Job ID: 4377474  
Job Title: Marketing Coordinator  
Company: Dwellings Real Estate Inc  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Business Management, Business Support Specialist, Marketing Management, Marketing/Sales, Real Estate  
Job Target: Any Job Target  
Location: Berwyn, IL 60402  
Salary: $10 per hour  
Job Description: Candidate will work hand-in-hand with the owner to help grow the company through marketing tools such as social medias, print ads, and email campaigns  
Job Requirements: Candidates should have exceptional writing, research and critical thinking skills. Experience in design, social media, video production or event planning a plus.  
Application Instructions: Pls email resume to melissa@dwellingseekers.com-No phone calls please  
Contact: Melissa Kowalski  
Address: 3208 S Grove Avenue, Berwyn, IL 60402  
Phone: 708-606-4280  
Email: melissa@dwellingseekers.com  

Expires: 03/05/2016  
Job ID: 4377617  
Job Title: Tree Care Crew Leader  
Company: Acres Group  
Job Type: Full Time  
Location: Plainfield, IL 60585  
Salary:  
Job Description: MAJOR OBJECTIVES: The main objectives of the Tree Care Crew Leader position are to coordinate and supervise field production crew members during operations for the tree production services. Major objectives include working in conjunction with the Tree Care Manager to provide leadership, training, quality control, safety compliance, and support for their particular work unit during all company field operations. They will manage and provide daily supervision and support for all field production staff including, but not limited to climbers and grounds man. They will be responsible for maintaining efficiencies, safety compliance, and the quality of production through proper and consistent communication with crew members, clients, regional account managers, and account managers. The Tree Care Crew Leader will also be expected to maintain a positive image for Acres in the field and in the industry.  
Application Instructions: Please submit resume to joel.nevarez@acresgroup.com for further consideration
Contact: Joel Nevarez  
Address: 610 W. Liberty Street, Wauconda, IL 60089  
Phone: 847-487-3257

Expires: 03/05/2016  
Job ID: 4377722  
Job Title: Lifeguard - Aqua Park, Rosewood Beach, Indoor Pool  
Company: Park District of Highland Park  
Job Type: Seasonal  
Location: Highland Park, IL 60035  
Salary: $8.25/hr minimum

Job Description: Qualifications:  
* Required to possess current certifications in American Red Cross Lifeguard Training, First Aid, CPR for the Professional Rescuer, AED/Child AED, Waterpark and Waterfront Lifeguarding. While certification is desired, the Park District of Highland Park is willing to train qualified candidates.  
* Able to demonstrate and pass in-water skills test and written examination on lifeguard skills.  
* Minimum 16-years-old  
* Ability to work independently and as part of a group  
* Customer service oriented with positive interpersonal skills  
* Demonstrated ability to effectively communicate both written and orally  
* Past experience in lifeguarding and/or other aquatic activities is also desired.  
Pre-Requisite:  
* Must be able to swim 500 yards (100 yards, shallow water guards) continuously using front crawl and breast stroke  
* Must be able to tread water for 2 minutes without the use of arms  
* Must be able to swim front crawl for 20 yards, retrieve a 10 pound brick from 12 feet (5 feet, shallow water guards) of water and swim 20 yards while holding the brick with two hands.  
Responsibilities:  
* Guard all persons using the Park District’s outdoor waterpark facility or beach and perform or assist in rescues and first aid as needed.  
* Provide customer service to patrons.  
* Fill out accident and rescue forms as needed.  
* Must be willing to work other than normal hours and be available to work as scheduled based upon the needs of the department including day, evening and weekend hours.  
* Must attend on-going in-service training throughout the summer  
* Must attend a Red Cross Lifeguarding class through the Park District or another agency.  
* Must attend a Park District Employee Orientation  
* Must attend Emergency Action Plan (EAP) training at all aquatic facilities ? Hidden Creek Aqua Park ? Rosewood Beach ? Recreation Center Indoor Pool  
* Must attend Mandatory In-Services  
* Current American Red Cross Lifeguarding  
* Must attend and pass a Red Cross Lifeguarding review/recertification through the Park District.  
* Must attend a Park District Employee Orientation  
* Must attend Emergency Action Plan (EAP) training at all aquatic facilities ? Hidden Creek Aqua Park ? Rosewood Beach ? Recreation Center Indoor Pool  
* Must attend Mandatory In-Services  
* Other Requirements:  
* Must be available to start training by no later than June 2;  
* Must not be gone for more than two weeks (as one period) throughout the season; must obtain a sub for any missed shifts; must be flexible and available for a variety of days and shifts.  
* Those trained prior to opening day, May 28, are required to work at least 2 shifts per week May 28-June 10.  
* Employees home in August-September are required to work at least 2 shifts per week August 6-September 5  
The Park District of Highland Park is an Equal Opportunity Employer
Application Instructions: For consideration, please submit an online application via our website at www.pdhp.org.

Contact:
Apply Online: http://www.applitrack.com/pdhp/onlineapp/default.aspx

Expires: 03/05/2016
Job ID: 4377730
Job Title: Seasonal Aquatic Supervisor
Company: Park District of Highland Park
Job Type: Seasonal
Location: Highland Park, IL 60035
Salary: $11.00/hr minimum

Job Description: Qualifications: * Required to possess current certifications in American Red Cross Lifeguard Training, First Aid, CPR for the Professional Rescuer, AED/Child AED and Waterpark and Waterfront Lifeguarding. * Able to demonstrate and pass in-water skills test and written examination on lifeguard skills. * Lifeguard Instructor certification from the American Red Cross is highly desired. * Must be at least 18 years of age. * Detail oriented with demonstrated ability to organize and maintain records. * Customer service oriented with positive inter-personal skills * Demonstrated ability to effectively communicate both written and orally * 2 years of past experience in supervision of lifeguards is desired. * Must be available to help with staff training throughout May and June Responsibilities: * Directly supervise employees at Hidden Creek Aqua Park, Recreation Center Indoor Pool and Rosewood Beach. * Assist with training and scheduling employees, rewarding and disciplining employees, as well as addressing problems or complaints from staff. * Lifeguard and perform or assist in rescues and first aid as needed. * Complete and/or approve forms including, but not limited to, safety checklists, daily logs, accident and rescue reports. * Provide customer service to patrons and address questions, issues and complaints. * Must be able to work mornings, evenings and weekends, and be available to work as scheduled based upon the need of the department. * Must attend orientation, staff training, and successfully pass lifeguard skills review. * Must assist with on-going in-service training throughout the season * Assist with opening and closing duties, as well as assisting at the front desk or with maintenance and cleaning duties as needed. Must be available to help with: * Lifeguard Classes * Lifeguard Review/Recertification * Emergency Action Plan training at all facilities * Mandatory in-services * Maintenance and Desk staff trainings The Park District of Highland Park is an Equal Opportunity Employer.

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

Contact:
Apply Online: http://www.applitrack.com/pdhp/onlineapp/default.aspx

Expires: 03/05/2016
Job ID: 4377738
Job Title: Turf, Tree, & Shrub Technician/Spray Technician
Company: Acres Group  
Job Type: Full Time, Seasonal  
Location: Plainfield, IL 60585  
Salary:  
Job Description: MAJOR OBJECTIVES: The major objective of the Turf, Tree, and Shrub Technician/Spray Technician position is to perform ornamental and turf applications in accordance with daily production standards. This is achieved by positively motivating other applicators through exemplary work habits, follow through of daily and weekly assignments set by facility chemical supervisor, establishing and maintaining a good working relationship with your manager and with property/project managers as required, keeping manager informed of progress and problems on the job site, ensure quality of work being performed according to Acres standards, and follow through with accurate paperwork on a daily basis. The technician will also maintain a positive image for Acres in the field and in the industry.

Application Instructions: Please submit resume to joel.nevarez@acresgroup.com for further consideration  
Contact: Joel Nevarez  
Address: 610 W. Liberty Street, Wauconda, IL 60089  
Phone: 847-487-3257

Expires: 03/05/2016  
Job ID: 4377761  
Job Title: Seasonal Rosewood Beach Supervisor  
Company: Park District of Highland Park  
Job Type: Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Highland Park, IL 60035  
Salary: $14.00/hr minimum  
Job Description: Qualifications: * Required to possess current certifications in American Red Cross Lifeguard Training, First Aid, CPR for the Professional Rescuer, AED/Child AED and Waterpark and Waterfront Lifeguarding. * Able to demonstrate and pass in-water skills test and written examination on lifeguard skills. * Lifeguard Instructor certification from the American Red Cross is highly desired. * Must be at least 18 years of age. * Detail oriented with demonstrated ability to organize and maintain records. * Customer service oriented with positive interpersonal skills * Demonstrated ability to effectively communicate both written and orally * 2 years of past experience in supervision of lifeguards is desired. * Must be available to help with staff training May through August Responsibilities: * Directly supervise employees at Rosewood Beach. * Assist with training and scheduling employees, rewarding and disciplining employees, as well as addressing problems or complaints from staff and patrons. * Lifeguard and perform or assist in rescues and first aid as needed. * Complete and/or approve forms including, but not limited to, safety checklists, daily logs, accident and rescue reports. * Provide
customer service to patrons and address questions, issues and complaints. * Must be able to work mornings, evenings and weekends and be available to work as scheduled based upon the need of the department. * Must attend orientation, staff training and successfully pass lifeguard skills review. * Must assist with on-going in-service training throughout the season * Supervise and assist with opening and closing duties as well as assisting at the front desk or with the maintenance and cleaning duties as needed. Must be available to help with: * Lifeguard Classes * Lifeguard Review/Recertification * Emergency Action Plan training * Mandatory in-services

The Park District of Highland Park is an Equal Opportunity Employer.

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

**Contact:**

**Apply Online:** [http://www.applitrack.com/pdhp/onlineapp/default.aspx](http://www.applitrack.com/pdhp/onlineapp/default.aspx)

---

**Expires:** 03/10/2016  
**Job ID:** 4384164  
**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 customer’s 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  
**Fax:** (630) 424-1220  
**Email:** jkeith@bathfitter.com

---

**Expires:** 03/10/2016  
**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

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: 4385074
Job Title: Inside Sales
Company: The Hire Solution
Job Type: Full Time
**Location:** Elk Grove Village, IL 60007  
**Salary:** 13-15.00/Hourly (plus comm.)

**Job Description:** Create customized detailed estimate based on client's requirements. Present proposals to customers in a convincing manner and respond to customer questions and/or objections to secure the sale. Manage and develop customer relationships with key accounts such as contractors, remodelers, designers and home builders. Handle walk ins, phone in clients and email enquiries allocated on a daily basis. Negotiate terms of sale to the best advantage of the company.

**Job Requirements:**  
* Excellent Organization Skills, Keen attention to detail  
* Knowledge of Google Sketch Up, Auto Cad are a plus.  
* Ability to self-manage, self-motivate, and multitask.  
* Ability to critically analyze situations and discern solutions.  
* Knowledge of MS Suite of products  
* Willingness and ability to cultivate and maintain positive working relationships with clients and coworkers.  
* Must be flexible to work over weekends.

**Application Instructions:** For immediate consideration, please submit your current resume to info@thehiresolution.net

**Contact:** Beatriz Armenta  
**Address:** 1S443 Summit Ave, Oakbrook Terrace, IL 60181  
**Phone:** 630-953-7370  
**Fax:** 630-953-7380  
**Email:** barmenta@thehiresolution.net  
**Apply Online:** http://thehiresolution.net

---

**Expires:** 03/11/2016  
**Job ID:** 4385080  
**Job Title:** CSR Associate  
**Company:** The Hire Solution  
**Job Type:** Full Time  
**Location:** Elk Grove Village, IL 60007  
**Salary:** $ 13 ? 16.00/ hourly BOE

**Job Description:** Assist lead designer on creating estimates, procuring material, getting pricing from sub vendors. Create appropriate paperwork required for job production & installation. Schedule & Coordinate with sub vendors for client's projects. Troubleshoot any issues internally and externally. Gather appropriate and correct information for lead designer. Place order for materials for projects, ensure timely receipt and execution of project at the back end. Scheduling with clients for their service work, measurements etc. Develop and create a sample data base of our materials, suppliers & vendors. Answer any scheduling or material availability questions for clients. Check in walk in clients to our showroom, answer phone in and email enquiries allocated on a daily basis.

**Job Requirements:**  
* Organization Skills, keen attention to detail.  
* Excellent communication skills.  
* Knowledge of MS Suite products.  
* Willingness and ability to cultivate and maintain positive working relationships with clients and coworkers.  
* Effectively assist sales team in their daily requirements.
COLLEGE CENTRAL JOB BOARD

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: barmenta@thehiresolution.net

Expires: 03/11/2016
Job ID: 4385088
Job Title: Human Resource
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Human Resource Management
Job Target: Any Job Target
Location: Broadview, IL 60155
Salary: 55,000-65,000 BOE
Job Description: Qualified candidate will assist with new hire on-boarding, benefits administration, payroll processing, record keeping, and policy development and compliance assistance. Will also support the recruitment process by coordinating interviews, issuing offer letters, and checking references. Provide guidance on adherence to employment practices and policies. Provide administrative support including document management, spreadsheet updating, and data verification, filing and copying.
Job Requirements: * Must have a Bachelor's degree. * Must have at least 5 years of recent professional experience working in HR. * Must have payroll processing, 401K, and benefits experience. * Exceptionally strong skills using MS Office and ADP software. * Must have strong organizational, client service and multi-tasking skills. * Must have excellent verbal and written communication skills and the ability to work in a team environment. * The ideal candidate will have a positive, 'can do' attitude, will be a team player and will maintain a high level of integrity and confidentiality.
Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: barmenta@thehiresolution.net

Expires: 03/11/2016
Job ID: 4385192
Job Title: Engineering CAD Technician
Company: The Burke Group (TBG)
Job Type: Full Time
**Degrees Wanted:** Associates  
**Majors Wanted:** Engineering Technology/Computer-Aided Design (CAD)  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:**

**Job Description:** SPACECO, Inc., a Rosemont based Civil Engineering and Surveying is seeking an Engineering CAD Technician with 0-2 years' experience. This position involves technical support for civil engineering projects working with design team in preparing engineering plan sets, creating exhibits and details. Successful candidate must be able to work efficiently, multi-task, and work in a deadline-driven environment. Microstation experience preferred, but willing to train motivated individuals.

**Job Requirements:** We seek out experienced and responsive professionals who are committed to personal service. We offer high growth potential and a comprehensive benefits package including medical, dental, life, disability, vacation and sick days as well as an employer matching 401(k) program.

**Application Instructions:** Interested candidates should send resume to lavila@tbengineering.com and include the following code 04.121715.ECT.TRITON.

**Contact:** Lina Avila  
**Address:** 9575 W Higgins Road Suite 600, Rosemont, IL 60018  
**Phone:** (847) 823-0500  
**Email:** lavila@tbengineering.com

---

**Expires:** 03/11/2016  
**Job ID:** 4386263  
**Job Title:** Customer Service Advisor (CSA)  
**Company:** Sears Automotive  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Automotive Technology  
**Job Target:** Any Job Target  
**Location:** Oakbrook, IL  
**Salary:** $30,000-$38,000  
**Job Description:** Providing customer service, selling maintenance package for automobiles, working approximately 32-40 hours weekly with benefits available after 6 months.

**Application Instructions:** To learn more and to apply, visit www.sears.com/careers the Oakbrook auto center location or contact Rodney Branch Jr. Auto Center Manager 630) 575-1711.

**Contact:** Rodney A. Branch Jr.  
**Address:** 2 Oakbrook Center, Oakbrook, IL 60523  
**Phone:** (630) 525-1711
Apply Online: https://www.sears.com/careers

Expires: 03/12/2016
Job ID: 4387985
Job Title: Customer Services Associate
Company: Walgreens
Job Type: Part Time
Location: Hillside, IL 60162
Salary: $8.50 hr.
Job Description: We are looking for a Customer Services Associate to work the cash register assist customer finding merchandise in store. Perform night duties on cleaning up and facing of stores.
Application Instructions: Please apply online at www.walgreens.com pick the Hillside location.
Contact: Manager
Address: 2151 S. Wolf Rd., Hillside, IL 60162
Phone: 708-562-6105
Apply Online: https://www.walgreens.com

Expires: 03/12/2016
Job ID: 4388035
Job Title: Pharmacy Technician
Company: Walgreens
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Pharmacy Technician
Job Target: Any Job Target
Location: River Grove, IL 60171
Salary:
Job Description: Assist Pharmacist with daily operations.
Application Instructions: Please apply online at www.walgreens.com the River Grove location.
Contact: Manager
Address: 8361 W. Belmont Ave, River Grove, IL 60171
Phone: (708) 562-6105
Apply Online: https://www.walgreens.com

Expires: 03/12/2016
Job ID: 4388057
Job Title: Human Resources Coordinator
Company: Park District of Highland Park
Job Type: Part Time
Location: Highland Park, IL 60035
Salary: $14 - $16/hour, DOQ

Job Description: Responsibilities: Under the direction of the Human Resources Manager, the Human Resources Coordinator is responsible for providing a wide variety of support to the Human Resources function, including benefits coordination and tracking of paid time off. * Assists with updating the Human Resource Information System (HRIS), including new hire entry, address changes, wage adjustments, title changes and terminations. * Assists with administration of HRIS and Payroll software, including set up, troubleshooting and password resets. * Maintains records for personnel transactions, such as hires, promotions, transfers, performance reviews and terminations. * Complies with federal, state and local personnel related laws and requirements, including DOL, EEOC, ADA, COBRA, FLSA and FMLA. * Assists in updating personnel policies and procedures, including maintenance of the personnel policy manual. * Responds to inquiries regarding HR policies and procedures. * Coordinates annual Health Benefits Fair and Open Enrollment meeting(s). * Assists in keeping records of benefits participation, such as health insurance, pension, deferred compensation and additional/supplemental insurance. * Assists with flexible spending tracking and reviews/processes reimbursement requests. * Maintains records for paid time off, such as vacation, personal and sick leave, and conducts periodic audits. * Provides support to the payroll function, including running bi-weekly reports, entering benefit reimbursements and transmitting retirement contributions. * Assists in the development and updating of job descriptions. Posts open positions on PDHP and external websites as requested. * Serves as backup for conducting new employee orientations. * Performs other related duties as assigned.

Education and/or Experience: The ideal candidate will have exceptional customer service skills, at least two years of recent HR experience and the ability to maintain the highest ethical standards at all times as this position requires strict adherence to confidentiality. Educational requirements include a Bachelor's degree from a four-year college or university; or one to two years of related experience; or an equivalent combination of education and experience. Must be able to obtain and keep current CPR/AED Certification. Related professional certification, such as PHR or SHRM-CP, is strongly preferred. Computer Skills: Should possess intermediate knowledge of the Microsoft Office Suite (Word, Excel, Powerpoint, Outlook), Internet and Human Resources Information Systems. Previous experience with ADP WorkforceNow and Enterprise eTime a plus. Salary/Hours: $14.00-$16.00/hour, DOQ. 20-29 hours per week; flexibility with schedule required. Benefits: Pension, voluntary retirement, flexible spending, AFLAC. E.O.E: The Park District of Highland Park is an equal opportunity employer

Application Instructions: For consideration, please submit a cover letter, resume and application via our website at www.pdhp.org.

Contact:
Apply Online: http://www.applitrack.com/pdhp/onlineapp/default.aspx?Category=Administration

Expires: 03/12/2016
Job ID: 4388158
Job Title: Nursing
Company: Bliss Newborn Care
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Chicago, IL
Salary: $17.00 BOE $24-$32

Job Description: Do you have a passion for being around babies? If you answered yes, we would love to speak with you about working in Chicago and/or the surrounding areas. Bliss Newborn Care specializes in providing in home infant care to mostly healthy babies. We provide around-the-clock services, with most of our clients requesting care at nighttime. Here's a quick overview of the tasks that you will be required to carry out: * Dish out tons of unconditional love to the babies you take care of * Change wet and stinky diapers * Be willing to get wet when giving a baby a bath * Prepare nutritious bottles with breast milk or formula * Make sure all bottles are properly cleaned before and after each feeding * Organize and maintain nursery rooms * Create a regular feeding and sleeping schedule * Provide all care needed at nighttime to ensure parents get a restful night's sleep * Help mothers with breastfeeding, including answering any questions they have (we provide a breastfeeding class to ensure you're caught up on all things related to breastfeeding) * Keep yourself updated on proven techniques that can be used to calm newborns, and implement these skills * Be willing to work eight to 12 hour shifts (most times you will be working during the night 10pm-6am, occasional day shifts) Part time or full time hours available Wage/Salary Range: $17.00 starting rate, for experienced RN's $24-$32

Job Requirements: Nursing students are encouraged to apply. In regards to requirements, we do have a few stipulations you must meet in addition to possessing an unconditional love for babies. First, you must be certified in Infant CPR and First Aid or willing to get trained. You must be fluent in English, and being that newborn babies don't operate on a specific schedule, we require that you be punctual for all shifts that you agree to work. After coming on board with our company, we will provide you with the knowledge/training and tools you need to provide optimal care to each baby you take care of.

Application Instructions: To be considered for a position please send your resume to michelle@blissnewborncare.com call us at (312) 802-8830 or for additional information visit our website: www.blissnewborncare.com

Contact: Michelle Shervino
Address: 70 W Madison Street #1400, Chicago, IL 60603
Phone: 312-802-8830
Email: michelle@blissnewborncare.com
Apply Online: http://www.blissnewborncare.com

Expires: 03/12/2016
**Job ID:** 4388285  
**Job Title:** Certified Nurse Aide  
**Company:** HCR ManorCare  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Certificate  
**Majors Wanted:** Nurse Assistant  
**Job Target:** Any Job Target  
**Location:** Hinsdale, IL 60521  
**Salary:** Starting at $11.30/hr  

**Job Description:** ManorCare of Hinsdale is currently seeking Certified Nurse Aides. About the Organization: EEO/Drug-Free Employer Description: HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. Our candidate is a state-licensed nursing professional and will be accountable for providing care in order to maintain the patients' physical and emotional well being. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Educational Requirements: Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required. Position Requirements: Our candidate will possess the ability to communicate with patients and nursing staff. Prior experience as nursing assistant preferred but not required. Please apply online at: http://jobs.hcr-manorcare.com/search/?search=Search Jobs&startrow=1&utm_source=Careersite&utm_campaign=HCRSearchWidget&q=hinsdale  
You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521  
(630)325-9630  

**Application Instructions:** Please apply online at: http://jobs.hcr-manorcare.com/search/?q=hinsdale  
You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521  
(630)325-9630  

**Contact:** Lisa O'Gorman  
**Address:** 600 W. Ogden, Hinsdale, IL 60521  
**Phone:** 630-325-9630  
**Email:** 468hr@hcr-manorcare.com  

**Apply Online:** http://jobs.hcr-manorcare.com/search/?q=hinsdale  

---

**Expires:** 03/12/2016  
**Job ID:** 4388287  
**Job Title:** Nurse Supervisor - RN and LPN  
**Company:** HCR ManorCare  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Nursing  
**Job Target:** Any Job Target
Location: Hinsdale, IL 60521
Salary:

Job Description: ManorCare of Hinsdale is currently seeking Nurse Supervisors -RN and LPN

About the Organization: EEO/Drug-Free Employer Description: We are currently seeking nurses to join our team! HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Nurse Supervisor supervises nursing personnel to deliver nursing care and within the scope of practice, coordinates care delivery which will ensure that residents' needs are met in accordance with professional standards of practice through physician orders, center policies and procedures, and federal, state and local guidelines. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare! Position Requirements: Our candidate will possess the ability to communicate with patients and nursing staff. Currently holds a RN license in Illinois. Please apply online at: http://jobs.hcr-manorcare.com/search/?search=Search

Jobs&startrow=1&utm_source=Careersite&utm_campaign=HCRSearchWidget&q=hinsdale

You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521 (630)325-9630

Application Instructions: Please apply online at: http://jobs.hcr-manorcare.com/search/?q=hinsdale You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521 (630)325-9630

Contact: Lisa O’Gorman

Address: 600 W. Ogden, Hinsdale, IL 60521

Phone: 630-325-9630

Email: 468hr@hcr-manorcare.com

Apply Online: http://jobs.hcr-manorcare.com/search/?q=hinsdale

Expires: 03/12/2016

Job ID: 4388485

School Job ID: Oakton - EW

Job Title: Kitchen Production Manager

Company: Garden Fresh Restaurants

Job Type: Full Time

Location: Elk Grove Village, IL 60009

Salary:

Job Description: Responsibilities: overseeing the production process, drawing up a production schedule; ensuring that the production is cost effective; making sure that products are produced on time and are of good quality; working out the human and material resources needed; monitoring the production processes and adjusting schedules as needed; being responsible for the selection and maintenance of equipment; liaising among different departments, e.g. suppliers, managers; working with managers to implement the company's policies and goals;
ensuring that health and safety guidelines are followed; supervising and motivating a team of workers; reviewing worker performance; Identifying training needs.

**Job Requirements:** High School or equivalent; 4-year degree preferred; 1-2 years of production management; or some leadership position Excellent time management and organizational skills Able to work a flexible schedule

**Application Instructions:** For consideration send resume to gfrfieldrecruiter@gmail.com

**Contact:**

**Email:** gfrfieldrecruiter@gmail.com

---

**Expires:** 03/12/2016  
**Job ID:** 4388578  
**Job Title:** Entry Lube Tech  
**Company:** Jiffy Lube  
**Job Type:** Full Time, Part Time  
**Location:** Melrose Park, IL  
**Salary:** $9.00  
**Job Description:** Entry Lube Tech: Pay starts at $9 plus incentives after gaining some experience Energetic, naturally friendly and geared towards customer service. Should be interested and have some experience working on cars (even if it's just their personal vehicle) and able to do small repairs. Willing to learn and follow Jiffy Lube Processes Computer Based Training will be provided. Bi-Lingual Spanish is a plus!  
**Job Requirements:** Jiffy Lube #238 Job Description: Initially will focus on computer based training, greeting customers, vacuuming customer cars, washing exterior windows, and filling air in tires As computer based training modules are passed, (a couple of weeks) the candidate will add oil and check major fluids after an additional training is passed, the employee will be able to work all floor positions. Long term employees will be given the opportunity to learn how to work on brakes, and other small repair work.  
**Application Instructions:** Please call for an app't or come in person.  
**Contact:** Steve Prodanich  
**Address:** 1st Avenue and North Avenue, Melrose Park, IL 60160  
**Phone:** 708-865-2100

---

**Expires:** 03/12/2016  
**Job ID:** 4388654  
**Job Title:** Brake Technician  
**Company:** Jiffy Lube  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Automotive Technology  
**Job Target:** Any Job Target
Location: Melrose Park, IL  
Salary: $12.00

**Job Description:** Brake Technician: Pay $12 an hour plus generous incentive pay per Brake service performed. A love for working on cars. ASE A5 certification or ability to pass ASE A5 exam. Tune-Ups and small repair work will also be required, training will be provided Additional computer based training will be provided. Some lube tech experience a plus. Job Description: Will perform Lube Tech duties Brake and Repair work. Advise Customers on services.

**Application Instructions:** Call to make an app't for come in person to apply.

**Contact:** Steve Prodanich  
**Address:** 1st Avenue and North Avenue, Melrose Park, IL 60160  
**Phone:** 708-865-2100

---

**Expires:** 03/12/2016  
**Job ID:** 4388827  
**Job Title:** Maintenance Worker - Mechanic  
**Company:** Village of Oak Brook  
**Job Type:** Full Time  
**Location:** Oak Brook, IL 60523  
**Salary:** $50,000 ? $77,000 DOQ

**Job Description:** The Village is currently accepting applications for the position of a Maintenance Worker - Mechanic within the Public Works Department. This position reports to the Head Mechanic and will also take direction from Department Foreman as required. Responsibilities include performing routine maintenance of vehicles and equipment, maintenance of vehicle repair and inventory records. The position will also assist with the department fleet budget and assist other department divisions performing functions such as snow plowing and water main break repair if needed. ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: The position performs general maintenance and repair on light, medium and heavy duty vehicles. This involves regular repair and service of vehicle components such as engine, electrical, transmission, brakes, suspension, steering and other components as required. The successful candidate will work independently and be subject to call out on a 24 hour basis. A working understanding of automotive, equipment and facility repair is required. The position will also assist in snow plowing and snow removal in emergency situations as well as other duties as assigned. All functions of this position Must perform work in accordance with departmental and Village's safety policies and procedures.

**Job Requirements:** MINIMUM QUALIFICATIONS: Graduation from high school with diploma or equivalent and a minimum of three (3) years experience in automotive repair and preventative maintenance required. Experience with hand and power tools and possession of a valid Illinois Commercial Driver's License (CDL) class B and ASE certification in multiple disciplines or ability to obtain within 3 months is also required. The successful candidate will have knowledge of occupational hazards involved and safety precautions necessary in automotive repair work along with ability to repair vehicles and equipment under the direction of the Head Mechanic and Department Foreman. Additionally, the successful candidate will
demonstrate professionalism, multi-tasking abilities, consistent attendance as well as a strong dedication to customer service.

**Application Instructions:** To apply please submit via email a resume, three professional references and an employment application to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. The position is open until filled. Additional information about Oak Brook may be found online at: www.oak-brook.org.

**Contact:**
**Address:** 1200 Oak Brook Road, Oak Brook, IL 60523
**Phone:** 6303685000
**Apply Online:** http://oak-brook.org/Jobs.aspx?UniqueId=94&From=All&CommunityJobs=False&JobID=Maintenance-Worker-Mechanic-57

**Expires:** 03/13/2016
**Job ID:** 4389534
**Job Title:** Dietary Asst
**Company:** Loyola University Medical Center
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Culinary Arts
**Job Target:** Any Job Target
**Location:** Maywood, IL 60153

**Salary:**
**Job Description:** Position Summary: Performs a variety of tasks related to patient food service. Processes diet orders, nourishment, supplements, tube feedings and requests for additional menu items. Communicates with patients, nurses, dieticians and co-workers regarding dietary needs of patients. Edits menu for compliance with diet orders and assists with trayline activities when needed.

**Job Requirements:** Position Requirements: Minimum Education: Required: N/A - Not Applicable Preferred: High School Diploma Minimum Experience: Required: None Position Responsibilities: Prepares tube feedings as ordered. Prepares between meal nourishments/supplements (10AM, 3PM, 8PM) as ordered. Completes nourishment changes as requested by the dietitian, diet technician or the nutrition office. Maintains a safe and sanitary work environment by cleaning and sanitizing work station equipment & refrigerator used for nourishment preparation. Attends inservice programs and department meetings as required. Performs other duties as assigned to facilitate the operational flow of the Food and Nutrition Services Department.

**Contact:**
**Address:** 2160 S. 1st Ave, Maywood, IL 60153
**Apply Online:** http://www.loyolamedicine.org/jobs
Expires: 03/13/2016
Job ID: 4389661
Job Title: Supv Environmental Services
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Location: Maywood, IL 60153
Salary:

Job Description: Position Summary: Performs and supervises housekeeping related activities throughout various areas of the facility. Available to work the AM or PM Shift as needed. Coordinates the training and daily activities of the EVS Techs (Service Associates) to ensure that the quality of cleanliness of the facility meets with Loyola expectations. Participates in and administers performance evaluations for all direct report staff and participates in and makes recommendations for selection of applicants during the recruitment process. Assists with scheduling of staffing and coaching/retraining opportunities. May administer counseling/disciplinary action as warranted.

Job Requirements: Position Requirements: Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Preferred: 3-5 years of previous job-related experience Licensure/Certifications: Required: N/A - Not Applicable Preferred: Position Responsibilities: Supervising the Service Associates throughout the shift and ensuring that all cleaning and/or project assignments are completed in a timely and quality manner. Ensures that all areas the Hospital meet the standard of cleanliness in order to maintain the hospital in a sanitary, clean and attractive condition. Ensures compliance with all EVS procedures and policies that have been established. Demonstrates knowledge and safe use of chemicals, equipment and supplies in the daily performance of duties. Demonstrates knowledge operates mechanical floor cleaners such as vacuums, scrubbers and burnishes. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Participates in performance evaluations and selection of applicants throughout the recruitment process. Responsible for proper use of the bed tracking systems. Ensures assigned hospital equipment is in good repair and condition.

Application Instructions: www.loyolamedicine.org/jobs
Contact:
Address: 2160 S. 1st Ave, Maywood, IL 60153
Apply Online: http://www.loyolamedicine.org/jobs

Expires: 03/13/2016
Job ID: 4389669
Job Title: Service Associate
Company: Loyola University Medical Center
Job Type: Full Time
Location: Maywood, IL 60153

Salary:

Job Description: Position Summary: This position will be responsible for all Housekeeping duties to include: patient rooms and non-patient care areas, floor mopping, cleaning and buffing utilizing necessary equipment, and other job duties as assigned per the needs of the department. Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The Service Associate demonstrates behavior consistent with the operating principles of Loyola University Medical Center and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.


Contact:

Address: 2160 S. 1st Ave, Maywood, IL 60153

Apply Online: http://www.loyolamedicine.org/jobs

Expires: 03/15/2016

Job ID: 4382220

Job Title: Manufacturing Internship (Summer 2016)

Company: Flexco

Job Type: Internship

Degrees Wanted: Diploma

Majors Wanted: Applied Manufacturing

Job Target: Any Job Target

Location: Downers Grove, IL 60515

Salary:

Job Description: Currently, we are seeking qualified candidates for our Manufacturing internship. Hours: 2:15 pm - 10:45 pm 1.Perform machine setups and prepare them for the start of a production cycle 2.Control the functions and settings of machines and adjust them according to the needs of production 3.Ensure machines have the necessary raw material or parts to operate 4.Inspect parts with the help of measuring tools and ensure they meet production and machine requirements 5.Troubleshoot issues that might occur during the shift

Job Requirements: * Currently enrolled in a manufacturing-based program and working towards an Associate's degree or certificate. Ideal candidate will have completed at least 2
semesters towards an Associate's degree or certificate in Manufacturing Technology (or a comparable field of study) with a minimum GPA of 3.0. * Ability to communicate and work with all levels of staff in various departments * Detailed-oriented with a strong work ethic

**Application Instructions:** Please apply via our website, www.flexco.com, under the "Careers" link or send your resume via e-mail to hr@flexco.com. Please reference the specific internship in the e-mail subject line. No relocation assistance provided. Application deadline is March 15, 2016.

**Contact:** Flexco
**Address:** 2525 Wisconsin Avenue, Downers Grove, IL 60515
**Phone:** 6309710150
**Email:** hr@flexco.com
**Apply Online:** http://www.flexco.com/careers.html

---

**Expires:** 03/15/2016
**Job ID:** 4382242
**Job Title:** CNC Internship (Summer 2016)
**Company:** Flexco
**Job Type:** Internship
**Degrees Wanted:** Diploma
**Majors Wanted:** Applied Manufacturing
**Job Target:** Any Job Target
**Location:** Downers Grove, IL 60515
**Salary:**

**Job Description:** Currently, we are seeking a qualified candidate for our CNC internship. Hours: 12:00 pm - 8:00 pm (some flexibility for a later start if needed) 1. Design tools and fixtures as necessary to meet machining needs and to improve existing and for new operations. 2. Review work orders and related paperwork plan C.N.C. equipment setups, pull machine tools as specified and insert in tool holders. 3. Select, load and test program, modify program and make necessary machine feed, speed and axis point adjustments. 4. Set up equipment, install tools and fixtures, make machine control settings, run first piece sample parts, check for required specifications and run job. 5. Monitor machine operation and check parts throughout run and make necessary adjustments to ensure part specification and quality standards are maintained. 6. Replace, reset and sharpen tools when necessary. 7. Perform general machine maintenance, clean machine, check oil and coolant levels and add as necessary, ensure reflectors, switches, and air cylinders are functioning properly. 8. Troubleshoot problems, respond to alarm, retrace program to locate problem, and make necessary corrections. 9. Set-up for night run, load machine and table, check tooling, place tape and block correctly, and run test piece. 10. Perform equipment repair functions, diagnose breakdowns, disassemble equipment, and replace defective machine components, units, and parts.

**Job Requirements:** * Candidate must have completed at least 2 semesters towards an Associate's degree or certificate in Manufacturing Technology (or a comparable field of study)
with a minimum GPA of 3.0. * Ability to communicate and work with all levels of staff in various departments * Detailed-oriented with a strong work ethic

**Application Instructions:** Please apply via our website, www.flexco.com, under the "Careers" link or send your resume via e-mail to hr@flexco.com. Please reference the specific internship in the e-mail subject line. No relocation assistance provided. Application deadline is March 15, 2016.

**Contact:** Flexco  
**Address:** 2525 Wisconsin Avenue, Downers Grove, IL 60515  
**Phone:** 6309710150  
**Email:** hr@flexco.com

---

**Expires:** 03/15/2016  
**Job ID:** 4384985  
**Job Title:** Mountain View Adventure Center Manager  
**Company:** Des Plaines Park District  
**Job Type:** Seasonal  
**Location:** Des Plaines, IL 60018  
**Salary:** starting at $9.75  
**Job Description:** Mountain View Manager oversees the day to day operations of Mountain View Adventure Center miniature golf course and batting cages including cash control, customer relations and staff supervision.  
**Application Instructions:** For a detailed job description, please visit the District website at www.dpparks.org  
**Contact:** Desiree van Thorre  
**Address:** 2222 Birch Street, Des Plaines, IL 60018  
**Phone:** 847-391-5700  
**Fax:** 847-391-5707  
**Apply Online:** http://www.applitrack.com/dpparks/onlineapp/

---

**Expires:** 03/16/2016  
**Job ID:** 4391233  
**Job Title:** CAD Drafter  
**Company:** EN Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Location:** Warrenville, IL 60555  
**Salary:**  
**Job Description:** In return for top talent, EN Engineering offers competitive compensation, excellent benefits, and a positive work environment designed around the philosophy of mutual respect and the challenge of contributing to the continued success of our organization. Position
Overview: This position is responsible for developing engineered pipeline construction plans in an AutoCAD platform; receiving roughly designed concepts from engineers and transforming them into (CAD) working documents. Applications are predominantly related to the civil and mechanical engineering fields. This position is responsible for understanding and completing drawings in accordance with client specifications. Primary Duties and Responsibilities:
Calculating lay out rights-of-way and/or street dimensions and angles
Constructing dimensional relationships of one part to another and a relationship of various parts to entire project, utilizing knowledge of engineering practices and mathematics
Creating a preliminary and/or final sketch of proposed drawing, using computer-assisted design/drafting equipment
Modifying drawings as directed by engineer or design coordinator
Performing miscellaneous job-related duties as necessary

Skills/Requirements
An Associate of Applied Science degree (AAS) in Design and Drafting Technology with AutoCAD, Microstation CADWorx, Civil 3D and/or Plant 3D
0-3 years prior experience preferred in civil design and/or in the gas pipeline industry
Knowledge of MicroStation, Smallworld and/ESRI GIS platform is a plus
Strong work ethic with desire to work in a production environment

Contact: Courtney Brandt
Address: 28100 Torch Pkwy, Suite 400, Warrenville, IL 60555
Phone: 6304733549

Expires: 03/16/2016
Job ID: 4391476
Job Title: Manufacturing Assistant
Company: Surgimatix, Inc.
Job Type: Part Time
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: 15/hr

Job Description: Medical device R&D company located in Elk Grove Village seeking a Manufacturing Assistant. Job involves: --Machine setup and run --Prototype assembly --Part inspection --Manufacturing documentation --General machine shop assistance

Contact: Rahma Hasan
Address: 4 E. Ogden Ave #137, Westmont, IL 60559
Phone: 630-800-5386
Email: rahma@surgimatix.com

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

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

Expires: 03/16/2016  
Job ID: 4391931  
Job Title: Auto Body Technician  
Company: Car Outlet/ Full Services  
Job Type: Full Time  
Location: Waukegan, IL  
Salary: Based on experience  
Job Description: -General body repair work, excluding repairs to frame damage  
-Replace external parts as part of repair  
-Primer/paint vehicles as part of repair  
-Uses computer to enter paint codes
Job Requirements: Qualifications: -Must have valid Driver's license -High School Diploma or equivalency -Minimum 2+ years body work and/or painting experience required -ASE Certification preferred, but not required -Factory training preferred, but not mandatory

Application Instructions: Please e-mail your resume to Angie at angie.ocampo@caroutletjobs.com or call to make an app't

Contact: Angie Ocampo
Address: 3100 Grand Ave, Waukegan, IL 60085
Phone: (773) 267-7800
Email: angie.ocampo@caroutletjobs.com

Expires: 03/16/2016
Job ID: 4392038
Job Title: Certified Medical Interpreters
Company: Acutrans
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Spanish Language Interpretation
Job Target: Any Job Target
Location: Chicago, IL
Salary: up to $25.00 hr.
Job Description: We are an interpreting and translations company, looking to hire trained medical interpreters in all languages, including American Sign Language, to work as independent contractors in medical and hospital settings. Qualified candidates should be willing to travel within the Chicago area and surrounding suburbs. We offer training through Bridging the Gap, a nationally recognized training program for medical interpreters as well. This is a Part-time position in Chicago and suburbs. With some course work in Medical interpreters and at least 1 years experience.

Application Instructions: Please e-mail your resume to at luisab@acutrans.com

Contact: Luisa Basescu
Address: 9525 S. 79th Ave Suite 6., Hickory Hills, IL 60457
Phone: (708) 430-6995
Fax: (708) 430-5217
Email: luisab@acutrans.com

Expires: 03/16/2016
Job ID: 4392186
Job Title: State Farm Insurance - Sales Representative
Company: State Farm Insurance Companies
Job Type: Full Time
Location: Elmhurst, IL 60126
Salary:

Job Description: State Farm Insurance - Sales Our successful State Farm Agency is looking for you to help us grow! We are seeking a professional, reliable, sales-oriented, "can-do" individual to join our Team. Want to know your role? Bring new customers to our Agency & meet with existing clients to review their needs. We'll give you the tools and training... it's on you to make it happen. Our Team remains accountable for each other's role within the Team. We work together towards a common goal - to get better and grow. What's in it for you? Our Agency will provide you training, support, and the opportunity to develop your professional skills within a successful Agency environment. Want to build a career within our Agency? No problem...there's a path for that. Want to own your own Agency? It's called the Agent Aspirant program & we have a path for that as well. Here's how it works: 1. Get in the door: - Make us want to hire you. Email info below that makes us want to call you, set up an interview & win the job - Clear the background check 2. You need to: - Remain Coachable - Focus on sales-based activities - Be accountable for your role within the Team 3. In order to succeed: - Talk to people, listen to their needs & take care of them - Hold value-based conversations 4. Is this YOU? - Any good at talking on the phone? How about typing an email? - Do you have a smile in your voice? - Enjoy making friends? Are you bilingual? Even better. We'll teach you if you're willing to learn. Our Team functions in a fast-paced environment with a high degree of accountability. Make us interested in calling you - reply to this post: 1. Respond with the subject line: "I want to work for you." 2. Include a resume. 3. Include at least one paragraph about why you want to work for us. 4. Include one paragraph recommending your favorite Chicagoland restaurant. Are you ready to join our Team today? Because we're ready for you!

Application Instructions: Apply at http://TimCurry.SFAgentJobs.com/

Contact:

Address: 169 E. Butterfield Rd., Elmhurst, IL 60126
Phone: (630) 833-8300
Email: tim@timcurry.net
Apply Online: http://TimCurry.SFAgentJobs.com/

Expires: 03/16/2016
Job ID: 4392196
Job Title: State Farm Insurance - Sales Representative
Company: State Farm Insurance
Job Type: Full Time
Location: Elmhurst, IL 60126
Salary: Salary + Bonus

Job Description: State Farm Insurance - Sales Our successful State Farm Agency is looking for you to help us grow! We are seeking a professional, reliable, sales-oriented, "can-do" individual to join our Team. Want to know your role? Bring new customers to our Agency & meet with existing clients to review their needs. We'll give you the tools and training... it's on you to make it happen. Our Team remains accountable for each other's role within the Team. We work together towards a common goal - to get better and grow. What's in it for you? Our Agency will provide you training, support, and the opportunity to develop your professional skills within a
successful Agency environment. Want to build a career within our Agency? No problem...there's a path for that. Want to own your own Agency? It's called the Agent Aspirant program & we have a path for that as well. Here's how it works: 1. Get in the door: - Make us want to hire you. Email info below that makes us want to call you, set up an interview & win the job - Clear the background check 2. You need to: - Remain Coachable - Focus on sales-based activities - Be accountable for your role within the Team 3. In order to succeed: - Talk to people, listen to their needs & take care of them - Hold value-based conversations 4. Is this YOU? - Any good at talking on the phone? How about typing an email? - Do you have a smile in your voice? - Enjoy making friends? Are you bilingual? Even better. We'll teach you if you're willing to learn. Our Team functions in a fast-paced environment with a high degree of accountability. Make us interested in calling you - reply to this post: 1. Respond with the subject line: "I want to work for you." 2. Include a resume. 3. Include at least one paragraph about why you want to work for us. 4. Include one paragraph recommending your favorite Chicagoland restaurant. Are you ready to join our Team today? Because we're ready for you!

**Application Instructions:** Apply here: http://TimCurry.SFAgentJobs.com/

**Contact:** Tim Curry  
**Address:** 169 E. Butterfield Rd., Elmhurst, IL 60126  
**Phone:** 630-833-8300  
**Email:** tim@timcurry.net  
**Apply Online:** http://TimCurry.SFAgentJobs.com/

---

**Expires:** 03/16/2016  
**Job ID:** 4392251  
**Job Title:** Customer Services Agent and Shift Lead  
**Company:** Walgreens  
**Job Type:** Full Time, Part Time  
**Location:** Schiller Park, IL  
**Salary:** $8.50 - $12.25  
**Job Description:** Work with customers in a retail business. No experience necessary.  

**Application Instructions:** Please apply online at www.walgreens.com  

**Contact:** Teri Green  
**Address:** 9595 W. Grand Ave, Schiller Park, IL 60176  
**Phone:** (847) 455-6876  
**Apply Online:** https://www.walgreens.com

---

**Expires:** 03/16/2016  
**Job ID:** 4392326  
**Job Title:** Personal Gardener  
**Company:** Dig Right In Landscaping, Inc.  
**Job Type:** Full Time, Seasonal  
**Degrees Wanted:** Associates, Certificate
Majors Wanted: Landscape Design & Maintenance  
Job Target: Any Job Target  
Location: Westchester, IL 60154  
Salary: Dependent on experience  

Job Description: A growing and progressive full service landscaping company seeks energetic and artistic Personal Gardener to fill a unique position within the company's maintenance division working with residential customers. This position is a daily, outdoor, hands-on opportunity to use healthy, organic techniques to create pride and comfort for your clients. But this is not a hobby—you must be well organized and outgoing in order to manage your accounts financially and technically. Office work includes time management, proposal writing, client management, and research and development of the company's sustainable practices. This position requires a degree in horticulture or similarly accredited certificate. It also requires a demonstrable knowledge of plant ID, ecology, Integrated Pest Management, and horticultural planting and care techniques including vegetable gardening. Design, sales and business skills are a plus, but will train to company standards. Hourly compensation based upon experience plus commission, plus incentives  

Job Requirements: Must be able to work outdoors May-November.  

Contact: Jeff Swano  
Address: 9900 Derby Lane, Westchester, IL 60154  
Phone: 708-485-1234  
Email: digrightin@yahoo.com  

Expires: 03/16/2016  
Job ID: 4392336  
Job Title: Landscape Designer  
Company: Dig Right In Landscaping, Inc.  
Job Type: Full Time, Seasonal  

Degrees Wanted: Associates, Certificate  
Majors Wanted: Landscape Design & Maintenance  
Job Target: Any Job Target  
Location: Westchester, IL 60154  
Salary: depending on experience.  

Job Description: A growing and progressive full service landscaping company seeks energetic and artistic landscape designer. You have a passion for improving the natural environment. You are able to build relationships with your clients and really get into using your creativity to translate the customer's desires into beautiful, functional, healthy and sustainable outdoor living spaces. We require creative, highly motivated (can work independently) and career oriented (want to learn and grow) individuals looking to achieve an outstanding customer experience from sales, to design, estimating, contract negotiation, and project completion. Don't worry: we will train to company standards. Designers must demonstrate applicable experience or education such as an accredited landscape design program, certificate or equivalent. Computer (Excel &
Word) and confident sales skills a plus. Compensation based upon prior experience and skill level as demonstrated by portfolio, plus commissions, plus incentives.

**Contact:** Freyja Conrad  
**Address:** 9900 Derby Lane, Westchester, IL 60154  
**Phone:** 708-485-1234  
**Email:** digrightin@yahoo.com

---

**Expires:** 03/16/2016  
**Job ID:** 4392482  
**Job Title:** Legal Assistant  
**Company:** Law Office of Brent K Newcomb  
**Job Type:** Internship, Part Time  
**Location:** Elk Grove Village, IL 60007  
**Salary:** TBD based on experience

**Job Description:** Seeking a highly motivated, organized, and customer-service oriented professional to work as a legal assistant for an immigration law practice. No previous law firm experience is necessary, however previous clerical/office experience and basic PC skills (Word, Excel, and various social media sites) is required. Bilingual applicants are a plus. We offer competitive salary and job perks. Position will start as either an internship or 20-hour per week position with opportunities to expand into permanent and/or full-time position.

**Application Instructions:** Please submit a resume to immigratetous@yahoo.com. Please indicate Legal Assistant Position Resume in your subject line.

**Contact:** Brent K Newcomb  
**Address:** 902 Huntington Drive, Elk Grove Village, IL 60007  
**Phone:** 8472242551  
**Fax:** 8003561972  
**Email:** immigratetous@yahoo.com

---

**Expires:** 03/17/2016  
**Job ID:** 4392569  
**Job Title:** Nurses / RNs & LPNs  
**Company:** Lutheran Social Services of Illinois  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60602  
**Salary:**

**Job Description:** Full-time and Part-time positions are available for RNs and LPNs to provide vitals checks, brief health assessments, assesses for medication compliance/issues and coordinating referrals for
immediate or routine care as a part of a treatment team in a behavioral health care center. The Candidate must comply with productivity standards, have familiarity with accreditation and licensure standards, adhere to ethical standards of treatment and be proficient in and completion of all required documentation in EHR System, and other duties as assigned. Requirements Candidate must have a current RN or LPN License, and at least one year of experience working with mentally ill patients. A Nurse Practitioner with experience utilizing substance abuse interventions preferred. Bilingual candidates preferred, and candidate must also have the ability to work in a team environment. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuOTU1MzcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuOTU1MzcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

---

**Expires:** 03/17/2016

**Job ID:** 4392572

**Job Title:** Teacher Type 04

**Company:** Lutheran Social Services of Illinois

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60290

**Salary:**

**Job Description:** There are 2 positions available for a Type 04 Master Teacher for a Head Start classroom at our Head Start center. The Master Teacher is responsible for the overall academic teaching and assessment of preschool children ages 3-5. To support in their development for kindergarten readiness and partner with families to promote that success. Requirements * Illinois Type 04 certificate * Bachelor’s degree in Early Childhood Education Candidate will be expected to follow established class curriculum and should have good computer skills, as well as the ability to meet paperwork deadlines. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuNDQ2NjkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21cnkuNDQ2NjkuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 03/17/2016
Job ID: 4392900
Job Title: Automotive Technician / Mechanic of (ALL LEVELS) - Joliet, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Joliet, IL
Salary: DOE

Job Description: Firestone Complete Auto Care is currently seeking an Automotive Technician / Mechanic of (ALL LEVELS) - Joliet, IL Tire Maintenance Technician/Mechanic Entry Level Technician Entry Level Mechanic / Technician Senior Mechanic / Automotive Technician Lead Mechanic / Master Technician Responsibilities: Tire Maintenance Technician / Mechanic *
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. * Demonstrate the ability to learn basic mechanical tasks.

Entry Level Technician * Maintain an organized neat and safe bay. * A focus towards maintaining a safe work environment and neat bay. * Ability and desire to learn 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. * Ability to road test vehicles. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Entry Level Mechanic / Technician * Maintain an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. * Ability to install parts which include shock absorbers and exhaust systems. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Senior Mechanic / Automotive Technician * Maintain an organized neat and safe bay. * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience. * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Automotive Technician * Maintain an organized neat and safe bay. * 5+ years of automotive mechanical diagnosis, problem solving and repair experience as you mentor and teach teammates while discussing problems with customers. * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred.

Job Requirements: Requirements: * Valid driver's license required. * Pre-employment drug test/physical/background check will help assure we build teams of people who can best work
with others and serve the needs of our customers. 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." Kristen 708-310-9773

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

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

Expires: 03/17/2016
Job ID: 4392991
Job Title: Counter Associate/Light Warehouse
Company: Temperature Equipment Corporation
Job Type: Full Time
Degrees Wanted: Diploma
Location: Melrose Park, IL 60160
Salary:
Job Description: Sales Associate/Light Warehouse Job description We are in search of a Counter/Light Warehouse associates for the Elgin, IL., Melrose Park, IL., Lansing, IL., Libertyville, IL., and Merriam, KS., locations. Responsibilities will include, but are not limited to, initiative to build and maintain business, conduct sales transactions, promote and recommend items related to product or application to customers, process customer returns correctly, pick orders from Warehouse when necessary and other store related responsibilities. We are seeking an experienced, organized individual that has the ability to multi-task in a store environment and possess excellent customer service skills. Job Location See above Full Time M-F Shift is based on business needs Education Level High School diploma or GED equivalent At least one year Sales or related work experience Must have strong computer skills Excellent customer service skills required Must be familiar with dollies, pallet jacks and fork lifts Skills/Qualifications Organization, exceptional customer service, computer and keyboarding knowledge, team player, basic math and filing skills, able to lift 50 pounds, load/unload trucks. TEC/NEC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, TEC/NEC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including
recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. If you are interested in this position, please apply on-line through at www.tecmungo.com or www.excelsiorhvac.com

**Job Requirements:** Ability to lift up to 50 lbs continuously throughout a shift, continuous bending, stooping, reaching, grasping, walking, standing

**Application Instructions:** Please apply on-line at www.tecmungo.com

**Contact:** Lisa Sonne  
**Address:** 17725 Volbrecht, Lansing, IL 60438  
**Phone:** 708-418-7849

---

**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 hour’s 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 Calendar 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