Job Title: Job Fair - On Spot Interviews
Company: College Nannies, Sitters, and Tutors
Job Type: Full Time, Part Time, Seasonal
Location: Glenview, IL 60025
Salary: TBA
Job Description: Help build stronger families by joining the CNT team as a Nanny or Sitter! CNT IS HOSTING A JOB FAIR at our Glenview Center! Location: 958 Harlem Ave Glenview, IL 60025 Date: March 18th, 2016 Time: 10AM-12, 1PM-4 Can't make it: Call us at 847-998-5657 CNT is hiring responsible, outgoing individuals for a variety of childcare positions in the city and suburbs! + Flexible hours + CNT finds and screens our families for you + Legal employment, we take care of taxes/workers compensation + Great experience and much more! To learn more about CNT and our positions, please check out our website at: https://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/
Contact: Stephanie Clark
Address: 958 Harlem Ave., Glenview, IL 60025
Phone: 847-998-5657
Email: Sclark@collegenannies.com
Apply Online: http://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/

Expires: 03/31/2016
Job ID: 4417025
Job Title: Looking for Caring Infant Teachers
Company: Bright Horizons Family Solutions
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: DuPage & Cook County, IL
Salary:
Job Description: Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine's "100 Best Companies to Work For." Now hiring in Downers Grove, Wheaton, Western Springs and Hoffman Estates! As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in
the design and implementation of a developmentally appropriate curriculum and work collaboratively to maintain positive relationships with parents, children, coworkers, and clients.

Requirements: *High School Diploma/GED required *Must meet state requirements for education and experience *Additional center/school requirements may apply Preferred Requirements: *Related early childhood education/child development college course work *CDA *Working towards an Associate's or Bachelor's early childhood education/child development or related degree *12 months of professional teaching experience Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

**Application Instructions:** Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County or Illinois-Cook County

**Contact:**

- Email: colleen.fogel@brighthorizons.com
- Apply Online: https://www.brighthorizons.com/careers

Expires: 03/31/2016

Job Title: Early Childhood Education Teachers-All Age Groups

Company: Bright Horizons Family Solutions

Job Type: Full Time

Majors Wanted: Early Childhood Education

Job Target: Any Job Target

Location: Itasca, IL 60143

Salary:*

Job Description: Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine's "100 Best Companies to Work For." Now Hiring in Wheaton! Interview Night scheduled for January 12, 2016 at 6:30 p.m. RSVP to colleen.fogel@brighthorizons.com. Additional details will be emailed back to you. As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in
the design and implementation of a developmentally appropriate curriculum and work collaboratively to maintain positive relationships with parents, children, coworkers, and clients. Requirements: *High School Diploma/GED required *Must meet state requirements for education and experience *Additional center/school requirements may apply Preferred Requirements: *Related early childhood education/child development college course work *CDA *Working towards an Associate's or Bachelor's early childhood education/child development or related degree *12 months of professional teaching experience Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

Application Instructions: Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County

Contact:
Email: colleen.fogel@brighthorizons.com
Apply Online: https://www.brighthorizons.com/careers

Expires: 03/31/2016
Job ID: 4417037
Job Title: Hiring Twos Teachers with Heart
Company: Bright Horizons Family Solutions
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Itasca, IL 60143
Salary:

Job Description: Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Now hiring Twos Teachers in Oakbrook, Western Springs and Wheaton! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine’s "100 Best Companies to Work For." As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in the design and implementation of a developmentally appropriate curriculum and work collaboratively to
maintain positive relationships with parents, children, coworkers, and clients. Requirements:
*High School Diploma/GED required *Must meet state requirements for education and experience *Additional center/school requirements may apply Preferred Requirements:
*Related early childhood education/child development college course work *CDA *Working towards an Associate's or Bachelor's early childhood education/child development or related degree *12 months of professional teaching experience Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

**Application Instructions:** Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County or Illinois-Cook County

**Contact:**
**Email:** colleen.fogel@brighthorizons.com
**Apply Online:** https://www.brighthorizons.com/careers

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**Expires:** 03/31/2016
**Job ID:** 4417076
**Job Title:** C N A
**Company:** The Fountains at Crystal Lake
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Certificate
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Crystal Lake, IL 60012
**Salary:** 10.50 on up
**Job Description:** The Fountains at Crystal Lake is looking for extraordinary people to join our staff of caregivers/CNA's. The Fountains at Crystal Lake is a Senior Living Retirement community, serving Independent, Assisted and Memory Care Residents. We are located on 30 acres in a beautiful wooded setting at 965 N. Brighton Circle, Crystal Lake Illinois. We currently are accepting applications for C N A/Caregiver position that we have available for our 3:00 pm to 11:00 pm shift. Currently we are hiring full time for this position If you have a desire to work with the Senior population we are looking for you. Assisted Living experience a plus. Wages start at $10.50 per hours depending on experience. The Fountains at Crystal Lake is an equal opportunity employer.

**Job Requirements:** You do not need to have your C N A certificate, however it is preferred. Caregivers with experience may also apply.
Application Instructions: Fax resume or come in any time and fill out an application.
Contact: Patty Mills
Address: 965 N. Brighton Circle, Crystal Lake, IL 60012
Phone: 815-477-6579
Fax: 815-455-2142

Expires: 03/31/2016
Job ID: 4417101
Job Title: Waiters/Waitress
Company: The Fountains at Crystal Lake
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Crystal Lake, IL 60012
Salary: 8.25 and up

Job Description: The Fountains at Crystal Lake is looking for extraordinary people to join our staff in Dining Services. The Fountains at Crystal Lake is a Senior Living Retirement community, serving Independent, Assisted and Memory Care Residents. We are located on 30 acres in a beautiful wooded setting at 965 N. Brighton Circle, Crystal Lake Illinois. We currently are accepting applications for Server position that we have available for our 7:00 am to 1:00 pm shift. Currently we are hiring Part time for this position. also available would be 3:30 pm to 6:00 pm shift and occasional weekends. If you have a desire to work with the Senior population we are looking for you. Assisted Living experience a plus. Wages start at $8.25 per hour depending on experience. Please apply thru Indeed. You can also stop in and fill out an application we try to do on the spot interviews. You can also call to set up an interview appointment. The Fountains at Crystal Lake is an equal opportunity employer.

Job Requirements: Experience with the Senior population a plus. Assisted Living Experience a plus

Application Instructions: fax resume to 815-455-2142 or stop in during regular business hours to fill out an application. You can also email pmiills@watermarkcommunities.com for additional information.

Contact: Patty Mills
Address: 965 N. Brighton Circle, Crystal Lake, IL 60012
Phone: 815-477-6579
Fax: 815-455-2142

Expires: 03/31/2016
Job ID: 4417188
Job Title: CNC Operators Lynx and Miyano  
Company: Deltrol Fluid Products  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bellwood, IL 60104  
Salary:  

Job Description: Deltrol Fluid Products Physical Job Description Lynx Turning Machine Set-up Person and Operator Department/Division/Section: 215/DFP/MACHINING  
DEPARTMENT Hours Available: Monday-Friday 6:30am - 3pm, 3-11pm . Job Summary: Lynx Turning Machine Operator Essential Functions: Be able to read English, understand and execute company prints, drawings and instructions to operate Lynx Machine(s) and drill presses. Be able to check parts on a frequent basis to ensure accuracy and quality. Qualifications/Requirements: Understand and ability to use precision measuring equipment. Understand standard CNC Turning Machine practices, tooling and operation of Lynx equipment. Familiarity with drilling/machining equipment is preferred but not required. Be able to read blueprints and perform basic trigonometry and geometry calculations. Sensory Requirements: Vision and Hearing are required to perform these duties. Environmental: Current conditions are air conditioned and heated. Air conditioning is not required for the operation of this equipment. Education/Experience/License Requirements: CNC turning machine experience is required. Understand and able to use precision measuring equipment. Understand standard CNC turning machine practices, tooling and operation of CNC turning equipment. Be able to read blueprints and perform basic trigonometry and geometry calculations. Be able to read G-code programs is not necessary, but a plus. Language Skills: Basic English language skills. Must be able to communicate with supervisor. Mathematical Skills: Must be able to perform basic trigonometry and geometry calculations required. Reasoning Ability: Must have the necessary skills to evaluate and make proper adjustments to continue to produce quality parts and troubleshoot machining issues. Work Environment: Industrial machine shop environment with machine oils, solvents and potentially hazardous chemicals. Physical Demands: Bending, lifting (34 lbs. max, 1.375 steel hex bar 6ft.), standing, walking, pushing, pulling on occasion.  

Application Instructions: Please send resume to the email address for consideration.  
Contact: Lisa Sparks  
Address: 3001 Grant Ave, Bellwood, IL 60104  
Phone: 708-240-7709  
Fax: 708-547-0026  
Email: hr@deltrolfluid.com  

Expires: 03/31/2016  
Job ID: 4417275
Job Title: Home Health Aide
Company: Heartland Hospice
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted:
Job Target: Any Job Target
Location: Frankfort, IL 60423
Salary:

Job Description: Heartland Hospice a subsidiary of HCR ManorCare that 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 is currently searching for a full-time Home Health Aide to support their hospice patients in their homes. The Home Health and Hospice Aide provides personal care to patients to promote comfort and support. 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. We required 1 year of C.N.A experience, current IL C.N.A. certification, High School Diploma or GED and reliable transportation.

Job Requirements: 1 year of C.N.A experience, High School Diploma or GED and reliable transportation
Contact: Kristin Lueptow
Address: 20960 Frankfort Square Road, Suite C, Frankfort, IL 60423
Phone: 262-389-1882
Fax: 888-819-6612

Expires: 03/31/2016
Job ID: 4417331
Job Title: Paid Clinical Research Studies
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL, IL
Salary:

Job Description: The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.
Contact: Noemi Mendoza  
Address: 7420 Central Ave, Suite 2020, River Forest, IL 60305  
Phone: 708-366-9300  
Fax: 708-366-9310  
Email: na.mendoza@att.net

Expires: 03/31/2016  
Job ID: 4418089  
Job Title: Database Assistant  
Company: Cure SMA  
Job Type: Full Time  
Location: Elk Grove Village, IL 60007  
Salary: Based on experience

Job Description: The Database Assistant is an integral member of the dynamic Cure SMA team. Using Blackbaud's LCRM and Luminate Online databases, the Assistant is responsible for the accurate recording and processing of all donor gifts, sponsorships and registrations, prepares requisite reports to ensure accuracy of information, and produces acknowledgment letters, tax receipts and tribute notification letters. The Assistant reports to the IT Manager to maintain data integrity across multiple databases, and ensures accuracy of database records in order to support the Cure SMA team in achieving its annual fundraising goals.

Job Requirements: Minimum Education: High School/GED Equivalent Job Experience: At least 2-3 years of data entry or administrative assistant experience; non-profit experience preferred but not required Demonstrated Competencies: Quick data entry skills balanced with strong accuracy and attention to detail. Strong organizational and prioritization skills. Maintains positive and professional demeanor and demonstrate credibility, integrity, and confidentiality. Strong working knowledge of Word, Excel and Outlook. Strong computer skills, including the ability to create mail merges and spreadsheets with basic formulas. Ability to work in a fast-paced environment and follow directions, policies and procedures. Ability to apply common sense and critical thinking to carry out instructions Good oral and written communication skills. Ability to balance data. General understanding of gift coding structures and general ledger concepts.

Application Instructions: Cover letter, resume and salary history required.

Contact: Human Resources  
Address: 925 Busse Road, Elk Grove Village, IL 60007  
Email: Human.Resources@curesma.org

Expires: 03/31/2016  
Job ID: 4418119  
Job Title: Graphic Designer - Part Time
Company: Cure SMA  
Job Type: Part Time  
Degrees Wanted: Associates  
 Majors Wanted: Visual Communication - Graphic Design/Graphic Arts  
Job Target: Any Job Target  
Location: Elk Grove Village, IL 60007  
Salary: Based on experience  
Job Description: The graphic designer will create effective, high-quality materials, both print and online, for a growing national non-profit organization. The graphic designer will be responsible for conceptualization, layout, and timely and efficient edits, and will work with communications manager to ensure all pieces produced adhere to brand standards and meet set communications goals. Schedule is variable based on project load, with an estimated average of 20-25 hours per week.  
Job Requirements: Job Experience: At least 3 years of graphic design experience. Non-profit or healthcare experience a plus, but not required. Demonstrated Competencies: Adobe Creative Suite, particularly Photoshop and InDesign. Microsoft PowerPoint Basic knowledge of HTML and CSS coding. Java coding skills a plus. Ability to grasp complex topics and translate those topics into graphics and visuals Ability to understand and follow branding guidelines. Ability to proofread content and follow style guidelines. Ability to manage multiple projects at once.  
Application Instructions: Cover letter, resume, salary history and link to your online portfolio required.  
Contact: Human Resources  
Address: 925 Busse Road, Elk Grove Village, IL 60007  
Email: Human.Resources@curesma.org

Expires: 03/31/2016  
Job ID: 4418362  
Job Title: Phone Worker - Lincolnwood  
Company: Lou Malnati's  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
 Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Lincolnwood, IL 60712  
Salary: Competitive hourly wage  
Job Description: Responsibilities include but are not limited to: - Take phone orders correctly per Malnati standards. - Knowledge of the menu/description of food and prices. - Proper functioning/working knowledge of computer system. - Effective communication with Kitchen, Cashier and other phone workers. - Greet callers promptly, courteously, efficiently and in a
友好方式。- 以友好，礼貌，预见并满足消费者的需求。- 能够在工作日/日工作。- 能够在需要时额外工作日/小时。- 送货司机经验为佳。益：- 培训。- 竞争性薪酬。- 89%的现有门店经理在路易·马尔纳蒂开始他们的职业生涯! - 为工作时的免费餐食。- 节日的50%折扣。- 家庭文化及有趣的职场环境！

申请说明：如有意，请访问http://www.loumalnatis.com/open-positions或亲自至6649 N Lincoln Ave, Lincolnwood IL 60712

联系人：Eileen Sexton

地址：3685 Woodhead Drive, Northbrook, IL 60062

电话：847-562-1814

在线申请：http://www.loumalnatis.com/open-positions

截止日期：03/31/2016

职位编号：4418364

职位：送货司机 - 林肯伍德

公司：路易·马尔纳蒂

工作类型：全职，兼职

所需学位：无要求

所需专业：任何专业

工作目标：任何工作目标

地点：林肯伍德，IL

薪酬：

职位描述：工作职责包括但不限于：- 组装分配的送货单。- 画出分配的送货路线。- 在安全的运输方式下送货。- 与顾客友好、高效地互动。- 接受支付并找零。- 在空闲时：执行辅助工作；接听电话；基本食物准备；折叠盒子；清洁。- 任何其他职责可能被分配。资格：- 提交两年的驾驶历史表单（通过MVR或驾驶执照）。- 满足保险公司的驾驶标准。- 保持有效的车牌，贴纸和保险ID卡，满足最低要求。- 车辆必须干净，安全，维护良好。- 优秀的服务技能（友好，礼貌，预见并满足消费者的需求）。- 能够工作变化的工作日/小时包括假期。- 能够在需要时额外工作日/小时。- 送货司机经验为佳。益：- 培训。- 竞争性薪酬。- 竞争性工资，时薪加小费和送货费。- 89%的现有门店经理在路易·马尔纳蒂开始他们的职业生涯！- 为工作时的免费餐食。- 节日的50%折扣。- 家庭文化及有趣的职场环境！
working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!

**Application Instructions:** If interested please apply online at http://www.loumalnatis.com/open-positions or in person at 6649 N Lincoln Ave, Lincolnwood IL 60712

**Contact:** Eileen Sexton  
**Address:** 3685 Woodhead Drive, Northbrook, IL 60062  
**Phone:** 847-562-1814  
**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 03/31/2016  
**Job ID:** 4418369  
**Job Title:** Bus Staff - Evanston  
**Company:** Lou Malnati’s  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Evanston, IL 60201  
**Salary:** Competitive hourly wage & tips  
**Job Description:** Responsibilities include but are not limited to: - Prepare, set and clean tables according to Malnati standards. - Wrap leftovers for customers. - Clean dining room, walls, furniture, ceilings etc. - Provide assistance to our dining room servers when necessary. - Any other responsibilities as may be assigned. Qualifications: - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!

**Application Instructions:** If interested please apply online at http://www.loumalnatis.com/open-positions or in person at 1850 Sherman Ave, Evanston, IL 60201

**Contact:** Eileen Sexton  
**Address:** 3685 Woodhead Drive, Northbrook, IL 60062  
**Phone:** 847-562-1814  
**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 03/31/2016
Job ID: 4418374
Job Title: Delivery Drivers - Evanston
Company: Lou Malnati’s
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Evanston, IL 60201
Salary: Competitive hourly wage & tips

Job Description: Delivery Driver Responsibilities include but are not limited to: * Assemble assigned delivery orders. * Map out assigned delivery route. * Deliver orders in a timely yet safe manner. * Greet and interact with customers in a friendly helpful and efficient manner. * Accept payment and make change. * During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. * Any other responsibilities as may be assigned.
Qualifications: * Submit a two-year driving history documented by MVR or drivers license. * Meet driving requirements per our insurance company’s standards. * Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. * Car must be clean, safe and well maintained. * Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). * Ability to work varied hours/days including holidays. Ability to work extra days and hours when circumstances required. * Delivery driver experience a plus. Benefits: * Flexible schedules. * Paid training. * Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). * Insurance -medical, dental, prescription drug, vision, life, accident, STD, LTD, AD&D & FSA to exempt and non-exempt employees who work 37 or more hours. * Domestic Partner Benefits. * 401(k) with generous match. * Annual vacation check paid to eligible full-time hourly non-exempt employees. * Free meals while working, 50% discount on food when not working. * Full-time and part-time hourly non-exempt employees receive Holiday Pay. * Safety rewards. * Family culture and fun work environment!

Application Instructions: If interested please apply online at http://www.loumalnatis.com/open-positions or in person at 1850 Sherman Ave, Evanston, IL 60201

Contact: Eileen Sexton
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016
Job ID: 4418376
Job Title: Bus Staff - Lincolnwood
Company: Lou Malnati’s
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Lincolnwood, IL 60712  
Salary: Competitive hourly wage & tips  

Job Description: Responsibilities include but are not limited to: - Prepare, set and clean tables according to Malnati standards. - Wrap leftovers for customers. - Clean dining room, walls, furniture, ceilings etc. - Provide assistance to our dining room servers when necessary. - Any other responsibilities as may be assigned. Qualifications: - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!  

Application Instructions: If interested please apply online at http://www.loumalnatis.com/open-positions or in person at 6649 N Lincoln Ave, Lincolnwood IL 60712  

Contact: Eileen Sexton  
Address: 3685 Woodhead Drive, Northbrook, IL 60062  
Phone: 847-562-1814  
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016  
Job ID: 4418408  
Job Title: Phone Worker - Old Irving  
Company: Lou Malnati’s  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL 60641  
Salary: Competitive hourly wage  

Job Description: Responsibilities include but are not limited to: - Take phone orders correctly per Malnati standards. - Knowledge of the menu/description of food and prices. - Proper functioning/working knowledge of computer system. - Effective communication with Kitchen, Cashier and other phone workers. - Greet callers promptly, courteously, efficiently and in a friendly manner. - Close conversation/order effectively by following all Malnati procedures.
Package food order(s) for customers, which includes flipping pizzas, boxing pizzas and packaging other delicious food items. - Stock carryout supplies/food. - Any other responsibilities as may be assigned. Qualifications: - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - Paid training. - Competitive pay. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!

**Application Instructions:** If interested please apply online at http://www.loumalnatis.com/open-positions

**Contact:** Amy Petty

**Address:** 3685 Woodhead Drive, Northbrook, IL 60062

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 03/31/2016

**Job ID:** 4418414

**Job Title:** Delivery Driver - Old Irving

**Company:** Lou Malnati’s

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

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60641

**Salary:** Competitive hourly wage & tips

**Job Description:** Responsibilities include but are not limited to: - Assemble assigned delivery orders. - Map out assigned delivery route. - Deliver orders in a timely yet safe manner. - Greet and interact with customers in a friendly helpful and efficient manner. - Accept payment and make change. - During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. - Any other responsibilities as may be assigned. Qualifications: - Submit a two-year driving history documented by MVR or drivers license. - Meet driving requirements per our insurance company's standards. - Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. - Car must be clean, safe and well maintained. - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances required. - Delivery driver experience a plus. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). - Free meals while working, 50% discount on food when not
working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!

**Application Instructions:** If interested please apply online at http://www.loumalnatis.com/open-positions

**Contact:** Amy Petty

**Address:** 3685 Woodhead Drive, Northbrook, IL 60062

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 03/31/2016

**Job ID:** 4418435

**Job Title:** Customer Service Representative

**Company:** Stericycle

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Northbrook, IL 60062

**Salary:**

**Job Description:** Under immediate direction, maintains sound customer relationships by handling questions and concerns with speed, accuracy and professionalism. Provides timely response of customer inquiries up to and including pick-ups, billing, payments, product orders, etc., and all other aspects of a customer's needs. * Using excellent communication and multitasking skills, responds timely to customer inquiries and process requests, according to established standards with attention to style, tone, and manner of communication, received through the automated ADC system, mail, or email regarding inquiries on invoices, payments, and collections as outlined by the Customer Service Manager, positioning Stericycle products and services to customers. Must be able to research customer issues and find workable solutions. * Provides feedback to management on ways to increase efficiencies and the effectiveness of servicing customer's needs. * Performs necessary record keeping activities. * Performs other related duties as required or requested. Position Requirements * High school diploma or GED required. * Six or more months of general office experience, preferably in a customer service environment, or the equivalent in related work experience. * Demonstrates the ability to type a minimum of 40 wpm. * Demonstrates general knowledge of Windows PC, Microsoft Word and Excel, and Outlook, CIB, Tower, and BSA. * Demonstrates strong organizational and interpersonal communication skills. Ability to handle complex and demanding situations tactfully when dealing with customers and assist other team members with problem resolutions.

**Contact:** Mary Paulus

**Address:** 4010 Commercial Dr., Northbrook, IL 60062
Phone: 847-943-6484
Email: mary.paulus@stericycle.com
Apply Online: http://careers.stericycle.com/jobsearch/job-details/customer-service-representative/16262/

Expires: 03/31/2016
Job ID: 4418536
Job Title: Tire Maintenance Technician /Mechanic - Hinsdale, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Hinsdale, IL
Salary:
Job Description: Firestone Complete Auto Care is currently hiring for Tire Maintenance Technician /Mechanic - Hinsdale, IL 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: 03/31/2016
Job ID: 4418828
Job Title: Cashier/Floor Associate
Company: Ebel's Ave Hardware
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elmhurst, IL 60126
Salary: $10.00 - $12.00 hr.
Job Description: We are looking for cheerful personable people who enjoy working with the public! Must be available weekends. No experience needed!
Application Instructions: Please come in person to apply
Contact: Karen Hench
Address: 1028 S. York Rd., Elmhurst, IL 60126
Phone: (630) 279-1117

Expires: 03/31/2016
Job ID: 4418848
Job Title: Center Director
Company: Safari Childcare
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Palatine, IL 60067
Salary: 40+K
Job Description: Ensuring total quality management throughout the center by upholding the highest health, safety, and cleanliness standards in order to facilitate a positive, supportive environment for students, families, and teachers. Promoting Safari Childcare through: potential customer tours, community events, networking with businesses and chambers, and location-based promotions. Bonus plan is primarily based upon enrolling children into the center. Establishing and maintaining strong customer relationships with current and potential customers. Sales, customer service and strong follow-up skills are essential in order to be successful in this position. Those who are patient, organized, and enjoy helping people will thrive in this position. Managing your staff by: mentoring, leading and training teachers as well as terminating staff who are not performing in the best interest of the children. Supervising the implementation of a developmentally-appropriate curriculum with an emphasis on literacy, math, science, and first-grade readiness. Evaluating the classroom structure, daily schedule, and
As an Assistant Teacher you will assist the Lead Teacher in all classroom functions, implement lesson plans, tend to children's needs, maintain room design, adhere to health and safety procedures. We are hiring for all 11 of our locations: Army Trail, Belvidere, Bensenville, Cary, East Dundee, Palatine, Highland Park Mt Prospect (2 locations), McHenry and Streamwood.

Job Requirements: Please visit www.safarichildcare.com to fill out an application!
Degrees Wanted: Associates, Bachelors

Majors Wanted:

Job Target: Any Job Target

Location: Chicagoland, IL

Salary:

Job Description: Early Childhood Teachers Make a difference in children's lives! Passionate about teaching kids to read? Write? Walk? Learn? If so, we want you to join our team! We are now hiring for all 11 of our family-owned locations: Mount Prospect (2 locations), Highland Park, Bensenville, East Dundee, Palatine, Streamwood, Hanover Park, McHenry, Cary, and Belvidere! Manage your own classroom... teach kids to love learning... encourage interaction with peers... and above all LOVE THEM! Safari childcare implements a thematic curriculum, focuses on individualized care for each student, a

Application Instructions: Once on our website Safarichildcare.com click on careers, then on the application link. We look forward to hearing from you.

Contact: Michele Klasky

Address: 1524 W. Algonquin Rd., Palatine, IL 60067

Phone: 847-991-3090

Fax: 847-991-3055

Email: laurahaas@safarichildcare.com

Apply Online: http://www.appone.com/MainInfoReq.asp?R_ID=1211174

Expires: 03/31/2016

Job ID: 4418914

Job Title: Sales Associate - Part-time

Company: Kensie

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Rosemont, IL 60018

Salary: TBD

Job Description: This position requires previous retail sales, or face-to-face customer services experience. Must be available nights, weekends, and holidays. This is a part time job between 10-15 hours per week. Must be outgoing, responsible, good work ethic, and open to training and coaching. We would like someone with 1 year experience in customer services/retail experience.

Application Instructions: Please e-mail your resume at KensieRosemontIL@kensieretail.com to be considered

Contact: Mia Cameli
Address: 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018
Phone: (847) 678-7585
Email: KensieRosemontIL@kensieretail.com

Expires: 03/31/2016
Job ID: 4419043
Job Title: Manager in Training- Part-time
Company: Kensie
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: BOE

Job Description: This position needs at least one to three years of experience in fashion retail environment. Must be a key holder or sales lead currently. Must be available to work weekends, holidays, and Monday - Wednesday availability. This is part-time with 15 - 20 hours per week. Salary based on experience and availability. We would like someone with 1 year or more of experience in management.

Application Instructions: Please e-mail your resume at KensieRosemontIL@kensieretail.com

Contact: Mia Cameli
Address: 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018
Phone: (847) 678-7585
Email: KensieRosemontIL@kensieretail.com

Expires: 03/31/2016
Job ID: 4419080
Job Title: Cashier
Company: Real Urban BBQ
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: OakBrook, IL
Salary: $10.00 - $11.00

Job Description: Looking for A.M and P.M cashiers. Able to work register money exchanges some small food duties outgoing & friendly interacting with customers. Both full-time and Part-time positions availability.
**Application Instructions:** To apply you can call to make an app't at (630) 908-4380 or e-mail your resume at jim@realurbanbbq.com or come in person.

**Contact:** Jim Janisch  
**Address:** 2119 Clearwater Drive, OakBrook, IL 60523  
**Phone:** (630) 908-4380  
**Email:** jim@realurbanbbq.com

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**Expires:** 03/31/2016  
**Job ID:** 4419193  
**Job Title:** optician trainee  
**Company:** crystal optical  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** crystal lake, IL 60014  
**Salary:**  
**Job Description:** train to become a optician. work at a busy doctor office in crystal lake. no experience necessary. need to speak Spanish/English. must be outgoing and a fast learner.

**Contact:** dr. rich  
**Address:** 6213 northwest hwy, crystal lake, IL 60014  
**Phone:** 8154594074

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**Expires:** 04/01/2016  
**Job ID:** 4419762  
**Job Title:** Technical Communicator  
**Company:** Patten CAT  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Applied Manufacturing, Automotive Technology  
**Job Target:** Any Job Target  
**Location:** Elmhurst, IL 60126  
**Salary:** Based on Experience  
**Job Description:** POSITION SUMMARY: The primary role of the Technical Communicator is to be the focal point for factory communication relating to product problems, troubleshooting direction, and goodwill requests. The TC is responsible for filtering and disseminating product support information to the department. PRINCIPAL FUNCTIONS & RESPONSIBILITIES (including, but not limited to): * Provide technical assistance to internal and external customers

EDUCATION/QUALIFICATION/EXPERIENCE: College degree in business or a mechanical related discipline (automotive, diesel engine or power generation industry experience). Effective communicative ability - both oral and in written technical reports. Completed basic courses in diesel engines, electrical systems and able to use and explain schematics as used in Caterpillar Service Manuals. SKILLS/ABILITIES: Effective verbal and written communicator, able to use and develop resources to improve technician efficiency. Equal Opportunity Employer

Application Instructions: Please apply online at PattenCAT.com

Contact:
Address: 635 W. Lake Street, Elmhurst, IL 60126
Phone: 630-279-4400
Apply Online: https://careers-pattencat.icims.com/jobs/1099/technical-communicator/job

Expires: 04/01/2016
Job ID: 4420270
Job Title: Store Manager
Company: L.W.N. (Love it. Want it. Need it.)
Job Type: Full Time
Location: Rosemont, IL
Salary:
Job Description: > Job Title: Store Manager > Company: L.W.N. > Retail Store Manager > L.W.N. - Fashion Outlets of Chicago Rosemont, IL > L.W.N (Love It. Want It. Need It) is an emerging fashion jewelry brand > rooted in the belief that fashion should be affordable as well as fun. > L.W.N. offers a unique and exciting ever changing assortment of high > quality fashion jewelry in an atmosphere that exudes glamour. At L.W.N > we sell an experience, not just fashion jewelry. > > We are currently seeking a fashion forward Manager that is looking to > not only be part of a new business venture but also to act as an > L.W.N. > brand ambassador. As an L.W.N. store manager you will be directly > responsible for the day to day operations as well as all additional > aspects pertaining to the management of a single retail location. As a > manager you will also be responsible for fostering an exciting > interactive store atmosphere that is focused on providing the highest > level of customer service. > > Essential Responsibilities include but are not limited to: > > Hiring, training and developing a team of sales associates who fully > embody the L.W.N. spirit. > Providing training in the areas of customer service, product > knowledge, inventory control and operations. > Managing
schedules and payroll functions along with store opening and closing procedures. Implementing process and procedures regarding inventory management, loss prevention, price changes, transfers and sales. Selling! Providing exceptional customer service in a fun yet professional manner while maintaining quality relationships with customers as well as the staff. Upholding company policies and procedures. Implementing key marketing initiatives and promotions in order to develop increased brand awareness, positioning and store traffic. Providing constant sales training. Maintaining store presentation and upholding visual merchandising initiatives in order to create a compelling store environment. Achieving and or exceeding monthly sales goals on a consistent basis. Creating a unique and memorable in store experiences for our customers. Conduct ongoing reviews and assessments of employee performance. Embracing and cultivating L.W.N's culture.

**Qualifications:**
- 2 years of retail management experience with a proven track record of results.
- A college degree is desired, not required
- Strong sales background
- Communication and leadership skills along with the ability to effectively communicate with the home office.
- Excellent organizational skills and attention to detail as well as the ability to manage multiple priorities.
- Considerable knowledge of retail systems, HR practices and retail operations.
- Exceptional customer service and interpersonal skills.
- Strong merchandising skills with the ability to drive the business through creativity and extensive fashion jewelry knowledge.
- Must be available for a flexible work schedule including, days, evenings, weekends and holidays.
- Ability to speak a second language would be appreciated but is not required. Mandarin is a plus.

**Compensation:**
- Salary with store bonus potential
- Merchandise Discount

**Contact:** Catie Coscino
**Address:** 5220 Fashion Outlet Way, Suite 8110, Rosemont, IL 60018
**Phone:** 847-233-0332
**Email:** Contactus@shoplwn.com

**Expires:** 04/01/2016
**Job ID:** 4420378
**Job Title:** Bilingual Phlebotomist- Mobiles Central, North & South
**Company:** LifeSource Chicagoland's Blood Center
**Job Type:** Full Time
**Degrees Wanted:** Diploma
**Majors Wanted:** Pharmacy Technician
**Job Target:** Any Job Target
**Location:** Chicago, IL
**Salary:**

**Job Description:** Position Summary: Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good
Manufacturing Practices and safety guidelines. Language skills must include the ability to read, write, and speak English and Spanish effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements.

**Job Requirements:**

**Education and Training:** *High school diploma or equivalent required*

Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required *1 year customer service experience required*

**Knowledge of medical terminology preferred**

**Work Experience:** *1 year customer service experience* *Phlebotomy experience preferred*

**Knowledge of medical terminology preferred**

**Required Skills:** *Ability to work without direct supervision.* *Demonstrated fluency (written and spoken) in English and Spanish* *Ability to work/participate in a team environment.* *Ability to perform phlebotomy* *Ability to multi task* *Basic computer literacy* *Valid driver's license and acceptable driving record consistent with ITxM policy* *Language skills must include the ability to read, write, and speak English and Spanish effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements.*

**Application Instructions:** Apply for consideration.

**Contact:** DeShawn Bell-Ross

**Address:** 5505 Pearl Street, Rosemont, IL 60018

**Phone:** (412) 209-7247

**Apply Online:** [http://www.lifesource.org/us/work-for-us/](http://www.lifesource.org/us/work-for-us/)

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**Expires:** 04/01/2016

**Job ID:** 4420388

**Job Title:** Phlebotomist - Lake Bluff CDC, Norridge CDC & Westmont CDC

**Company:** LifeSource Chicagoland's Blood Center

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Location:** Rosemont, IL 60018

**Salary:**

**Job Description:** Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good Manufacturing Practices and safety guidelines.

**Job Requirements:** *High school diploma or equivalent required* *Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required* *1 year customer service experience required* *Knowledge of medical terminology preferred* *Ability to work without direct supervision.* *Ability to work/participate in a team environment.* *Ability to perform phlebotomy* *Ability to multi task* *Basic computer literacy* *Valid driver's license and...
acceptable driving record consistent with ITxM policy * Language skills must include the ability to read, write, speak English effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements. Physical Demands/Work Environment: Required to spend the majority of the workday bending, standing, walking, talking, hearing and using hands. Must be able to work in a variety of sites with varying accessibility. Required to lift up to 50 pounds and able to assist in lifting donor(s). Close vision and peripheral vision required as well as the ability to focus on detailed tasks and paperwork. Employee is exposed to blood or blood products 100% of the workday. OSHA Category I: position whose task/duties will put them at risk for exposure to blood and other potentially infectious materials, therefore, universal/standard precautions required. Moderate noise level. Required to travel to different donor centers and/or mobile drive locations to perform tasks as assigned with short notice. Must be flexible with hours and days worked.

Application Instructions: Apply directly to our website for further consideration.

Contact: DeShawn Bell-Ross
Address: 5505 Pearl Street, Rosemont, IL 60018
Phone: (412) 209-7247
Apply Online: http://www.lifesource.org/us/work-for-us/

Expires: 04/01/2016
Job ID: 4420784
Job Title: Now Hiring Full TIme Lead Assistants
Company: Elk Grove Township Community Day Care Center
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience

Job Description: Now hiring Full Time Lead Assistant Teachers at our NAC Accredited Day Care Center in Elk Grove Village. MUST BE DCF S TEACHER QUALIFIED. Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.

Application Instructions: Please email resume and transcripts to egtdcc@aol.com or call 847-439-5577 for additional information.

Contact: Teresa Walker
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Expires: 04/01/2016
Job ID: 4420794
Job Title: Now Hiring Assistant Teachers
Company: Elk Grove Township Community Day Care Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience
Job Description: Now hiring Part-Time Assistant Teachers at our NAC Accredited Day Care Center in Elk Grove Village. Morning and afternoon shifts available (perfect for a college student!). Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially, and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.

Application Instructions: Please email resume and transcripts to egtdcc@aol.com or call 847-439-5577 for additional information.

Contact: Teresa Walker
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Job Title: Tax Preparer
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate, MBA
Location: Hinsdale, IL 60521
Salary: 56000-75000
Job Description: Tax preparer to handle returns in busy CPA firm. Candidate will be responsible for responding to tax returns, responding to client emails, and creating general ledger firm check stubs. Company works with personal, business, trust, and partnership returns, along with personal returns for high wealth clients.
Job Requirements: * Must have 3-5 years in tax preparer experience from public accounting in a small/mid-size firm. * Must be CPA qualified. MBA preferred. * Must have professional tax software exposure. (Company uses Lacerte and Creative Solutions) * Must have excellent work ethic and maintain a professional and friendly personality when working with others. * Good communication, interpersonal and customer services skills.

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

Expires: 04/02/2016
Job ID: 4422468
Job Title: Executive Assistant
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Broadview, IL 60155
Salary: 40,000 ? 45,000 BOE

Job Description: Executive Assistant will assist CEO and VP of Finance. Responsibilities include, but are not limited to: Assist with special projects, (Job Descriptions, Vacations, type lease purchase agreements etc.) Answer phones and screen calls, handle mail - incoming and outgoing. Prepare Operations Meeting agenda and paperwork (weekly), update files for New Products department. Make reservations for the CEO and others when requested (airline, limo, dinner, hotel, etc.) Set up meetings, i.e. Board of Directors, special in-office meetings, etc. Help in preparation of presentations for various departments. Type contract and send out with necessary information, make individual files. Prepare newsletters, bulletins, press releases and ads.

Job Requirements: * Must have a Bachelor's degree. * A minimum of 2-5 years of professional experience providing executive administrative support to a CEO or Executive. * Proficient ability to create, edit/ store documents and create reports using MS Office. * Proficient with MS Outlook and calendaring required. * Strong organizational, client service and multi-tasking skills. * 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: 04/02/2016  
Job ID: 4422476  
Job Title: Vice President of Marketing  
Company: The Hire Solution  
Job Type: Full Time  
Degrees Wanted: Bachelors, MBA  
Majors Wanted: Business Management, Marketing Management  
Job Target: Any Job Target  
Location: Arlington Heights, IL 60004  
Salary: 190,000 – 230,000 (INCL.BONUS)  
Job Description: As the VP of Marketing responsibilities include but are not limited to: working closely with the VP of Product Management to provide all marketing activities related to new products/product features in support of a successful new product launch; developing an annual marketing plan in support of organizational strategy and objectives; providing leadership and support for the design, development and implementation of products and services in the company roadmap. Finally, the VP of Marketing will oversee and direct market research, industry award applications, competitor analyses and customer service and retention monitoring processes and initiatives.

Job Requirements: * Must have a bachelor's degree in Business Administration, Marketing or related field. MBA is preferred but not required. * Must have at least 12-15 years of relevant experience with increasing responsibility and 5-10 years of management experience. * The ability to organize and manage multiple priorities. * Marketing policies development and deployment. * Technical skills in product management and marketing, business and market development, market research and planning and promotions/advertising. * Excellent interpersonal and communication skills including presentation skills.

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

Expires: 04/02/2016  
Job ID: 4423574  
Job Title: Assistant Teacher  
Company: Wonder Montessori School  
Job Type: Full Time, Internship, Part Time  
Location: Chicago, IL 60646  
Salary: Competitive w/ Reg Raises
**Job Description:** We currently have assistant teacher openings in our Toddler and Preschool classrooms.

**Job Requirements:** Assistant Teacher Duties Include: -Help in maintaining a neat and organized classroom. -Promote and supervise the healthy emotional, social, intellectual, and physical development of each child. -Be responsible for the maintenance of all Montessori materials and environment -Cleaning responsibilities shared between Assistant and Lead Teachers -Communicate clearly and respectively with the Lead Teacher at all times -Supervise all activities to ensure the optimum safety of the children at all times -Be a model of professionalism for parents, teachers, and children at all times -Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace

**Application Instructions:** Please attach a resume to e-mails.

**Contact:** Ms. Joann  
**Address:** 5644 North Pulaski Road, Chicago, IL 60646  
**Phone:** 7735091296  
**Email:** info@wondermontessori.org

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**Expires:** 04/02/2016  
**Job ID:** 4423579  
**Job Title:** Assistant Teacher  
**Company:** Wonder Montessori School  
**Job Type:** Full Time, Part Time  
**Location:** Chicago, IL 60646  
**Salary:** Negotiable w/ Raises, Bonuses

**Job Description:** We currently have assistant teacher openings in our Infant and Toddler classrooms.

**Job Requirements:** Assistant Teacher Duties Include: -Help in maintaining a neat and organized classroom. -Promote and supervise the healthy emotional, social, intellectual, and physical development of each child. -Be responsible for the maintenance of all Montessori materials and environment -Cleaning responsibilities shared between Assistant and Lead Teachers -Communicate clearly and respectively with the Lead Teacher at all times -Supervise all activities to ensure the optimum safety of the children at all times -Be a model of professionalism for parents, teachers, and children at all times -Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace

**Application Instructions:** Please attach a resume to e-mails.

**Contact:** Ms. Joann  
**Address:** 5644 North Pulaski Road, Chicago, IL 60646  
**Phone:** 7735091296  
**Email:** info@wondermontessori.org
Expires: 04/02/2016  
Job ID: 4423640  
Job Title: Part-time Receptionist  
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE  
Job Type: Part Time  
Location: Elk Grove Village, IL 60007  
Salary: $10.05 to $10.25  
Job Description: Position Available Part-time Receptionist PM and Weekend Shifts Manorcare Health Services of Elk Grove Village 5 Star CMS rated and Joint Commission certified Skilled Nursing and Rehabilitation Facility Great Student Job! Rotational Schedule of 12-15 hours per week M-F rotation start time 3:30P to 8:30P S/S 8A to 3:30P and 3:30P to 8:30P Open Holidays! Join our Award Winning Team! Email a resume 473hr@hcr-manorcare.com Manorcare Health Services of Elk Grove Village 1920 Nerge Road Elk Grove Village IL 60007 847-301-0550  
Job Requirements: Position Available Part-time Receptionist PM and Weekend Shifts Manorcare Health Services of Elk Grove Village 5 Star CMS rated and Joint Commission certified Skilled Nursing and Rehabilitation Facility Great Student Job! Rotational Schedule of 12-15 hours per week M-F rotation start time 3:30P to 8:30P S/S 8A to 3:30P and 3:30P to 8:30P Open Holidays! Join our Award Winning Team! Email a resume 473hr@hcr-manorcare.com Manorcare Health Services of Elk Grove Village 1920 Nerge Road Elk Grove Village IL 60007 847-301-0550  
Application Instructions: email a resume 473hr@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: 04/02/2016  
Job ID: 4423754  
Job Title: Customer Services/ Commission Associate  
Company: JC Penney  
Job Type: Part Time  
Location: Lombard, IL 60148  
Salary:  
Job Description: In this position you will provide outstanding customer service to engage sales. In the commission areas you will work with merchandise to create appealing displays and basic support functions. We offer great discounts, room for growth.  
Application Instructions: Please apply online at www.jobs.jcp.com
Contact: Jessica Augustuans  
Address: 175 Yorktown Shopping Center, Lombard, IL 60148  
Phone: (630) 629-7750 X 244  
Apply Online: https://www.jobs.jcp.com

Expires: 04/03/2016  
Job ID: 4425096  
Job Title: Auto Mechanic Subcontractor  
Company: OCC Company  
Job Type: Part Time  
Location: Chicago, IL 60606  
Salary: $16.00 hour  
Job Description: Auto Mechanic Subcontractor with Body Shop experience. Work part time or weekends on company cars from your own shop or heated garage. Requires 5 to 7 years mechanical experience. Restoration of antique vehicles helpful. Own tools. Start immediately. Compensated at $16.00 hour CASH. No Emails. Call for interview at (630) 571-5656.

Application Instructions: Call for interview at 630-571-5656  
Contact: K. Smithe  
Address: 233 Wacker, Chicago, IL 60606  
Phone: 630-571-5656

Job ID: 4426137  
Job Title: Clinical Therapist (Trauma)  
Company: Lutheran Social Services of Illinois  
Job Type: Full Time  
Location: Chicago, IL 60290  
Salary: DOE  
Job Description: FT position available to provide psychological services to children, families and adults who have experienced psychological trauma. Provide assessments, quarterly reports, treatment plans, and progress notes for Medicaid billing within the prescribed timeframes. All reports, progress notes and other documentations are kept on a timely basis! Participate in Staffing, Cayit meetings, Court Hearings and Trainings. Lutheran Social Services of Illinois is an EOE. Requirements * Masters degree and licensure required (LSW, LPC, LCSW ). * Medicaid Experience a must. Knowledge of CBT (Cognitive Behavioral Therapy) Model. * Requires good verbal and written communication. * Establish and maintain professional and therapeutic relationships with clients (both children and adults) and respond to problem behaviors using TF-CBT Model) Trauma-Focused Cognitive Behavioral Therapy. * Previous experience working with at-risk youth is desired. * Must have a car and a valid Illinois Drivers License with updated insurance. * CANS and Trauma Certification is a Plus. * Must be able to pass background check and drug screening. * No phone calls please 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=Y21vbnRnb211cncuMTIzOTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

**Apply Online:**
http://www.aplitrak.com/?adid=Y21vbnRnb211cncuMTIzOTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**Expires:** 04/04/2016

**Job ID:** 4426139

**Job Title:** Counselor Case Manager

**Company:** Lutheran Social Services of Illinois

**Job Type:** Full Time

**Location:** Chicago, IL 60290

**Salary:** DOE

**Job Description:** Lutheran Social Services of Illinois is seeking an energetic person to join our team as a Counselor/Case Manager in our Screening, Assessment and Support Services (SASS) program on the Northwest side of Chicago. The candidate will provide short-term, community based individual, family, or group therapy to a caseload of clients as determined by SASS program needs. Complete assessment in order to formulate an accurate diagnosis and comprehensive treatment interventions to serve the identified client and family. Participate in on-call rotation to conduct emergency, on-site assessments of clients to determine the need for inpatient hospitalization. Work in collaboration with other agency programs and staff. Coordinate with other community agencies and organizations such as DCFS, schools, hospitals, other providers in the community. Provide intensive outreach in an attempt to engage clients who do not follow through with post discharge/deflection appointments. Provide case management services as defined in the plan of care that coordinate, support, and advocate for clients who need multiple services and require assistance in gaining access to and in using mental health, social, vocational, educational, child welfare, and other community services and resources. Requirements Master's degree in social service field required, LSW/LPC preferred. Bilingual English/Spanish required. Some evening availability and car required. 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=Y21vbnRnb211cncuMTAzMjUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**

**Apply Online:**
http://www.aplitrak.com/?adid=Y21vbnRnb211cncuMTAzMjUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Expires: 04/04/2016
Job ID: 4426239
Job Title: Ice Cream Maker
Company: Kimmer's Ice Cream
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Restaurant Management
Job Target: Any Job Target
Location: Wheaton, IL 60187
Salary: $9.50 with advancement ops

Job Description: We are looking to hire someone immediately as an ice cream maker and team member in our Wheaton location. We will teach you about our ice creams and what you need to know to make them! The job is part time and we can be flexible with scheduling. You will learn to scoop for our customers and make ice creams for our scoop shops and wholesale customers. Cake and pie building and decorating, baking and cleaning are all large parts of this job. Sanitation and food service knowledge are a must!

Job Requirements: This person should have a positive, friendly attitude and be detail orientated. Strong organization skills and self-motivated.

Application Instructions: Please send letter of interest and at least three references that we may contact to kimmer@kimmersicecream.com

Contact: Kimberly Elam
Address: 109 E. Front St., St. Charles and Wheaton, IL 60187
Phone: 630-765-7704
Fax: 6307629480
Email: kimmer@kimmersicecream.com

Expires: 04/04/2016
Job ID: 4426240
Job Title: Team Members- Wheaton and St. Charles scoop shops
Company: Kimmer's Ice Cream
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Restaurant Management
Job Target: Any Job Target
Location: Wheaton, IL 60187
Salary: $8.25 advancement opps
Job Description: Kimmer's St. Charles and Wheaton shops are hiring team members. We will teach you how to be an awesome member of our great teams. You will learn customer service, scooping, and more about the amazing ice cream business! This is a part time job with flexible hours, mostly evenings and weekends. We also host birthday parties, make cakes and pies, ice cream novelties and love staff who are eager to learn. We are hiring immediately and will have positions available year-round.

Job Requirements: Potential candidates should be organized, responsible, friendly and passionate about creating great experiences for our customers!

Application Instructions: Please send letter of interest and 3 references that we may contact to kimmer@kimmersicecream.com

Contact: Kimberly Elam
Address: 109 E. Front St., St. Charles and Wheaton, IL 60187
Phone: 630-765-7704
Fax: 6307629480
Email: kimmer@kimmersicecream.com

Expires: 04/06/2016
Job ID: 4421125
Job Title: Part-Time Office Assistant
Company: Village of Streamwood
Job Type: Part Time
Location: Streamwood, IL 60107
Salary: $13.13/hour

Job Description: See full job description at www.streamwood.org/jobs

Job Requirements: Associates Degree or one to two years related experience and/or training; strong knowledge of Microsoft Word and Excel; keyboarding 30 wpm; valid Illinois driver's license; ability to pass police background examination.

Application Instructions: Village of Streamwood Employment Applications required. Applications are available at www.streamwood.org and Village Hall, 301 E Irving Pk Rd., Streamwood, IL 60107

Contact: Karen Gray
Address: 301 E Irving Park Road, Streamwood, IL 60107
Phone: 630-736-3804

Expires: 04/06/2016
Job ID: 4426901
School Job ID: ecc
Job Title: Food and Beverage Manager in training Intern
Company: ECC Internships  
Job Type: Internship  
Location: Lake Forest, IL 60045  
Salary: $13-15/hr  

**Job Description:** Location: Lake Forest, IL, Conway Farms Golf Club  
Duration: 4 months beginning May 15, 40 hours per week Intern will work with management to ensure goals and aspirations are met for the F&B Dept. Candidate will rotate between bartender and serving positions to become a better leader overall and slowly work towards a managerial role. Will eventually act as MOD for meal service along with administrative duties relating to beverage ordering and inventory management. Hours flexible based upon student’s schedule.

**Job Requirements:** Prefer one year in country club industry and previous experience with inventory and inventory management. Wine and spirit knowledge a plus. Must have good verbal communication and be teamwork oriented. If over 21, be BASSET certified or able to acquire certification (They will cover expenses to acquire certification)

**Application Instructions:** Email resume and short note indicating interest to employer Todd Marsh, tmarsh@conwayfarmsgc.com with a cc copy to kmeisinger@elgin.edu.

**Contact:** Kathy Meisinger  
Address: 1700 Spartan Drive, Elgin, IL 60123  
Phone: 847.214.7399

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**Expires:** 04/06/2016  
**Job ID:** 4427113  
**School Job ID:** Oakton - EW  
**Job Title:** Account Executive position  
**Company:** Combined Worksite Solutions  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** IL  
**Salary:**

**Job Description:** Seeking insurance sales experience for Account Executive position with Combined Worksite Solutions, a Chubb company. - Hold an active Life and Health Insurance License in your state or be willing to obtain one. - Have experience in business-to-business sales and working with business professionals. - Have excellent presentation and communication skills. - Be a road warrior and maintain high business activity. The Worksite Account Executive position provides an opportunity to work with professionals during regular business hours. We are seeking licensed insurance professionals with accident & health insurance experience to join our rapidly growing Worksite Solutions group, a division of Combined Insurance. Opportunities
are available for Account Executives. This is a Business-to-Business (not individual) marketing and sales opportunity. Combined Insurance, a recognized leader in supplemental insurance, is a division of Chubb. Chubb is the world’s largest publicly traded property and casualty insurer. With operations in 54 countries, Chubb provides commercial and personal property and casualty insurance, personal accident and supplemental health insurance, reinsurance and life insurance to a diverse group of clients. The company is distinguished by its extensive product and service offerings, broad distribution capabilities, exceptional financial strength, underwriting excellence, superior claims handling expertise and local operations globally. Qualified candidates will be trained in our top-notch sales school to market our products and services to Employers, Affinity Groups & Associations, Payroll Partners, TPA’s and the insurance brokerage community. To qualify for this opportunity, candidates must: - Understand the supplemental insurance marketplace. - Have professional presence, presentation and communication skills as you will be selling directly to Business owners and Executives. - Possess a hard work ethic and work well independently with little supervision. - Be highly motivated to build a successful portfolio of clients. - Focus on the customer - providing superior customer service before and after sale. Excellent Benefits The Worksite Specialist position is an elite opportunity to work with professionals during business hours. You will become a W-2 employee with full Chubb benefits including health insurance, retirement plan and supplemental insurance plans. We offer paid training, generous commissions and bonus structure. Your new career starts with a week of training in our Chicago home office, followed by field training with a worksite professional to help you launch your career. Additionally you will be assigned existing corporate accounts to service. At Chubb, we are committed to equal employment opportunity and compliance with all laws and regulations pertaining to it. Our policy is to provide employment, training, compensation, promotion, and other conditions or opportunities of employment, without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, genetic information, veteran or marital status, or any other characteristic protected by law. - Hold an active Life and Health Insurance License in your state or be willing to obtain one. - Have experience in business-to-business sales and working with business professionals. - Have excellent presentation and communication skills. - Be a road warrior and maintain high business activity.

Contact: Aaron Ozrovitz
Address: 1000 Milwaukee Avenue, Glenview, IL 60025
Phone: 847-962-6996

Expires: 04/06/2016
Job ID: 4427259
Job Title: Automotive Technician
Company: C+M Auto Service Inc.
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Glenview, IL 60026  
Salary: Based on experience  

Job Description: We are looking for an experienced technician with lots of energy who enjoys their work. The shop is busy and we're in need of a tech that makes quality work a first priority. Must be reliable, self motivated and able to work on all makes and models. Tech must have strong confidence in your own diagnostic capabilities. The Job Requirements for the Automotive Technician are: * Own tools * Current Drivers License * 3 to 5 years of automotive mechanical, problem-solving and repair experience * Ability to communicate solutions to others. * ASE certifications a plus Although the new technician will always have a helping hand available, the ability to work alone is a must. At the same time the new technician should be ready to assist other techs when necessary, and have good cooperation skills, making the most of the other technician's knowledge base within the shop. Focusing on tough problems and finishing high quality work under the time allocated are things we do every day. We welcome applicants who meet those standards and bring a great personality to work a the same time.

Application Instructions: Please send resume and contact information  

Contact: Chuck Hartogh  
Address: 1830 Pickwick Ave, Glenview, IL 60026  
Phone: (847) 724-6311  
Fax: (847) 724-6369  
Email: chuckh@cmauto.com

Expires: 04/06/2016  
Job ID: 4427284  
Job Title: Infant, Toddler and Preschool Teachers  
Company: Bright Horizons Family Solutions  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Deerfield, IL 60015  

Salary:  

Job Description: Apply now to enjoy a highly-rewarding career of a professional early childhood teacher. Each day, our teachers have the opportunity to make a difference in the lives of children and families in our care, creating joy in a child's life by teaching through play and hands-on activities while supporting parent's work/life integration. Teaching at Bright Horizons, you will: * Enjoy collaborating with a talented team of early childhood professionals like yourself * Develop emergent curriculum that is designed to inspire children * Partner with parents to support, guide and share in their child's growth and development * Nurture your career aspirations and personal growth through unlimited opportunities * Impact the lives of children and families each and every day At Bright Horizons, we support our employees in their
lives both at home and at work. We ensure a work environment in which each employee's chosen path is respected, rewarded, and celebrated.

**Job Requirements:** * High School Diploma/GED required * 60 semester hours of college-level course work with 6 credits in early childhood education or closely related field work or CDA required * CDA or working towards an Associate's or Bachelor's degree preferred * 12 Months of professional teaching experience preferred * Must meet state requirements for education and additional center/school requirements may apply We have Great Benefits Bright Horizons offers an excellent benefits package including a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at Bright Horizons Employee Benefits

**Application Instructions:** Join our virtual career fair on Wednesday August 26th at 10 am or 6 pm. RSVP to Karen at 224-268-5819 or apply on line or email, call or text me for more information on these positions.

**Contact:** Karen Whitman
**Address:** 200 Talcott Avenue, Watertown, MA 02472
**Phone:** 224-268-5819
**Apply Online:** [http://www.brighthorizons.com/careers](http://www.brighthorizons.com/careers)

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**Expires:** 04/06/2016  
**Job ID:** 4427322  
**Job Title:** Lifeguard  
**Company:** AQUA-GUARD Management Inc.  
**Job Type:** Full Time, Part Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago Suburbs, IL  
**Salary:** $9.00 hr. + up  
**Job Description:** We are hiring lifeguards, pool managers and swim instructors to work at condo, townhome + certify. Great Summer Job! Lots of Locations  
**Application Instructions:** Call today to see if we have a location close to you. You can also go online to apply at [www.aquaguardmanagement.com](http://www.aquaguardmanagement.com)  
**Contact:** Danielle Burhop  
**Address:** 1034 Lunt Avenue, Schaumbury, IL 60193  
**Phone:** (630) 853-6101  
**Fax:** (847) 277-9845  
**Apply Online:** [https://www.aquaguardmanagement.com](https://www.aquaguardmanagement.com)
Expires: 04/06/2016  
Job ID: 4427563  
Job Title: Business Solutions sales executive  
Company: Image Systems and Business Solutions  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Elk Grove Village, IL 60007  
Salary:  
Job Description: We are seeking a field sales Business Solutions Sales Executive with excellent communication skills that is self-motivated and can inspire those around them. Successful applicants possess a reputation for competence, professionalism, integrity, and a passion for winning. Under limited direction meet and exceed assigned quota, build territory revenue, prospect and close named accounts against established competition.  
Job Description? 1-2+ years of successful experience selling business solutions and services a plus. ? Developing and securing new business in an assigned territory. ? Cold calling prospects and presenting products in a concise and professional manner. ? Conduct assessments, establish needs and make appropriate recommendations for the client. ? Ability to effectively grow a sales pipeline for current and future growth. ? Entrepreneurial self-starter with a positive attitude and excellent work ethic. ? Willingness to learn and participate in ongoing sales training programs.  
Contact: Michael Elrod  
Address: 1776 Commerce Drive, Elk Grove Village, IL 60007  
Phone: 847-852-2344  
Email: melrod@isbscorp.com  

Expires: 04/22/2016  
Job ID: 4423372  
Job Title: Customer service, Inside sales  
Company: Fasteners Plus Inc.
Job Type: Full Time, Internship, Part Time, Volunteer
Location: Glenview, IL 60025
Salary:
Job Description: Small company looking for a person for Customer service, inside sales, marketing, and other office work. We are near Buses -- and We will train --- Spanish a plus. send your resume to e-mail us at fastenersplus@yahoo.com. or call us at 847-294-0900
Contact: Lee Sadkin
Address: 4305 Regency Drive, Glenview, IL 60025
Phone: 847-294-0900
Fax: 847-294-0901

Expires: 04/29/2016
Job ID: 4417490
Job Title: Full-Time Pre-Kindergarten Teacher
Company: Jolly Fun House Playschool
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Chicago, IL 60634
Salary: Competitive
Job Description: Enjoy children and be able to relate to them. Complete weekly lesson plans & daily observations done on Creative Curriculum, must have computer skills. Serve meals to the children. Maintain all records and an overall safe environment that is orderly, clean and appealing and permits the child to grow and to explore.
Contact: Gigi Bowie
Address: 7559 W. Addison Street, Chicago, IL 60634
Phone: 7736376115
Fax: 773-637-1624
Email: jollyfunhouse@comcast.net

Expires: 04/30/2016
Job ID: 4416935
Job Title: Laboratory and Field Positions Available Seasonal Employment
Company: Desplaines Valley Mosquito Abatement District
Job Type: Full Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lyons, IL 60534
Salary: $10-12/hr.

Job Description: The Desplaines Valley Mosquito Abatement has openings for full-time summer employment in its catch basin, laboratory and larval divisions. Catch basin candidates must enjoy driving on a daily basis. Lab candidates must have a biology background, and experience using identification keys is desired. Larval candidates must enjoy outdoor physical work and pass an exam for a state spray license, study materials will be provided. All candidates must have a current driver's license with a good driving record, and be age 18 or older. The catch basin and lab divisions start at $10.00/hr. and larval division starts at $12.00/hr., all with applicable incentives up to $400. Call 708-447-1765 M-F from 7am-3pm for more information or visit our website at www.desplainesvalleymad.com. To fill out an application please visit our website at www.desplainesvalleymad.com/application.html.

Job Requirements: All candidates must have a current driver's license with a good driving record, and be age 18 or older.

Application Instructions: All applicants must be 18 years or older and possess a valid Illinois Drivers License. Work hours are 7AM-3:30PM Monday-Friday weather dependent. Print out the PDF of the application and mail, fax or e-mail your completed application to: Mail - Desplaines Valley Mosquito Abatement District 8130 Ogden Ave. P.O. Box 31 Lyons, IL 60534-0031 Fax - 708-447-1757 E-mail - dvmosquito@sbcglobal.net

Contact: Brian Duffy
Address: 8130 Ogden Ave. P.O. Box 31, Lyons, IL 60534-0031
Phone: 708-447-1765
Fax: 708-447-1757
Email: dvmosquito@sbcglobal.net
Apply Online: http://www.desplainesvalleymad.com/application.html

Expires: 04/30/2016
Job ID: 4417588
Job Title: Medical Assistant - Burr Ridge
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Medical Administrative Assistant
Job Target: Any Job Target
Location: Burr Ridge, IL 60527
Salary: Based on experience
Job Description: Position Summary: Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks. In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work. Position Responsibilities:

Direct Care: Provides care to the patient and support to the physician throughout the entire visit, beginning at the time of arrival at the reception desk, during the visit, and completion of the check-out process. Clinical Operations: Uses planning and collaboration skills to maintain optimum work flow in the clinical area, including flexing assignments, cross coverage and continuous communication with peers to identify obstacles. Registration & Front office: Utilizes technical skills and knowledge of the computerized scheduling systems to generate patient demographic info as well as facilitate appointment scheduling and access to care. Scheduling: Demonstrates initial and ongoing competency with the enterprise's computerized scheduling systems for clinic appointments and ancillary testing. Telephone & Communications: Serves as the primary source of contact for clinical operations within the department.

Job Requirements: Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Minimum Experience Details: Ambulatory experience in primary or specialty setting is preferred.

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

Expires: 04/30/2016
Job ID: 4417595
Job Title: Medical Assistant - General Medicine
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Medical Administrative Assistant
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary:
Job Description: Position Summary: Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the
physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks. In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work. Position Responsibilities:

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**Job Requirements:**

Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Minimum Experience Details: Ambulatory experience in primary or specialty setting is preferred.

**Contact:**

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

Expires: 04/30/2016
Job ID: 4417612
Job Title: Medical Assistant - Gottlieb Memorial Hospital
Company: Loyola University Medical Center
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Medical Administrative Assistant
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: Based on experience
Job Description: Position Summary: Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks.
In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work. Position Responsibilities:

Direct Care: Provides care to the patient and support to the physician throughout the entire visit, beginning at the time of arrival at the reception desk, during the visit, and completion of the check-out process. Clinical Operations: Uses planning and collaboration skills to maintain optimum work flow in the clinical area, including flexing assignments, cross coverage and continuous communication with peers to identify obstacles. Registration & Front office: Utilizes technical skills and knowledge of the computerized scheduling systems to generate patient demographic info as well as facilitate appointment scheduling and access to care. Scheduling: Demonstrates initial and ongoing competency with the enterprise's computerized scheduling systems for clinic appointments and ancillary testing. Telephone & Communications: Serves as the primary source of contact for clinical operations within the department.

**Job Requirements:** Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Minimum Experience Details: Ambulatory experience in primary or specialty setting is preferred.

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

Expires: 04/30/2016
Job ID: 4417624
Job Title: Medical Assistant - Hickory Hills
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Medical Administrative Assistant
Job Target: Any Job Target
Location: Hickory Hills, IL 60457
Salary: Based on experience

**Job Description:** Position Summary: Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks. In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work. Position Responsibilities:
Direct Care: Provides care to the patient and support to the physician throughout the entire visit, beginning at the time of arrival at the reception desk, during the visit, and completion of the check-out process. Clinical Operations: Uses planning and collaboration skills to maintain optimum work flow in the clinical area, including flexing assignments, cross coverage and continuous communication with peers to identify obstacles. Registration & Front office: Utilizes technical skills and knowledge of the computerized scheduling systems to generate patient demographic info as well as facilitate appointment scheduling and access to care. Scheduling: Demonstrates initial and ongoing competency with the enterprise's computerized scheduling systems for clinic appointments and ancillary testing. Telephone & Communications: Serves as the primary source of contact for clinical operations within the department.

**Job Requirements:**

**Position Requirements:**
- Minimum Education: Required: High School Diploma plus training acquired through work experience or education
- Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college

**Minimum Experience:**
- Required: None
- Preferred: 1 - 2 years of previous job-related experience

**Minimum Experience Details:** Ambulatory experience in primary or specialty setting is preferred.

**Contact:**

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

**Apply Online:** [http://www.loyolamedicine.org/jobs](http://www.loyolamedicine.org/jobs)

**Expires:** 04/30/2016

**Job ID:** 4417633

**Job Title:** Medical Assistant - Oak Brook Terrace Primary Care

**Company:** Loyola University Medical Center

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Medical Administrative Assistant

**Job Target:** Any Job Target

**Location:** Oakbrook Terrace, IL 60181

**Salary:** Based on experience

**Job Description:**

Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks. In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work. Position Responsibilities:

**Direct Care:** Provides care to the patient and support to the physician throughout the entire visit, beginning at the time of arrival at the reception desk, during the visit, and completion of the check-out process. Clinical Operations: Uses planning and collaboration skills to maintain
Position Summary: Utilizes a defined skill set consistent with the basic educational program, certification, and relevant work experience to deliver direct care to the patient in the ambulatory setting. Working under the direct supervision/licensure of the physician, the Medical Assistant is an integral member of the health care team and is responsible for coordinating the pre/intra/post aspects of the medical visit. Those include direct care, registration & scheduling, physician-patient communication and other office-related tasks. In addition, will administer medication and works directly with other health care professionals at the site as well as ancillary department and services to coordinate care. The core Magis values of care, concern, cooperation and respect are evidenced in daily work.

Position Responsibilities:
- Direct Care: Provides care to the patient and support to the physician throughout the entire visit, beginning at the time of arrival at the reception desk, during the visit, and completion of the check-out process.
- Clinical Operations: Uses planning and collaboration skills to maintain optimum work flow in the clinical area, including flexing assignments, cross coverage and continuous communication with peers to identify obstacles.
- Registration & Front office: Utilizes technical skills and knowledge of the computerized scheduling systems to generate patient demographic info as well as facilitate appointment scheduling and access to care.

Job Requirements:
Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Minimum Experience Details: Ambulatory
demographic info as well as facilitate appointment scheduling and access to care. Scheduling: Demonstrates initial and ongoing competency with the enterprise's computerized scheduling systems for clinic appointments and ancillary testing. Telephone & Communications: Serves as the primary source of contact for clinical operations within the department. Scribe: Serves as the "live" recorder of the Physician visit with the patient.

**Job Requirements:**

**Position Requirements:**

**Minimum Education:**
- Required: High School Diploma plus training acquired through work experience or education
- Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college

**Minimum Experience:**
- Required: None
- Preferred: 1-2 years of previous job-related experience

**Minimum Experience Details:** Ambulatory experience in primary or specialty setting is preferred.

**Contact:**

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

**Apply Online:** [http://www.loyolamedicine.org/jobs](http://www.loyolamedicine.org/jobs)

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**Job ID:** 4420778

**Job Title:** Special Education Teacher

**Company:** Misericordia

**Job Type:** Full Time

**Degrees Wanted:** Bachelors, Certificate

**Location:** Chicago, IL 60660

**Salary:**

**Job Description:** Full time position for Special Education Teacher. No experience necessary, new graduates will be considered. Must have LBS 1 certification. Competitive pay and benefits.

**Application Instructions:** Apply online or in person at 2001 W Devon, Chicago 60660 M-F 8am-3pm

**Contact:** Sharon Keane

**Address:** 6300 North Ridge Ave, Chicago, IL 60660

**Phone:** 7732733045

**Apply Online:** [http://www.misericordia.com/forms/employment.aspx](http://www.misericordia.com/forms/employment.aspx)

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**Expires:** 05/01/2016

**Job ID:** 4421872

**Job Title:** Accounting Associate

**Company:** Blitt and Gaines, PC

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Location:** Wheeling, IL 60090

**Salary:**
Job Description: Accounting Associate (Wheeling, IL) ENTRY-LEVEL ACCOUNTING ASSOCIATE NEEDED (Wheeling, IL) Our full service collections law firm located in Wheeling, IL is in need of a full-time Accounting Associate. The ideal candidate will be working towards, or currently have, an Associates or Bachelors Degree in Accounting in addition to some working experience in the Accounting field. ENTRY LEVEL ACCOUNTING Associate JOB SUMMARY: This position performs work in financial record keeping involving some traditional administrative and data entry functions. The person is responsible for day to day reconciliation of law firm financial data and electronically forwarding this financial data to our clients as well as preparation of daily internal financials. This position requires knowledge of accounting procedures and a working knowledge of Excel. Requirements EDUCATION AND EXPERIENCE REQUIREMENTS: Data Entry experience; Associate's Degree in Accounting in conjunction with some light accounting experience or working towards a degree in an Accounting related field. Knowledge of Excel.

Application Instructions: navigate to the position and apply. If link does not work please go to website and career page and navigate to the position

Contact: Mark Reinstein
Address: 661 Glenn Avenue, Wheeling, IL 60090
Phone: 847-403-4936
Fax: 847.499.7599
Apply Online: http://newton.newtonsoftware.com/career/CareerHome.action?clientId=8a7882674f01fe60014f18fe506e0354

Job ID: 4417580
Job Title: Customer Service
Company: Fasteners Plus Inc.
Job Type: Full Time, Internship, Part Time
Location: Glenview, IL 60025
Salary:
Job Description: Customer service, receptionist, sales, marketing , filing, help check stock in warehouse and help pack up small orders, Looking for part time to start could go full time We will train, We are near Buses call 847-294-0900 or E-mail us your resume to fastenersplus@yahoo.com
Contact: Lee sadkin
Address: 4305 Regency Drive, Glenview, IL 60025
Phone: 847-294-0900
Fax: 847-294-0901
Email: fastenersplus@yahoo.com

Expires: 05/31/2016
Job ID: 4423623
Job Title: Certified Nurse Aide
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE  
Job Type: Full Time, Part Time  
Degrees Wanted: Certificate  
 Majors Wanted: Nurse Assistant, Nursing  
Job Target: Any Job Target  
Location: Elk Grove Village, IL 60007  
Salary: Range based on EXP  
Job Description: Assist patients in daily living activities while providing excellent customer service.  
Job Requirements: Please apply to www.hcr-manorcare.com Ask about our student shifts and schedules!  
Application Instructions: Say you saw us on this website  
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  
Apply Online: http://www.hcr-manorcare.com

Expires: 05/31/2016  
Job ID: 4427296  
Job Title: Spring RIVER GROVE TUTORS - all subjects- 25 dollars/hr & up  
Company: The Find a Tutor Network  
Job Type: Part Time  
Location: River Grove, IL 60171  
Salary: $25-$55+/hour  
Job Description: TUTOR Duties and Responsibilities Include: * All tutoring takes place in (and around) the RIVER GROVE area - multiple tutoring locations available near the Triton College campus, so no long commutes will ever be required :-) * As a tutor you will provide 1-on-1 tutoring help to students that MATCH your criteria (i.e. you may choose which age-levels and subjects that you'd like to teach) - we don't "force" you to tutor age-levels and/or subjects that you're not comfortable tutoring * Tutors will use the student's own materials - tutors are NOT responsible for bringing any outside materials to the tutoring session, except for a pen/pencil and some paper * Tutors will help their students to develop a tutoring plan that fits the student's individual needs * Tutors will prepare simple easy-to-follow tutoring sessions to ensure the tutee's academic development - most of the time, the students have "pressing issues" such as homework due, or an upcoming test, and this is the "tutoring session" for that day * Assess the tutee's progress throughout tutoring sessions * Participate in such "all around tutoring help" that includes: homework support, preparation for upcoming quizzes and exams,
any school projects, and other school-related responsibilities of the student. TUTORING SCHEDULE: Flexible part-time tutoring schedules that are set up by the tutor, so there will never be "any surprises"; hours may vary by tutor's weekly schedule, and/or the schedules of their tutees. Most tutors conduct about 5-12 hours of tutoring per week. HOURLY SALARY: $25.00-$55.00+ per hour, depending on experience, subject(s) / grade-level(s) tutored.

**Job Requirements:** TUTOR QUALIFICATIONS: (no experience required!): * Prior tutoring experience is NOT required to be successful as a tutor with our company * Have successfully completed the course for which tutoring services are being provided * Demonstrate knowledge and competence in the subject matter * Enjoy tutoring the subject and age-level for which services are being provided * Be able to explain concepts to others effectively * Effectively communicate study strategies to ensure academic success * Work comfortably with people from diverse backgrounds * Possess good organizational skills and show the ability to "show up" on time * Demonstrate patience and a good attitude when conducting tutoring sessions

**Application Instructions:** HOW TO APPLY: To apply simply submit your resume via this online "CollegeCentral" job posting. ALSO, we encourage you to send us a short email inquiry making us aware of your desire to become a tutor... Refer any questions to: Ryan Howard Head of Tutoring Operations "The Find a Tutor Network" ryan@findatutornetwork.com NOTE - you can also email us from your "non.edu" email address (i.e. your gmail, yahoo, etc.), as we are an OFF-CAMPUS employer. Thanks.

**Contact:** Ryan Howard, Head of Tutoring Operations
**Phone:** 800-413-3475
**Email:** info@findatutornetwork.com
**Apply Online:** https://www.findatutornetwork.com/

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**Expires:** 06/02/2016
**Job ID:** 4423545
**Job Title:** Accounts Receivable Insurance Claims Representative-Medical
**Company:** Superior Air Ground Ambulance
**Job Type:** Full Time
**Location:** Elmhurst, IL 60126
**Salary:**

**Job Description:** Superior Air-Ground Ambulance Service, Inc. is looking for an Insurance Representative to work in the Billing Department. Job summary and qualifications are listed below. Job Summary: Under administrative review, is responsible for initiating and coordinating the clerical functions required for effective workflows and proper insurance claim submission. Essential Duties & Responsibilities: * Review and process explanation of benefits (e.o.b.) * Constantly check and investigate the status of outstanding claims via proper phone calls or internet access; and perform all necessary actions to settle outstanding claims * Perform clerical duties (i.e. matching 1500 forms with Medicare remits and mailing out paper 1500 claims) * File and maintain insurance related paperwork * Assist other A/R staff with insurance related questions * Fulfill any other duties as assigned by supervisory or managerial staff *
Verify patient coverage and eligibility. Job Requirements: Must be articulate, with excellent written, verbal, and organizational skills. Possess good multitasking and problem solving abilities. Computer literate, proficient in Word and Excel, with good typing and grammatical skills. Must be detail oriented and take accurate, comprehensible notes. General to extensive knowledge of standard insurance claim submission procedures, explanation of benefits interpretation and HIPAA laws. General to extensive knowledge of medical terminology and coding a plus. General knowledge of Medicare and Medicaid claim procedures.

**Job Requirements:** Qualifications: High School diploma or equivalency required. Minimum 2 years of experience in insurance billing or related field with completed coursework/certifications in medical billing, processing and coding highly desired. Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Application Instructions:** Please apply directly on our website. Superiorambulance.com or https://superiorambulance.candidatecare.jobs/job_positions/browse

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street 395 W. Lake St., Elmhurst, IL 60126

**Phone:** 630-903-2452

**Fax:** 630-832-5003

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse

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**Expires:** 06/02/2016

**Job ID:** 4423563

**Job Title:** Medicar Driver

**Company:** Superior Air Ground Ambulance

**Job Type:** Full Time

**Location:** Elmhurst, IL

**Salary:**

**Job Description:** Illinois Medi-Car, a wheelchair van service, is now hiring FULL-TIME safe and courteous drivers to transport wheelchair-bound customers to pre-scheduled destinations. To qualify, you must meet the following: * Hold current & valid drivers license * At least 18 years of age * Ability to read a map * Ability to pull a wheelchair with 250 lb person Superior Air-Ground Ambulance Service, Inc. is an equal opportunity employer.

**Job Requirements:** Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

**Application Instructions:** https://superiorambulance.candidatecare.jobs/job_positions/browse

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street, Elmhurst, IL 60126

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse
Expires: 06/06/2016
Job ID: 4423540
Job Title: Medical Courier IL/Driver
Company: Superior Air Ground Ambulance
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Biological Sciences, Chemistry, Diagnostic Medical Sonography, Medical Administrative Assistant, Medical Billing and Coding, Nursing, Pharmacy Technician, Phlebotomy Technician, Physical Education
Job Target: Any Job Target
Location: Elmhurst, IL 60126
Salary: $12+

Job Description: Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana, Michigan and Ohio. We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees. Medical Couriers are responsible for safe packaging and delivery of medical equipment, medical records, lab specimens, supplies, X-Rays, etc. as an important part of patient care too hospitals, clinics, labs and nursing homes. Pick-ups and deliveries organized with direct communication to/from Dispatch in providing our clients the excellent customer service our company provides. Processes paper work for deliveries, insuring proper billing information and documentation tracking. Job Requirements: * Good Customer Service Skills * Ability to communicate proficiently and interact with others * Attention to detail * Valid driver's license * Excellent driving record (provide Motor Vehicle Report) * Available to work weekends * Good knowledge of Chicago and Suburban Areas * Ability to identify basic vehicle problems * Ability to lift a minimum of 75lbs Essential Duties & Responsibilities: * Handle, track and process specimen samples * Pick-up supplies and equipment for hospital * Provide appropriate documentation, paperwork, reports * Exposure to infectious biological specimens experienced on a daily basis* * Ability to read a map and follow instruction/directions

Job Requirements: Qualifications: * Minimum of 1 year experience in Medical/Lab Courier a plus. * The candidate must have a valid driver's license and clean driving record. * Healthcare experience a plus but not required. * Must be able to stand, walk and sit for extended periods of time. * Must have High School diploma; some college preferred. * Familiarity with medical transportation preferred. * Be able to routinely lift and carry items up to 75 lbs. and reach overhead. * Must be able to operate basic material handling devices. Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D
Application Instructions: https://superiorambulance.candidatecare.jobs/job_positions/browse
Please view Mobile Health Jobs for medical Courier positions.

Contact: Superior Ambulance Service

Address: 395 West Lake Street, Elmhurst, IL 60126

Apply Online: https://superiorambulance.candidatecare.jobs/job_positions/browse

Expires: 07/02/2016

Job ID: 4423595

Job Title: EMT-B Emergency Medical Technician-Multiple locations

Company: Superior Air Ground Ambulance

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Emergency Medical Technician

Job Target: Any Job Target

Location: Elmhurst, IL 60126

Salary:

Job Description: EMT-B Emergency Medical Technician - Basic Superior Ambulance - www.superiorambulance.com Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana. We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees. Openings include: Basic Emergency Medical Technician - EMT-B The basic function of the EMT is to provide medical care and transportation for a patient at the Emergency Medical Technician (EMT-B) level, within their scope of practice, as stipulated by Illinois Department of Public Health (IDPH) and/or EMS Commission of Indiana

Job Requirements: Requirements: * High school diploma or equivalency * Illinois and/or Indiana EMT-B Licensure * Must have successfully passed Company's written and practical exam, and successfully completed the interview process * Must have good Driving Record * Be available for a 6 day (consecutive) Orientation Class Preferred: * PHTLS/BTLS Certification * National registry Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D

Application Instructions: Find this job under Field Operations. https://superiorambulance.candidatecare.jobs/job_positions/browse

Contact: Superior Ambulance Service

Address: 395 West Lake Street, Elmhurst, IL 60126

Apply Online: https://superiorambulance.candidatecare.jobs/job_positions/browse