: Jessica Terwilliger
Address: 800 Burr Ridge Prky, Burr Ridge, IL 60527
Phone: 262-552-3707
Fax: 262-697-5779
Email: jterwill@tcfbank.com
Apply Online: https://tcfbank.com/About-TCF/Careers

Expires: 03/02/2016
Job ID: 4371069
Job Title: Line Mechanic
Company: Unilever
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60623
Salary:
Job Description: Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of ?48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014 GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/ Line Mechanic - High Speed Manufacturing Job Summary: * Repairs and maintains machinery and mechanical equipment
such as pneumatic tools, motors, conveyor systems and production machines. * Equipment is tested using hand and power tools and precision-measuring instruments. * Installs functional and structural parts in devices or equipment. * Performs preventative maintenance on equipment and may repair electrical equipment. * Adheres to safety guidelines in performing all job functions and duties. Requirements: High school diploma or GED equivalent and three (3) years' experience. Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4 Or call Unilever Enterprise Support HR Services 888.775.0389 All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:
https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4

Contact: Irene Febeola
Address: # 8 Firethorn Trail, San Antonio, TX 78256
Phone: 703-466-8952 ? Ext- 94786
Email: i.febeola.zagrias@unileverhrservices.com
Apply Online:
http://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ4

Expires: 03/02/2016
Job ID: 4371075
Job Title: Relationship Banker (Teller)
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Mundelein, IL 60060
Salary:
Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: *Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF
offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. *Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. *Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. *Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. *Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. *Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. *Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. *Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

**Application Instructions:** Apply Online

**Contact:** Greg Gibson
**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527
**Phone:** 262-552-3707
**Fax:** 262-697-5779
**Apply Online:** https://tcfbank.com/About-TCF/Careers

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**Expires:** 03/02/2016
**Job ID:** 4371080
**Job Title:** Bilingual Spanish Relationship Banker ( Teller )
**Company:** TCF BANK
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Round Lake, IL 60073
**Salary:** 10.34+

**Job Description:** The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services.
Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge. Responsibilities: * Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs. * Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time. * Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts. * Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience. * Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers. * Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs. * Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines. * Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.

**Job Requirements:** Qualifications: * High school degree or GED, or working towards completion. * Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills. * Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF's Relationship Banking training program. Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger
**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527
**Phone:** 262-552-3707
**Fax:** 262-697-5779
Email: jterwill@tcfbank.com
Apply Online: https://tcfbank.com/About-TCF/Careers

Expires: 03/02/2016
Job ID: 4371501
Job Title: Sanitation/Machine Operator
Company: Unilever
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60623
Salary:

Job Description: Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of $48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014 GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/
Sanitizer (2nd, 3rd and weekend shifts available) Position Summary: As a member of the Sanitation department this position is primarily responsible for the cleanliness of the packaging line and related machinery. Candidates must be flexible on hours and shifts. Overtime hours will be scheduled during periods of increased production or to cover absences and vacations. Essential Duties and Responsibilities: Cleans the packaging line and related machinery as well as production floor. Performs housekeeping and janitorial duties to maintain facilities and public areas in clean and orderly condition. Mixes own cleaning solutions to appropriate strength. Removes trash from production, offices and other work areas. May assist other service personnel with minor repairs. follows established routine. Operates and controls CNC sanitation system which sanitizes all process lines. Ability to read and understand cleaning instructions and information and adheres to safety guidelines in performing work. Participate in the implementation of World Class Manufacturing principles to drive continuous improvement. Ability to lift up to 50 lbs. Qualifications: * High School Diploma or GED Required. * Knowledge and skills to perform this job must be acquired through the manufacturing experience. * Basic competency with
computers. * Basic mechanical competency. * Forklift experience or experience with Power Industrial Equipment is a plus. * Must be able to lift up to fifty (50) pounds. This is an entry level position where the employee will be trained on our specific machinery. Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ6 Or call Unilever Enterprise Support HR Services 888.775.0389 All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:

Contact: Irene Febeola
Address: # 8 Firethorn Trail, San Antonio, TX 78256
Phone: 703-466-8952 ? Ext 94786
Email: i.febeola.zagrias@unileverhrservices.com
Apply Online: http://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQ6

Expires: 03/02/2016
Job ID: 4371517
Job Title: Material Handler
Company: Unilever
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60623
Salary:

Job Description: Unilever is one of the world's leading suppliers of Food, Home and Personal Care products with sales in over 190 countries and reaching 2 billion consumers a day. It has 172,000 employees and generated sales of £48.4 billion in 2014. Over half (57%) of the company's footprint is in developing and emerging markets. Unilever has more than 400 brands found in homes around the world, including Persil, Dove, Knorr, Domestos, Hellmann's, Lipton, Wall's, PG Tips, Ben & Jerry's, Marmite, Magnum and Lynx. Unilever's Sustainable Living Plan (USLP) commits to: * Decoupling growth from environmental impact. * Helping more than a billion people take action to improve their health and well-being. * Enhancing the livelihoods of millions of people by 2020. Unilever was ranked number one in its sector in the 2014 Dow Jones Sustainability Index. In the FTSE4Good Index, it achieved the highest environmental score of 5. It led the list of Global Corporate Sustainability Leaders in the 2014
GlobeScan/SustainAbility annual survey for the fourth year running, and in 2015 was ranked the most sustainable food and beverage company in Oxfam's Behind the Brands Scorecard. Unilever has been named in LinkedIn's Top 3 most sought-after employers across all sectors. For more information about Unilever and its brands, please visit www.unilever.com. For more information on the USLP: www.unilever.com/sustainable-living/ Material Handler Job Duties:

- Brings supplies to the packaging line and operates forklift.
- Unloads and loads trucks with incoming and outgoing materials.
- Moves and stores a variety of materials, parts or products.
- Checks incoming materials and reports shortages or damaged materials.
- Transfers materials between departments, using a hand or power truck.
- Fills orders from storage areas and delivers to designated departments.
- Stacks pallets and arranges materials as directed and adheres to safety guidelines in performing such work.
- May operate other equipment on occasion, such as a walking crane or hoist.

Qualifications:

- Two years relevant material handling experience.
- Sit-down forklift operating experience. Forklift Certified preferred.
- High School Diploma or GED equivalent.

Please apply for this position at https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQG Or call Unilever Enterprise Support HR Services 888.775.0389

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, protected veteran status, or other protected class in accordance with applicable federal, state, and local laws. Unilever takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities. Employment is subject to verification of pre-employment drug-screening results and background investigation.

Application Instructions:
https://unilever.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=15000KQG

Contact: Irene Febeola
Address: # 8 Firethorn Trail, San Antonio, TX 78256
Phone: 703-466-8952 ? Ext. 94786
Email: i.febeola.zagrias@unileverhrservices.com

Apply Online:

Expires: 03/02/2016
Job ID: 4373772
Job Title: Quality Engineering Manager
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60624
Salary:
Job Description: A Chicago CNC Contract Machining Company seeks a "hands-on" individual for the position of Quality Engineering Manager with full responsibility of the Quality Assurance department. This position is an integral part of the management team. The ideal candidate will be well versed in CNC and conventional machine shop practice (turning, milling, drilling etc). Responsibilities will include: * Maintaining current ISO 9001 activities * PPAP preparation and related activities * Corrective actions * Nonconformance resolution * Continuous improvement projects * Gage Calibration * Establish customer and subcontractor relations * Promote sound Quality practices and techniques to plant personnel * Proficient computer skills * Experienced in the use of measurement equipment (micrometers, calipers, CMM, Optical Comparator, etc) * Understanding of Heat Treating requirements * Print reading and GD&T interpretation For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/22395-17662.html

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/22395-17662.html

Contact:

Apply Online: https://tma.prevueaps.com/jobs/22395-17662.html

Expires: 03/03/2016

Job ID: 4371639

Job Title: Peer Support Specialist

Company: Lutheran Social Services of Illinois

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Chicago, IL 60290

Salary:

Job Description: Position in a team-based environment providing engagement and orientation to Welcoming Center services, a Living Room model of care. Position counsels clients, conducts periodic wellness checks, helps create wellness and safety plans, and assists clients through linking them to community services. Also provides consultation to crisis staff to provide the consumer perspective. Requirements History of receiving mental health services and High school diploma + experience working in mental health field required, Bachelor's degree in human service field or certification as a Certified Recovery Support Specialist preferred. Must be willing to identify self as a person who has struggled with mental health symptoms. Veterans who have coped with trauma are encouraged to apply. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,
Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuMjYzMzUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuMjYzMzUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/03/2016
Job ID: 4371641
Job Title: Child Welfare Assistant (Rockford, IL.)
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61103
Salary:
Job Description: Lutheran Social Services of Illinois has Part-time and Full-time positions available for
Child Welfare Assistant/Case Aides at our Rockford location. The candidate will provide a variety of
social work, group and outreach activities to children and parents serving multiple county regions. AA
degree preferred or related degree. No experience required. Basics of child development and parenting or
equivalent life experience. Good verbal and written communication skills. Candidate must have the
capacity to understand and empathize with the cultural, psychological and practical needs of the clients
that the agency serves. Requirements: Candidate must have a High school diploma/GED, valid Illinois driver's license and automobile liability insurance. Candidate must have record of
compliance with the law and clearance on the Illinois CANTS. Candidate must successfully pass a pre-
employment drug screen as part of the DCFS criminal background check process. Normal working hours
varies and candidates must be willing to work a flexible schedule, including evenings and weekends. EOE.
Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health
Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services,
Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer,
Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service
Coordinator, Manager, Not for Profit, NonProfit, NFP,

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuMTg1NjJuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuMTg1NjJuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/03/2016
Job ID: 4371642
Job Title: Child Welfare/Clinical Supervisor
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:

Job Description: Full-time position available to provide the full range of therapeutic services to children in foster care, their birth parents and foster/adoptive parents in accordance with the comprehensive, integrated assessment, permanency plan, and assessed therapeutic needs of the child and family. Services provided within state mandates, COA standards, Medicaid standards, funding source requirements, agency polices and program plans. Lutheran Social Services of Illinois is an EOE. Requirements Candidate must have a Master's degree in social work or related human services field. Able to perform functions with greater clinical expertise and function more independently than Master's CWS/Therapist. Candidate must hold a licensed clinical social work (LCSW) credential or its equivalent. Candidate must demonstrate ability to communicate in a clear, comprehensible manner, both verbally and in writing. Valid Illinois driver's license and proof of automobile liability insurance required. Candidate must have access to transportation for visits, meetings and to transport clients as needed. Candidate must pass background check clearance, both criminal and CANTS. Candidate must have knowledge of DMS-V and its applications. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNzAzNDkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNzAzNDkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/03/2016
Job ID: 4371644
Job Title: Child Welfare Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61105
Salary:
**Job Description:** LSSI is seeking a full time Child Welfare Specialist to work 37.5 hours per week, for our nonprofit social service agency. The Child Welfare Specialist will provide full range of Child Welfare case management services to children involved in the Child Welfare System. Requirements Candidate must have good reading, writing and communication skills. Good listening and comprehension skills also required. CWEL license preferred. *Lutheran Social Services of Illinois is an EOE.*

**Key Words:** Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP.

**Application Instructions:** Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNjAxMjkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

**Apply Online:** http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNjAxMjkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**Expires:** 03/03/2016

**Job ID:** 4371645

**Job Title:** Child Welfare Supervisor

**Company:** Lutheran Social Services of Illinois

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** A Full-time position is available to supervise licensing staff and case aides. Candidate will provide direct supervision, training and evaluation for Child Welfare staff. Candidate will ensure all appropriate case management services are provided to children and families by way of oversight and support. Requirements * CWEL licensure. * Licensing/Resource Experience. * State licensing/certification as required by the state of IL and regulatory agencies. * Valid D/L vehicle insurance. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP.

**Application Instructions:** Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNzgwNDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

**Apply Online:** http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNzgwNDQuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Expires: 03/03/2016
Job ID: 4371646
Job Title: Child Welfare Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61103
Salary:

**Job Description:** LSSI seeks a full-time individual to coordinate and provide a continuum of case management services to achieve permanency for children within a foster care / adoptive family. BSW, or a Bachelor's Degree in human services field, DCFS Welfare License, two years of related experience required. Candidate must have strong verbal & written communication skills. EOE. Requirements Candidate must have a BSW degree or related human services field. Candidate must also have a DCFS Welfare License and reliable, insured transportation with valid driver's license. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMTYwMjIuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMTYwMjIuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/03/2016
Job ID: 4371715
Job Title: Marberry Dry Cleaners - St. Charles - Part Time
Company: Marberry Cleaners
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Saint Charles, IL 60174
Salary:

**Job Description:** Marberry Cleaners is looking for help at our dry cleaning store locations. At our locations we take in cleaning from our customers, make an incoming record and count of the pieces, create an invoice, and tag every garment (noting which garments are rushed for a
faster return and which garments are for standard turnaround), send the item into our cleaning plant, inspect, and assembling it upon its return. We then rack the order on the conveyor and eventually hand out the order when our customer returns for their clothes. Downtown St. Charles 315 E. Main St. Roberta (630) 584-0168 Downtown Glen Ellyn 492 Crescent Blvd. Tonya - (630) 469-2211 North Aurora 220 John St. Tonya - (630) 897-0011 10 -- 18 hours per week, 1 or 2 afternoon shifts and a Saturday shift per week. Responsibilities include register, tagging clothes, and customer service. Please visit our location or call before 3pm. For general questions call us at (630) 587-2400 or contact us at www.marberrycleaners.com Our Customer Service Representative's primary responsibility is to provide exceptional customer service to our customers. They work directly with our customers and identify garments to be laundered or dry cleaned, tag them in, while inputting that information into the computerized register. They consistently ensure cash drawer accuracy.

**Contact:** David Marberry  
**Address:** 315 E. Main St., St. Charles, IL 60174  
**Phone:** 6305872400  
**Email:** customerservice@marberrycleaners.com

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**Expires:** 03/03/2016  
**Job ID:** 4371721  
**Job Title:** Marberry Cleaners - Geneva - PT Help Wanted  
**Company:** Marberry Cleaners  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Geneva, IL 60134  
**Salary:**

**Job Description:** Marberry Cleaners is looking for help at our dry cleaning store locations. At our locations we take in cleaning from our customers, make an incoming record and count of the pieces, create an invoice, and tag every garment (noting which garments are rushed for a faster return and which garments are for standard turnaround), send the item into our cleaning plant, inspect, and assembling it upon its return. We then rack the order on the conveyor and eventually hand out the order when our customer returns for their clothes. Downtown Geneva 427 W. State St. Tammi (630) 232-2344 10 -- 15 hours per week, 1 or 2 afternoon shifts and a Saturday shift per week. Responsibilities include register, tagging clothes, and customer service. Please visit our location or call before 3pm. For general questions call us at (630) 587-2400 or contact us at www.marberrycleaners.com Our Customer Service Representative's primary responsibility is to provide exceptional customer service to our customers. They work directly with our customers and identify garments to be laundered or dry cleaned, tag them in, while inputting that information into the computerized register. They consistently ensure cash drawer accuracy.

**Contact:** David Marberry
Job ID: 4371726
Job Title: Inside Sales Representative
Company: Radio Advertising, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60659
Salary:
Job Description: We sell Radio Airtime as a public service announcement. You would be contacting Business to business owners selling community awareness programs. Script written RAI hours are Monday - Friday 8 am - 5 pm (training until 4:30) We are located on the Northside of Chicago. easy access by public transportation or driving. Our office is casual dress Paid training, High commissions lots of promo's and weekly paycheck and more
Application Instructions: Please call more information and a brief telephone interview.
Contact: Deb Freeman
Address: 3312 W. Peterson Ave., Chicago, IL 60659
Phone: 773-273-7396
Fax: 773-478-3353

Expires: 03/03/2016
Job ID: 4371760
Job Title: Multiple Positions Open
Company: Unlimited Tan
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: Varies by position
Job Description: Unlimited Tan is constantly seeking new talent to join our team. Hard working, outgoing, smiling individuals may apply for a variety of positions in our constantly growing company. Slackers need not apply. We offer flexible scheduling, great pay, a fun work environment and of course, free tanning!
**Job Requirements:** Tanning and/or sales experience is preferred.

**Contact:**

**Email:** careers@unlimitedtan.com

**Apply Online:** http://www.unlimitedtan.com/careers

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**Expires:** 03/03/2016

**Job ID:** 4371786

**Job Title:** Manual Lathe Operator/ Machinist

**Company:** Master Hydraulics & Machining Co., Inc.

**Job Type:** Full Time

**Degrees Wanted:** Certificate, Diploma

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Schaumburg, IL 60193

**Salary:** $12 - $17 based on Experience

**Job Description:** Measure and turn individual parts on a manual Lathe as needed for the repair of Hydraulic Cylinders, (Rods, Heads, Tubes, etc...). Single point threading, milling and turning. Ability to use a micrometer effectively. Basic math skills and ability to read and comprehend drawings.

**Job Requirements:** Hard working, dependable, safe, and efficient. Monday - Friday 7 am - 4:30 pm. 45 hours a week. Major medical and other benefits.

**Application Instructions:** Please email cover letter and resume.

**Contact:** Master Hydraulics & Machining Co., Inc.

**Address:** 540 Morse Ave., Schaumburg, IL 60193

**Phone:** 8478955578

**Fax:** 8478955585

**Email:** mschaefer0701@gmail.com

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**Job ID:** 4374435

**Job Title:** Front Desk Agent

**Company:** Comfort Inn O'Hare

**Job Type:** Full Time

**Location:** Elk Grove Village, I, IL

**Salary:**

**Job Description:** Primary Duties and Accountabilities include but not limited to: Checks guests into and out of the hotel; Efficiently handles all payment; Offers guests assistance; Creates reservations; Answers phones efficiently; Responsible for positively representing and promoting the property;

**Contact:** Maya Pencheva
Address: 2175 E Touhy Ave, Des Plaines, IL 60018  
Phone: 847-635-1300  
Fax: 847-635-7572  
Email: maya@ohare-comfortinn.com  

Expires: 03/04/2016  
Job ID: 4374722  
Job Title: Substitute Security Officer  
Company: Mount Prospect Public Library  
Job Type: Part Time, Seasonal  
Location: Mount Prospect, IL 60056  
Salary: $18 per hour  

Job Description: Mount Prospect Public Library is seeking a substitute security officer. Individual will patrol the library facility and grounds as well as assisting In Charge staff with security enforcement. Must have excellent interpersonal skills and experience dealing with the public. High school diploma required. Some college preferred. Computer competency required and education, training or certification in security or law enforcement is a plus. $18.00 per hour. Schedule to fill in as needed during the following hours: Monday through Friday 8:45 am to 10:30 p.m. Saturday 8:45 am to 5:30 pm Sunday 11:45 am to 5:30 p.m. See http://mppl.org/about/jobs/ for complete job description and how to apply  

Job Requirements: see http://mppl.org/about/jobs/ for complete job description and how to apply  
Application Instructions: see http://mppl.org/about/jobs/ for complete job description and how to apply  
Contact: Human Resources  
Address: 10 S. Emerson St., Mount Prospect, IL 60056  
Email: jobs@mppl.org

Expires: 03/04/2016  
Job ID: 4374958  
School Job ID: MVCC  
Job Title: Job Resource Specialist - Job Resource Center - MVCC  
Company: Moraine Valley Community College  
Job Type: Full Time  
Degrees Wanted: Bachelors, Masters  
Majors Wanted: Human Resource Management, Marketing Management  
Job Target: Any Job Target  
Location: Palos Hills, IL 60465  
Salary: $42,565.00
Job Description: Job Title - Job Resource Specialist - Search Re-Opened and Grant funded Department - Job Resource Center Work Location - Main Campus Duties: Under the supervision of the Director of the Job Resource Center, the Job Resource Specialist assists Moraine Valley students and graduates in understanding the job search process and developing job search skills to obtain employment on-campus and off-campus, as well as bringing awareness of various career options, such as nontraditional careers. These duties are accomplished through the following: Facilitating resume and cover letter writing skills, interviewing strategies, and job search techniques workshops and classroom presentations. Creating, coordinating, and executing career related events. Collaborating with the campus-wide community to provide outreach and assistance regarding the Job Resource Center services. Coordinating aspects of the Student Employment Program. Establishing and maintaining employer relations, including student employment supervisors. Tracking and documenting recruitment, retention, completion, and GPA of students and graduates served through the Job Resource Center. Promoting nontraditional careers to career and technical education (CTE) students through career related services and events. Participating and collaborating with professional organizations that focus on career services, nontraditional careers, and student employment. The Job Resource Specialist is dedicated to the learning college concepts by developing programs and facilitating activities that promote student success and lifelong learning. Education/Experience: Bachelor's degree in Social Science, Education, Human Resources, Business, Marketing or related field, Master's degree preferred; one to three years' experience in career services or career development field; one to three years' experience in workshop and presentation implementation and delivery or training and development, experience in higher education preferred. Qualifications: The Job Resource Specialist must understand the career development process, as well as have the ability to promote career services and job resources to students, alumni, community members, faculty and employers; Must be a self-starter with exceptional customer service skills; must possess excellent oral and written communication skills, as well as strong critical thinking and problem solving abilities; strong presentation, and training and development skills; project management and event planning abilities; excellent organizational and interpersonal skills; computer and technology literate; must have reliable transportation for local and regional travel; plus other duties as assigned. Position Status - Full Time Hours - Monday - Friday - 8:00am - 5:15pm Some weekend and evening hours are required. Hourly/Salary: Salaried Review of Applications Begins: 02/08/2016 Posting Detail Information Posting Number AP00050P Open Date 01/25/2016 Close Date Open Until Filled Special Instructions to Applicants To ensure consideration, please apply prior to the review date. Moraine Valley Community College Office of Human Resources L167 (708) 974-5704

Job Requirements: Review of Applications Begins: 01/25/16 Required Applicant Documents: Resume & Cover Letter Special Instructions to Applicants: Although applications will be accepted until the position is filled, only those received by the review date will be guaranteed full consideration.

Application Instructions: To apply please go to: www.morainevalley.edu Click on Employment at bottom of Moraine Valley homepage. Search postings: Position Number AP00050P

Contact: Human Resources
Phone: xxx-xxx-xxxx
Apply Online: http://www.morainevalley.edu

Expires: 03/04/2016
Job ID: 4375582
Job Title: EBAY representative
Company: Elarasys Worldwide LLC
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Computer Information Systems, Computer Maintenance, Computerized Tomography
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary: Hourly pay starting $10
Job Description: We are looking for someone in or near Elgin to work part time at our computer resale business. We bring in quite a lot of used PCs, Laptops, servers, storage, network routers, etc, and need to get these items posted to Ebay.
Job Requirements: Some knowledge of computer equipment is required.
Contact: Tom Hansen
Address: 1331 Davis Rd, Elgin, IL 60123
Phone: 847-468-8900
Fax: 847-468-0100
Email: employment@elarasys.com

Expires: 03/04/2016
Job ID: 4375712
Job Title: Part-time Fitness Desk Attendant
Company: Fox Valley Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60506
Salary: $8.50 - $9.00 DOQ
Job Description: Qualifications: Must be at least 18 years of age with an outgoing personality. Must be well spoken and have excellent customer service and communication skills with ability to present a professional appearance. Interest in fitness is helpful. Basic computer skills required. Prior cash handling experience preferred. Must provide own transportation to and from work and show a mature level of responsibility in handling a combination of tasks. Must be CPR and First Aid Certified or able to attain this certification within 3 months of hire.
Duties: The Fitness Desk Attendant is under the direction and supervision of the Fitness Center Manager. The Fitness Desk Attendant is responsible for providing quality customer service, checking in members and recording fees and attendance numbers, answering the phone and taking messages, scheduling gym times, data entry, cash handling, and daily balancing of money. Additional duties include keeping towel supply stocked, and general cleanliness of all areas of the health club. This is an at-will position.

Application Instructions: To apply please complete an online employment application on our website.

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

Expires: 03/04/2016
Job ID: 4375733
Job Title: PT Field House Facility Attendant
Company: Fox Valley Park District
Job Type: Part Time
Location: Aurora, IL 60506
Salary: $8.50/HR/minimum starting rate

Job Description: Qualifications: Must be at least 18 years of age or older and a high school graduate or equivalent. Preference will be given to candidates that posses an interest in sports and experience with baseball, basketball, and football. Prior supervisory experience is a plus. Individual should have an outgoing personality with good interpersonal skills. Must have previous cash handling experience. Duties: Under the direction and supervision of the Recreation Supervisor, the Field House Facility Attendant is responsible for monitoring the activities that take place in the gym. Individual will be responsible for setting up sports equipment, checking people in during open gym times and accepting cash payments. Will be responsible for handling potentially difficult or emergency situations. This is an at-will position.

Application Instructions: Please complete an online employment application at our website.

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

Expires: 03/04/2016
Job ID: 4375751
Job Title: PT IMRF Membership Representative
Company: Fox Valley Park District
Job Type: Part Time
Location: Aurora, IL 60506
Salary: $8.25-$10HR, + sales incentive

Job Description: Qualifications: Sales experience preferred. Strong organizational skills with the ability to multi-task. The successful candidate must be able to project a professional appearance. Requires strong people and customer service skills, and the ability to communicate effectively with staff and the public. Solid computer and keyboard skills required. Strong general math skills with cash handling experience required. Accuracy and the ability to follow through on detailed work. Previous office and customer service experience required. Duties: Under the direction and supervision of the Membership Supervisor, the Membership Representative is primarily responsible for sales of all memberships, providing quality customer service, membership account inquiries, membership upgrades, downgrades and cancellations, providing facility tours and handling customer service issues. This includes frequent interaction with the public and park district staff to follow up on compliance with park district procedures. This is an at-will position.

Application Instructions: To apply, please complete an online employment application on our website.

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

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Company: Fox Valley Park District
Job Type: Part Time
Location: Aurora, IL 60506
Salary: $10.00HR minimum hourly rate

Job Description: Qualifications: High school degree or equivalent. Must be at least 18 years of age and have a valid Illinois Driver's License. Previous custodial experience required. Must be in good physical condition with sufficient strength to perform regular heavy lifting (up to 50 lbs.) on a daily basis. Must be able to work independently and as part of a team. Duties: Under the direction and supervision of the Custodial Maintenance Supervisor, the Facility Custodian is responsible for general cleaning as assigned at the Vaughan Athletic Center including areas such as restrooms, locker rooms, and child care center and performing assigned duties to the best of his/her ability. Other duties include laundry, washing windows, scrubbing floors, etc. This is an at-will position.
Application Instructions: To apply, please complete an online employment application on our website.

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

Expires: 03/04/2016
Job ID: 4375768
Job Title: Part-time One Hour Early Childhood Instructor
Company: Fox Valley Park District
Job Type: Part Time
Location: Aurora, IL 60506
Salary: $12.00/hr/minimum hourly rate

Job Description: Qualifications: Must be at least 21 years of age or older and a high school graduate or equivalent. Prefer candidates to have prior experience working with children in a classroom setting, ages 2 ½ to 6 year old, and/or have an interest in education or recreation as a possible career goal. Candidates must be dependable, creative and have an outgoing personality with good interpersonal skills. Duties: Under the direction and supervision of the Recreation Supervisor, the One Hour Instructor is responsible for developing, implementing and marketing quality, revenue generating programs that are responsive to the diverse needs of the community. These classes are all about fun and help children develop in several areas including: social skills, large and fine motor skills, while learning about art, music, science, and various preschool topics. This is an at-will position.

Application Instructions: To apply, please complete an online employment application on our website and submit a resume and cover letter

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

Job ID: 4381590
Job Title: Human Resource Administrative Assistant
Company: Familia Dental
Job Type: Full Time
Degrees Wanted: Diploma
Location: IL
Salary:
Job Description: * Perform day-to-day administrative tasks such as maintaining information files and processing paperwork including electronic record keeping. May also enter employee information in other related databases. * Provides access to all required training materials for new hires, and for current employees when re-certification is required. * Maintain radiation documentation and follow-up on all new equipment requirements and testing of current equipment. * Clerical duties related to recruitment initiatives recordkeeping. * Clerical duties related to doctor’s contracts/addendums. Mail sorting and distribution. Filing as required.

Job Requirements: * Strong PC skills including proficiency in Excel. * Strong work ethic and team player. * High degree of professionalism. * Ability to deal sensitively with confidential material * Strong interpersonal (verbal and written) communication skills to convey information effectively. * Ability to communicate with various levels of the organization. * Organizational, multi-tasking, and prioritizing skills. Ability to manage own time. * Service Orientation. Actively looks for ways to help people.

Contact: Minya Garrett
Address: 2050 E Algonquin Rd Suite 610, Schaumburg, IL 60173
Phone: 847-508-9341
Apply Online: http://www.familiadental.com/careers

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Expires: 03/09/2016
Job ID: 4381601
Job Title: Dietary Aide
Company: Lexington Healthcare of Schaumburg
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL 60193
Salary:

Job Description: Summary: The Dietary Aide performs a key function in the facility dietary department assuming primary responsibility to provide the necessary assistance to the cook/chef in the preparation and service of all meals maintaining compliance with all applicable Food Sanitation Codes and state and federal regulations. The dietary aide also performs all other essential duties as assigned by the Food Service Supervisor/Chef/Cook to work collaboratively in order to assure the cleanliness and sanitation of the kitchen in compliance with all local, state, and federal sanitation codes. Completes the scraping and racking of soiled dishes and eating utensils and sends through the dishwashing machine  Responsibilities: Must show the ability to comprehend and follow directions in order to complete assigned tasks. Ability to read, speak and understand the English language. Experience in an institutional dietary department setting is desired. Awareness/knowledge of basic sanitation practices as it relates to food sanitation is desired. Ability to read, write and communicate in English.

Contact: Stacey Blaha
Job Title: Housekeeper
Company: Lexington Healthcare of Schaumburg
Job Type: Full Time
Location: Schaumburg, IL 60193
Salary:
Job Description: Summary: The Housekeeper, assumes the primary responsibility of cleaning and servicing resident rooms, common areas, and exterior areas of the facility in accordance with facility policy as well as state and federal regulations to assure a clean, sanitary, safe, comfortable and homelike environment. The housekeeper also assures all bio-hazardous waste/refuse is properly discarded on a daily basis to ensure the highest levels of sanitation are maintained. Responsibilities: Must show the ability to comprehend and follow directions in order to complete assigned tasks. Experience in an institutional setting performing housekeeping services is desired. Awareness/knowledge of basic sanitation/infection control practices is desired. Must be able to read, speak and understand the English language.
Contact: Stacey Blaha
Address: 675 S. Roselle Road, Schaumburg, IL 60193
Phone: 8479448929

Job Title: Activity Aide
Company: Lexington Healthcare of Schaumburg
Job Type: Part Time
Location: Schaumburg, IL 60193
Salary:
Job Description: Summary: The key function of the Activity Aide (Act A) is to work with the Activity Director and Assistant to implement an ongoing program of activities that are designed to meet the identified interests as well as meeting the physical, mental, and psychosocial needs of each patient or resident. The Activity Aide is expected to partner with other members of the team including, but not limited to Admissions, Nursing, Customer Service, Social Service and Dietary in order to promote and meet the psychosocial well-being of the patients, residents and their families. Promoting and developing positive peer relationships is an essential role function for the Activity Aide. Responsibilities: The Activity Aide needs to have a high school diploma or equivalent. Preference for someone with previous experience as an Activity Aide. Preference for someone with at least one year of experience in a health care setting. Must be able to read, speak and understand the English language.
Contact: Stacey Blaha
Address: 675 S. Roselle Road, Schaumburg, IL 60193
Phone: 8479448929

Expires: 02/09/2017
Job ID: 4383937
Job Title: Distribution Representative
Company: The Royal Group
Job Type: Full Time
Degrees Wanted: Diploma
Location: Cicero, IL 60804
Salary: 16.83 per hour start

Job Description: As a Distribution Representative, you will be responsible for assisting in the daily operations of the Packaging Supplies Department within The Royal Group. You will provide quotes to our customers on our various supplies, you will place sales orders and purchase orders and will also be responsible for running our warehouse program we offer to our customers. You will be trained to be an expert in the products that we supply and in turn help our department grow. This position is for someone who wants a career with endless opportunity.

Contact: Kaitlyn McIlvaine
Address: 1301 South 47th Avenue, Cicero, IL 60804
Phone: 708-222-2041
Email: kaitlynm@royalbox.com

You may apply for these positions and more at the following Web address:

https://www.collegecentral.com/triton