Job ID: 4388557
School Job ID: MVCC
Job Title: Fleet Maintenance Coordinator
Company: Metra
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Chicago, IL
Salary:

Job Description: Fleet Maintenance Coordinator Posting No. 400 Posting Period: February 11 - 24, 2016 Summary of Duties The Fleet Maintenance Coordinator will oversee the maintenance and repairs of corporate owned and leased support vehicles. Review and prepare vendor invoices, receivers, and purchase orders for payment. Maintain work log of vehicle history and maintenance files. Work with end-user departments and approved vendors to provide maintenance and repair services to corporate owned and leased support vehicles. Update and maintain support vehicle maintenance tracking database. Review and schedule support vehicles for federal, state, local and FRA safety inspections, including field audits for compliance. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Associate's degree in Applied Sciences, Automotive Maintenance Technology or in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals two (2) years in automotive service writing, fleet maintenance management, inventory/purchasing or repair expense management. 2. In addition to #1, must have two (2) years of experience in customer service, automotive service writing, fleet maintenance management, inventory/purchasing or repair expense management. 3. Fleet maintenance experience in railroad, transportation, manufacturing or industrial environments preferred. 4. Excellent verbal and written communication and customer service skills required. 5. Knowledge of the operating and maintenance systems for support vehicles preferred. 6. Proficient in Microsoft Office Suite, specifically Word and Excel. 7. Automotive Service Excellence (ASE) Certification preferred. 8. 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@metrrr.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@metrar.com

**Contact:** Human Resources

**Address:** 547 West Jackson Blvd., Chicago, IL 60661

**Phone:** 312-322-8918

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**Expires:** 02/24/2016

**Job ID:** 4389517

**School Job ID:** MVCC

**Job Title:** Senior Director Mechanical Operations

**Company:** Metra

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Chicago, IL

**Salary:**

**Job Description:** Senior Director Mechanical Operations Posting No. 410 Posting Period: February 11-24, 2016

Summary of Duties

The Senior Director, Mechanical Operations will plan, direct and lead the day-to-day operations of the Mechanical Department, including the three (3) Metra districts, contract carriers, and Mechanical departments' work plans. Assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems. Assess and monitor staff workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes. Ensure that all shops, yards and equipment are in compliance. Direct and/or conduct analytical studies of car and locomotive maintenance; develop and review reports of findings, alternatives and recommendations; plan and direct in-house car and locomotive short and long-term programs. Select, train, motivate and evaluate assigned personnel; work with employees to correct deficiencies; oversee the disciplinary and investigation process, and provide recommendations to the Chief Mechanical Officer. Develop, implement and oversee maintenance standards and procedures; ensure quality assurance, proper cleaning and maintenance of cars and locomotives. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and prioritize budgetary adjustments as appropriate and necessary. Direct, monitor and participate in the preparation of a variety of periodic and special reports, including daily failure and production rates. Review collective bargaining agreements and union labor issues. Oversee field emergencies. This position is issued a cellular phone and requires travel and flexible availability, including non-operating hours, weekends and holidays. Perform other related duties.
as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications

1. Bachelor's degree in Mechanical Engineering, Electrical Engineering or 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 railroad and/or rail equipment manufacturing. 2. Must have eight (8) years of experience in railroad and/or mechanical manufacturing operations. 3. Must have five (5) years of direct supervisory experience. 4. Able to demonstrate success for delivering complex projects on time and developing high performing teams. 5. Functional knowledge of budgetary processes and basic accounting principles. 6. Knowledge of labor agreements. 7. Familiar with current Federal Railroad Administration (FRA) 217, 218, 229, 232, 236 & 238 regulations as they pertain to passenger cars and locomotives, and be certified or be able to become certified within 30 days of hire. 8. Significant mechanical knowledge of all crafts in the railroading, transportation or related industry. 9. Knowledge of coach, highliner and/or locomotive operational functions preferred. 10. Strong and effective verbal and written communication skills are essential. 11. Strong interpersonal skills in dealing with all levels of management, employees, external vendor and/or organizations. 12. 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: See application instructions in the Job Description above.

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

Expires: 02/25/2016
Job ID: 4392971
School Job ID: MVCC
Job Title: Manager Occupational Health and Compliance
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors

www.collegecentral.com/triton
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Chicago, IL

Salary:

Job Description: Manager Occupational Health and Compliance Posting No. 403 Posting Period: February 12-25, 2016 Summary of Duties Reporting directly to the Senior Director, Human Resources Administration, the Manager, Occupational Health and Compliance will manage Metra's occupational health and compliance programs including drug and alcohol testing, FMLA administration, short-term disability, physical examinations, employee assistance programs, return-to-work programs, injury and medical absence management. Ensure compliance with state and federal regulations. Manage budgets, staffing, and the overall impact of the unit on the company. Coordinate with the Chief Medical Officer (CMO) and staff in the Federal Employees Liability Act (FELA) injury process and Metra injury procedures. Serve as the primary liaison to CMO, Employee Assistant Program (EAP) and Metra's Reasonable Accommodation Committee. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree required, preferably in Health Administration, Nursing, or Rehabilitation 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 health management programs. 2. Must have six (6) years of experience in health management programs in transportation, manufacturing or other heavy industry. 3. Must have four (4) years of direct supervisory experience that includes day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, conflict management, budgeting, hiring, disciplinary and/or termination. 4. Experience managing multiple disciplines and project management, with a proven track record of effective interactions with all levels of staff, independent decision making and problem solving. 5. Knowledge of injury/disability management and FMLA. 6. Health promotion expertise. 7. Interpersonal, communication, presentation, Power point and problem solving skills. 8. Well-versed in Department of Transportation (DOT), Federal Railroad Administration (FRA), Federal Motor Carrier Safety Administration (FMCSA), Occupational Safety and Health Administration (OSHA), American Disability Amendments Act (ADAA) and Federal Employees Liability Act (FELA) with regard to medical standards and issues. 9. Ability to analyze trends, determine the appropriate course of action and make sound decisions that support corporate goals. 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

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

Expires: 02/25/2016
Job ID: 4392983
School Job ID: MVCC
Job Title: Manager HR Information
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Human Resource Management
Job Target: Any Job Target
Location: IL
Salary:

Job Description: Manager HR Information Posting No. 405 Posting Period: February 12-25, 2016 Summary of Duties Reporting directly to the Senior Director, Human Resources Administration, the Manager, HR Information will manage a team of HR professionals responsible for the administration of the Human Resources Information Systems, HR administration, and customer service support. Plan, develop, and implement projects supporting the enhancement of human resources technology and client support services. Develop Agency reports for use by senior and executive management for high level decision making; develop and track key performance indicators (KPI) and HR service level agreements; develop and implement a project plan for the successful implementation and routine upgrades for KRONOS HR and KRONOS Talent Management. Identify areas for process improvement within the HR department. Function as a resource to and a liaison to HR department, as well as, internal/external contacts regarding HRIS related issues. Manage HR responses to all requests for information (FOIA, Law, Ad hoc reporting, etc.). Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree required, preferably in Business Administration, Human Resources, Computer Information Systems or a related field 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 human resources information systems. 2. In addition to #1, must have six (6) years of experience in administering HR information systems (SAP, INFOR, KRONOS, Ceridian, ADP, etc). Experience with Crystal and SQL reporting a plus. 3. Must have four (4) years of direct supervisory experience that includes day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, conflict management, budgeting, hiring, disciplinary and/or termination. 4. Knowledge of various computerized information process flows and impact between the HRIS, Benefits, Human Resources, Payroll and Finance.
5. Knowledge of database structure, implementation and development life cycles, coding and design. 6. Excellent skill in the design, installation and maintenance of various HRIS systems. 7. Strong verbal and written communication, organizational and analytical skills. 8. Proficient in Microsoft Office applications, specifically Excel and Access. 9. Ability to promote a team environment and accept work assignments from multiple managers and work areas and handle multiple and parallel projects. 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@metrar.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

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

Expires: 02/25/2016
Job ID: 4392999
School Job ID: MVCC
Job Title: Director Client Services
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
 Majors Wanted: Human Resource Management
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: Director Client Services Posting No. 404 Posting Period: February 12-25, 2016 Summary of Duties Reporting directly to the Chief Human Resources Officer, the Director, Client Services will oversee all client service activities, including recruitment and employee relations. Develop strategies to maximize resources/processes and client satisfaction. Manage the client services team and day-to-day functions of specialists, generalists and recruiters. Provide client department leaders and managers with an HR perspective on business decisions, and evaluates and advises on the impact of changes on employees, HR systems and
operations. Partner with client departments on employee relations matters, including policies, grievances, voluntary/involuntary terminations; work with client leaders and managers, and the Law department to develop and execute strategies. Counsel client department leaders and managers in establishing and maintaining programs that promote and support robust employee-manager relations. Conduct exit interviews, interpret results, and communicate trends. Perform other related duties as assigned to meet the ongoing needs of the organization. Minimum Acceptable Qualification 1. Bachelor's degree required, preferably in Business or Human Resources or related field 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 human resources. 2. In addition to #1, must have seven (7) to ten (10) years of experience working in various areas of human resources (benefits, recruitment, workforce planning, etc.). 3. Must have two (2) to five (5) years of experience leading and managing client services department; includes day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, conflict management, budgeting, hiring, disciplinary and/or termination. 4. Comprehensive and professional knowledge and understanding of employee relations, human resources best practices, federal and state laws and regulations related to human resources. 5. Demonstrated ability to handle difficult situations, build and maintain client relationships, develop/implement client-driven solutions, and comprehend client department business issues; ability to manage complex projects using industry standard tools and methodologies. 6. Must possess outstanding interpersonal, communication, strong analytical and problem solving skills; must be able to influence others and foster teamwork and collaboration. 7. Demonstrated breadth and depth of operational service delivery management expertise, focused on service quality, people, processes, and technology. 8. Preferred certifications: SPHR, GHRP, HRBP, or SHRM-SCP. 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@metrar.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

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

Expires: 02/25/2016
Job ID: 4397436

www.collegecentral.com/triton
Job Title: Track Laborer
Company: Canadian Pacific
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL
Salary: $23.08 - $25.64 per hour

Job Description: Req ID: 46724 Department: Operations - Engineering Job Type: Full-Time Position Type: Union Location: Bensenville, Illinois % of Travel: 70-80# of Positions: 1.00 Compensation Rate: $23.08 - $25.64 per hour Job Available to: Internal & External Deadline to apply: 02/25/2016 Canadian Pacific (TSX:CP) (NYSE:CP) is a transcontinental railway in Canada and the United States with direct links to eight major ports, including Vancouver and Montreal, providing North American customers a competitive rail service with a wide range of freight transportation services, logistics solutions and supply chain expertise. Visit cpr.ca to see the rail advantage is physically strenuous in nature and performed in all weather conditions Uses hand tools and small machines and may be called upon to operate large track renewal equipment POSITION REQUIREMENTS: Must be able to travel and have adequate transportation CDL license or in the process of obtaining one is preferred Mechanical and welding experience is desirable Must be able to perform physically strenuous work outdoors in all types of weather

Job Requirements:

WHAT CP HAS TO OFFER: Flexible and competitive benefits package Completive company pension plan Annual Fitness Subsidy ADDITIONAL INFORMATION: Medical Requirements: CP is committed to the safety and health of its employees and the general public. This position is considered a safety sensitive position; all new hires will be required to complete a pre-employment medical evaluation that includes a vision, hearing, drug screening and pre-employment physical. Drug Test Elements: All new hires are required to undergo a drug screen. We appreciate your cooperation in keeping CP safe and drug free. Background Investigation: The successful candidate will need to successfully complete the following clearances: Criminal history check Last 3 years of driving history Last 7 years of employment history; includes military service Social Security number verification

Application Instructions: Applications are only accepted online: www.CPR.CA Must apply by Thursday, February 25, 2016

Contact: Human Resource
Address: Chicago, Chicago, IL 60617
Apply Online: http://career4.successfactors.com/career?career_ns=job_listing&company=CPR&navBarLevel=JOB_SEARCH

Expires: 02/26/2016
Job ID: 4388821
Job Title: Public Works Superintendent
Company: Village of Oak Brook
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management
Job Target: Any Job Target
Location: IL
Salary:

Job Description: The Village is currently accepting applications for the position of Superintendent within the Public Works Department. This position reports to the Director of Public Works. The position is responsible for the management, assignment, direction and general supervision of department supervisors and functions including street maintenance, snow
and salting operations, fleet and facilities maintenance, forestry and water services. The position responds and resolves all public inquiries and coordinates and plans operational priorities and department Standard Operating Procedures. The position will enforce all safety regulations/standards and conduct training on necessary topics. The position will also assist the Public Works Director in developing the annual department budget and ensure effective use of budgeted funds and perform cost control activities. The position is a full-time exempt level position with a regular schedule of forty hours per week with night and weekend hours as needed. The position generally works from 7:00 a.m. to 3:30 p.m. Monday-Friday. The Village provides an excellent fringe benefit package, including family health, dental and life insurance, IMRF pension, vacation time, paid holidays and sick days.

**Job Requirements:** MINIMUM QUALIFICATIONS INCLUDING, BUT ARE NOT LIMITED TO: * Knowledge of public works principles, practices and methods, and safety rules and regulations applicable to municipal setting. * Strong public relations and communication (oral and written) skills to communicate with employees, consultants, other governmental agencies, Village officials and general public. * High school diploma or GED and a minimum of five (5) years of supervisory and/or management experience in a Public Works environment. * Skill in operation of tools and equipment utilized in Public Works Department. * Computer proficiency utilizing Microsoft Office Suite. * Must have valid Illinois driver's license at time of application and the ability to obtain a Commercial Driver's License (CDL) "B" with air brake endorsement within three (3) months of employment. * Position requires ability to walk through various field conditions, climbing, visual acuity and dexterity. Must be able to lift and move up to 50 lbs. and occasionally lift and move from 50lbs. to 100 lbs. * Must be available and willing to respond to emergency calls 24 hours a day. * Bilingual skills a plus.

**Application Instructions:** To apply please submit via email a resume, cover letter, three professional references and salary history to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. The application deadline is Friday, February 26th at 5:00 p.m. Additional information about Oak Brook may be found online at: www.oak-brook.org.

**Contact:** Rose Kane
**Address:** 1200 Oak Brook Road, Oak Brook, IL 60523
**Phone:** 6303685000

**Expires:** 02/26/2016
**Job ID:** 4393157
**Job Title:** CCAP Eligibility Specialist -Peoria SDA 8
**Company:** SAL Family and Community Services
**Job Type:** Full Time
**Degrees Wanted:** Associates
**Majors Wanted:** Any Major
**Job Target:** Any Job Target

www.collegecentral.com/triton
Location: Peoria, IL 61604
Salary: $11.50

Job Description: Work with low income families, child care providers, and the community to determine eligibility for child care payment assistance as contracted by the Illinois Department of Human Services (IDHS).

Job Requirements: Training and experience: Associate's degree (or 66+ hours of college credit) and one or more years of related work experience and training or successful work experience utilizing data management skills.

Application Instructions: To view a detailed job description and apply visit www.salccc.org today!

Contact: SAL Family and Community Services
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744
Email: tsnyder@salfcs.org
Apply Online: http://www.salccc.org

Expires: 02/28/2016
Job ID: 4392958
School Job ID: MVCC
Job Title: Sheetmetal/Water Service Repairman
Company: Metra
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary:

Job Description: Sheetmetal/Water Service Repairman Posting No. 387 Posting Period: February 15-28, 2016 Summary of Duties Reporting directly to the B&B Supervisor, Metra Electric Engineering, the Sheetmetal/Water Service Repairman will ensure compliance with all railroad rules and regulations for safety, operations and the Federal Railroad Administration (FRA). Interpret blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling and installing sheet metal products. Installation maintenance of all types of plumbing fixtures (e.g. toilets, urinals, showers, sinks, and other fixtures). Set up and operate fabricating machines. Lay out, assemble, install, and maintain pipe systems, pipe support, hoses, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating and sprinkling systems. Shape and modify metal material to enable assembly of components. Install and maintain refrigeration, air conditioning systems and steam and gas heating in shops, rail yards, and offices, including compressors, pumps, meters,
hydraulic controls and piping. Operate material handling equipment, acetylene torches and
electric and gas welding equipment. Repair and maintain other systems including, but not
limited to snow melters, compressed air, roof, septic & sewer, fueling, washing, pumping,
environmental and gas systems. Perform other related duties as needed to meet the ongoing
needs of the organization. Minimum Acceptable Qualifications

1. Four or more years of sheet metal and/or pipe fitting experience.
2. Must possess and maintain a valid driver's license.
3. Licensed plumber preferred.
4. Excellent verbal and written communications—both general and technical; provide clear instructions/directions.
5. Possess problem solving and troubleshooting skills.
6. Possess mechanical aptitude.
7. Able to handle heavy work, lifting up to 70 pounds occasionally and up to 100 pounds on a rare basis.
8. Able to stoop/bend/kneel/crouch/balance/climb on an occasional basis.
9. Able to complete inspections and tracking.
10. Possess or able to obtain a Type II A/C certification.
11. Able to cut and weld metals using oxy/acetylene torches. 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.

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

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

www.collegecentral.com/triton
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

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**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

[www.collegecentral.com/triton](http://www.collegecentral.com/triton)
Expires: 03/01/2016  
Job ID: 4398186  
Job Title: Roadway Maintenance Manager  
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: Directs and manages a large decentralized work force that is responsible for maintenance and operation of the 286 mile roadway and appurtenant systems  
Job Requirements: High School Graduate or GED equivalent is required. College level management or related course work is desirable, but not required. Must possess extensive knowledge of roadway maintenance principles and practices with 7-10 years progressively responsible experience in a managerial capacity over a large, decentralized maintenance operation, is required. A strong managerial background in all aspects of snow and ice control for a major transportation system is required. In-depth knowledge and experience with computerized maintenance management, inventory control and work scheduling systems is required. Excellent written and verbal communication skills. Availability to respond and work 24 x 7 x 365 when emergency conditions occur  
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: 03/04/2016  
Job ID: 4384070  
Job Title: Facilities Specialist III  
Company: Elmhurst Park District  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Elmhurst, IL 60126  
Salary: 37117.00  

Job Description: * Complete work orders as assigned * Install, maintain, repair and replace plumbing systems fixtures at buildings and outdoor pools including sinks, boilers, drinking
fountains, garbage disposals and toilets * Perform preseason and post season pool repair and maintenance * Perform seasonal pool repair and maintenance * Maintain, repair, and replace drinking fountains and the Bi Centennial Fountain/Mansion Fountain * Maintain, repair and replace irrigation systems * Complete all seasonal start up and shutdown of water service to parks and seasonal restrooms, drinking fountains and decorative fountains * Secure vendors and or contractors including quotes and timelines * Determine repair cost, time and materials * Prepare outdoor drinking fountains, irrigation systems and public restrooms for opening * Design and install new plumbing systems, and improvements to existing plumbing systems * Provides initial response to calls for service from pool staff, assesses maintenance needs and takes corrective action or routes a work order to appropriate trades

**Job Requirements:** * High school or trade school diploma or equivalent with 5 years of progressively responsible experience in general plumbing work and outdoor pool maintenance * Knowledge of swimming pool chemistry, pool equipment installation, maintenance and repair * Possession of a Certified Pool Operation (CPO) or an Aquatic Facility Operation (AFO) within 3 months of hire * Understanding of building inspection procedures and techniques * Ability to read and interpret documents, such as blueprints and sketches and follow instructions * Ability to operate hand and power tools and knowledge of variety of products and materials used in the plumbing trade * Knowledge of occupational hazards and safety requirements of plumbing trade

**HOURS & PAY** The Facilities Specialist III works a schedule of Monday through Friday (6:30 am to 3:00 pm) with overtime possible. Salary starts at $37,117.

**Contact:** Anne Scheppele
**Address:** 985 S. Riverside, Elmhurst, IL 60126
**Phone:** 630-993-8941
**Email:** ascheppele@epd.org
**Apply Online:** http://phl.applitrack.com/epd/onlineapp/default.aspx

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**Expires:** 03/04/2016
**Job ID:** 4400989
**Job Title:** Nursing Open House March 2nd
**Company:** Manorcare Health Services
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Nurse Assistant, Nursing
**Job Target:** Any Job Target
**Location:** Elk Grove Village, IL 60007
**Salary:**

**Job Description:** RN's experienced for weekend rotations Nurse Aides Full-time and Part-time. Ask about our Nurse Aide student schedules Sign on Bonus for full-time who stay one year of service March 2nd 11A-4P 1920 Nerge Road Elk Grove Village IL 60007

**Application Instructions:** see our website www.hcr-manorcare.com
**Contact:** Patricia Sullivan

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www.collegecentral.com/triton
Address: 1920 Nerge Road, Elk Grove Village, IL 60007
Phone: (847) 301-0550
Fax: (847) 307-0013

Expires: 03/04/2016
Job ID: 4401034
Job Title: Nursing Open House
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary:

Job Description: RN's experienced for weekend rotations Nurse Aides Full-time and Part-time. Ask about our Nurse Aide student schedules Sign on Bonus for full-time who stay one year of service March 2nd 11A-4P 1920 Nerge Road Elk Grove Village IL 60007
Application Instructions: www.hcr-manorcare.com
Contact: PATRICIA SULLIVAN
Address: 1920 NERGE ROAD, ELK GROVE VILLAGE, IL 60007
Phone: 847-301-0550
Fax: 847-301-0013
Email: 473hr@hcr-manorcare.com

Expires: 03/05/2016
Job ID: 4401561
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: 03/05/2016
Job ID: 4402633
Job Title: LAB SERVICES CAREER FAIR
Company: Ingalls Memorial Hospital
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: 
Job Target: Any Job Target
Location: Harvey, IL 60426

www.collegecentral.com/triton
Salary:

**Job Description:** Join Ingalls Memorial Hospital's Laboratory Leadership Team for a career fair especially designed for CLINICAL LAB ASSOCIATES (Phlebotomists) and MEDICAL TECHNOLOGISTS. Friday, March 4, 2016 8 a.m. - 12 p.m. Ingalls Memorial Hospital Professional Office Building, Lower Level Rooms 3 & 4 CLAs need successful completion of accredited phlebotomy program or certification by: - ACA (American Certifying Agency) - AMT (American Medical Technologist) - ASCLS (American Society for Clinical Laboratory Scientists) - ASCP (American Society of Clinical Pathologists) - NCA (National Certifying Agency) - NCCT (National Center for Competency Testing) - NHA (National Healthcareer Association) (CPT) - NPA (National Phlebotomy Association) *Certification number required*

Positions are available in various departments and locations. Become a valued team member of Ingalls Health System! Please RSVP your attendance or direct questions by emailing ASzczepanik@Ingalls.org. Unable to attend? Visit www.Ingalls.org/careers to apply.

**Job Requirements:** Phlebotomist Certification and CPR Card

**Application Instructions:** Please email aszczepanik@ingalls.org to RSVP or with any questions.

**Contact:** Alicja Szczepanik
**Address:** One Ingalls Drive, Harvey, IL 60426
**Phone:** 708-915-6102
**Email:** aszczepanik@ingalls.org

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**Expires:** 03/08/2016
**Job ID:** 4383713
**Job Title:** CNC Operator
**Company:** TMA (The Technology & Manufacturing Association)
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Bloomingdale, IL 60108

**Salary:**

**Job Description:** Abrasive-Form is the leading manufacturer in creep feed grinding in North America for over 35 years. We are currently seeking multiple machine operators for our grinding, milling and EDM departments for our Bloomingdale, IL facility working a defined schedule on our day and night shifts. Duties & Responsibilities: 1. Set-up a machine for a specific job according to process sheets. 2. Inspect parts produced to ensure they meet specification, using basic inspection equipment. 3. Make necessary offsets. 4. Run aerospace parts meeting company and customer expectations. Job Requirements: 1. Ability to lift 50 lbs. or more. 2. Ability to drive with a valid drivers license. 3. Should have knowledge of basic computer skills. Job Type: Full Time Required Experience: Manufacturing Environment, Machining: 3 years Required Education: High School Degree or equivalent 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/22717-17662.html

**Job Requirements:** Min Experience: 3 years Machining Min Education: High School/GED

**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/22717-17662.html

**Contact:**

**Apply Online:** https://tma.prevueaps.com/jobs/22717-17662.html

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**Expires:** 03/09/2016

**Job ID:** 4384506

**Job Title:** Car Wash Team Member

**Company:** Waterway Gas & Wash

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

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Northbrook, IL 60062

**Salary:**

**Job Description:** NOW OPEN & NOW HIRING!! After more than 40 years in business, Waterway® Carwash has finally come to Chicago. Our brand new location is NOW OPEN IN NORTH BROOK, at the corner of Willow and Waukegan. Come check us out at one of our Hiring Events, or go online and "Join Our Team" today at www.waterway.com! The Waterway experience is totally unique. First rate facilities. State-of-the-art operations. Extreme focus on customer service. And, phenomenal Waterway people. Waterway is a great place to work. Go to #waterwaycarwash on Instagram to meet Team Waterway. Auto Detailer / Car Wash Line Associate Our best employees can make $12+ per hour As an Auto Detail / Car Wash Line Associate, you will be a high impact member of the car washing team. You will work outside. The right candidate will be a people person who is professional, upbeat, thrives in a fast paced environment and knows how to have fun at work. Waterway is the best place to work for students and others with flexible schedules! * Free car washes & discounts on gas * The pay is fantastic * College Tuition Reimbursement Program * Work and have fun with your friends while actually enjoying your job * High quality co-workers, managers, and customers * Daytime, Afternoon, and Evening shifts available, but no late nights! * This is a year-round job (winter is our busy season) * A clean / safe work environment Expectations of a Waterway employee: * Valid Driver’s License * No visible tattoos or beards; males must be clean-shaven * Upbeat personality with a "can do" attitude * High energy / likes staying busy * Likes paying attention to the details and impressing customers * Takes pride in every job they do WE WANT YOU in Waterway® Blue! Gather up your friends and swing by for one of our Hiring Events, every Tuesday, Wednesday, and Thursday from 3 to 6pm! If you simply cannot make it, "Join Our Team" at www.waterway.com. Waterway® Carwash is a great place to work for students
and others with flexible schedules. Applicants of all ages are welcome and are encouraged to apply. Waterway is an Equal Opportunity / Drug-Free Workplace employer. Waterway does not discriminate on the basis of the applicant's race, color, national origin, religion, sex, age, disability, or sexual orientation. Key words: retail, car, car wash, carwash, auto, detail, auto detail, auto detailing, detailing, retail cashier, retail cashiers, customer service reps, college grad, college grads, Army, Navy, Air Force, Marines, Military, exiting military, insurance reps, actors, models, cell phone, cellular, cellphone reps, sales, marketing, market, sell, video, retail, store, outside, inside, college, high school, High School, customer, service, training, telephone, telesales, inside sales rep, trainee, commission, unlimited, entry level, no experience, opportunity, opportunities, selling, retailing, wholesale, auto, vehicle, motorcycle, education, support, furniture, furnishings, jewelry, salesperson, salesman, women, men, mentor, mentoring, coach, coaching, soccer, golf, baseball, hockey, softball, football, volleyball, cross country, tennis, gymnastics, wrestling, swimming, diving, field hockey, basketball, lacrosse, sports, sporting, sport, athlete, athletic, workout, work out, department store, instructor, call center, automobiles, cars, trucks, consultant, teacher, customer service, help, needed, inside, representative, salespeople, speaker, market, vendor, restaurant, bartender, waiter, waitress, coach, hosts, host, casino, dealer, hospitality, server, servers, communications, hostess, Outside Sales Representative, Sales Executive, Inside Sales Representative, Account Representative, Outside Sales, Sales Account Executive, Sales Associate, Sales Consultant, Sales Rep, sales, marketing, market, sell, retail, manager, store, college, customer, service, training, telephone, telesales, inside sales rep, trainee, commission, unlimited, entry level, no experience, opportunity, opportunities, selling, retailing, wholesale, auto, automobile, vehicle, motorcycle, education, support, furniture, furnishings, jewelry, salesperson, salesman, women, men, mentor, mentoring, coach, coaching, appliance, appliances, TV, department store, instructor, call center, automobiles, cars, trucks, computer, internet, consultant, teacher, customer service, help, needed, inside, representative, salespeople, speaker, real estate, mobile homes, homes, house, market, vendor, communications, hostess, Sales, Auto, Automotive, Sales Person, Sales people, Car, Cars, Customer Service, Bartender, Server, Job Fair, Career event, hiring event, phone sales, internet sales, fleet, public relations, auto sales, automotive sales, job fair, public relations, retail, truck, trucks, commercial, job fair, auto sales, job fair, selling, customer service, retail, account executive, automotive sales, car sales, customer service, retail, account executive, salesperson, salesman, saleswoman, selling, automotive reps, sales, marketing, market, sell, video, retail, manager, store, college, customer, service, training, telephone, telesales, inside sales rep, trainee, commission, unlimited, entry level, no experience, opportunity, high school, High School, soccer, golf, baseball, hockey, softball, football, volleyball, cross country, tennis, gymnastics, wrestling, swimming, diving, field hockey, basketball, lacrosse, sports, sporting, sport, athlete, athletic, workout, work out

Application Instructions: Stop by the store or apply online at www.waterway.com!

Contact: Waterway Team Chicago

Address: 2300 Waukegan Road, Northbrook, MO 60062

Email: TeamChicago@waterway.com

Apply Online: http://www.waterway.com/join-our-team/associate-opportunities/

Expires: 03/10/2016

www.collegecentral.com/triton
Job ID: 4382569
Job Title: Embroidery Finishing/Trimmer Part Time / Full Time
Company: StitchMine
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary:
Job Description: Established custom embroidery company in Glenview, IL is in need of a Seasonal Part Time / Full Time employee for finishing. We are willing to train if you are willing to learn. Reporting to the Embroidery Manager, This position requires hooping, loading, trimming, folding, inspecting and packing embroidery and/or heat transfer products. Job requires repetitive movements and 75% to 95% of your day on your feet. This is a fast paced position requiring attention to detail and a positive attitude excellent attendance, ability. The business hours are 9AM to 5PM Responsibilities: * Commercial sewing or trade experience preferred * Pull orders and unpack garments to prepare for production * Remove all excess backing from the underside of the product * Finish out garments after production- trimming, folding, bagging and boxing * Fold and pack all items to the set standards unless the otherwise specified * Keep overall department clean- sweep floors, take out trash, pick up where needed * You must be able to count accurately, read a work order and fill out paperwork correctly * You will be standing on your feet all day * You must have reliable transportation to work * Attention to detail is very important * Ability to daily lift and transfer materials/boxes up to 35lbs. * Ability to perform frequent repetitive tasks such as bending * At the end of the day shut down all machines, blow off all machines and equipment, wipe down all tables, vacuum or sweep the floor A seasonal position is a great way to learn about our manufacturing process all while earning supplemental income. Whether you are a stay-at-home parent, a student, or just have some extra leisure time, we have a position suitable for you. Pay starts at $10.00 per hour. Start rate is negotiable based on prior relevant experience and work ethic. If you have a positive attitude, hard worker, reliable and willing to learn this could be the perfect position for you to learn a new trade. You must be self-motivated and detailed oriented and able to work in a fast-paced environment. We are a drug free work place and conducts pre-employment background screening. EEO. Job Type: Temporary Salary: $10.00 /hour Required education: High school or equivalent
Contact: Gary C Glenn
Address: 4344 Regency Dr, Glenview, IL 60025
Phone: 847-235-6965
Fax: 847-770-4425
Email: info@stitchmine.com

Expires: 03/10/2016
Job ID: 4382586

www.collegecentral.com/triton
Job Title: Dispatcher  
Company: The Hire Solution  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Broadview, IL 60155  
Salary: $15.00/ hourly  
Job Description: Qualified candidate will interface with the origin agent, hauler and destination agent in arranging for the transportation. Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment. Dispatcher is responsible for the coordination of the utilization of drivers and trucks to maximize productivity and ensure prompt, courteous and efficient service to all customers.  
Job Requirements: * Must have a Bachelor's degree. * Must have good customer service and communication skills. * Good time management skills to ensure assigned responsibilities are completed in an efficient and safe manner. * Oversee all communications within specifically assigned territories. * Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.  
Contact: Beatriz Armenta  
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181  
Phone: 630-953-7370  
Fax: 630-953-7380  
Email: barmenta@thehiresolution.net  
Expires: 03/10/2016  
Job ID: 4382673  
Job Title: Weekend Custodian - West Ridge Center  
Company: Park District of Highland Park  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Highland Park, IL 60035  
Salary: $12-$14/hour, BOQ  
Job Description: Position Type: Part Time Dates: March 12, 2016. This is a part-time position with 16 hours per week. Must have availability on Saturday and Sundays from 8:45am to 4:45pm. Qualifications: One to two year building maintenance and/or janitorial experience preferred, including the ability to perform routine manual cleaning and maintenance tasks. A knowledge of: cleaning materials, methods and the use and care of cleaning equipment, custodial procedures, a general knowledge of mechanical and trade skills and the ability to
perform minor mechanical and cosmetic improvements and repairs; or equivalent combination of education and experience. Responsibilities: * Opening the facility at the start of each assigned shift and securing the facility at the end of each shift. * Daily maintenance of all classrooms, gym, hallways, offices, Schuldt's Performance Center, restrooms, Jammin Jungle and mechanical rooms. * Customer assistance for rentals and general West Ridge Center usage questions. * Responsible for checking daily calendar and completing all room setups. * Maintain upkeep of all floor surfaces, including stripping, sealing, waxing and buffing as assigned on a seasonal basis. * Removal of snow and ice from sidewalks and entryways. Application of snow melting materials as needed. * Remove all garbage and refuse as needed from the building. * Maintain kitchen cleanliness; including defrosting of the refrigerator and freezers and cleaning of ovens and sinks. * Remain alert to detect potential failures in all equipment, hardware and furnishings. * Provide positive and professional communication to internal and external customers. * Report any problems, unsafe conditions, behavior issues and accidents to Recreation Supervisor II - Athletics and West Ridge Center. The Park District of Highland Park is an equal opportunity employer.

**Application Instructions:** For consideration, please complete an online application via our website at www.pdhp.org.

**Contact:**

**Apply Online:**

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**Expired:** 03/10/2016  
**Job ID:** 4382901  
**Job Title:** CAREGIVER  
**Company:** Home Care Angels  
**Job Type:** Full Time, Part Time  
**Location:** Chicago and Suburbs, IL  
**Salary:**  
**Job Description:** Home Care Angels is looking for mature caring individuals. If you are a person with a caring heart and love to be around people of age and experience, we have great opportunity for you. Home Care Angels wants to offer you a position as a caregiver with one of our clients! Please call 847-824-5221 extension 102 to join our team!  
**Contact:** Joyce Helwig  
**Address:** 2720 S. River Rd Suite 116, Des Plaines, IL 60018  
**Phone:** 847-824-5221  
**Email:** steve@homecareangelsinc.com

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**Expired:** 03/10/2016  
**Job ID:** 4383049  
**Job Title:** Purchasing Associate Jr.  
**Company:** Collins Consulting, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Accounting & Business Administration
Job Target: Any Job Target
Location: Abbott Park, IL 60064
Salary:

Job Description: This is an entry level Procurement support role. The managers are looking for recent college graduates who are eager to learn and grow their career in the procurement space within a large global organization. This is a general need among procurement to cover many verticals including: marketing, facilities, meeting & event, etc. The opening is a transactional purchasing role to include SRM PO Cart review and processing, ad hoc requests processing through the Client Customer Care center, answering of procurement questions, processing of contract related administration duties, reporting needs and analysis, etc. The immediate need for Marketing Services is a high energy, reliable temporary resource capable of managing high volume transactional activities such as daily conversion of shopping carts to POs and related activities. Reporting/daily direction would come from the Specialist. In the Meeting & Event space there are not as many shopping cart to PO activities as there are ad hoc requests through our CRC (Customer Request Center). It is expected that there will be about 720 requests this year. These include: SOW review and approval for Ad Board, Audio Visual, Catering, DMC, meeting venues, event production SOW review and approval for Hotels SOW review and approval for Meeting Logistic Planning Companies Misc (Party rentals, photographers, team building events, dinner events) Temp Housing, transportation, Extended Stay housing HCP Sponsorships Invoice resolution assistance (8 hours per month)

Contact: Michele Radney
Address: 999 Plaza Drive Suite 240, Schaumburg, IL 6073
Phone: 847-264-5179
Email: Michele.Radney@colcon.com

Expires: 03/10/2016
Job ID: 4383581
Job Title: Department Manager Training Program
Company: Jewel-Osco
Job Type: Full Time
Location: IL
Salary:

Job Description: PURPOSE: To provide friendly, courteous and prompt customer service; to attain budgeted sales and profit goals of the Floral/Chef’s Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Departments; to train and supervise Department associates; to direct and participate in all Floral/Chef’s Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities; to communicate with Store Director; to monitor and enforce government and Jewel regulations; to compile and place shop orders. ESSENTIAL JOB FUNCTIONS: * Assists and
communicates with customers in a friendly, courteous and prompt manner; receives and records special customer orders via the telephone or in the store utilizing suggestive sales techniques. * Directs and participates in Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department activities, including receiving, designing, preparing, pricing, displaying, maintaining, and ordering product in order to maximize sales, earnings, and customer satisfaction in the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department and the store. Updates Department décor for seasonal merchandising. * Attains budgeted sales and profit goals of the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department. * Prepares weekly work schedule to ensure adequate coverage and service level, while adhering to weekly sales/labor rate. * Trains and supervises Department associates in all Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities, policies, and procedures. Reports incidents requiring discipline to the Store Director. * Evaluates performance and counsels Department associates. * Compiles Department orders and inventories; orders product from the warehouse and direct suppliers using an order guide or the telephone. * Communicates with Store Director on Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities. * Prepares and completes documentation required by the Company or Store Director. * Monitors, complies and enforces government and Jewel policies and procedures. * Prepares gift baskets, party trays, special orders, floral arrangements, and/or other Department items in keeping with Company merchandising plans, customer requests, and general aesthetic principals. OTHER FUNCTIONS: * Attends Company training meetings. * Performs other duties as assigned by Store Director. SKILLS, PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: * Ability to frequently reach, lift, and maneuver objects of varying dimensions and weights up to approximately 50 lbs. * Ability to stand for long periods of time, walk, move rapidly, bend, stoop, twist and turn frequently. Manual dexterity and good hand-eye coordination are necessary * Exposure to approximately 150 degrees Fahrenheit while handling products in hot cases, 35 degrees Fahrenheit while handling products in cold cases, 28 degrees Fahrenheit while handling products in cooler. * Working conditions consist of a temperature controlled store environment. * Available to work nights, weekends and holidays. * Ability to work outdoors. Please complete an online application at www.jewelosco.com. Jewel-Osco is an Equal Opportunity Employer. Application Instructions: -Visit www.jewelosco.com -Click on 'Careers' -towards the bottom of the screen -Click 'Apply Now' for Retail Management Positions -To help sort through the list of openings, please search by "Trainee" in the Keyword box and then click 'Search for Jobs' -Select 'Apply Now' next to the Management Training position you are interested in. * When completing the application, please enter a valid email address. Contact: Sarah Loptien Address: 150 Pierce Road, Suite 200, Itasca, IL 60143 Phone: 630-948-6438 Fax: 630-948-6660 Email: sarah.loptien@jewelosco.com Apply Online: http://www.jewelosco.com/our-company/employment-positions/
Job ID: 4383953
Job Title: Prepress Desktop Operator
Company: Classic Color
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Visual Communication - Graphic Design/Graphic Arts
Job Target: Any Job Target
Location: Broadview, IL 60155
Salary: Dependent on Skill Level
Job Description: We are seeking detail oriented, highly efficient, experienced and motivated Desktop operators. * Experience in a prepress for print environment. * Adobe InDesign & Illustrator experience a must. * Kodak Prinergy and Preps imposition software a plus. *** This is NOT a design position. All resumes are kept strictly confidential.
Contact: Rick Helminiak
Address: 2424 S. 25th Ave, Broadview, IL 60155
Phone: 708-484-0000
Email: hr@classic-color.com

Expires: 03/10/2016
Job ID: 4383956
Job Title: Lab Technician
Company: Radco Industries, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Biological Sciences, Chemistry, Science
Job Target: Any Job Target
Location: Batavia, IL 60510
Salary: 12.00/hour
Job Description: Radco Industries, Inc. is a chemical manufacturer with headquarters and new laboratory located in Batavia, Illinois. This is an entry level position. Potential for Full Time status with benefits. Candidate will be trained by the Lab Manager and Lab personnel to be responsible for activities related to the laboratory and report to the Lab Manager. Duties will include testing/analyzing fluid samples, final product, incoming product and R&D samples, Operation and Maintenance of lab equipment, keeping the Lab well stocked, record/present results to senior colleagues while following strict safety procedures.
Job Requirements: Communication and the ability to follow directions is important. At least one year of undergraduate chemistry coursework is desired, but not required.
Application Instructions: Please submit a cover letter with your resume emailed to lallen@radcoind.com or fax to 630-232-7968.
Contact: Human Resources  
Address: 700 Kingsland Drive, Batavia, IL 60510  
Phone: 630-232-7966 x 114  
Fax: 630-232-7968  
Email: lallen@radcoind.com

Expires: 03/10/2016  
Job ID: 4383968  
Job Title: Control Panel Builder  
Company: Compumation, Inc.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Electronics Technology  
Job Target: Any Job Target  
Location: Bensenville, IL 60106  
Salary:

Job Description: CONTROL PANEL BUILDER  
Job Summary: Control systems integrator looking for a highly motivated individual to assemble, wire and install industrial control panels. Experience and skills with power and hand tools are necessary, along with an ability to read schematic drawings. Job Requirements:

* Ability to read and interpret blueprints and schematics  
* Ability to recognize and understand electrical symbols  
* Perform electrical wiring assembly including cutting, stripping and terminating wires to connect electrical instruments within the panel enclosure  
* Must have the ability to use hand tools, power tools and other related electrical equipment  
* Ability to stand, stoop and/or kneel for extended periods of time  
* Some previous experience with electrical wiring, preferably in a panel shop is helpful but not necessary  
* Medium to heavy lifting involved  
* May use a lift truck or hand pallet jack when necessary  
* Basic computer knowledge including some Word, Excel and internal timesheet systemThe ability to be part of a team, but be able to work with minimal supervision is necessary. Motivation and organization will be required. You must have the ability to work quickly, while utilizing safe work practices. We will provide all necessary training to the right individual. Travel to local clients is possible. This is a full time position that may require some overtime when the shop is busy. If you are a college student, we can be flexible with schedules, but will require that most hours are spent during normal business hours. Please submit your resume with references to jposting4@gmail.com. No phone calls please.

Contact:  
Email: jposting4@gmail.com
Job Title: Warehouse Operator  
Company: LMK Technologies, LLC  
Job Type: Full Time  
Location: Ottawa, IL 61350  
Salary: DOE  


Job Requirements: * Be able to read and understand standard shipping documents, including packing lists, truck bills of lading, and packaging instructions and/or procedures * Extremely organized and able to easily multi-task large volumes of projects at once. * Excellent verbal and written communication skills * Ability to work and communicate with people at all levels across the organization. * Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. * Ability to work in a team environment and independently as needed. * Open to change and considerable variety in the workplace. * Be able to learn administrative functions as related to shipping/receiving  

Application Instructions: Interested candidates should send letter of application and resume to careers@lmktechnologies.com  

Contact: Debbie Clausen  
Address: 1779 Chessie Lane, Ottawa, IL 61350  
Phone: 815-433-1275  
Fax: 815-433-0107  
Expires: 03/10/2016  
Job ID: 4384164  

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Job Title: Installer/Installer Trainee  
Company: Bath Fitter  
Job Type: Full Time  
Location: Lombard, IL 60148  
Salary: $40,000 plus  

Job Description: Install custom made acrylic tub and shower systems into a customers existing bathroom. Paid training program is provided. With some experience  

Application Instructions: Please call for an app't or e-mail your resume to jkeith@bathfitter.com or Fax your resume (630) 424-1220  

Contact: Jim Keith  
Address: 1150 N. Main St., Lombard, IL 60148  
Phone: (630) 424-1340  
www.collegecentral.com/triton
Job ID: 4384260
Job Title: Operations Manager
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time
Location: Hillside, IL 60162
Salary: 

Job Description: A service provider, in Hillside, IL, currently is seeking to fill a new position - Operations Manager - to continue their mission of being a national leader in providing solutions that help businesses save time and money bringing their products to market. Our company is a one-stop-shop from creative design and material sourcing to project management, warehousing and logistics. Summary - The Operations Manager is responsible for ensuring and improving the performance, productivity, efficiency and profitability of departmental and organizational operations through the provision of effective methods and strategies. Essential Duties and Responsibilities: * Coordination and Supervision - Coordinate, manage and monitor the workings of various departments in the organization. * Financial - Review financial statements and data. Utilize financial data to improve profitability. Prepare and control operational budgets. Control inventory. Plan effective strategies for the financial well-being of the company. * Best Practices - Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures. * Human Resources - Organize recruitment and placement of required staff. Establish organizational structures. Delegate tasks and accountabilities. Establish work schedules. Supervise staff. Monitor and evaluate performance. Motivate, mentor and coach staff. Identify and organize orientation and training programs for staff. * Production - Coordinate and monitor the work of various departments involved in production, warehousing, pricing and distribution of goods. Monitor performance and implement improvements. Ensure quality of products. Manage quality and quantity of employee productivity. Manage maintenance of office equipment. Provide technical support where necessary. * Communication - Monitor, manage and improve the efficiency of support services. Facilitate coordination and communication between support functions. * Sales, Marketing and Customer Service - Manage customer support. Plan and support sales and marketing activities. * Strategic Input - Liaison with top management. Assist in the development of strategic plans for operational activity. Implement and manage operational plans. Qualifications: * College degree in business administration, commerce, management, industrial technology or industrial engineering. * Knowledge and experience in organizational effectiveness and operations management * Knowledge of business and management principles and practices * Knowledge of financial and accounting principles and practices * Knowledge of human resource principles and practices * Knowledge of project management principles and practices * Information technology skills Key Competencies: * Critical thinking and problem solving skills * Planning and organizational skills * Decision-making * Strong communication
skills * Persuasiveness * Influencing and leading * Delegation * Team work * Negotiation * Conflict Management * Adaptability * Stress Tolerance 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/22726-17662.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/22726-17662.html

Contact:
Apply Online: http://tma.prevueaps.com/jobs/22726-17662.html

Expires: 03/11/2016
Job ID: 4384677
Job Title: CNA's and Caregivers
Company: Abcor Home Health, Inc.
Job Type: Full Time, Part Time
Location: IL
Salary: 10.85 hr
Job Description: We are looking for Caregivers or CNA's that have a flexible schedule and can responded to the needs of their clients. When you join the Abcor team, you will not just earn a paycheck - you will make a difference in people's lives! To be eligible, candidates must have:
- Car, valid driver's license and auto insurance
- Professional Caregiver experience is required
- Have a compassionate and caring nature
- Meet other requirements of the position Abcor offers:
* Flexible schedule * Health and Dental Insurance * Online Training * Competitive Pay We are a progressive company who appreciates our caregivers. Together we can make the difference in our wonderful client's lives. Call 847-670-8268 to Apply Also you can Apply for the Homemaker / Caregiver position online at http://www.abcor.com/employment/

Contact: Nicole Estrada
Address: 3201 N Wilke Rd, Arlington Heights, IL 60004
Phone: 8476708268

Expires: 03/11/2016
Job ID: 4384689
Job Title: Tire Maintenance Technician /Mechanic - Glendale Heights, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Glendale Heights, IL
Salary: DOE
Job Description: Firestone Complete Auto Care is currently hiring for Tire Maintenance Technician /Mechanic - Glendale Heights, IL Various Locations: Glendale Heights Hanover Park Schaumburg Responsibilities: * Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical * Change oil and/or transmission fluid and filters * Install batteries and checks electrical systems * Install and perform tire maintenance * Install parts which include shock absorbers and exhaust systems * Road test vehicles

Job Requirements: Requirements: * Demonstrate the ability to learn basic mechanical tasks * A high level of motivation and energy and strong customer service skills * Must have a valid driver's license We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Tamara 312-915-5184

Application Instructions: PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE

Contact:
Apply Online: http://bridgestoneretail.jobs/

Expires: 03/11/2016
Job ID: 4384734
Job Title: Housekeeper
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Location: Plainfield, IL 60585
Salary: $10 an hour
Job Description: * Clean all properties to Kesap Clean Standards and to the client's and owners' custom instructions * Follow all direction given by the managers and owners. * Networking with potential employees and/or clients while on the job and in the field. * Put out company marketing as requested by the owners while on the job * Maintain a positive attitude and set the example for other employees * Adherence to and clear understanding of operating policies and procedures * Keeping all supplies in good repair and following company instruction on care of supplies * Inform Owners, Team Manager and Co Manager of all policy violations that occur on the team
Job Requirements: A professional image, calm demeanor, and effective communication skill set are required. Also, reliable transportation is required. Ambition and a desire to grow and move up within the company are not required, but greatly preferred.

Application Instructions: Please email a cover letter/resume to kelly_hussey@kesapclean.com.

Contact: Kelly Hussey
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_hussey@kesapclean.com

Expires: 03/11/2016
Job ID: 4384793
Job Title: Lighting Quotes Specialist
Company: Paramont-EO
Job Type: Full Time
Location: Woodridge, IL 60517
Salary:

Job Description: Paramont-EO is an electrical distributor serving the Chicagoland area for over 50 years. We have a full range of services and products, satisfying both the commercial and residential client. Our lighting department is a fast paced dynamic area that we are experiencing a large growth in and need to expand our current staff. We are looking for the following:

Quotation Specialist We are looking for an enthusiastic, reliable, friendly individual who is seeking a long term career orientated position. Utilize your talents to produce timely information for a variety of projects and clients in the lighting industry. Requirements: * An excellent eye for detail * The ability to work well under time constraints * Answer calls and questions about quotes * Develop and maintain a strong relationship with our customers and vendors * Must be able to multi-task and handle many urgent requests * Send all fixture schedules out to our vendors and request pricing * Enter all pricing into a specific computer program * Work with project managers to price all customers correctly * Become proficient in lamps- must be able to match a lamp to each quoted fixture * Quotations are time specific-projects must be sent out on time * Participate in training opportunities to enhance personal and project knowledge * Other duties as assigned This position is in our main branch location, Woodridge, IL. It is a M-F fulltime salaried position. We offer a competitive compensation package including paid vacation, health benefits and a 401K. A college degree is preferred, but not required.

Contact: Sue Sterling
Address: 1000 Davey Rd Suite 100, Woodridge, IL 60517
Phone: 708-345-0000

Expires: 03/11/2016
Job ID: 4385011

www.collegecentral.com/triton
**Job Title:** Supervisor-Environ Services (Housekeeping)  
**Company:** Marianjoy Rehabilitation Hospital  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Art  
**Job Target:** Any Job Target  
**Location:** Wheaton, IL 60187  
**Salary:** depending on qualifications  

**Job Description:** Marianjoy Rehabilitation Hospital located in Wheaton, IL has a full time opening for an Environmental Services Supervisor. The position is responsible for daily supervision of the Environmental Services staff for second shift to include: workload and shift assignments; customer service liaison for EVS department; distribution of keys and equipment; maintenance of inventories; responsibility for 2nd shift Quality Assurance indicators; moves and setups; waste management along with staff training and development. Additionally, this position will also serve as backup to the Director in the Directors absence.

**Job Requirements:**  
**Education:** Associate degree in Business (or related field) is required.  
**Experience:** Three or more years of EVS managerial experience working in a healthcare setting and the ability to work in a fast paced environment is required.  
**Knowledge:** An extensive hands on knowledge of EVS techniques in a healthcare environment with specific emphasis on floor care maintenance and familiarity with personal computer systems and software (Word and Excel) are essential. Proficiency with a computer keyboard is required.

**Application Instructions:** We offer medical, dental, life insurance, tuition reimbursement, paid time off and much more!! Interested candidates should apply on line at marianjoy.org

**Contact:** Lori Kramer  
**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187  
**Phone:** 630-909-7116  
**Fax:** 630-909-6960

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**Expires:** 03/16/2016  
**Job ID:** 4391847  
**Job Title:** Inside Sales  
**Company:** Komar Screw Corp.  
**Job Type:** Full Time  
**Location:** IL  
**Salary:**

**Job Description:** Inside sales and customer service person. Daily duties include interaction with existing and target customers, processing quotes, orders and making out-going cold calls. Fastener knowledge a plus, but not required. Good knowledge of Windows OS required with software/programming expertise a bonus.
**Application Instructions:** Please forward resume' and other pertinent information to clarkj@komarscrew.com.

**Contact:**

**Email:** clarkj@komarscrew.com

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**Expires:** 03/16/2016  
**Job ID:** 4391858  
**Job Title:** Production Person/ Delivery Person  
**Company:** Zogalo Homestyle Pudding  
**Job Type:** Part Time  
**Location:** Franklin Park, IL  
**Salary:**

**Job Description:** Assist in production of dessert items, packaging production, and delivery. Must have valid driver's license.

**Application Instructions:** Please e-mail your resume to Angie Kladis at angie@zogalofoods.com  
**Contact:** Angie Kladis  
**Address:** 11125 Franklin Ave., Franklin Park, IL 60131  
**Phone:** (847) 455-5000  
**Email:** angie@zogalofoods.com

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**Job ID:** 4394803  
**Job Title:** Apartment Industry Leasing & Maintenance Positions  
**Company:** BG Staffing / Multi-Family Division  
**Job Type:** Full Time, Part Time, Seasonal  
**Location:** IL  
**Salary:**

**Job Description:** For close to 30 years, BG Staffing has provided temporary, temp-to-hire and direct hire services to the Multi-Family housing industry. We provide all on-site level positions for our clients and we are always looking for qualified candidates to fill the following positions: Office Personnel: (Admin, Pool Attendants, Leasing Consultants (licensed, non-licensed, bilingual, tax credit), Assistant Manager, Property Manager. Maintenance Personnel: (Groundskeeper, Housekeeper, Porter, Make-Ready Tech, Maintenance (Non-EPA), EPA Lead Maintenance. Some of the qualities that we look for in a candidate include: Being self-motivated; work well with others; work in a fast-paced environment, ability to multi-task and provide top-notch customer service. BG Staffing is a proud member of the Chicagoland Apartment Association, have a National Account with Compliance Depot and are fully insured. If you are looking to begin a wonderful career in the multi-family industry, please send your resume to: tquinn@bgstaffing.com.

**Application Instructions:** Tara Quinn tquinn@bgstaffing.com

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www.collegecentral.com/triton
Contact: Tara Quinn  
Address: 564 W Randolph, Second Floor, Chicago, IL 60661  
Phone: 312-754-2566  
Email: tquinn@bgstaffing.com

Expires: 10/31/2016  
Job ID: 4394805  
Job Title: Leasing Consultant  
Company: BG Staffing / Multi-Family Division  
Job Type: Full Time, Part Time  
Location: IL  
Salary:  
Job Description: We are looking for candidates with strong sales skills, exceptional customer service abilities and a desire to work in an environment with cutting edge leasing technology. Leasing Consultants are responsible for all activities related to apartment rentals, move-ins, and lease renewals. Our Leasing Consultants interact directly with prospective and current residents to achieve the property's maximum occupancy. This includes generating and handling traffic, qualifying prospects, leasing apartments and preparing lease documentation. Education and/or Experience: We are looking for someone with one or more years sales or related experience, HS/GED required, college a big plus. Industry experience preferred but not always required.  
Application Instructions: To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com  
Contact: Tara Quinn  
Address: 564 W Randolph, Second Floor, Chicago, IL 60661  
Phone: 847-208-2080  
Email: tquinn@bgstaffing.com

Expires: 10/31/2016  
Job ID: 4394806  
Job Title: Groundskeeper / Janitorial  
Company: BG Staffing / Multi-Family Division  
Job Type: Full Time, Part Time, Seasonal  
Location: IL  
Salary:  
Job Description: Groundskeepers are responsible for maintaining the grounds of our property in order to enhance and maintain its curb appeal. You will be in charge of cleaning common, amenity and ground areas on a daily basis. Other responsibilities include watering, raking and overall upkeep of our landscaping, sweeping and shoveling as weather circumstances warrant. Ambitious individuals will be trained to back up our make-ready functions. Industry experience preferred but not always required. Janitorial The Janitorial Position works under the supervision of...
of the Maintenance Supervisor and Property Manager and the guidance of others. The primary duty of the Janitor is to clean and maintain all common areas as well as apartment homes to be prepared for new residents. The Janitor will also help the maintenance staff with snow removal as well as keeping grounds clean of debris.

**Application Instructions:** To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com

**Contact:** Tara Quinn  
**Address:** 564 W Randolph, Second Floor, Chicago, IL 60661  
**Phone:** 847-208-2080  
**Email:** tquinn@bgstaffing.com

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**Expires:** 10/31/2016  
**Job ID:** 4394808  
**Job Title:** Maintenance Supervisor  
**Company:** BG Staffing / Multi-Family Division  
**Job Type:** Full Time, Part Time, Seasonal  
**Location:** IL

**Salary:**  
**Job Description:** If you have demonstrated leadership skills, top notch technical skills and a commitment to quality service for your residents, then this is the position for you! As a Service Manager, you will be responsible for supervising and coordinating activities of a maintenance team to ensure that all upkeep, inventory and repair of grounds and buildings of the property are completed in an efficient manner. You and your team will diagnose problems and repair in areas such as HVAC, electrical, plumbing, pool, carpentry, dry walling, exterior structural, and appliances. You will also schedule and directly supervise all in-house and/or vendor work. Individuals should be willing to share on-call with other team members. Education and/or Experience: Candidates should have a High school diploma or GED, along with the EPA Universal or type 1 and 2 certification plus 3 years related experience, preferred but not always required.

**Application Instructions:** To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com

**Contact:** Tara Quinn  
**Address:** 564 W Randolph, Second Floor, Chicago, IL 60661  
**Phone:** 847-208-2080  
**Email:** tquinn@bgstaffing.com

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**Expires:** 10/31/2016  
**Job ID:** 4394809  
**Job Title:** Property Manager  
**Company:** BG Staffing / Multi-Family Division
Job Type: Full Time, Part Time, Seasonal
Location: IL
Salary:

Job Description: If you have demonstrated leadership skills, top notch sales/marketing skills, financial acumen and a commitment to quality service for your residents then this is the job for you. As the Property Manager you will be responsible for the operational and financial aspects of a property. You will drive business results in personnel management, leasing, collections, resident services, maintenance, revenue enhancement, capital improvements and information reporting. Education and/or Experience: Bachelors Degree preferred with three to five years work experience as a Community/Property Manager in a multifamily industry.

Application Instructions: To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com

Contact: Tara Quinn
Address: 564 W Randolph, Second Floor, Chicago, IL 60661
Phone: 847-208-2080
Email: tquinn@bgstaffing.com

Expires: 10/31/2016
Job ID: 4394810
Job Title: Maintenance Tech / Make-Ready Tech
Company: BG Staffing / Multi-Family Division
Job Type: Full Time, Part Time
Location: IL
Salary:

Job Description: Maintenance Technicians are responsible for maintaining efficient operation and upkeep of the property buildings and grounds. You will diagnose problems and make repairs in areas such as HVAC, electrical, plumbing, pool, carpentry, dry walling, exterior structural, and appliance. We utilize state of the art technology to handle service requests and inventory management. Individuals should be willing to share on-call with other team members. Education and/or Experience: We are looking for a dedicated candidate with a High school diploma or GED, along with the EPA Universal or type 1 and 2 certification plus 1-3 years related experience, preferred but not always required. Make Ready Technician Make Ready Technicians ensure that all vacated apartments are thoroughly restored to "make-ready" status in a timely manner. You will inspect vacated apartments and complete required repairs. This position also handles various non-technical functions and supports maintenance staff. Industry experience preferred but not always required.

Application Instructions: To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com

Contact: Tara Quinn
Address: 564 W Randolph, Second Floor, Chicago, IL 60661
Phone: 847-208-2080

www.collegecentral.com/triton
Email: tquinn@bgstaffing.com

Expires: 10/31/2016
Job ID: 4394811
Job Title: Administrative
Company: BG Staffing / Multi-Family Division
Job Type: Full Time, Part Time, Seasonal
Location: IL
Salary: Must have formal training in office procedures and use of office equipment. Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on your feet when dealing with callers; customer service oriented "can do" approach to work. Knowledge of computers; specifically, experience in Microsoft Office is preferable. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing current and prospective tenants, word processing, creating spreadsheets and presentations, filing, and faxing. Must have superior organizational skills and accuracy. Excellent problem solving and people skills also required.
Application Instructions: To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com
Contact: Tara Quinn
Address: 564 W Randolph, Second Floor, Chicago, IL 60661
Phone: 847-208-2080
Email: tquinn@bgstaffing.com

Expires: 12/17/2016
Job ID: 4393971
School Job ID: MVCC
Job Title: Assistant Store Manager Trainee (ASM-T)
Company: Walgreens
Job Type: Full Time
Degrees Wanted: Diploma
Location: IL
Salary: $15.50 - $17.00 per hr.
Job Description: At Walgreens, we help people get, stay and live well. That's our core purpose and the difference we make in people's lives every day. Our purpose has shaped the direction of our company since Charles R. Walgreen Sr. founded his first drugstore in 1901, and it still does today. Our team members make that purpose come to life in our more than 8,000 stores in all 50 states, the District of Columbia and Puerto Rico, in our call centers, distribution centers, clinics, specialty pharmacies, infusion and respiratory service locations and corporate offices. In fact,
those daily demonstrations of our purpose have helped Walgreens become an industry leader and a household name. Walgreens has something for everyone who wants to build a successful career. Our Assistant Store manager in Training Program offers a unique development opportunity where you are trained to be a leader in a Walgreens store! Because we want you to succeed in your retail career, we’ve created a comprehensive, leadership program that will equip you to become a Walgreens Assistant Store Manager, and then a Store Manager, and from there - depending on your career goals - move into higher levels of retail management at Walgreens. Our ASM-T participants may remain in the program for up to 2 years receiving on-going development to prepare for an advancement opportunity. Some areas have been identified to have a greater need for leadership roles, so with successful performance there is a possibility of advancing within 16 weeks. the pay rate for this position ranges between $15.50 - $17.00 per hour. At Walgreens, you will find supportive co-workers, an innovative environment and the tools you need to expand your skills, help build healthy communities and advance your career! Job responsibilities include but are not limited to: Under the direction of the store manager, oversee the operation of a Walgreen store Monitor and analyze the customer service provided by team members and offer feedback and coaching Greet customers and clinic patients, and offer assistance with products and services Model and share customer service best practices with all team members to deliver a distinctive and delightful customer experience Resolve customer complaints and help respond to customers' special needs. Supervise the operation of store and team members, opening/closing/changing shifts, and task delegation to team members Perform and supervise merchandising by planning and ensuring the implementation, sets, resets and revisions Supervise the receiving, stocking, pricing, returning, and transferring of merchandise Receive exposure to analysis of financial & performance data for the store, pharmacy and clinic Ensure training of team members and provide coaching and mentoring. Required Qualifications: Bachelor's Degree OR High School Diploma/GED and one year of retail supervisory experience Willingness to work a flexible schedule including extended days, evenings, and weekend hours Preferred Qualifications: Bachelor's Degree Prior retail supervision experience PTCB Certification Please apply online at www.walgreens.jobs Walgreens is an Equal Opportunity employer and welcomes individuals of diverse talents and backgrounds. We promote and support a drug free workplace.

Application Instructions: Please apply online at www.walgreens.jobs Walgreens is an Equal Opportunity employer and welcomes individuals of diverse talents and backgrounds. We promote and support a drug free workplace.

Contact: Bryan Biederman
Address: 498 Weber Rd., Romeoville, IL 60446
Fax: 815-293-3465

Expires: 12/17/2016
Job ID: 4394136
School Job ID: MVCC
Job Title: Shift Lead
Company: Walgreens
Job Type: Full Time

www.collegecentral.com/triton
Location: IL
Salary:
Job Description: Build a Solid Future as a Walgreens SHIFT LEAD We currently have openings for the position of Shift Lead As a Shift Lead, you develop and enhance your leadership abilities and are an indispensable asset to our Walgreens store team. Shift Leads are the liaison between management and non-management team members. You are a key part of ensuring excellent customer service is delivered to our customers, as well as provide leadership to team members by communicating tasks from the store manager, coaching on warehouse and vendor orders, and handling day-to-day cash functions. You have the tools, training, and guidance available to lead team members and support store management, giving you the opportunity to serve a vital role in our front-end team. Requirements: One year of prior retail work experience Must be fluent in reading, writing, and speaking English (Except in Puerto Rico) Requires willingness to work flexible schedule, including evening and weekend hours Prefer knowledge of store inventory control At Walgreens, our Vision is to be America's most loved pharmacy-led health, wellbeing, and beauty enterprise. We will do that by championing everyone's right to be happy and healthy. That's our core purpose and the difference we make in people's lives every day. Our purpose has shaped the direction of our company since Charles R Walgreen Sr. founded his first drugstore in 1901, and it still does today. The following areas are in need of dedicated Shift Leads: Chicago, Glenview/Skokie, Aurora/Naperville, Schaumburg, Elmhurst/Addison Berwyn/Cicero, Oak Lawn/Oak Forest, Glen Ellyn a career at Walgreens offers you the potential for growth and a clear path to advancement. Our innovative spirit means every day is a different opportunity to excel in a welcoming and inclusive environment. Take your first step towards a fulfilling career. Apply now at www.walgreens.jobs
Job Requirements: Walgreens is an Equal Opportunity Employer and welcomes individuals of diverse talent and backgrounds. Walgreens promotes and supports a drug-free workplace.
Application Instructions: Take your first step towards a fulfilling career. Apply now at www.walgreens.jobs
Contact: Bryan Biederman
Address: 498 Weber Rd., Romeoville, IL 60446
Phone: 708 6923355
Fax: 8152933465
Expires: 12/18/2016
Job ID: 4396337
Job Title: Engine Assemblers
Company: Labor Pool Advanced Skilled Division
Job Type: Full Time, Internship
Degrees Wanted: Certificate
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Wood Dale, IL 60191
Salary: 12.00-14.00

**Job Description:** The Assembler installs various engine components and accessories according to the work instructions. Work involves being accountable for product quantity, quality workmanship methods, and meeting production schedules to achieve manufacturing objectives and profit goals. Requirements: * Prepares work to be accomplished by studying assembly instructions, blueprint specifications, and parts lists; gathering parts, subassemblies, tools, and materials. * Positions parts and subassemblies by using templates or reading measurements. * Assembles components by examining connections for correct fit; fastening parts and subassemblies. * Resolves assembly problems by altering dimensions to meet specifications; notifying supervisor to obtain additional resources. * Keeps equipment operational by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs. * Ability to read, speak, and comprehend simple instructions in English * Capable of using hand and pneumatic tools, and digital and vernier scale micrometers to measure critical dimensions * Basic math and measurement skills and regularly lift and/or move up to 50 pounds.

**Job Requirements:** To be consider please e-mail your resume in the subject line please indicate with position that you are hiring for. jesus@laborpoolapd.com or jobs@laborpoolapd.com

**Contact:** Jesus Gonzalez
**Address:** 7912 W. Grand Ave, Elmwood Park, IL 60707
**Phone:** (773) 309-8133
**Email:** jesus@laborpoolapd.com
**Apply Online:** https://laborpoolapd.com

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**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

www.collegecentral.com/triton
Expires: 02/11/2017
Job ID: 4386858
School Job ID: MVCC
Job Title: Career Opportunities at Speedway
Company: Speedway
Job Type: Full Time, Part Time
Location: IL
Salary:

Job Description: Speedway offers multiple career progression opportunities for highly motivated and entrepreneurial individuals. We are committed to attracting and hiring the best people by offering competitive salaries, outstanding benefits, an inclusive work environment, and challenging growth opportunities. Providing a positive encounter between our customers and our highly qualified staff is our top priority and the source of our retail success! We are committed to hiring quality individuals and preparing them to deliver a consistent and exceptional experience to our customers. Great opportunities are waiting for you at Speedway. We are looking for candidates with the following qualities to join our team: Great Customer Service Skills Leadership Potential A Positive Personality Strong communication Skills Premium Benefits Health, Dental and Life Insurance 401(k) Retirement Savings Plans Paid Vacation, Holidays & Sick Plans Bonus Plans Education Reimbursement Flexible Spending Accounts Family/Medical, Personal & Military Leave And more.... Career Advancement Speedway offers a wide range of career opportunities, including: Shift Leader - An energetic shift supervisor with the ability to work effectively in a fast-paced environment while ensuring the store operates efficiently. Works in conjunction with the Store Manager to lead the store and increase productivity. Co-Manager - A dynamic individual with the desire to advance to store manager and who creates a positive store culture encouraging employee growth. Works in conjunction with the Store Manager to lead the store and increase productivity. Store Manager - An organized individual who pays attention to detail. Responsible for profitably leading the day-to-day operations of an assigned store while fostering an environment focused on customer service and satisfaction. District Manager - Leads and coaches a group of stores, with a primary focus on developing employees and driving sales. Recruiter - A self-motivated individual in charge of staffing company positions by establishing a recognizable "employer of choice" reputation. HR Representative - Dependable individual who can maintain confidentiality while ensuring proper investigation of all employee relations matters. Serves as supervisor and mentor for recruitment center staff. Auditor - Possesses strong analytical skills to help aid in the development of control techniques for multiple locations. Maintenance Technician - An individual who uses problem-solving and craftsmanship skills to maintain/repair company structures and equipment. Field Inventory Management Specialist - An educator and trainer for store employees in the areas of inventory management.

Application Instructions: Start your career with us today! Become part of the Speedway team and start enjoying great benefits and lots of opportunity! Apply online today at: SPEEDWAY.COM If you are interested in starting a career with us, stop by a store or visit www.speedway.com. Submit your application under Join Our Team.
Contact:  
Phone: 708-598-2195

Expires: 02/16/2017  
Job ID: 4393171  
School Job ID: MVCC  
Job Title: CNA's / Caregivers - Western Suburbs  
Company: Home & Hearth Caregivers  
Job Type: Full Time, Part Time  
Location: Various, IL  
Salary: $8.25 & up based on exp.

Job Description: Home and Hearth Caregivers is seeking compassionate individuals that are dedicated to providing the highest quality care for their clients! Home and Hearth values our caregivers; we offer: Competitive pay rates Weekly pay Flexible hours Ongoing training Holiday bonus 24/7 offices support Referral bonus, quarterly reviews, Caregiver of the Month Incentive, and MORE! Job responsibilities may include, but are not limited to the following: Assistance with household chores; cleaning, laundry, housekeeping, meal preparation, etc. Accompany to errands, such as shopping and appointments outside of the client's home. Assistance with daily living activity and personal grooming -- bathing, dressing, grooming, feeding, and toileting. Medication reminders Reporting client's care and condition Conversation and companionship Employment Requirements: Must be authorized to work in the United States We require you have 1+years of care giving experience Must have high school diploma Valid ID Excellent work ethic and good character Dependability and promptness is a must We are currently recruiting for Caregivers/CNA's in the Western Suburbs: LaGrange, Willowbrook, Oak Park, Oak Brook and other suburban areas. We are open Monday - Friday 8:00 am - 5:00 pm 122 - B Calendar Avenue La Grange, IL 60525 Call us at: (708) 352-4663 Toll Free: (800) 349-0663 Email resume for immediate consideration: jsanchez@homeandhearthcare.com

Application Instructions: Please email resume for immediate consideration  
Contact: Janet Sanchez  
Address: 122-B Calender Avenue, LaGrange, IL 60525  
Phone: 708-352-4663

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

https://www.collegecentral.com/triton