Job ID: 4437611
Job Title: 911 PUBLIC SAFETY TELECOMMUNICATORS
Company: Village of Glenview
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Fire Science Technology
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary:

Job Description: The Village of Glenview, Illinois (population 45,417) is seeking full-time and part-time 911 Public Safety Telecommunicators to become part of the Glenview Public Safety Dispatch Center team. The purpose of this position is to receive and process emergency and non-emergency calls from the public requesting police, fire, medical or other emergency services. Determine the location and nature of the emergency, establish priorities, and dispatch police, fire, ambulance or other emergency units as necessary in accordance with GPSDC's policies, procedures and guidelines. Receive and process 911 emergency calls, maintain contact with all units on assignment, maintain status and location of police, fire and medical units. Monitor and process direct emergency alarms, answer and process non-emergency calls for assistance. Enter, update and retrieve information from a variety of computer systems. Receive requests for information regarding vehicle registration, driving records and warrants, and provides pertinent data. Monitor multiple public safety radio frequencies. Operate a variety of communications equipment including Computer Aided Dispatch (CAD), radio consoles, telephones and other computer systems. Maintains required certifications to provide Emergency Medical Dispatch (EMD) and police related data entry and queries. Additional duties include monitoring dispatch equipment and systems; researching computer records, updating and maintaining computer files and databases; answering routine questions, and completing general office duties. QUALIFICATIONS: Requirements include a High School degree or equivalent. A minimum of one year of direct 911 dispatching experience is preferred. Must have the ability to read and speak English, read contents on a computer screen and observe the work site simultaneously. The successful candidate will have a strong work ethic and a sense of duty and responsibility to the safety and welfare of the public, and be able to communicate effectively, both orally and in writing. Attention to detail and ability to work successfully with other team members is a must. The ability to work effectively under sometimes stressful situations is a must. Successful candidate must be willing to work days, evenings, weekends, and holidays, and must be available for shift coverage with short notice or very short notice. Successful candidate is required to provide evidence of Emergency Medical Dispatch (EMD) certification within one year of hire and evidence of LEADS certification within six (6) months of hire as a condition of continued employment. TIME POSITIONS SALARY: $18.00 - $22.00/hour DOQ with no fringe benefits. The part-time pool is often used to fill full-time vacancies. DISPATCH CENTER ASSIGNMENT: The location assignment is dependent on staffing needs. SHIFT DESCRIPTION: Once training is successfully completed, part-timers may start to pick up available shifts and are limited to 1,000 hours per year. Part-time employees are given the
schedule of available shifts one month in advance and can sign up for the shifts they are available to work. Part-time employees have the ability to take an entire shift or part of a shift, depending on their availability and department needs. FULL-TIME POSITIONS SALARY: The starting annual base salary for this position is $48,831 (i.e. Step 1) with a competitive benefit package. A typical employee will earn a base salary of $53,808 in their first year due to the structure of 12 hour shifts and the scheduled overtime pay that is part of the base schedule. The position is non-exempt under FLSA. PENSION: Eligible for participation in the Illinois Municipal Retirement Fund (IMRF) HEALTH INSURANCE: Eligible for participation in Blue Cross Blue Shield HMO-BA or PPO health insurance plans. Employees contribute 16% of the premium for the HMO-BA and 19% for the PPO. ACCRUED LEAVE: Eligible for 80 hours of vacation, 56 hours of holiday, 40 hours of personal leave and accrue 8 hours of sick leave per month. The accruals will be pro-rated based on date of hire. UNIFORMS: Initial uniforms are provided, and then an annual uniform allowance of $600 DISPATCH CENTER ASSIGNMENT: The location assignment is dependent on staffing needs. SHIFT DESCRIPTION: The Dispatch Center operates under two 12 hour shifts, with a 14 day rotation. Shift 1: 6:00am - 6:00pm, Shift 2: 6:00pm - 6:00am. Week 1 - Work: Monday, Tuesday, Friday, Saturday, Sunday. Week 2 - Work: Wednesday Thursday. Dispatchers are required, on occasion to work 18 consecutive hours and are required to work days, evenings, nights, weekends, and holidays, and must be available for shift coverage with short notice or very short notice. Application Instructions: Application Instructions: ? Submit resume, cover letter, and contact information for 3 professional references, proof of typing speed and completed checklist by March 18, 2016 to hr@glenview.il.us. Faxed or hard copy resumes will not be accepted. Contact: Sarah Schillerstrom Address: 2500 E. Lake Ave., Glenview, IL 60025 Phone: 847-904-4538 Fax: 847-904-4467 Expires: 03/20/2016
Job ID: 4426417
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Location: River Grove, IL 60171
Salary: $10-$15/hour
Job Description: Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program, Course Hero is the #1 online learning platform, providing students with the best materials and tools to study more effectively. With funding and advisory from top investors (including the founders of YouTube, StubHub, and Google AdSense, and early stage investors in Twitter, Foursquare, and PayPal), and a rapidly growing base of 7+ million users, Course Hero is leveraging technology to provide a more effective learning resource for students around the world. This semester we are accepting applicants for our
internship program, which allows selected students to help shape the future of our educational platform, while also developing, applying, and honing their professional skill set. As a company whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help spread awareness about the Course Hero Knowledge Drive at their school, which is helping students study more effectively while also supporting the development of education abroad. Together with our partner’s charity Books for Africa, the Knowledge Drive has donated 245,000+ books to students abroad! In addition to spreading awareness about our Knowledge Drive initiative, interns will also work with the Course Hero team to provide insights into how we can provide an even better resource for students at their school. Our internship is also designed to help interns develop their professional skill set and prepare for a successful career after graduation. To accomplish this, our program includes:

- One on one mentoring with an assigned Course Hero Manager
- Opportunities to develop, hone, and refine marketing, networking, communication, management, and leadership skills
- Letter of recommendation, references for future jobs or applications, and LinkedIn endorsements
- Involvement with one of the fastest growing start-ups in the world of education technology

Based on previous interns who have thrived in our internship, the ideal candidates are:

- Interested in business, marketing, entrepreneurship, communication, and/or technology
- Able to effectively communicate and connect with others
- Driven to do something amazing for the world of education both here and abroad
- Experienced with social media tools like Facebook and Twitter
- Current students living on or near campus

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

**Contact:** John
**Address:** 1400 Seaport Blvd., 2nd Floor, Redwood City, CA 94063
**Phone:** 650) 409-7164
**Email:** applicants@coursehero.com
**Apply Online:** http://www.coursehero.com/business-internship/

**Expires:** 03/21/2016
**Job ID:** 4418908
**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:**
**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: 03/21/2016  
Job ID: 4428130  
Job Title: Part-Time/Seasonal Mechanic Assistant  
Company: Village of Oak Brook  
Job Type: Part Time, Seasonal  
Location: Oak Brook, IL 60523  
Salary: $15.00-18.00 DOQ  
Job Description: The Village of Oak Brook is currently accepting applications for the position of Part-Time/Seasonal Mechanic's Assistant. This position involves conducting general vehicle maintenance under the supervision of the department mechanic. The position will be required to perform routine maintenance on light and medium duty vehicles. They will also be required to perform general maintenance on department equipment and facilities. The successful candidate will demonstrate a working knowledge of automotive and hand power equipment. The successful candidate must work independently, operate specialized motor vehicles and equipment as well as assist other Public Works departments/divisions in their daily and emergency operations. The position will also assist in snow plowing and snow removal in emergency situations and activities as well as other duties as assigned  
Job Requirements: Graduation from high school with diploma, experience with hand and power tools. Knowledge of occupational hazards involved and safety precautions necessary in automotive repair work along with ability to repair vehicles and equipment under the direction of Public Works Staff. Additionally, the successful candidate will demonstrate professionalism, multi-tasking abilities, consistent attendance as well as a strong dedication to customer service.  
Application Instructions: To apply please submit via email an employment application to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org or apply online at: http://www.oak-brook.org/Jobs.aspx?UniqueId=94&From=All&CommunityJobs=False&JobID=PartTimeSeasonal-Mechanic-Assistant-56  
Contact:  
Address: 1200 Oak Brook Road, Oak Brook, IL 60523  
Phone: 6303685000  
Email: resume@oak-brook.org

Expires: 03/21/2016
Job ID: 4431798
School Job ID: MVCC
Job Title: Budget Analyst II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Budget Analyst II Posting No. 430 Posting Period: March 8 - 21, 2016
Summary of Duties: The Budget Analyst II will complete complex financial and operational analysis related to the operations of the Northeast Illinois Regional Commuter Railroad Corporation (NIRCRC) and the Purchase of Service Contract commuter railroads. Track financial, operation and headcount information related to the NIRCRC railroads and Purchase of Service Carrier railroads. Maintain databases for cost studies, variance analysis and budget preparation. Research performance variations from the approved budget, monitor financial trends and conditions, and assist in developing financial forecasts. Provide technical analysis and present variation findings and results, both in writing and/or verbally, to the budget division staff on a regular and project specific basis. Assist in the completion of detailed presentation materials for senior management and the Board. Perform other related duties as needed to meet the ongoing needs of the organization.
Minimum Acceptable Qualifications:
1. Bachelor's degree in Finance, Accounting or a related discipline.
2. Must have a minimum of four (4) years' experience in fiscal analysis, budgeting, accounting and automated financial reporting systems. Some experience in the transportation industry is desirable.
3. Must have knowledge of budgetary administration, control and monitoring.
4. Ability to perform financial, statistical, comparative analyses of budgetary documentation and data and make sound conclusions and recommendations.
5. Excellent verbal and written communication, organizational and presentation skills.
6. Proficient in Microsoft Office Suite and have advanced experience in Excel, including pivot tables and financial modeling.
7. Able to work effectively with limited supervision.
8. Ability to exercise sound independent judgment within established guidelines.

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

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

Expires: 03/21/2016
Job ID: 4434248
School Job ID: MVCC
Job Title: Budget Analyst II
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Budget Analyst II Posting No. 430 Posting Period: March 8 - 21, 2016
Summary of Duties The Budget Analyst II will complete complex financial and operational analysis related to the operations of the Northeast Illinois Regional Commuter Railroad Corporation (NIRCRC) and the Purchase of Service Contract commuter railroads. Track financial, operation and headcount information related to the NIRCRC railroads and Purchase of Service Carrier railroads. Maintain databases for cost studies, variance analysis and budget preparation. Research performance variations from the approved budget, monitor financial trends and conditions, and assist in developing financial forecasts. Provide technical analysis and present variation findings and results, both in writing and/or verbally, to the budget division staff on a regular and project specific basis. Assist in the completion of detailed presentation materials for senior management and the Board. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree in Finance, Accounting or a related discipline. 2. Must have a minimum of four (4) years’ experience in fiscal analysis, budgeting, accounting and automated financial reporting systems. Some experience in the transportation industry is desirable. 3. Must have knowledge of budgetary administration, control and monitoring. 4. Ability to perform financial, statistical, comparative analyses of budgetary documentation and data and make sound conclusions and recommendations. 5. Excellent verbal and written communication, organizational and presentation skills. 6. Proficient in Microsoft Office Suite and have advanced experience in Excel, including pivot tables and financial modeling. 7. Able to work effectively with limited supervision. 8. Ability to exercise sound independent judgment within established guidelines.
All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrr.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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

Expires: 03/22/2016
Job ID: 4434233
School Job ID: MVCC
Job Title: Director, Revenue Accounting
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Director, Revenue Accounting Posting No. 431 Posting Period: March 9 - 22, 2016 Summary of Duties The Director, Revenue Accounting will direct and oversee the proper accounting, collection, reconciliation, and analysis for Metra's ticket sales activity. Responsible for all processes, procedures, controls, and workforce necessary to account for tickets sold and refunded or otherwise issued or retired. Direct accounting policies and procedures related to paper and mobile tickets and the day-to-day operations of the accounting staff. Jointly lead, with IT and Ticket Services as appropriate, any changes or enhancements to the system and participate in developing and implementing goals and objectives for the department. Work with other departments to answer data requests, research problems in conductor and station agent records; explain revenue accounting processes, resolve customer concerns, offer training and guidance on the revenue accounting system, and ensure consistency across common processes. Perform month end closing in conjunction with General Accounting and Planning Departments; coordinate with Metra's banks and IT/Treasury Departments to ensure bank policies and
procedures are consistent with the needs of revenue accounting and that upcoming bank or industry changes are incorporated into our policies, procedures, software, and hardware as appropriate. Perform other related duties as assigned to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree in Accounting or other business-related field. 2. In addition to #1, must have eight (8) years in accounting, which includes three (3) years in revenue reporting and analysis. 3. Experience with e-commerce, reconciling accounts and monitoring/reviewing existing contracts required. 4. Experience in sales channels such as agent/merchant, vending machines, internet, credit card processing, clearing and settlement tools, methods and working with an automated ledger and accounting system (Oracle, SAP, Dynamics, etc.) desirable. 5. Must have five (5) years of direct supervisory experience. Supervisory experience in a union environment is desirable. 6. Broad knowledge of banking practices, payment systems/switches, credit card transaction processing, data security practices/fraud protection, sales device and channel management, mobile and internet sales processing, Payment Card Industry Data Security Standards (PCI DSS) and e-commerce. 7. Proficient in Microsoft Office Suite, specifically Word and Excel. 8. Strong understanding of revenue recognition standards and methods. 9. Knowledge of SAP, Oracle, Microsoft Dynamics and other similar systems. 10. Excellent verbal, written communication and organizational skills. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metra.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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

Expires: 03/22/2016
Job ID: 4434240
School Job ID: MVCC
Job Title: Manager, Budget
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: IL
Salary:

Job Description: Manager, Budget Posting No. 429 Posting Period: March 9 - 22, 2016

Summary of Duties The Manager, Budget will manage, through subordinate level staff, the development and implementation of the annual operating goals and communicate the requirements to all Northeast Illinois Regional Commuter Railroad Corporation organizations (NIRCRC). Supervise budget staff on a day-to-day basis; assess and monitor workloads; and identify opportunities for improvements. Review budget submissions; provide guidance to department directors and managers to attain their annual budget goals; and direct/ implement changes. Prepare financial reviews and analysis, including actual spending performance against the current year's budget; evaluate and analyze trends in operating budget performance; and review options and make recommendations to maximize budget resources. Review and approve job vacancy requests. Direct the completion of ad hoc studies and special analyses of assigned areas to all levels of Metra management, external organizations and authorities. Recommend and review new software and operating systems; direct the system documentation and review staff activities regarding computer systems involved in the production of the annual budget and forecasts. Perform other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications 1. Bachelor's degree in Business, Finance, or Accounting. MBA, MFA, or MPA is preferred. 2. In addition to #1, must have eight (8) years of progressively responsible financial analysis, reporting and budget experience. 3. Experience in railroad, transportation, manufacturing or a related industry is preferred. 4. Experience working within financial modules of ERP systems, preferably Microsoft Dynamics AX, SAP or Oracle is preferred. 5. Must have four (4) years of direct or indirect supervisory experience. 6. Knowledge of the principle and practices of budget preparation and administration. 7. Knowledge of Federal, State and local laws, codes and regulations. 8. Proficient in Microsoft Suite, specifically Excel. 9. Must have strong analytical and forecasting skills. 10. Excellent skills in preparing clear and concise administrative and financial reports. 11. Ability to delegate effectively and coordinate activities. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrarail.com

Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661
Contact: Human Resources  
Address: 547 West Jackson Blvd., Chicago, IL 60661  
Phone: 312-322-8918

Expires: 03/22/2016  
Job ID: 4436488  
Job Title: Job Fair - Lou Malnati's Pizzeria - All Positions- Oak Park  
Company: Lou Malnati's  
Job Type: Full Time, Part Time  
Location: Oak Park, IL 60302  
Salary: Competitive hourly wage  

Job Description: Join the Lou Malnati's Family! Oak Park & Harwood Heights | All Positions  
When: Tuesday, March 22nd Time: 12:00 pm -- 4:00pm  
Where: Lou Malnati's -- Oak Park -- 1038 Lake St, Oak Park

Please bring proof you are authorized to work in the United States. Lou Malnati's Oak Park location is hiring for: Phone Workers/ Hosts/ Cashiers Bus Staff Servers (must be 21 or older to serve and have a minimum of 1 year of serving experience) Lou Malnati’s Harwood Heights location is hiring for: Kitchen Workers Phone Workers Delivery Drivers (must have a reliable mode of transportation and a minimum of 2 years of driving history)

Application Instructions: If you are interested in attending the Oak Park & Harwood Heights job fair please apply online at http://www.loumalnatis.com/application-form or call our hiring lines at English: 847-313-4949 Spanish: 847-313-4935

Contact: Amy Petty  
Address: 3685 Woodhead Drive, Northbrook, IL 60062  
Phone: 847-562-1814  
Apply Online: http://www.loumalnatis.com/application-form

Expires: 03/26/2016  
Job ID: 4434795  
Job Title: Community Worker Center for College Access and Success (CCAS)  
Company: Northeastern Illinois University  
Job Type: Full Time, Part Time  
Degrees Wanted: Bachelors  
Location: Chicago, IL  
Salary: $15.00

Job Description: Community Worker Center for College Access and Success (CCAS)  
Qualifications: * One year experience in work related to the job to be performed (Each position requires a background check.) Departmental Screening: Bachelor's degree required. Graduate degree or coursework preferred Experience working with youths (6th - 12th grades) in youth
service organizations and/or Chicago schools. Special interests and/or talents that can be incorporated into after-school activity for students. Sensitivity and commitment to the needs of families in schools serving low income families. Good communication and interpersonal skills. Proficiency in using Word 2010 or Excel. Familiarity with Chicago's Austin neighborhood preferred.

Salary: $15.00 per hour

Hours: To Be Determined (Hours may vary depending on departmental needs)

Appointment: 60%

Responsibilities: This position provides assistance in development and implementation of after-school, before-school, Saturday and summer programs for students and parents at BTB schools. Work collaboratively with Site Managers at assigned school(s) to coordinate student outreach and program planning. Help facilitate collaboration with partner organizations.

Job Requirements: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume Official transcript(s)

You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu.

Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, affirmative action form, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 3/25/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.

Application Instructions: Application Deadline: A current employment application, affirmative action form, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 3/26/2016. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.sucss.illinois.gov/updates.aspx

Contact: Tom Blackwell

Address: 55555 North Bernard, Chicago, IL 60625
Phon: (773) 442-5200
Fax: (773) 583-3108
Apply Online: http://www.sucss.illinois.gov/updates.aspx

Expires: 03/31/2016
Job ID: 4417188
Job Title: CNC Operators Lynx and Miyano
Company: Deltrol Fluid Products
Job Type: Full Time
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: 4417331
Job Title: Paid Clinical Research Studies
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Part Time
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: 4417484
Job Title: Driver Courier
Company: UNI-CARRIER,, INC.
Job Type: Full Time, Internship, Part Time
Location: DARIEN, IL 60561
Salary: 12.00/hr + / -
Job Description: Ideal for full & part-time students !!!! Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY..... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)
Job Requirements: PASS D.O.T. physical Valid ILL. D. L.
Contact:
Address: P.O. BOX 794, westmont, IL 60559
Phone: (630)434-7000

Expires: 03/31/2016
Job ID: 4417485
Job Title: SALES REPRESENTATIVE--female or male
Company: UNI-CARRIER,, INC.
Job Type: Full Time, Part Time
Location: Darien, IL 60561
Salary: competitive

Job Description: We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL. driver li. , over 23 years of age, well groomed, write, read & speak english as primary language. We offer good benefits, and salary commensurate with experience, will train right candidate. Please apply to; unicarrier@aol.com

Contact: UNI-CARRIER, INC.
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000

Expires: 03/31/2016
Job ID: 4418014
Job Title: Part Time Program Staff and Drivers
Company: Northern Suburban Special Recreation Association
Job Type: Part Time, Seasonal, Volunteer
Location: Northbrook, IL 60062
Salary: 10.00 - 14.00 an hour

Job Description: NSSRA is looking for creative, enthusiastic and motivated Program Staff, Inclusion Companions and Drivers for recreational programs for people with disabilities in Chicago's northern suburbs. Interested applicants should enjoy helping/assisting our participants that range in age from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the quality of life of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying sports and recreation!!!! These positions are ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Want to make a difference in someone's life, everyday * Are highly motivated and enthusiastic Program Staff must be 16 year of age. No prior experience needed. We provide training for all our employees. Drivers must be 21 years of age, have a valid Illinois driver's license, pass a pre-employment physical, drug test and maintain a driving record with no more than one moving violation in the past 12 months. Drivers operate agency vehicles to transport participants and assist in care of the vehicles. All drivers need to be
able to work programs. All positions are part-time and work schedules may range from a minimum of 1 hour per week up to 28 hours per week. Scheduling is assigned by program season, and hours are flexible and can be adjusted per season. Reliable transportation is required to ensure attendance at all scheduled programs. When committing to work a program you must be able to work all meeting dates for entire season. Northern Suburban Special Recreation Association (NSSRA) offers more than 800 programs and events during the year and serves approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and other areas. Participants range in age from 3-99. Programs are offered at park district facilities, school, and other locations throughout the northern suburbs. Ready to have fun? Complete an online application at www.nssra.org/jobs to be scheduled for an interview. NSSRA is an Equal Opportunity Employer.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Phone: 847-509-9400
Email: hr@nssra.org
Apply Online: http://www.nssra.org/jobs/

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

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**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

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**Job ID:** 4418408

**Job Title:** Phone Worker - Old Irving

**Company:** Lou Malnati's

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

Expires: 03/31/2016  
Job ID: 4418414  
Job Title: Delivery Driver - Old Irving  
Company: Lou Malnati's  
Job Type: Full Time, Part Time  
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  
**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
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 teacher’s interaction with students, and in some instances dis-enrolling bullies, if necessary, to protect the other students.
Contact: Michele Klasky  
Address: 1524 W. Algonquin Rd., Palatine, IL 60067  
Phone: 847-991-3090  
Fax: 847-991-0355  
Email: laurahaas@safarichildcare.com  
Apply Online: http://www.appone.com/MainInfoReq.asp?R_ID=1211171

Expires: 03/31/2016  
Job ID: 4418849  
Job Title: Assistant Teacher  
Company: Safari Childcare  
Job Type: Full Time, Part Time  
Degrees Wanted: Diploma  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: IL  
Salary:

Job Description: 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!

Contact: Michele Klasky  
Address: 1524 W. Algonquin Rd., Palatine, IL 60067  
Phone: 847-991-3090  
Fax: 847-991-0355  
Email: laurahaas@safarichildcare.com  
Apply Online: http://www.appone.com/MainInfoReq.asp?R_ID=1211175

Expires: 03/31/2016  
Job ID: 4418851  
Job Title: Lead Teacher  
Company: Safari Childcare  
Job Type: Full Time, Part Time  
Degrees Wanted: Associates, Bachelors  
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](http://www.appone.com/MainInfoReq.asp?R_ID=1211174)

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**Expires:** 03/31/2016  
**Job ID:** 4418914  
**Job Title:** Sales Associate - Part-time  
**Company:** Kensie  
**Job Type:** Part Time  
**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 consider

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

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**Expires:** 03/31/2016  
**Job ID:** 4419043  
**Job Title:** Manager in Training- Part-time
Company: Kensie
Job Type: Part Time
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

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

Job ID: 4419762
Job Title: Technical Communicator
Company: Patten CAT
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 including emissions solutions support. * DSN ticket administration with the required filtering, analysis, troubleshooting, known issue research, and decision making. * Warranty and Goodwill claim administration. * Service letter administration. * Electronic software administration. * Technician assistance with electrical and mechanical troubleshooting, service procedures, parts identification. * Oil and coolant sample review and lead creation. * Part and vendor identification assistance. * Technician procedural document creation for new products and processes. SUPERVISORY RESPONSIBILITIES: None. 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 M/F/Disabled/Vets

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: 4420149
Job Title: Tire Maintenance Technician /Mechanic - Mokena, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Mokena, IL
Salary: DOE

Job Description: Firestone Complete Auto Care is currently hiring for Tire Maintenance Technician/Mechanic - Mokena, 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." Kristen 708-310-9773

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

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

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/

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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
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 DCFS 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

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**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

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**Job ID:** 4422461  
**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

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**Job ID:** 4431234  
**Job Title:** Child Care Teacher  
**Company:** A Step Up Career Academy Center  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Lansing, IL 60438  
**Salary:** $10- $14/hr.  
**Job Description:** Must have at 1 year experience in a child Care Center working with children between the ages of six weeks to 12 years old, specifically with 2 to 3 year old. - Experienced in nurturing children by developing and providing educational programs and keeping parents informed. - Experience in classroom management, arts & crafts, structured activities, and lesson planning. - Must be able to meet DCFS requirements - Must be sensitive and mature individual who is able to relate well with both children and adults. - CPR certified is a plus. - Must have high school diploma or equivalent and at least 30 college credit hours with six of them in early childhood education and/or working towards obtaining an Associate Degree in Early Childhood Education. - Full-time work hours 7:45 am to 4:45 pm and 8:45 am to 5:45 pm.  
**Application Instructions:** For immediate consideration Fax Resume to (708) 474-2015 Attn: Shawny/Tasha Williams Or e-mail your resume to asuhumanresources@yahoo.com  
**Contact:** Tasha or Shawny  
**Address:** 2745 Bernice Rd., Lansing, IL 60438  
**Fax:** (708) 474-2015  
**Email:** asuhumanresources@yahoo.com

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**Expires:** 04/07/2016  
**Job ID:** 4431307  
**Job Title:** Janitorial Manager  
**Company:** JS Cleaning Service
Job Type: Full Time  
Location: IL, IN  
Salary: 23000 yearly  

Job Description: 1) Supervises and coordinates activities of workers engaged in janitorial services. 2) Assigns janitorial work to employees, following material and work requirements. 3) Inspects work performed to ensure conformance to specifications and established standards. 4) Records personnel data on specified forms. 5) Recommends personnel actions, such as hires and discharges, to ensure proper staffing. 6) Confers with staff to resolve production and personnel problems. 7) Trains workers in janitorial methods and procedures and proper operation of equipment. 8) Issues janitorial supplies and equipment to workers to ensure quality and timely delivery of services. 9) Structure marketing campaigns to find buyers for new securities. 10) Travel within an assigned area which includes Chicago land area, South Bend, In and Indianapolis, In areas.

Job Requirements: Must be willing to be on call 24 hours a day Must be willing to go above and beyond "call of duty" Must be willing to work as a janitorial worker

Application Instructions: Please send your resumes to the above address. Emails sent without resume will not be considered. Serious candidates only

Contact: Jeremy Boule  
Address: 1490 Merrimac Ln, Hanover Park, IL 60133  
Phone: (708) 603-9049  
Email: j_scleaningservice@yahoo.com

Expires: 04/08/2016  
Job ID: 4431780  
Job Title: Certified Nursing Assistant (CNA)  
Company: Presence Health  
Job Type: Full Time  
Degrees Wanted: Certificate  
Majors Wanted: Nurse Assistant  
Job Target: Any Job Target  
Location: Northlake, IL 60164  
Salary: $10.72-$16.62 per hour  

Job Description: SUMMARY The Certified Nursing Assistant (CNA) - Senior Services performs various duties under the direction and supervision of a professional licensed nurse to assist the nursing staff in meeting patient/resident treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. ESSENTIAL DUTIES AND RESPONSIBILITIES 1. Provides direct patient/resident care as assigned by the licensed nurse and communicates patient's response. 2. Performs routine procedures e.g. blood glucose monitoring, vital signs, heights, weights, intake and output and the collections of urine, stool and sputum specimens. 3. Documents care per departmental standards in electronic.
medical record. 4. Assists with patients' activity and providing a safe environment. 5. Observes patients/residents while performing delegated tasks and reports significant findings regarding safety, personal needs and changes in patient's condition to the licensed nurse.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and/or Experience High School diploma required. Previous experience in senior services preferred. Computer Skills Knowledge of EPIC preferred. Certificates, Licenses, Registrations Certified Nursing Assistant with a current Illinois License required. Basic Life Support (BLS) certification required.

Contact: Stephanie Kujat  
Address: 2433 N Harlem Ave, Chicago, IL 60607  
Phone: 7737927044  
Email: stephanie.kujat@presencehealth.org

Expires: 04/08/2016  
Job ID: 4431957  
Job Title: Court Attendant  
Company: Park District of Oak Park  
Job Type: Seasonal  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: $9.25/hour  
Job Description: This is a seasonal position from March through October 2016. Responsible for maintaining an inviting, positive, and safe environment at the Park District's sport courts. The Attendant is expected to be visible and engaged in daily activities in and around the park, center and sport courts. The Attendant effectively communicates and enforces Park District rules, regulations and policies to park visitors while opening and closing facilities, maintaining equipment and organizing response to accidents and incidents. Job ID #1092  
Application Instructions: To view full job description and to apply, go to www.pdop.org  
Contact:  
Apply Online: http://pdop.org

Job ID: 4432333  
Job Title: Machine operator  
Company: Plastipak Packaging, Inc.
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted:
Job Target: Any Job Target
Location: Alsip, IL
Salary: 15.50 hr
Job Description: 8 hour shift working Monday night thru Saturday morning on 3rd shift. 11:45 pm to 8:00 am. Responsible for and has the authority for setting up and operating a group of machines and making necessary adjustments or mechanical repairs to the machines and auxiliary equipment in a safe and efficient manner. Responsible for the quality checks and housekeeping.
Job Requirements: Team Work, computer data entry, mechanical, common sense, fast paced and multi task. Must have basic tools.
Application Instructions: Apply at www.plastipak.com
Contact:
Address: 12325 s. Laramie ave, Alsip, IL 60803
Phone: 708-239-4203
Fax: 708-385-1421
Email: hr69@plastipak.com
Expires: 04/08/2016
Job ID: 4432346
Job Title: machine Operator
Company: Plastipak Packaging, Inc.
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Aircraft Maintenance, Applied Manufacturing, Automotive Technology, Industrial Electrician
Job Target: Any Job Target
Location: West Chicago, IL 60185
Salary:
Job Description: Responsible for and has the authority for setting up and operating a group of machines and making necessary adjustments or mechanical repairs to the machines and auxiliary equipment in a safe and efficient manner. Responsible for the quality checks and housekeeping.
Job Requirements: Minimum High School Diploma/ GED. Strong verbal communication skills. Team work with inter-personal skills. Mechanically inclined. Ability to work in a fast paced environment. Multi-tasking skills.
**Application Instructions:** Apply online at www.plastipak.com. Looking for 1st & 3rd shift 12-hour shifts: 7:00 pm to 7:00 am & 7:00 am to 7:00 pm.

**Contact:**
**Address:** 1700 Western, West Chicago, IL 60185
**Email:** hr64@plastipak.com

**Expires:** 04/08/2016
**Job ID:** 4432348
**Job Title:** Account Executive
**Company:** Skills for Chicagoland's Future
**Job Type:** Full Time
**Degrees Wanted:** Associates, Bachelors
**Location:** Chicago, IL 60606

**Salary:**

**Job Description:** Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company & Role Overview: Yelp, Account Manager

Become a Sales Professional through the Yelp Sales Development Program! Since 2004, our mission has been connecting people with great local businesses, and we’ve fundamentally changed the way consumers make buying decisions. By taking word of mouth online, Yelp brings transparency to the local business market. We believe in helping consumers make smarter and more informed decisions about where to spend their money. As an Account Executive in our Yelp Sales Development Program (YSDP), you will help local businesses connect with consumers through Yelp Ads. But it doesn’t stop there. YSDP provides a two-year track for your professional growth, which means you’ll always know where you stand. This transparent program outlines what you need to be doing every day, month, and quarter to reach the next level. Increased compensation, title, and responsibilities will keep your career moving in the right direction. If you're looking for a career (not a job), a company that's invested in your personal development, a solid compensation package, and great training, we know just the place. Task-At-Hand

* Manage your own leads: utilize online and offline sources to cultivate new leads and develop/maintain your pipeline*
* Drive the full sales cycle to attain new business: make introductory calls, assess business goals through qualifying, work with business owners in Yelp's platform and advertising packages, and close the deal*
* Achieve and consistently exceed monthly sales goals*

**What’s Required**

* Resilience and an ability to overcome objections*
* Positive attitude and a drive to win*
* Coachability, openness to feedback, and dedication to consistent self-improvement*
Demonstrated sales aptitude, with relentlessly high standards (you're never satisfied with mediocrity) * A genuine curiosity about people and local businesses, and the innate ability to inspire passion in others * Bachelor's Degree or 3 years relevant experience (Ex: Sales, account management, client services, call center) What You'll Get * Competitive, uncapped compensation (base salary + monthly commission) * Full medical, vision, and dental insurance, effective your first day (100% paid employee coverage) * 15 days PTO and 11 paid holidays * Employee stock incentive * Fully stocked Yelp kitchens * Employee 401k Program with employer match * Employee Stock Purchase Plan * Flexible Spending Account

Application Instructions: Click the link to be re-directed to Skills' website to apply.

Contact: Talent Acquisition Team
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online:
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=795

Expires: 04/08/2016
Job ID: 4432552
Job Title: Lead Teacher
Company: Lectura Montessori School
Job Type: Part Time
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Berwyn, IL 60402
Salary: To be discussed
Job Description: We are in need of Lead Teacher for our After School Program. This person needs to be passionate, energetic, and capable of managing a group of children, planning and conducting activities such as arts and crafts, outdoor play, story table activities, and snack time. Hours: M-F: 3-6:00 p.m.
Application Instructions: Email Resume-----Must be able to submit an official sealed transcript, will also be required to do a background check and fingerprinted.
Contact: Nicky Grafer
Address: 6823 W. Roosevelt Road, Berwyn, IL 60402
Phone: (708) 393-6102
Email: ms.nicky@lecturamontessorischool.com

Expires: 04/08/2016
Job ID: 4432627
Job Title: Sales Associates
Company: DSW
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oakbrook, IL
Salary:
Job Description: Looking for a friendly, helpful, real, fashion forward person with a passion for shoes! Having, great collaboration, humility, accountability and passion! No experience required
Application Instructions: Please apply online at www.DSW.com
Contact: Sarah Bailey
Address: 2155 West 22nd Street, Oakbrook, IL 60523
Phone: (630) 599-7158
Fax: (630) 571-9315
Apply Online: https://www.dsw.com

Expires: 04/08/2016
Job ID: 4432789
Job Title: Manager Trainee
Company: Menards
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Cicero, IL
Salary: $31,000 - $33,000 1st year
Job Description: The Manager Trainee Program is the fast track into Menard's Management. The program is very structured and well defined to help prepare you for a career in retail management. You will become accustomed to basic store procedures, common policies and terminology. The program is a comprehensive 3 1/2 month on-the-job training program, which can be done at any one of our store locations. During the program you will rotate through four training areas within the store, gaining knowledge and exposure, which will help develop your management techniques. Upon successful completion of the four training areas of the program, combined with a gaining management experience, and with your commitment to success it will lead to increased responsibility and career advancement! $31,000 - $33,000 1st year of employment
Application Instructions: Please come in person to the address above or e-mail your resume to cicrhr@menards.com or call 708-222-2391 or go online to apply.
Contact: Jasmine Pagan
Address: 2333 S. Cicero, Cicero, IL 60804
Phone: (708) 222-2391  
Fax: (708) 780-0473  
Email: cichr@menards.com  
Apply Online: https://www.menards.com

Job ID: 4434171  
Job Title: Administrative Assistant  
Company: Zonta International  
Job Type: Part Time  
Degrees Wanted: Associates  
Majors Wanted: Accounting, Accounting & Business Administration, Human Resource Management, Office Assistant  
Job Target: Any Job Target  
Location: Oak Brook, IL 60523  
Salary: $14-15/hr

Job Description: The Administrative Assistant will be responsible for providing administrative support to the Executive and Finance Departments. This position reports directly to the Executive Director and Accounting and Human Resources Manager of the Zonta International and Zonta International Foundation and is part of a team of fourteen headquarters staff. Work will contribute to efforts to build a sustainable organization capable of delivering on the promises of our strategic plan. Key responsibilities and expectations of the Administrative Assistant role include: Operations * Work with all departments to ensure that offsite document storage records are accurate and billing appropriate * Partner on maintenance of equipment, supplies, break room, and general meeting space needs * Support Development Department on major mailings * General assigned duties and projects as assigned by the Executive Director including tasks for upcoming conventions Human Resources and Benefits Administration * Posting/correspondences * Organizational chart and emergency contact lists * Coordinate employee recognition, celebrations and annual outing Accounting * Daily processing of accounts payable invoices, process & mail checks, print out and distribute internally draft/final month statements * Maintaining documents in both an electronic storage system and paper filing * Maintain invoice and contract files for the organization * Maintain property, casualty and professional insurance policy information and support renewals * Provide monthly committee reports on budget tracking from QuickBooks and distribute to committees * Pull monthly Euro rate, secure Treasurer sign off and post online * Support for Accounting department e-mail

Job Requirements: Other desired skills and experiences include: * Associate degree; Bachelor degree preferred * Skilled in MS Office including Excel, Word and PowerPoint and SharePoint * No Accounting background required but preferred * Excellent verbal and written communication skills, including interpersonal skills that are relatable to members whose first language is not English * Detail-oriented with top organizational skills * Proven commitment to achieving deadlines, yet able to adapt to changing priorities * Experience working or
volunteering in a non-profit environment desired (membership organizations or academic entities preferred) Note. * This is a part-time position; however, the individual must have ability to work extended hours/weekends when required around major projects such as budgets, audits and Board meetings * Work schedule will require a minimum of four days a week in the office; however, there is flexibility in work hours and the official work schedule will be confirmed upon job offer * This position is only eligible for 'time off' benefits (holiday, vacation, sick, PTO)

**Application Instructions:** If you are interested in gaining experience in the international marketplace and learning more about human rights and gender equality then we would love to hear from you. To apply, please send a cover letter, resume and salary requirements to Jobs@zonta.org or lgomez@zonta.org

**Contact:** Luz Gomez  
**Address:** 1211 W 22nd St Suite 900, Oak Brook, IL 60523  
**Phone:** 630-954-1400

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**Job ID:** 4438250  
**Job Title:** Aircraft Fueling Agent  
**Company:** Skills for Chicagoland's Future  
**Job Type:** Full Time  
**Location:** Chicago, IL 60606  
**Salary:**

**Job Description:** Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers.

Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company Swissport International Ltd. is the leading Ground Services Provider to the aviation industry. Swissport is employing over 55,000 dedicated professionals, serving over 700 client companies at 255 stations in 44 countries on five continents. Swissport delivers unparalleled value in the areas of Ground Handling, Cargo Services, Executive Aviation, Travel Services, Fueling and Aircraft Maintenance. We strive to operate with the core values of People, Professionalism, and Partnership in all that we undertake. Our mission is simple - "To provide the aviation industry with consistent and tailor-made solutions around the globe, for a better customer experience". Location Aircraft Fueling Agents operate at O'Hare Airport in Chicago. Job Description The Aircraft Fueling Agent is responsible for providing customers with a safe, efficient and on-time fueling of aircraft and ground equipment. Role Responsibilities * Receive, store, transfer, and dispense petroleum fuel products * Operate motorized fueling vehicles (fuel tank trucks, standard and automatic transmissions) * Operate non-motorized fueling vehicles (hydrant carts) * Fuel and de-fuel aircraft per flight crew/flight plan requirements * Inspect
fueling equipment and vehicles - report malfunctions or inconsistencies * Perform accurate fueling calculations * Fuel ground support equipment (gasoline or diesel) as required * Interact with carrier personnel * Utilize hand-held radios, telephones and computers for communication * Complete and submit all documentation associated with fueling activities * Respond to fuel emergencies (i.e. fuel spills) utilizing emergency response cart and follow established environmental/company guidelines * Comply with all federal, state, municipal, airport authority and carrier security requirements * Must comply with internal SOPs and policies Qualifications * Valid driver's license * Ability to work in a time-sensitive, multiple shift, and team-oriented environment * Must be dependable and able to take direction from supervisors to service the customer safely and on-time General math aptitude * Good command of the English language both verbal and written * Must be willing to work outdoors in all weather conditions * High School Diploma or equivalent * Applicants for the role must live in Chicago. Proof of residency will be required at the interview. Schedule This role requires flexible working schedules and the ability to work all shifts and days of the week. Compensation Compensation and benefits commensurate with experience. Equal Employment Opportunity Statement Swissport as an equal opportunity employer bases its hiring decisions on the business need and the best qualified candidates available, and does not discriminate in its employment decisions on the basis of any protected category. Candidates who are offered employment may be subject to a criminal record and other background checks as permitted or required by company policy or applicable law.

Contact: Talent Acquisition Team
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=738

Job ID: 4438274
Job Title: Brand Associate - Old Navy
Company: Skills for Chicagoland's Future
Job Type: Part Time
Location: Chicago, IL 60606
Salary:
Job Description: Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers with employers that are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is your advocate with the hiring company throughout the hiring process. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. Additionally, Skills is free for job seekers. Old Navy makes current American fashion essentials accessible to every family. From day one, Old Navy was a revolution. We were something the world had never seen - fabulous, affordable fashion. We didn't take ourselves too seriously, and we broke the industry's rules. What we believe in today is exactly what we believed in when we
started: we're on a mission to democratize fashion and make shopping fun again. We opened our first store in 1994 in San Francisco and have been on a roll ever since. Today, customers can find their must-have fashion essentials online as well as in one of our 1,000+ stores located globally. Old Navy - a brand for everyone, a place for you! As a Brand Associate your passion for apparel and fashion trends will enable you to drive sales and create a great experience for our customers. Your dedication to providing a neat, clean, organized and safe shopping environment for our customers and team is an important part of creating this experience. As a Brand Associate, you deliver on the customer experience through the 3 Old Navy Standards: Ready, Urgent and Approachable. Your enthusiasm and ability to deliver on these standards will help you grow your career with the Brand. Brand Associate Attitudes * You are passionate about fashion and apparel and love our products * You build relationships and want to be part of a winning team * You take pride in yourself, your work and the success of your store * You work with drive and energy showing that you have a desire to make a difference * You love your community and actively work to make it better * You take initiative, anticipate needs, and solve problems quickly and efficiently Brand Associate Job Duties * Greet and engage with the customer at all times, using our product to connect with the customer * Perform tasks as requested of you each shift and that pertain to the successful operation of the business * Listen to the customer and observe non-verbal cues to anticipate service needs * Offer product suggestions and add on additional items when engaging with customers * Maintain a clean and safe environment that prevents loss and minimizes risk * Process cashier transactions quickly, accurately and drive our brand loyalty programs * Keep our product folded, sized, in-stock and organized on the sales floor and up stocks/back stocks * Place styles, sizes and colors of product on the sales floor so they are available for the customer * Welcome customers to the fitting room and keep the area neat, clean and organized at all times * Process all tasks quickly and accurately per company defined policies and procedures, with a focus on customer service and with a sense of urgency and pride * Execute the shipment process to meet productivity and presentation standards * Execute signage and markdown processes accurately and efficiently to meet productivity and pricing standards * Execute the replenishment tasks with attention to detail ensuring all styles, sizes and colors are available * Ability to effectively communicate with customers and team members * Ability to lift and carry up to 50 pounds * Ability to effectively maneuver around the sales floor and stockroom * Ability to demonstrate strong customer focused service on and off the sales floor * Ability to work a flexible schedule to meet the needs of the business * Ability to work with/around cleaning chemicals

Contact: Talent Acquisition Team
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=825

Expires: 04/12/2016
Job ID: 4438281
Job Title: Centralized Sourcer
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60606
Salary: 26,000 plus benefits

Job Description: Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company.

Company & Role Overview: Shiftgig, Centralized Sourcer

Become a Centralized Sourcer with Shiftgig! Shiftgig is one of Chicago's hottest and fastest growing technology companies and are actively seeking a high energy, self-motivated Recruiting Sourcer to support the supply side of their impressive growth. Shiftgig's "Bullpen" product is an on-demand solution helping a growing list of impressive clients solve their staffing needs within multiple industries. We are changing the way people work in the On Demand economy. Customers and workers love the ease of use and elegance of our mobile technology. This is an entry level role and a great way to start your career. The ideal candidate will be sales focused with some exposure to recruiting and hospitality. New Grads with relevant internships or work experience encouraged to apply. You must have strong business acumen, be a great communicator and be able to thrive in a fast-paced and fluid environment. Shiftgig is the premier online community for the service industry where members connect with each other and businesses to access informative content as well as fulltime, part-time and temp jobs. With over 1,200,000 registered members and 22,000 businesses, Shiftgig has become the largest online destination for the restaurant, nightlife, hotel and retail industries. Shifting's "Bullpen" product is an on-demand solution helping a growing list of local and national clients solve their staffing needs within multiple industries. Our elegant, easy to use mobile technology platform is changing the face of the staffing industry.

Responsibilities: * Support our clients' hiring needs by aggressively sourcing qualified candidates * Work closely with the Account Management and Recruitment Marketing teams to support multiple candidate sourcing projects * Communicate the benefits of being part of our Bullpen team to earn extra money * and grow your career * Screen applicants according to client specific needs and Bullpen cultural fit * Support the Community Operations team as applicants move throughout the hiring process * Proactively identify new avenues for attracting new talent and growing our candidate pool

Qualifications: * Previous internship or working experience in staffing/recruiting * Self-motivation is a must * Ability to manage multiple projects in a fast-paced environment * Strong organizational skills and the ability to thrive in an
ever-changing environment * Bachelor's degree preferred but not required * Bilingual in Spanish strongly preferred * Typing of 35 WPM * Open to Background Check Position Details:
* Salary - $26,000 + Benefits * Hours - M-F, 8AM - 6PM (skewed hrs. to accommodate different time zones.) * Location - 225 W. Hubbard St. Chicago, IL * Employment - FT, Permanent * Career Path - Advancement Opportunities, based on performance

**Contact:** Talent Acquisition Team  
**Address:** 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606  
**Phone:** 312-906-7200  
**Apply Online:** https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=832

**Expires:** 04/12/2016  
**Job ID:** 4438282  
**Job Title:** Certified Medical Assistant - Rush University Medical Center  
**Company:** Skills for Chicagoland's Future  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Certificate, License  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60606  
**Salary:**

**Job Description:** Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills’ Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company: Rush University Medical Center Location 1653 W Congress Pkwy, Chicago, IL 60612 Rush Highlights: * Rush's new 14-story hospital -- opened in January 2012 -- is the cornerstone of the Rush Transformation, an ongoing effort to build new facilities, renovate existing buildings and adopt new technology. * Rush University Medical Center is a three time Magnet facility located in Chicago, IL www.rush.edu * Leading academic medical center, acute care hospital w/ 676 licensed beds * Conveniently located within walking distance of Blue Line Illinois Medical District stop Certified Medical Assistant- Various Departments General Summary: The Certified Medical Assistant (CMA) is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. In addition, the Certified Medical Assistant...
will administer intramuscular injections, immunizations, over-the-counter medications under the direction of a Physician. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards. Principal Duties and Responsibilities: 1. Coordinates and maintains organized patient flow. 2. Performs patient intake: vital signs, height and weight, reason for visit, interim history, allergies, medication lists, and other interventions as required. 3. Prepares patient for exam based on reason for visit. 4. Prepares and supports patient and assists provider with procedures. 5. Reviews appointment schedules and ensures all patient charts are available for the visit. 6. Reviews patient charts and ensures that all ancillary reports and required paperwork are available to the provider at the time of visit. 7. Performs basic lab and testing procedures according to standards. 8. Performs phlebotomy and EKGs. 9. Administers over-the-counter medications, injections including immunizations as ordered by Physician. 10. Demonstrates appropriate population specific techniques with patients 11. Documents administration of over-the-counter medications and/or other medications in the patient medical record per policy. 12. Cleans, prepares and stocks exam rooms, treatment rooms, and workstations. 13. Calls patients regarding follow-up, test results, medical instruction, and patient education under the direction of a Physician. 14. Calls in medication refills under the direction of a Physician. 15. Documents patient care information in the outpatient medical record according to standards. 16. Assists with scheduling of patient tests, procedures, and follow-up appointments. 17. Assists in the care, cleaning, and sterilization of equipment and instruments. 18. Maintains the inventory of medical and linen supplies. 19. Maintains quality control for equipment. 20. Provides cross coverage to other clinical areas as assigned. 21. Participates in quality improvement projects. 22. Maintains compliance with The Joint Commission (TJC) standards and other regulatory bodies.

Knowledge, Skills and Abilities: * Current Medical Assistant Certification by AAMA, AMT, or NCCT (includes principles and techniques of injections and medication administration) * Graduate of an Accredited Medical Assistant Program * Current CPR Certification * Minimum of one year clinical experience * Three plus years clinical experience Preferred * Phlebotomy experience preferred * Basic computer skills * Excellent communication and interpersonal skills organizational skills

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Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=590

Expires: 04/12/2016
Job ID: 4438283
Job Title: Collections Account Representative- Harris and Harris
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: None Required
**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60606

**Salary:**

**Job Description:** Skills for Chicagoland’s Future is a signature initiative of Chicago Mayor Emanuel and Cook County Board President Preckwinkle that is designed to close the workforce skills gap, drive business growth and get unemployed Cook County residents back to work. To apply to this role, you must be currently unemployed or underemployed, a resident of Cook County, and have the legal right to work in the U.S. Employers partnered with Skills for Chicago have committed to proactively consider candidates presented. Going through this avenue will get an applicant noticed in the interview process and increase the opportunity of getting hired. About the Hiring Company Harris and Harris is an accounts receivable management organization with over 40 years of experience. They are looking for Collections Account Representatives to work with delinquent account holders in establishing a debt resolution plan that satisfies both client and company. Harris and Harris is looking for highly motivated individuals who thrive in a high-performance culture. Requirements * Minimum 2 - 3 years of customer service experience; preferably in a call center environment * At least 2 years of 3rd party collections experience * Trained in FDCPA and/or HIPPA (for healthcare only) * Must be able to work full-time with a minimum of 1 late night per week and 2 Saturdays per month * Utilize good problem solving skills * Able to maintain composure on difficult calls and recognize the need to escalate the call to a supervisor immediately * Understand the importance of attention to detail * Must possess high quality customer service skills * Must have a professional and ethical communication style * Must be personally motivated and goal-driven * Able to work in a fast-paced environment * Must have intermediate computer skills and knowledge * Ability to toggle between multiple computer systems and screens while speaking with customers. * Experience with CUBS (Columbia Ultimate Business Systems) is a plus! * Professional bilingual skills preferred (Fluent in English and 1 other language) Responsibilities * Contact delinquent account holders from across the country by telephone and request payment of the outstanding balance in full * Create alternative payment plans for the delinquent account holder, if they cannot pay the outstanding balance in full; negotiate to the best resolution for the client and company * Process payments using check by phone, credit/debit cards, or Western Union * Make an average of 200 outbound calls a day * Follow up with account holders on established payment plans * Document all collection activities * Recommend what further action should be taken for account holders who default on their payment plans * Treat each account holder with respect and professionalism Pay $12-14/hour plus uncapped monthly commission. Hours Must be able to work 4 days a week from 8:00am-5:00pm and 1 late night from 11:00-8:00pm or 12:00-9:00pm. Also must be able to work 2 Saturdays a month from 8:00-12:00pm.

**Contact:** Talent Acquisition Team

**Address:** 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606

**Phone:** 312-906-7200
Apply Online:
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=572

**Expires:** 04/13/2016  
**Job ID:** 4438399  
**Job Title:** Buyer and Accountant  
**Company:** Scientific Dust Collectors  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Accounting, Accounting & Business Administration, Business Support Specialist, Office Assistant  
**Job Target:** Any Job Target  
**Location:** Alsip, Cook County, IL  
**Salary:** Negotiable  

**Job Description:** Scientific Dust Collectors is seeking a Buyer and Accountant. At SDC we design and manufacture industrial dust collectors for companies across North America. This is full-time entry-level position. Job will include: Buying raw material, Bookkeeping, Managing Inventory System, and working directly with Manufacturing and Engineering. If interested, please e-mail or fax resume.

**Application Instructions:** If interested, please e-mail or fax resume.

**Contact:** Michael Gerardi  
**Address:** 4101 West 126th Street, Alsip, IL 60803  
**Phone:** 7085977090  
**Fax:** 7085970313  
**Email:** mgerardi@scientificdust.com

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**Expires:** 04/13/2016  
**Job ID:** 4438596  
**Job Title:** Civil Engineering Internship  
**Company:** City of Freeport  
**Job Type:** Internship  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Freeport, IL 61032  
**Salary:** $10.50 - $14  

**Job Description:** The Freeport Engineering Department has two (2) summer intern positions available. These are full-time positions, working 7 a.m. to 4 p.m. Monday through Friday. Hire
dates will fall between May 23 and June 1, with an end date of August 18, 2016, unless otherwise arranged before hire. One position will be filled by a graduating high school senior and one by a college student. Both interns must be actively pursuing a Civil Engineering degree at an accredited college, or attending a two-year college with intent to transfer. Interns will be expected to work both in the office and in the construction field. Daily field work will consist of construction inspection on the City's 2016 Street Program and the Water & Sewer Commission's Phase B Water Improvement Program. The interns will report to the City Engineer and the GIS Specialist, and work with other City/Commission staff to complete inspections, GIS utility mapping, budgeting and future capital improvement program planning. Additional duties may involve work with the City's landfill, utility permitting, trail systems, and other miscellaneous related duties. Applicants must be 18 years of age before their hire date and have a valid driver's license. Compensation will be $10.50 per hour (HS graduate) and $14.00 per hour (college student).

Application Instructions: Resumes should be emailed to dmilliman@cityoffreeport.org no later than April 1, 2016.

Contact: Debra Milliman
Address: 524 West Stephenson Street, 3rd Floor, Freeport, IL 61032
Phone: 815-235-2065

Expires: 04/13/2016
Job ID: 4438609
Job Title: Benefits Consultant/Agent
Company: American Income Life Lloyd Agencies
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL
Salary:
Job Description: Acquire new accounts, reinstate work on a team, learn skills pertaining to the industry. No experience necessary
Application Instructions: Please e-mail your resume to Julisz Cydzik jkcydzikl@gmail.com
Contact: Julisz Cydzik
Address: 860 E. Algonquin Rd., Schaumburg, IL 60173

Expires: 04/13/2016
Job ID: 4438750
Job Title: Teacher/Aide
Company: Mary Sears Childrens Academy
Job Type: Full Time, Part Time
Degrees Wanted: Associates
Majors Wanted:
Job Target: Any Job Target
Location: orland Park, IL 60467
Salary:
Job Description: Depending on experience and education, you will be working with children ages 6 weeks to 12 yrs.
Application Instructions: Call us at 708-460-4415 for information Apply at 16807 s. 108th Ave Orland Park, IL 60467
Contact: Mr. John
Address: 16807 s 108th ave, orland park, IL 60467
Phone: 7084604415
Fax: Mary Sears Childrens Academ
Email: mscaorland@gmail.com

Expires: 04/13/2016
Job ID: 4438764
Job Title: Assembler - Freedman Seating
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60606
Salary:
Job Description: Hiring Company: Freedman Seating Location: 4545 W. Augusta Boulevard (map) Hours/Schedule: First Shift (7:00 am - 3:30 pm) Second Shift (4:00 pm - 12:30 am) Position Description: Assembles bus seat in accordance with blue prints and instruction booklets. Education: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Qualifications/Skills: Ability to read English, some blue print reading skills, ability to use hand and power tools. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance. Professionalism - Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Follows through on commitments with excellent follow-up skills. Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Attendance/Punctuality - Is consistently at work and on time; Ensures work
responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Benefits: We offer comprehensive benefits to include medical, dental, vision and 401K. Freedman Seating Company is an equal opportunity employer.

**Contact:** Talent Acquisition Team

**Address:** 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606

**Phone:** 312-906-7200

**Apply Online:**
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=782

Expires: 04/13/2016

**Job ID:** 4438778

**Job Title:** Automotive Manufacturing Warehouse Positions

**Company:** Skills for Chicagoland's Future

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60606

**Salary:**

**Job Description:** Join Federal-Mogul's warehouse logistics team in one of the following roles; Material Handler, Forklift Operator, or Machine Operator. Perks include full benefits options, overtime opportunity, and paid training, and perfect attendance bonuses! About Skills for Chicagoland's Future Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers with employers that are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is your advocate with the hiring company throughout the hiring process. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. Additionally, Skills is free for job seekers. Hiring Company Your employer of record will be Staff Management SMX. You will be working in a full-time permanent position at Federal-Mogul's warehouse located in Skokie, IL. SMX has an office inside of Federal-Mogul and handles all of the training and management of employees. Federal-Mogul Corporation is an innovated and diversified $7.3 billion global supplier of quality products, trusted brands, and creative solutions to manufactures of automotive, light commercial, heavy-duty, and off-highway vehicles, power generation, aerospace, marine, rail, and industrial. Position Responsibilities Material handlers will be responsible for day to day operations in one of the following departments: Picker/Packer, Bundler, or Doc Worker
Machine Operators will be responsible for day to day operations of one of the following machines; Molding, Punch Press, or Metallic Press Forklift Operators will be responsible for day to day operation in the area of distribution and logistics (paid training offered) Maintain a safe and clean workspace Follow all safety guidelines and policies Be a team player

Requirements and Qualifications
18+ years of age Must have availability to work nights/weekends (mandatory overtime during peak season) At least 6 months of warehouse experience (Machine Operator) positions only) Valid Illinois Driver's License (Forklift Operators only) Ability to lift up to 50 lbs Ability to stand/walk for shift duration (8-12 hours) Ability to read/speak/comprehend English Warehouse or general labor experience a plus Salary and Benefit Information Hourly wages ($10.00 - $12.00 per hour depending on role and experience) Overtime pay available after 40 hours (mandatory during peak seasons) Medical, Dental, Vision, and 401k Paid training Relaxed dress code Location - 7450 N McCormick Blvd., Skokie, IL Accessible via CTA (Pace bus from the Howard Red Line, or CTA bus from Kimble Brown Line)

Contact: Talent Acquisition Team

Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606

Phone: 312-906-7200

Apply Online:
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=711

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Expires: 04/13/2016

Job ID: 4438821

Job Title: Esthetician

Company: Eagle Ridge Resort & Spa

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Massage Therapy

Job Target: Any Job Target

Location: Galena, IL 61036

Salary:

Job Description: Performs assigned spa esthetic therapies on guests utilizing various modalities and assuring the enjoyment and satisfaction of spa guests. Direct all efforts toward guest satisfaction, the achievement and maintenance of all the spa standards and profit maximization. ESSENTIAL DUTIES AND RESPONSIBILITIES * Performs consultation, therapy analysis and verbal communication with every guest. Solicit information regarding medical conditions that may be impacted by therapy. * Performs all therapies for which training has been received in the allotted time period. * Maintains therapies within the state guidelines for the Esthetic license. Administer facial products as prescribed by protocol to facial area. Massage area limited to face, arm and decollate. Perform therapy on all guests regardless of age, (12 yrs and older), gender or ethnicity. * Sanitizes all areas of treatment room to protocol including all instruments, tools, and appliances used for therapies. * Uses fresh linens for every
guest. * romotes and sells spa retail merchandise * Maintains fully stocked therapy rooms. * Maintains a friendly, cheerful and courteous demeanor at all times. * Maintains good customer relations by answering questions and taking care of customer concerns in a timely and knowledgeable manner. * Responds in a professional and courteous manner to arriving, departing and in-house guests by providing accurate and timely information and services. Respond to guest inquiries regarding spa reservations, therapy descriptions, and guest concerns in a timely and knowledgeable manner.

**Job Requirements:** Additional personal services skill such as massage therapy, nail technician, cosmetology, etc. are attractive. Opportunity to perform wedding services with appropriate Illinois licensure.

**Application Instructions:** For more information about our fabulous resort go to www.eagleridge.com. A completed employment application must accompany resumes. Blank applications may be obtained on our "Careers" tab at www.eagleridge.com or by contacting Human Resources at (815) 777-5627 (JOBS). Submit completed applications by fax (815 777-3415), email (hrrecruiter@eagleridge.com), in person, or mail to: Eagle Ridge Resort & Spa Attn: Human Resources 384 Territory Drive Galena IL 61036

**Contact:** Dianne Phillips
**Address:** 384 Territory Drive, Galena, IL 61036
**Phone:** 8157775627
**Fax:** 8157773415

**Expires:** 04/13/2016
**Job ID:** 4439066
**Job Title:** Centralized Hiring Specialist
**Company:** Skills for Chicagoland's Future
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates, Bachelors
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Chicago, IL 60606
**Salary:** $26,000 plus benefits

**Job Description:** Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company & Role Overview: Shiftgig, Centralized Hiring Specialist Company Overview
Shiftgig, one of Chicago's hottest and fastest growing technology companies, is actively seeking a Centralized Hiring Specialist. The ideal candidate will be able to process paperwork and employment activation for up to 250 new hires per week and be able to work in a fast paced environment for a high growing company. They will report directly to the Human Resource Coordinator. Shiftgig was founded on the simple premise that many people want flexible work opportunities that fit into the rest of their lives, so we build technology that is focused on one thing: connecting people who want temporary work right now with businesses who need them. We’re fulfilling our mission of connecting millions of people with millions of shifts via our mobile apps and platform. Our apps make it easy for businesses to post gigs and for qualified and skilled workers to claim them. Our platform handles shift fulfillment, and handles all the messy bits associated with labor management. Responsibilities: Review and process all New Hire paperwork for approximately 250 candidates per week. Review work authorization documents, submit for eVerify approval or communicate concerns back to the candidate Submit Background Check information Enter data in scheduling and payroll systems Complete tasks as assigned by supervisor Qualifications: 1 year or more experience working in business administration (receptionist, admin/executive assistant) preferably within a high paced environment Bachelor's degree preferred Highly motivated and works well in a changing environment Tech savvy with internet based applications and MS Office Suite Incredibly detail oriented Excellent organizational skills Ability to accurately review and input date for 3-5 hours per day Impactful team player, passionate, innovative, creative Detail oriented and ability to multitask in a fast paced environment Excellent communicator, work well on a team, passionate, respectful and full of integrity Pay: $26,000 + benefits Employment: Starts out part-time, quickly moves to full-time Hours: Approximately 20 - 25 hrs per week, stable schedule (Once full-time, granted full 40 hrs) AM Shift : Mon - Fri, 9:00am - 2:00pm PM/Weekend Shift: week days 2:00pm - 7:00pm (flexible), and 5 hour weekend shift

Contact: Talent Acquisition Team
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=831

Expires: 04/13/2016
Job ID: 4439072
Job Title: Cook - HMSHost - O'Hare Airport
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
**Job Description:** Summary: The Cook is responsible for preparing cooked foods, and must be able to perform all station functions of Fry, Flat Top Griddle, Pantry, and cooking eggs; communicating ticket times and potential problems to the manager on duty and servers as necessary; providing the highest quality of service to customers and associates at all times; performing all other responsibilities as directed by the business or as assigned by management. This is a non-exempt position and typically reports to Store Manager, Assistant Store Manager, or General Manager depending upon local requirements. Essential Functions: * Follows recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving food items which may include soups, meats, vegetables, desserts and other food and beverage products * Tastes products, follow menus, estimate food requirements, check production and keep records in order to accurately plan production requirements and requisition supplies and equipment as needed * Cleans and sanitizes work stations and equipment * Practices excellent food safety and sanitation practices and complies with HACCP standards * Operates a variety of kitchen equipment; Measures and mixes ingredients, washes, peels, cuts and shreds fruits and vegetables * Stocks, dates, rotates, and checks temperature of product * Completes any assigned side work Minimum Qualifications, Knowledge, Skills, and Work Environment: * Requires food preparation skills and knowledge of HACCP standards * Requires a minimum of 1 year of closely related cooking experience, work experience in high volume and casual dining restaurant environment preferred * Requires food knowledge pertaining to Soups, Broiler, Fry, and Pantry * Requires the ability to speak, read and comprehend instructions, short correspondence and policy documents, as well as converse comfortably with customers * Requires the ability to lift and/or move up to 40 pounds * Requires the ability to bend, twist, and stand to perform normal job functions * Frequently immerses hands in water and water diluted with chemical solutions * Frequently works with sharp knives, utensils, and hot plates * Frequently works in hot environment

**Contact:** Talent Acquisition Team  
**Address:** 191 N. Wacker Dr #1150, Chicago, IL 60606  
**Phone:** 312-906-7200  
**Apply Online:** https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=673

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**Expires:** 04/13/2016  
**Job ID:** 4439077  
**Job Title:** Route Delivery Driver  
**Company:** Home City Ice  
**Job Type:** Full Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL  
**Salary:**
**Job Description:** Drive a delivery truck around to various customers in the greater Chicagoland area and deliver 7 pound bags of ice. No experience or special license necessary, we provide paid training. Perfect for college students looking for a summer job.

**Job Requirements:** This position is eligible for tuition reimbursement.

**Application Instructions:** please apply online at www.homecityice.com

**Contact:** Human Resource

**Address:** 2248 N Natchez Ave, Chicago, IL 60707

**Apply Online:** http://www.homecityice.com/job-application/overview.aspx

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**Expires:** 04/13/2016

**Job ID:** 4439079

**Job Title:** Healthcare Customer Support - AIM Specialty Health

**Company:** Skills for Chicagoland's Future

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Location:** Deerfield, IL 60015

**Salary:** $15/hr plus benefits

**Job Description:** Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills’ Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company AIM Specialty Health - Location 540 Lake Cook Rd, Deerfield, IL 60015 Conveniently located by the Lake-Cook Metra stop on the Milwaukee District North Line AIM Specialty Health (AIM), is a leading specialty benefits management company with more than 20 years of experience and a growing presence in the management of radiology, cardiology, oncology, sleep management, and specialty drugs. Our mission is to make healthcare services more clinically appropriate, safer and more affordable. As such, we promote the most appropriate use of specialty care services through the application of widely accepted clinical guidelines delivered via an innovative platform of technologies and services. AIM's Operations Group is seeking client-focused individuals to join the contact centers precertification team as a Health Care Customer Service Specialists (Referral Specialists.) Job Qualifications The successful candidate will have: H.S. diploma or GED 2 years in a high-volume, fast-paced interactive customer service or call center environment; or equivalent combination of education and experience. Working knowledge of medical terminology preferred. Detailed oral and written communications skills required. Candidates should have solid typing speed and accuracy, and good computer skills, with the ability to utilize multiple computer systems in desktop environment to accomplish results. Responsibilities include, but are not limited to:
Enter demographic and screening information from a requesting physician office or provider via telephone or web-based input into the preauthorization computer system. Screen preauthorization requests using approved criteria and guidelines. Identify and appropriately refer cases to preauthorization nurses for clinical review. Provide information to referring/rendering physician offices and network service providers regarding program requirements. Maintain personal client files updated with the most current client fact sheets provided. Monitor department voice mail and process preauthorization requests in accordance with departmental guidelines. Maintain telephone service standards in accordance with departmental goals. Compensation: $15/hour plus monthly bonuses and full benefits Benefits include: An array of Health, Dental and Vision Care Insurance plans Term Life Insurance Short- and Long-term Disability Insurance 401(k) Employee Savings Plan with company match Paid Time Off Tuition Reimbursement Tax-advantaged health care and dependent flexible spending plans Health club reimbursement allowance Licensure reimbursement for medical professionals

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Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=766

Expires: 04/13/2016
Job ID: 4439089
Job Title: Healthcare Customer Support - AIM Specialty Health
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: Associates
Location: Westchester, IL 60154
Salary:

Job Description: Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills’ Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company AIM Specialty Health - Location Westchester, IL 2 Westbrook Corporate Center Westchester, IL 60154 (will need a car, unless living very close to Cermak) AIM Specialty Health (AIM)

, is a leading specialty benefits management company with more than 20 years of experience and a growing presence in the management of radiology, cardiology, oncology, sleep management, and specialty drugs. Our mission is to make healthcare services more clinically appropriate, safer and more affordable. As such, we promote the most appropriate use of
specialty care services through the application of widely accepted clinical guidelines delivered via an innovative platform of technologies and services. AIM's Operations Group is seeking client-focused individuals to join the contact centers precertification team as a Health Care Customer Service Specialists (Referral Specialists.)

Job Qualifications
The successful candidate will have:
- H.S. diploma or GED
- 2 years in a high-volume, fast-paced interactive customer service or call center environment; or equivalent combination of education and experience.
- Working knowledge of medical terminology preferred.
- Detailed oral and written communications skills required.
- Candidates should have solid typing speed and accuracy, and good computer skills, with the ability to utilize multiple computer systems in desktop environment to accomplish results.
- Responsibilities include, but are not limited to: Enter demographic and screening information from a requesting physician office or provider via telephone or web-based input into the preauthorization computer system.
- Screen preauthorization requests using approved criteria and guidelines.
- Identify and appropriately refer cases to preauthorization nurses for clinical review.
- Provide information to referring/rendering physician offices and network service providers regarding program requirements.
- Maintain personal client files updated with the most current client fact sheets provided.
- Monitor department voice mail and process preauthorization requests in accordance with departmental guidelines.
- Maintain telephone service standards in accordance with departmental goals.

Compensation:
- $15/hour plus monthly bonuses and full benefits
- Benefits include: An array of Health, Dental and Vision Care Insurance plans, Term Life Insurance, Short- and Long-term Disability Insurance, 401(k) Employee Savings Plan with company match, Paid Time Off, Tuition Reimbursement, Tax-advantaged health care and dependent flexible spending plans, Health club reimbursement allowance, Licensure reimbursement for medical professionals.

Contact:
Talent Acquisition Team
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online:
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=771

Expires: 04/13/2016
Job ID: 4439133
Job Title: Mover
Company: 3MD Relocation Services
Job Type: Full Time, Part Time
Location: Melrose Park, IL 60160
Salary:
Job Description: Relocation employee. Hours and Locations vary upon customer request. Upon hiring will need to go through orientation and sign up with our union. Work mainly downtown Chicago (loop), but also have work in suburbs. Starting pay is $15.00 an hour with overtime ($22.50/hr) being paid after 8 hours worked or after 5 pm as well as all day Saturday.
Most work is on Friday and Saturday... perfect for college students looking for some extra money.

**Application Instructions:** Email or text and I will respond immediately... Will be hiring a lot of people. thanks

**Contact:** Patrick Stritzel

**Address:** 1915 Janice Ave 3MD Relocation Services, Melrose Park, IL 60160-1008

**Phone:** 708-774-5164

**Fax:** 708-681-5262

**Email:** pstritzel@3mdrelocation.com

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**Job ID:** 4439308

**Job Title:** Specialty Claims Adjuster

**Company:** Skills for Chicagoland's Future

**Job Type:** Full Time

**Location:** Chicago, IL 60606

**Salary:**

**Job Description:** Handles a high volume of claim traffic, including telephone calls and electronically submitted claims. Gathers appropriate information and details to understand the customer’s issues or claim. Approves or denies claims based on the information given by the customer and terms and conditions of the program/contract. Researches and analyzes documents for accuracy regarding the type of claim and program. Educates the customer on policies, procedures and programs. Communicates the need for additional information and explains claim payment or denial, using direct customer contact by phone and/or written correspondence. Documents solutions and other information in computer system. Receives escalated customer calls from customer service representatives regarding claim status; resolves concerns and updates customer on process. Ensures completion of claim by remaining focused on the claim and displaying enthusiasm, sincerity and professionalism when responding to the customer's requests and questions. Partners with Team Leads or Supervisors to handle escalated calls or claims.

**Contact:** Talent Acquisition Team

**Address:** 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606

**Phone:** 312-906-7200

**Apply Online:**
https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=764

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**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

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**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

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**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: 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: 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: 05/30/2016
Job ID: 4421409
Job Title: Social Media Intern
Company: Susan G. Komen for the Cure - Chicagoland Area Affiliate
Job Type: Internship, Part Time
Location: Chicago, IL 60631
Salary: Unpaid

**Job Description:** Position Overview & Basic Function: The Social Media Intern will assist the Affiliate with social media including e-newsletter campaigns, Facebook, Twitter, website and other digital media. Primary Responsibilities: * Research and create content for social media posts, including breast health/breast cancer awareness, education and news items * Clarify objectives and track progress of social media growth * Create social media calendar for upcoming months * Research and report on new social media trends and services. * Write new
content for Komen Chicago Facebook, Twitter and other accounts to promote Komen's programs and drive website traffic. * Work with staff and social media virtual volunteers on training and social media updates. Required Skills & Education: * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Passionate about social media. * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel). * Web and/or graphic design experience preferred. * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university. Other: * Ability to lift/carry 15 pounds; capable of standing for one hour or more. * Position will need to use their personal computer. * Candidate may be subject to a criminal background check. Benefits: * Opportunity to gain insight into the not-for-profit sector. * "Hands-on" environment with individuals who respond to critical community issues. * Develop above-entry-level skills. To Apply: Please submit a cover letter and resume to Taylor Becker, Outreach and Educational Coordinator, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

Contact: Taylor Becker
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 773-444-0061
Fax: 773-444-0061
Email: volunteer@komenchicago.org

Expires: 05/30/2016
Job ID: 4421415
Job Title: Grant Writing Intern
Company: Susan G. Komen for the Cure - Chicagoland Area Affiliate
Job Type: Internship
Location: Chicago, IL 60631
Salary:

Job Description: Susan G. Komen® Nancy G. Brinker promised her dying sister, Susan G. Komen, she would do everything in her power to end breast cancer forever. In 1982 that promise became Susan G. Komen® and launched the global breast cancer movement. Today, Komen is the world's largest grassroots network of breast cancer survivors and activists fighting to save lives, empower people, ensure quality care for all and energize science to find the cures. The Chicagoland Affiliate, established in 1997, is one of 125 Affiliates in the U.S. In 2015, Komen Chicago invested over $1 million in grants to 14 local organizations funding lifesaving education, patient navigation, treatment support and treatment programs in our five county service area. Since 1997, Komen Chicago has invested nearly $16M in local programs, funding potentially lifesaving services for underserved and uninsured men and women. Position Overview & Basic Function: As the Grant Writing Intern for Komen Chicago, your primary responsibility will be to assist with the identification of appropriate grantors, the creation of a foundation roster, and the execution and timely submission of grant requests, and/or letters of intent (LOI's). Komen Chicago is a newcomer to the grant-writing process. In order to solidly
launch this initiative we are seeking interns capable of researching funding opportunities with fixed guidelines, initiating and maintain contact with foundations and writing grants for eligible funding. This will require an intern with strong research, writing and analytical skills. Primary Responsibilities: Assist CEO with: * Prospect identification, research, proposal development and writing. Accurate and timely production of final proposals. * Electronically tracking and documenting communications. * Updating and maintaining Komen Chicago Foundation donor database (Salesforce). * Researching potential Foundation prospects. * Donor outreach and cultivation. Benefits: * Opportunity to work with seasoned non profit professionals. * Gain insight into and awareness one of the leading causes of death for women today. * An in depth look at not-for-profit sector. * "Hands-on" environment with individuals who respond to critical community issues. * Develop above-entry-level skills. * Measurable results (if goals and objectives are achieved) that translate into practical experience, including: sales, marketing, fundraising, time management and project management skills. * References for employment (both written and as character witness).

**Job Requirements:** Required Skills & Education: * Experience in proposal or grant writing preferred. * Excellent writing, verbal, proof reading, editing, phone and organizational skills. * Strong time-management and research capabilities. * Flexible team player, self-motivated and detail oriented with strong interpersonal skills, customer service orientation, excellent phone manner and communication skills. * Ability to prioritize and work well under deadlines. * Computer aptitude including strong experience with Microsoft Offices (i.e. Word, Excel). * Salesforce experience a plus (but not required). * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university. Other: * Ability to lift / carry 15 pounds; capable of standing for one hour or more. * Candidate may be subject to a criminal background check.

**Application Instructions:** To Apply: Please submit a cover letter and resume to Taylor Becker - Outreach and Educational Coordinator, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

**Contact:** Taylor Becker
**Address:** 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
**Phone:** 773-444-0061
**Fax:** 773-444-0061
**Email:** volunteer@komenchicago.org

**Expires:** 05/30/2016
**Job ID:** 4421421
**Job Title:** Race for the Cure Intern
**Company:** Susan G. Komen for the Cure - Chicagoland Area Affiliate
**Job Type:** Internship
**Location:** Chicago, IL 60631
**Salary:**
Job Description: Position Overview & Basic Function: The Race for the Cure Intern will assist with various projects focused on our (2) Race for the Cure events, primarily focusing on the Lombard Race for the Cure. The content will revolve around the area of special events, with opportunities to assist with event logistics, database management, mailings, social media marketing, sponsorship fulfillment, while responding to inquiries from the public about the Affiliate’s Race for the Cure events. Primary Responsibilities: * Assist Race Manager with event logistics, details, and planning for the Lombard Race for the Cure on 9/20/15 * Track vendor information and event equipment. * Respond to event correspondence. * Assist with race participant recruitment which may include assisting in marketing strategies as well as contacting targeted Race participants via email/phone to cultivate relationships. * Other duties as assigned. Required Skills & Education: * Must be able to attend the Lombard Race for the Cure on September 18 * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Quick learner with the ability to self-motivate. * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel) * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university Other: * Ability to lift / carry 30 pounds; capable of standing for one hour or more. * Position will need to use their personal computer. * Candidate may be subject to a criminal background check. Benefits: * Opportunity to gain insight into the not-for-profit sector. * "Hands-on" environment with individuals who respond to critical community issues. * Develop above-entry-level skills. To Apply: Please submit a cover letter and resume to Taylor Becker, Outreach and Educational Coordinator, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the Subject of the email.

Contact: Taylor Becker
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 773-444-0061
Fax: 773-444-0061
Email: volunteer@komenchicago.org

Expires: 05/31/2016
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

https://www.collegecentral.com/triton