Job ID: 4471405
Job Title: Part Time Program Staff and Drivers
Company: Northern Suburban Special Recreation Association
Job Type: Part Time, Seasonal, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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: 05/01/2016
Job ID: 4471760
Job Title: Dental Assistant  
Company: J Puentes Devitt D.D.S  
Job Type: Part Time  
Location: Des Plaines, IL 60016  
Salary:  
Job Requirements: Bright, reliable, honest, excellent communication and people skills, ability to take initiative and multitasking. Comfortable working in a fast-paced environment who brings a helpful and positive attitude. Benefits: Evening and Saturday hours make this excellent opportunity to attend school. Team oriented work environment.  
Application Instructions: Submit your resume at doc4dental@att.net Include your salary expectations.  
Contact: Dr. Devitt  
Address: 1300 Jefferson St. Ste. 302, Des Plaines, IL 60016  
Phone: 847-635-1100  
Email: doc4dental@att.net  
Expires: 05/01/2016  
Job ID: 4472289  
School Job ID: Oakton - EW  
Job Title: In Home Pet Care/Dog Walking  
Company: Pet Watchers Inc.  
Job Type: Full Time, Part Time  
Location: Evanston, IL 60202  
Salary: $14.00 to $24.00/hr.  
Job Description: Pet Watchers Inc. of Evanston is currently looking for individuals who love to work with animals. If you are a responsible, punctual person and would enjoy Dog Walking and In-Home Pet Care, you could earn between $14.00 to $24.00/hr. You need a car and good references and would function as an independent contractor.  
Application Instructions: Contact Barbara Herman or Alenka Andruss @ 847 328.0460  
Contact: Alenka Andruss  
Address: 600 Dempster Street, Evanston, IL 60202  
Phone: 847 328-0460  
Expires: 05/01/2016
Job ID: 4472301
Job Title: Logistics Clerk
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Melrose Park, IL 60160
Salary:

Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Logistics Clerk to work out of our Melrose Park, IL facility. The Logistics Clerk role is responsible for preparing bills of lading, scheduling shipments, and maintaining relationships with carriers.

Responsibilities:
* Prepare accurate bills of lading and packing slips
* Prepare ship schedule report daily
* Develop LTL and Flat-bed carrier call list
* Provide shipping status and order visibility information as required to both internal and external clients, monitoring ship information, closing of shipped orders, order status, etc.
* Schedule outgoing shipments to successfully meet ship dates.
* Conduct analysis on shipping quality incidents as needed
* Maintain finished goods inventory ensuring accuracy
* Maintain a clean and orderly shipping and receiving department
* Provide daily, weekly, monthly, quarterly, and yearly shipping and inventory reports both promptly and accurately using AS400 and MS Excel.

Requirements:
* Must be extremely self-motivated and able to work under minimal supervision
* Strong computer skills including MS Word, MS Excel
* Strong communication skills and excellent analytical aptitude
* Developed customer service skills with a "whatever it takes" attitude while supporting and modeling the desired culture of Interlake Mecalux.
* High School diploma or equivalent education and experience
* Good understanding of shipping and receiving processes within a manufacturing environment.

Application Instructions: Please email your resume to hr@interlakemecalux.com

Contact: Kendra Watkins
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999

Expires: 05/01/2016

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Job ID: 4472303
Job Title: Quality Admin
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Location: Melrose Park, IL 60160
Salary:
Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Quality Admin to work out of our Melrose Park, IL facility. The Quality Department Administrator will be responsible for general administrative tasks within the Quality Department. Responsibilities * Review and understand current Return Goods Authorization (RGA) process * Coordinate with external customers and internal departments to manage the scheduling of returned goods * Document the RGA process across all channels of the business * Review current process to ensure end result is being achieved in allotted time frame * Review all outstanding RGA's and working to resolve * Completing other administrative tasks as needed Requirements * Prior customer service and administrative experience * Comfortable with being in a plant environment 30%-50% of the time * Prior AS400 experience preferred * Excellent verbal/written communication

Application Instructions: Please email your resume to hr@interlakemecalux.com

Contact: Kendra Watkins
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999

Expires: 05/02/2016
Job ID: 4472532
Job Title: Home Care Assistants
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Des Plaines, IL 60016
Salary:

Job Description: If you have a passion for helping people, Home Care Assistants are needed to provide caring services to help those who are in need. Become a part of a special group of individuals who provide vital care that changes lives, improves the quality of life for so many and creates a compassionate environment to assist those who truly need it. If you are the type of person who's looking for a way to make an important contribution to humanity, and brighten the lives of people who need your help, than this position is for you. Full-time and Part-time position(s) are available to provide home care in Cook County and there are immediate opportunities on the North side of Chicago as well. We will do our best to work with your schedule! We are a faith based not-for-profit organization and are pleased to offer this rewarding opportunity for individuals who have a caring heart. The ideal candidates will be responsible to assist older adults with light housekeeping, meal prep, errands, companionship and other areas of activities of daily living that will help our clients stay in the home that they love! We are looking for compassionate individuals who will build relationships with our clients and members of our team. We offer a paid training and ongoing education. If you desire to touch and change lives for the better, please contact us and apply today! Requirements The ideal candidates must be: - At least 18 years of age or older; - Possess a high school diploma or GED; - Have a minimum of one year experience; - CNAs are encouraged to apply but
NOT required for the position - Possess homemaker skills and a personable approach with older adults.

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

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuOTU5NzAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 05/02/2016
Job ID: 4472533
Job Title: Assistant Teacher (Head Start)
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL 60290
Salary:
Job Description: The Assistant Teacher position is responsible for supporting the Master Teacher in the overall academic teaching and assessment of preschool children ages 3-5. The candidate will assist in supporting their development for kindergarten readiness and partner with families to promote that success. EOE. Requirements Candidate must have an A.A. Degree in Child Development. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNTM2NDUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 05/02/2016
Job ID: 4472542
Job Title: After school baby-sitter
Company: Bryan Malis
Job Type: Part Time
Location: Glenview, IL 60026
Salary: $15/hr
Job Description: Supervision for our only child, an 8th grade boy, after school, help with snacks, driving him to and from activities (all local), other light errands to help us out during
idle time. Could include light meal prep. We mainly require someone to be responsible for him from the time he returns from school until we get home from work, approximately 3:15 to 6:15.

**Application Instructions:** Email brymalis@comcast.net if interested

**Contact:** Bryan Malis

**Address:** 1598 Saratoga Lane, Glenview, IL 60026

**Phone:** 312-420-5820

**Email:** brymalis@comcast.net

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**Expires:** 05/04/2016

**Job ID:** 4473205

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

**Company:** TCF BANK

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Mundelein, IL 60060

**Salary:**

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

Application Instructions: Apply Online

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

Expires: 05/04/2016
Job ID: 4473207
Job Title: Bilingual Spanish Relationship Banker ( Teller )
Company: TCF BANK
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Round Lake, IL 60073
Salary: 10.34+

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

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

**Preferred Qualifications:** * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**Application Instructions:** Apply Online

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

**Expires:** 05/04/2016
**Job ID:** 4473525
**Job Title:** School Age Care Group Leader
**Company:** Norridge Park District
**Job Type:** Part Time
**Degrees Wanted:** None Required
Majors Wanted: Early Childhood Education, Paraprofessional Educator, Physical Education
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: TBD

Job Description: The Norridge Park District's School Age Program is seeking energetic and enthusiastic candidates who enjoy working with children ages 5-12 years of age. Responsibilities include supervising children, assisting with homework, planning and facilitating recreational activities. Part-Time Monday-Friday, 2-6pm.

Job Requirements: DCFS School Age Worker qualifications: at least 18 years of age, 30 semester or 45 quarter hours of credit from an accredited college with 6 semester or 9 quarter hours related to school age child care, child development, elementary education, recreation, camping, or other related fields. Age 21 and good driving skills optional for child care bus driving.

Application Instructions: Go to www.norridgepk.com for an employment application Call 708 453 2141 for information and to set up an interview. Ask for Christine, Eileen, or Lupe.

Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024
Email: cszymanski@norridgepk.com

Expires: 05/04/2016
Job ID: 4473552
Job Title: Office Assistant
Company: C.R. Schmidt, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Warrenville, IL 60555
Salary: $12/Hour

Job Description: Small family owned construction company looking for a part-time office assistant in Warrenville to assist with daily tasks and projects. Responsibilities include efficiently and effectively performing all general office activities including, but not limited to the following: * Answer all incoming calls in a professional manner that represents the company in a positive way. * Typing, faxing, coping, scanning, filing and maintain current project folders. * Create and send client proposals. * Research project details online using contractor specific websites. * Time tracking of crew's hours. * Process mail. * Light bookkeeping (i.e. entering bills) * Maintain office (Daily cleaning and organizing) If you feel
your skills could benefit our fast-paced family environment, then please send us your resume.  
Hours: 9:30am-3:30pm M-F  

**Job Requirements:**  
Requirements  
* Dependable, great attitude and contribute to a positive work environment.  
* Must be proficient with Microsoft Office, specifically Outlook, Word and Excel.  
* Must be excellent on the computer and have the ability to multi-task.  
* Excellent verbal and written communication skills are a MUST.  
* Quickbooks experience is a PLUS.  
* Driver's License with reliable transportation.  
(Mileage reimbursement)  

**Application Instructions:** Please submit resumes info@crschmidt.com for further consideration.  

**Contact:** Alysa Niederbrach  
**Address:** 29W030 Main Street Suite 201A, Warrenton, IL 60555  
**Email:** info@crschmidt.com  

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**Expires:** 05/04/2016  
**Job ID:** 4473633  
**Job Title:** Mentor/Direct Support Staff  
**Company:** Active Visions, Inc.  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60646  
**Salary:** $10.00 per hour  

**Job Description:** Mentor/Direct Support Staff needed to work with individuals with developmental disabilities in an individual's Family Home or CILA homes (Community Integrated Living Arrangement). Responsibilities include: assisting with activities of daily living, recreational activities, social interaction and community integration. Experience working with individuals with developmental disabilities is a plus. On the job training is provided.  
*High school diploma/GED required*  
*Valid Driver's License required*  

**Application Instructions:** Please email or call 773-594-0921 and ask for Laurie or Anna.  

**Contact:** Denise Baas  
**Address:** 5408 W. Devon, Chicago, IL 60646  
**Phone:** 773-594-0921  

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**Expires:** 05/04/2016  
**Job ID:** 4473719  
**Job Title:** Veterinary Technician  
**Company:** Crossroads Veterinary Clinic  
**Job Type:** Full Time, Part Time  

www.collegecentral.com/triton
Degrees Wanted: None Required  
Majors Wanted: Biological Sciences  
Job Target: Any Job Target  
Location: Pingree Grove, IL 60140  
Salary: 12-18/hour  
Job Requirements: enjoys working with animals. Team player  
Application Instructions: phone, fax or email resume  
Contact: Dr Sally Bruno  
Address: 2401 W. Rt 20 unit 106, Pingree Grove, IL 60140  
Phone: 847-683-9640  
Fax: 847-683-9642  
Email: cvc@foxvalley.net

Expires: 05/04/2016  
Job ID: 4473731  
Job Title: Industrial Sales Representative  
Company: Lawson Products  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors, Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Orland Park, IL 60467  
Salary:  
Job Description: -Generate profitable revenue growth through establishing new customers, penetrating new customer accounts and retaining those customers. -Establish, maintain and service accounts, covering full assigned territory to ensure high customer satisfaction, positive long-term relationships and repeat business. -Demonstrate the quality and reliability of Lawson's products with a focus on helping customers become more productive and profitable. -Perform managed inventory services.  
Contact: Daniel Motchnik  
Address: 8770 W. Bryn Mawr Ave Suite 900, Chicago, IL 60631  
Email: dan.motchnik@lawsonproducts.com  
Apply Online: http://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=LAWSONPRODUCTS&cws=1&rid=4045
Expires: 05/04/2016
Job ID: 4473823
Job Title: Para Transit Bus Drivers
Company: MV Transportation
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Niles, IL 60714
Salary: 12.00 hr

Job Description: Whether you're an experienced driver or just getting started, we have an opportunity for you! MV Transportation is seeking Full Time Drivers to join our team. A career with MV Transportation means access to state-of-the-art communication tools and techniques, opportunities for advancement, and the chance to make a difference in the lives of the disabled and elderly. Every day, professionals from all backgrounds and experiences find a rewarding career with MV! As a member of our transportation team you will receive: Medical, dental and vision insurance. FREE $5,000 life insurance policy. PAID vacation, sick time and holidays. As a full time Bus Driver, you will be responsible for safely operating a transit motor vehicle and providing excellent customer service. Your primary objective will be to provide safe, reliable, and efficient public transportation. Job Responsibilities: Loading and unloading of passengers on vehicles. Transporting of passengers that are either senior citizens or persons with disabilities. Four point securement of wheelchairs and scooters. Escorting passengers from vehicle to/from first portal of locations. Using radio to communicate transport details with dispatch. Successful drivers come from a variety of industries and experience; the key to success in this role is a passion for providing great customer service. So, whether you are an experienced driver, just getting started, or need a change of pace from retirement, we have an opportunity for you! So, what are you waiting for? Apply Today!

Job Requirements: 21 years or older. Ability to pass a pre-employment drug screen and DOT physical. Current valid driver’s license for least five (5) years. Clean driving record (No more than two (2) moving violations in five (5) years) and a reliable employment history. Class C CDL with passenger endorsement or ability to obtain. Sincere desire to work with the general public, especially the elderly and people with disabilities. Driving experience preferred. Basic math skills. Knowledge of the local city area. Ability to read a map. Possess excellent communication and decision-making skills. Computer experience a plus. Willingness to work a varied schedule; includes hours outside of typical 9am-5pm. Pre-employment drug screening and background check is required. MV Transportation is an equal opportunity/affirmative action employer. MV Transportation, Inc. provides equal employment and affirmative action opportunities to minorities, females, veterans, and disabled individuals, as well as other protected groups.

Application Instructions: Go to the website and fill out the application. A MV representative will be in touch within 48 hours to schedule an interview.

Contact: Sabina Loving
Address: 6230 W Gross Point Rd, Niles, IL 60714
Phone: 847-400-6337
Fax: 972-391-4886
Apply Online: http://www.drive4mv.com

Expires: 05/04/2016
Job ID: 4474040
Job Title: Electronic Sales Associate
Company: Hhgregg
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary:

Job Description: ESSENTIAL FUNCTION: The basic function of the Home Electronic Sales Associate is to provide top quality guest assistance and customer service that far exceeds that of our competitors. Continuously demonstrate a solid commitment in selling products and services on behalf of hhgregg. PRIMARY DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are essential in the daily execution of the position: * Greet customers from the point sincerely and enthusiastically without pressuring or becoming overbearing. Continually look for and approach customers * Qualify the customer through listening and questioning. * Show the customer the features and benefits that support customer needs established during the qualifying process. Explain various features as the customer uses the merchandise while continuing to qualify and eliminate objections * Consistently asks for the sale with every customer in the proper amount of time. * Help customers make an informed decision based on their needs and wants with the best product knowledge. * Stay up-to-date with all technology and product information. * Keep up-to-date on stock levels and current promotions. * Accurately input all sales orders and track them through the delivery or pickup process. * Responsible for merchandising a specified area of the store (cleaning, tagging, ensuring all display items are accurate) * Assist in developing and training of new associates when required.
CORE COMPETENCIES: * Excellent Customer Service * Strong Communication Skills * Ability to work with others in a team environment

Job Requirements: * Flexible schedule required. Ability to work schedules based on the needs of our customers. * Basic computer skills * Minimum two years retail or customer service experience preferred PHYSICAL REQUIREMENTS: Job Classification: Medium Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light work. Minimal - climbing, handling, grasping, repetitive motions Occasional - reaching, sitting Frequent - stooping, kneeling, crouching Constan - talking, hearing, standing, walking
Contact: Mohsin Naqvi  
Address: 35 W Rand Rd, Arlington Heights, IL 60004  
Phone: 8474631810  

Expires: 05/04/2016  
Job ID: 4474058  
Job Title: Home Appliance Sales Associate  
Company: Hhgregg  
Job Type: Full Time, Part Time  
Degrees Wanted: Diploma  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Arlington Heights, IL 60004  
Salary:  
Job Description: ESSENTIAL FUNCTION: The basic function of the sales associate is to provide top quality guest assistance and customer service that far exceeds that of our competitors. Continuously demonstrate a solid commitment in selling products and services on behalf of hhgregg. PRIMARY DUTIES AND RESPONSIBILITIES: The following duties and responsibilities are essential in the daily execution of the position: * Greet customers from the point sincerely and enthusiastically without pressuring or becoming overbearing. Constantly look for and approach customers * Qualify the customer through listening and questioning. * Show the customer the features and benefits that support customer needs established during the qualifying process. Explain various features as the customer uses the merchandise while continuing to qualify and eliminate objections * Consistently asks for the sale with every customer in the proper amount of time. * Help customers make an informed decision based on their needs and wants with the best product knowledge. * Stay up-to-date with all technology and product information. * Keep up-to-date on stock levels and current promotions. * Accurately input all sales orders and track them through the delivery or pickup process. * Responsible for merchandising a specified area of the store (cleaning, tagging, ensuring all display items are accurate) * Assist in developing and training of new associates when required. 
CORE COMPETENCIES: * Excellent Customer Service * Strong Communication Skills * Ability to work with others in a team environment  
Job Requirements: MINIMUM QUALIFICATIONS AND SKILLS: * Flexible schedule required. Ability to work schedules based on the needs of our customers. * Basic computer skills * Minimum two years retail or customer service experience preferred PHYSICAL REQUIREMENTS: Job Classification: Medium Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Light
work. Minimal - climbing, handling, grasping, repetitive motions Occasional - reaching, sitting
Frequent - stooping, kneeling, crouching Constant - talking, hearing, standing, walking

Contact: Mohsin Naqvi
Address: 35 W Rand Rd, Arlington Heights, IL 60004
Phone: 8474631810

Apply Online: http://hhgregg-jobs.com/job/home-appliance-sales-associate/J3K507611QY4J2VZQBB

Expires: 05/04/2016
Job ID: 4474113
Job Title: PART TIME Accounts Payable Associate-I
Company: Maurice Sporting Goods
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: $14-$15 per hour

Job Description: As a member of our Finance team, the Part Time Accounts Payable Associate-I will be located in our Northbrook, IL office. This person is responsible for picking up the mail and distributing the appropriate invoices to the Inventory Accounts Payable Associates. The Part Time Accounts Payable Associate-I will also print invoices from email and on line billing, track and distribute invoice's for manager approval, resolve vendor inquiries, verify general ledger codes, process and enter a variety of expense invoices, assemble voucher packages and attach the check for signing. Each week they will file completed voucher packages. RESPONSIBILITIES: * Process expense vouchers for payment oPick up daily mail from office services, sort and distribute. oReceive and print invoices from email and on line billing. oTrack and distribute invoices for Manager approval and account coding. oAudit expense reimbursement, store set up, merchandiser set up etc. forms prior to entering the invoices for payment. oVerify general ledger codes assigned to invoices. oPrepare monthly check requests for warehouse and other location rents. oKey accounts payable batches. oAssemble voucher package for check signer. oFile all paid expense checks. oMail weekly checks. * Reporting and internal/external customer support oResolve vendor inquiries. oSupport audit inquiries. oBack up for certain inventory accounts payable duties. oOther projects as needed. REQUIREMENTS: * Professional demeanor and team player with an ability to interact with all levels of employees. * Creative problem solving and strong detail orientation coupled with the ability to manage competing priorities with stringent deadlines. * Strong excel, data entry and math skills. * Exposure to an ERP system is a plus. Maurice encourages the continued development of all our associates and provides an entrepreneurial, team-focused business environment in which to grow your career. If you are looking for a rewarding, professional opportunity with a rapidly expanding industry leader and meet the stated qualifications, please
submit your resume as an MS Word attachment along with a cover letter that details your salary requirements. Only resumes received through our online application system will be considered. EOE M/F/D/V/SD Maurice Sporting Goods participates in the E-Verify Employment Verification Program, which is a service of Department of Homeland Security (DHS) and Social Security Administration (SSA).

**Job Requirements:** We are open to flexible work arrangements to suit a 24 hour work week. Please note: benefits will not be offered for this position.

**Application Instructions:** Please apply through the provided link or visit our careers page at www.maurice.net. Only applications received through our portal will be considered.

**Contact:** Rene Gedeller
**Address:** 1910 Techny Road, Northbrook, IL 60062
**Phone:** 8477151256
**Email:** rene.gedeller@maurice.net
**Apply Online:** https://home.eease.adp.com/recruit/?id=15173031

**Expires:** 05/04/2016
**Job ID:** 4474153
**Job Title:** PART TIME Accounts Payable Associate-2
**Company:** Maurice Sporting Goods
**Job Type:** Part Time
**Degrees Wanted:** Diploma
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Northbrook, IL 60062
**Salary:** $14-$15 per hour

**Job Description:** As a member of our Finance team, the Part Time Accounts Payable Associate-II will be located in our Northbrook, IL office. This person is responsible for picking up the mail and distributing the appropriate invoices to the Inventory Accounts Payable Associates. The Part Time Accounts Payable Associate-II will print invoices from email and on line billing, track and distribute invoices, resolve vendor inquiries, process and enter a variety of invoices, assemble voucher packages and attach the check for signing. Each week they will file completed voucher packages. RESPONSIBILITIES: * Process expense vouchers for payment oPick up daily mail from office services, sort and distribute. oReceive and print invoices from email and on line billing. oAssemble, sort, distribute, and file receiving documentation. oMatch invoices and receiving. oProcess inventory invoices. oProcess price corrections into MSG system. oAssemble voucher package for check signer. oFile all paid expense checks. oMail weekly checks. * Reporting and internal/external customer support oResolve vendor inquiries. oSupport audit inquiries. oBack up for certain inventory accounts payable duties. oOther projects as needed. REQUIREMENTS: * Professional demeanor and team player with an ability to interact with all levels of employees. * Creative problem solving and strong detail
orientation coupled with the ability to manage competing priorities with stringent deadlines. * Strong excel, data entry and math skills. * Exposure to an ERP system is a plus. Maurice encourages the continued development of all our associates and provides an entrepreneurial, team-focused business environment in which to grow your career. If you are looking for a rewarding, professional opportunity with a rapidly expanding industry leader and meet the stated qualifications, please submit your resume as an MS Word attachment along with a cover letter that details your salary requirements. Only resumes received through our online application system will be considered. EOE M/F/D/V/SO Maurice Sporting Goods participates in the E-Verify Employment Verification Program, which is a service of Department of Homeland Security (DHS) and Social Security Administration (SSA).

**Job Requirements:** We are open to flexible arrangements to satisfy a 24 hour work week. Please note: benefits will not be offered for this position.

**Application Instructions:** Please apply via the provided link or visit our careers page on our website- www.maurice.net. Only applications received through our portal will be considered.

**Contact:** Rene Gedeller  
**Address:** 1910 Techny Road, Northbrook, IL 60062  
**Phone:** 8477151256  
**Email:** rene.gedeller@maurice.net  
**Apply Online:** https://home.eease.adp.com/recruit/?id=15173051

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**Expires:** 05/04/2016  
**Job ID:** 4474343  
**School Job ID:** RVC  
**Job Title:** Report Developer  
**Company:** Komax Group  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Loves Park, IL 61111  
**Salary:**

**Job Description:** The Report Developer will develop and implement reports for the management of projects and business operations, as needed by management. Primary Duties: The Report Developer - must have a Strong ability to do the following: PROJECT RELATED COMPETENCIES Project Management * Manage the development and implementation of multiple report-oriented projects from initiation through planning, executing, testing and training others. * Interface with managers, users and other stake-holders to establish requirements and deliverables. * Plan and estimate costs and time-lines for developing various reports. * Ability to reasonably determine and present rationalization for utilizing or modifying reports in the existing business system database vs. developing new reports from scratch. *
Personally develop and test reports with input/feedback from stake-holders. * Train stake-holders on proper use. 

**CORE COMPETENCIES**

- Report Development
- High-degree of competency in Microsoft Excel and Excel add-ins including Excel VBA, interface between Excel files and with enterprise business system databases.
- Microsoft Certified Professional and/or Microsoft Certified Solutions Developer preferred.
- Ability to understand and develop user interface and reports that are easily used and understood by the non-technical user.
- Familiarity with project based cost accounting principles.
- High-degree of discretion in handling business sensitive information.

**Job Requirements:** Must be very familiar with Microsoft Excel, Excel Add-Ins and writing interfaces between Excel files and databases.

**Application Instructions:** Send their resume to hr.rof@komaxgroup.com.

**Contact:** Tina Walter

**Address:** 1321 Capital Drive, Rockford, IL 61109

**Phone:** 815-229-3800

**Fax:** 815-229-5491

**Expires:** 05/04/2016

**Job ID:** 4474495

**School Job ID:** RVC

**Job Title:** Laptop Imaging Supervisor

**Company:** DataField Technology Services

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Computer Information Systems

**Job Target:** Any Job Target

**Location:** Freeport, IL 61032

**Salary:**

**Job Description:** o We are looking for a leader with strong organizational and technical skills. Ability to motivate a small team and communicate with upper management on progress and issues with the area. o Will be responsible for organizing and assisting the Laptop Imaging Technician on staging of equipment, imaging laptop/personal computer, and quality assurance to assure the equipment is in full working order. o 6-month Right-To-Hire

**Application Instructions:** Send Resume to recruiter@datafieldusa.com or call phone number provided above.

**Contact:** Wynn Mayberry

**Address:** 400 West Wilson Bridge Road Suite 250, Worthington, OH 43085

**Phone:** (614)-847-9600 ext 124

**Fax:** 6148479599
Email: recruiter@datafieldusa.com

Expires: 05/04/2016  
Job ID: 4474512  
School Job ID: RVC  
Job Title: Laptop Imaging Technician  
Company: DataField Technology Services  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Computer Information Systems  
Job Target: Any Job Target  
Location: Freeport, IL 61032  
Salary:  

Job Description: o We are looking for 6-individuals that are dependable with strong technical aptitude and attention to detail (No experience necessary). This is not break fix, troubleshooting position. o The technician must be able to work with minimum supervision. o Will be responsible for staging of equipment, imaging laptop/personal computer, perform quality assurance to make sure the equipment is in full working order. o Technician will manage ticketing queue. o 6-month Right-To-Hire

Application Instructions: Please send resume to recruiter@datafieldusa.com or call number above

Contact: Wynn Mayberry  
Address: 400 West Wilson Bridge Road Suite 250, Worthington, OH 43085  
Phone: (614)-847-9600 ext 124  
Fax: 6148479599  
Email: recruiter@datafieldusa.com

Expires: 05/04/2016  
Job ID: 4474590  
School Job ID: RVC  
Job Title: Technical Applications Trainee  
Company: TAC Rockford  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61101  
Salary:
**Job Description:** The Technical Applications Trainee at TAC Rockford is an excellent pathway to begin your career. This entry-level position is best suited for an individual who is technically-minded, and interested in communicating directly with customers to ensure a quality experience in solving their challenges - a rewarding experience for the dedicated professionals who join the TAC team. The ideal candidate is a fast learner and service-oriented, willing to engage in ongoing interaction with the customers we serve, suppliers, and co-workers. Extensive on-the-job training will be a continuous part of this position. Responsibilities: * Develop an understanding of TAC product lines and capabilities and apply these to solve customer problems * Manage new and existing customer relationships; identifying product applications, and introducing new products and services * Convey product features and benefits * Respond to inbound customer inquiries via telephone, e-mail, and website forms * Preparing quotations and proposals, and proactively follow up on them * Communicate with suppliers (request pricing, convey technical specifications, etc.) * Provide or coordinate pre- and post sales technical assistance; troubleshoot customer concerns; follow-up with customers to ensure satisfaction * Assist with telephone coverage * Special projects and additional duties as required What You'll Learn: * International parts sourcing techniques * Working with manufacturing customers to develop solutions * 3d CAD design and 3d printing * Creating manufacturing drawings * Understanding of GD&T (geometric dimensioning and tolerancing) * Working with a global supplier network * Assembling prototype designs * Utilizing CAM software to operate CNC machines Employment Details: * This position is 5 days/40 hours per week (if you prefer, we may be able to accommodate a shorter work week) * Hours are flexible, but typically within normal business hours (a regular schedule is required) * Compensation commensurate with experience * Paid time off and paid holidays (at TAC your birthday is a holiday) * 401k retirement plan with a generous company match (after 1 year of employment) * Long-term disability insurance (after 1 year of employment) * Paid downtown parking * Because of the small size of our company, we are unable to provide group health insurance

**Job Requirements:** Required Skills: * Excellent customer service and interpersonal skills * Ability to work independently to complete tasks in a timely manner * Attention to detail and focus * Ability to quickly learn and apply new information * Technical aptitude * Computer proficiency * Excellent written and verbal communication skills * Effective time management and organizational skills * Ability to collaborate on ideas and projects with others Desirable Qualifications (preferred, but not required): * Associates or bachelor's degree (or equivalent experience) * Previous experience in customer service/sales * Experience interacting with manufacturing customers and knowledge of production processes/experience in manufacturing; ability to communicate with people in the industry. * Prior experience at a company with similar mechanical or technical products * Experience working with customers and suppliers outside the United States * CNC/cutting tool background or knowledge * Familiarity with industrial items such as motors, pumps, valves, encoders, cylinders, etc.

**Application Instructions:** For more details on how to apply, please call or email.

**Contact:** Beatrice Z. Miller
**Address:** 109 N Main Street, Rockford, IL 61101
**Phone:** 815 282-6075 x153
**Email:** bzm@tac.us
Expires: 05/04/2016
Job ID: 4474611
Job Title: Part-time Professional Sales Associate
Company: Coach
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Skokie, IL 60077
Salary:
Job Description: The position requires dynamic, customer-service driven individuals with excellent communication and interpersonal skills, and the ability to exceed sales goals. Flexibility for morning, evening and weekend work is essential.
Contact: Taylor Narramore
Address: 4999 Old Orchard Shop Center B29, Skokie, IL 60077
Phone: 8473291772
Email: oldorchard@coach.com

Expires: 05/04/2016
Job ID: 4475307
Job Title: Asset Protection / Loss Prevention Detective
Company: Macy's
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Skokie, IL 60077
Salary:
Job Description: The Asset Protection Detective's primary responsibility is to prevent the loss of company property while maintaining a safe business environment. Support store's efforts in providing the best customer service within a controlled environment so as to ensure maximum sales at the highest profit rate attainable. Under general supervision and established procedures, the Asset Protection Detective detects and apprehends shoplifters and dishonest employees.
Job Requirements: Education/Experience: High School Diploma or equivalent. Some college is desirable. Completion of Store Detective Training program required upon assignment to position. Communication Skills: Excellent written and verbal communication skills. Ability to interpret instructional documents such as safety rules, operating and maintenance instructions,
and procedure manuals. Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills. Physical Demands: This position involves constant moving and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders. May involve reaching above eye level. Involves close vision, color vision, depth perception, and focus adjustment. Other skills: Must be able to operate cameras and other surveillance equipment. Ability to think and act clearly in possible stressful and hostile situations. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment. Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

Contact: Jim Rieber
Address: 111 N. State St, Chicago, IL 60602
Phone: 651-894-3878
Email: jim.rieber@macys.com
Apply Online: http://www.macysjobs.com

Expires: 05/05/2016
Job ID: 4475539
Job Title: Tree Care Crew Leader
Company: Acres Group
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Plainfield, IL 60585
Salary:
Job Description: MAJOR OBJECTIVES: The main objectives of the Tree Care Crew Leader position are to coordinate and supervise field production crew members during operations for the tree production services. Major objectives include working in conjunction with the Tree Care Manager to provide leadership, training, quality control, safety compliance, and support for their particular work unit during all company field operations. They will manage and provide daily supervision and support for all field production staff including, but not limited to climbers and groundsman. They will be responsible for maintaining efficiencies, safety compliance, and the quality of production through proper and consistent communication with crew members, clients, regional account managers, and account managers. The Tree Care Crew Leader will also be expected to maintain a positive image for Acres in the field and in the industry.
Application Instructions: Please submit resume to joel.nevarez@acresgroup.com for further consideration

Contact: Joel Nevarez
Address: 610 W. Liberty Street, Wauconda, IL 60089
Phone: 847-487-3257

Expires: 05/05/2016
Job ID: 4475606
Job Title: Lockbox Administrator I
Company: BNY Mellon
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60656
Salary: $11.50 an hour

Job Description: As a Lockbox Administrator I, you will be part of a team within Treasury Services Operations that services many customers within many industries. As a BNY Mellon employee, you will be working for one of the top providers of receivable services within the United States. The Lockbox Administrator I is responsible for preparing customer's work by following written account instructions. The Lockbox Administrator I may utilize a variety of state of the art equipment to prepare and process the incoming payments for our customers. Each of the machinery involved will require the Lockbox Administrator I to be well versed in its operation and function. The Lockbox Administrator I will be expected to produce expedited, streamlined payment processing for our customers. These objectives will be reached by being detail oriented, having excellent hand-eye coordination and manual dexterity. The Lockbox Administrator I will be quality focused and work with a sense of urgency in order to meet production and quality standards. The successful candidate will have the following qualifications: High School diploma or equivalent Ability to read and follow both written and verbal instructions Excellent hand-eye coordination and manual dexterity Strong attention to detail Willingness to work in a high production, fast paced environment Ability to multi-task and learn multiple functions General data entry skills and basic PC knowledge

Application Instructions: apply online....and call HR at 773-467-3034

Contact: Joseph Bove
Address: 5505 N. Cumberland Ave, Chicago, IL 60656
Phone: (773) 467-3034
Apply Online: http://bnymellon.com

Expires: 05/05/2016
Job ID: 4475607
**Job Title:** P/T Security Officer  
**Company:** US Security Associates  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Corrections/Law Enforcement/Armed Security, Criminal Justice Administration  
**Job Target:** Any Job Target  
**Location:** Des Plaines, IL 60018  
**Salary:** 12.00/hr  
**Job Description:** Control access to the client facility in Des Plaines, IL. Perform security/safety rounds. Weekend from 7:00 AM until 7:00 PM  
**Contact:** Kurt Collins  
**Address:** 1400 S. Wolf Road Building 300, Wheeling, IL 60090  
**Phone:** 847.279.6465  
**Apply Online:** https://ussa361.applicantstack.com/x/detail/a2k1g5urvohj

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**Expires:** 05/05/2016  
**Job ID:** 4475680  
**Job Title:** Tree Care Climber  
**Company:** Acres Group  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Plainfield, IL 60585  
**Salary:**  
**Job Description:** ESSENTIAL FUNCTIONS: * Climb trees for pruning and removal while maintaining the A.N.S.I. Z133.1 safety standards. * Prune trees according to A.N.S.I. A300 pruning standard * Work with team to clean up resulting debris (i.e. brush, branches, logs, ect.) * Perform all job duties with the highest safety standards and quality standards in accordance with A.N.S.I. A300 (quality) and Z133 (safety). * Participate in weekly crew meetings, while providing pertinent operation information on an as needed basis. * Assist in identifying problems and developing solutions. * Comply with all Acres Group policies and procedures relative to uniform usage, alcohol issues, safety, job briefs, and other handbook items. * Ensure overall quality and safety of work is done through property evaluations, spot site inspections, pre-trip and post-trip vehicle inspections, and periodic infield site safety inspections. * Participate in the development of standard operation procedures for the department. * Provide suggestions and assist in implementing solutions in conjunction with the work being performed on site, with a goal of continuous improvement of industry and ANSI standards. * Participate in the
development and continuous improvement of our Company safety program. * Assist crew leader with the day to day operations.

**Application Instructions:** Please submit resume to joel.nevarez@acresgroup.com for further consideration.

**Contact:** Joel Nevarez  
**Address:** 610 W. Liberty Street, Wauconda, IL 60089  
**Phone:** 847-487-3257  
**Email:** joel.nevarez@acresgroup.com

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**Expires:** 05/05/2016  
**Job ID:** 4475685  
**Job Title:** Tree Care Climber  
**Company:** Acres Group  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Wauconda, IL 60084  
**Salary:**

**Job Description:** ESSENTIAL FUNCTIONS: * Climb trees for pruning and removal while maintaining the A.N.S.I. Z133.1 safety standards. * Prune trees according to A.N.S.I. A300 pruning standard * Work with team to clean up resulting debris (i.e. brush, branches, logs, ect.) * Perform all job duties with the highest safety standards and quality standards in accordance with A.N.S.I. A300 (quality) and Z133 (safety). * Participate in weekly crew meetings, while providing pertinent operation information on an as needed basis. * Assist in identify problems and developing solutions. * Comply with all Acres Group policies and procedures relative to uniform usage, alcohol issues, safety, job briefs, and other handbook items. * Ensure overall quality and safety of work is done through property evaluations, spot site inspections, pre-trip and post-trip vehicle inspections, and periodic infield site safety inspections. * Participate in the development of standard operation procedures for the department. * Provide suggestions and assist in implementing solutions in conjunction with the work being performed on site, with a goal of continuous improvement of industry and ANSI standards. * Participate in the development and continuous improvement of our Company safety program. * Assist crew leader with the day to day operations.

**Application Instructions:** Please submit resume to joel.nevarez@acresgroup.com for further consideration.

**Contact:** Joel Nevarez  
**Address:** 610 W. Liberty Street, Wauconda, IL 60089  
**Phone:** 847-487-3257
Expires: 05/05/2016
Job ID: 4475693
Job Title: Tree Care Climber
Company: Acres Group
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Roselle, IL 60172
Salary:

Job Description: ESSENTIAL FUNCTIONS: * Climb trees for pruning and removal while maintaining the A.N.S.I. Z133.1 safety standards. * Prune trees according to A.N.S.I. A300 pruning standard * Work with team to clean up resulting debris (i.e. brush, branches, logs, ect.) * Perform all job duties with the highest safety standards and quality standards in accordance with A.N.S.I. A300 (quality) and Z133 (safety). * Participate in weekly crew meetings, while providing pertinent operation information on an as needed basis. * Assist in identify problems and developing solutions. * Comply with all Acres Group policies and procedures relative to uniform usage, alcohol issues, safety, job briefs, and other handbook items. * Ensure overall quality and safety of work is done through property evaluations, spot site inspections, pre-trip and post-trip vehicle inspections, and periodic infield site safety inspections. * Participate in the development of standard operation procedures for the department. * Provide suggestions and assist in implementing solutions in conjunction with the work being performed on site, with a goal of continuous improvement of industry and ANSI standards. * Participate in the development and continuous improvement of our Company safety program. * Assist crew leader with the day to day operations.

Application Instructions: Please submit resume to joel.nevarez@acresgroup.com for further consideration.

Contact: Joel Nevarez
Address: 610 W. Liberty Street, Wauconda, IL 60089
Phone: 847-487-3257

Expires: 05/05/2016
Job ID: 4475698
Job Title: Tree Care Groundsman
Company: Acres Group
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Wauconda, IL 60084

Salary:

Job Description: ESSENTIAL FUNCTIONS: * Work with team to clean up resulting debris (i.e. brush, branches, logs, etc.) * Perform all job duties with the highest safety standards and quality standards in accordance with A.N.S.I. A300 (quality) and Z133 (safety). * Participate in weekly crew meetings. * Comply with all Acres Group policies and procedures relative to uniform usage, alcohol issues, safety, job briefs, and other handbook items. * Ensure overall quality and safety of work is done through property evaluations, spot site inspections, pre-trip and post-trip vehicle inspections, and periodic infield site safety inspections. * Participate in the development of standard operation procedures for the department. * Provide suggestions and assist in implementing solutions in conjunction with the work being performed on site, with a goal of continuous improvement of industry and A.N.S.I. standards. * Participate in the development and continuous improvement of our Company safety program.

Application Instructions: Please submit resume to joel.nevarez@acresgroup.com for further consideration.

Contact: Joel Nevarez
Address: 610 W. Liberty Street, Wauconda, IL 60089
Phone: 847-487-3257

Expires: 05/05/2016
Job ID: 4475816
Job Title: Guest Services Representative
Company: Hawthorne Race Course
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Business Management, Financial Services, Marketing Management, Marketing/Sales, Microsoft Office Specialist, Office Assistant
Job Target: Any Job Target
Location: Cicero, IL 60804
Salary:

Job Description: - Consistently promote a positive, professional image of Hawthorne - Provide excellent customer service at all times - Register patrons into program gathering all customers' information into entry database - Assist the development of Club Hawthorne Online Wagering platform and customer database - Participate in helping with special events and activities - Perform routine cleaning of work areas as needed - Maintain supplies for front counter area and perform other assigned duties from time to time requested by Guest Services manager. - Establish and maintain positive working relationships with coworkers and Supervisors. - Work well in a progressive, TEAM-oriented environment

Application Instructions: Please email resume to msosn704@gmail.com
Contact: Rhonda Sosnowski

www.collegecentral.com/triton
Address: 3501 S Laramie, Cicero, IL 60804
Phone: 708-780-3700
Email: msosn704@gmail.com

Expires: 05/05/2016
Job ID: 4475886
Job Title: Mentor/Direct Support Staff
Company: Active Visions, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60646
Salary: $10 per hour
Job Description: Mentor/Direct Support Staff needed to work with individuals with developmental disabilities in an individual's Family Home or CILA homes (Community Integrated Living Arrangement). Responsibilities include: assisting with activities of daily living, recreational activities, social interaction and community integration. Experience working with individuals with developmental disabilities is a plus. On the job training is provided. *High school diploma/GED required* *Valid Driver’s License required*
Application Instructions: Please email resume or call 773-594-0921 and ask for Anna or Laurie.
Contact: Denise Baas
Address: 5408 w. Devon, Chicago, IL 60646
Phone: 773-594-0921

Expires: 05/05/2016
Job ID: 4475904
Job Title: Tax Preparer
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate, MBA
Majors Wanted: Any Major
Job Target: Any Job Target
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

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**Expires:** 05/05/2016  
**Job ID:** 4475909  
**Job Title:** Executive Assistant  
**Company:** The Hire Solution  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Broadview, IL 60155  
**Salary:** 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
Job Title: Vice President of Marketing
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors, MBA
Majors Wanted: Business Management, Marketing Management
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary: 190,000 ? 230,000 (INCL.BONUS)
Job Description: As the VP of Marketing responsibilities include but are not limited to:
working closely with the VP of Product Management to provide all marketing activities related
to new products/product features in support of a successful new product launch; developing an
annual marketing plan in support of organizational strategy and objectives; providing leadership
and support for the design, development and implementation of products and services in the
company roadmap. Finally, the VP of Marketing will oversee and direct market research,
industry award applications, competitor analyses and customer service and retention monitoring
processes and initiatives.
Job Requirements: * Must have a bachelor's degree in Business Administration, Marketing or
related field. MBA is preferred but not required. * Must have at least 12-15 years of relevant
experience with increasing responsibility and 5-10 years of management experience. * The
ability to organize and manage multiple priorities. * Marketing policies development and
deployment. * Technical skills in product management and marketing, business and market
development, market research and planning and promotions/advertising. * Excellent
interpersonal and communication skills including presentation skills.
Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: barmenta@thehiresolution.net

Expires: 05/05/2016
Job ID: 4476040
Job Title: Barista-O'Hare
Company: Argo Tea
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:

Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea

Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016
Job ID: 4476041
Job Title: Team Leader-O'Hare
Company: Argo Tea
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:

Job Description: Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly * They are essential leaders within the cafes * Ensures a positive work environment for all
TEAMembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication. Motivates and models positive behavior within the café.  

Is sales and opportunity-driven! Committed to our passions of Communitea, Diversitea, Chariitea, Qualitea, Sustainabilittea, and CreativiTea. 

Benefits: Hourly plus Tips. TEAMembers 30hrs/week are eligible for Health, Dental, and Vision Insurance. 401K. Transportation Discounts. Product discounts. Hours: 4days/week; 30 hours/week (Part-time, Full-time)  Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) 

NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush  
Address: 16 W Randolph, Chicago, IL 60601  
Phone: 773-649-5742  
Fax: Argo Tea  
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016  
Job ID: 4476042  
Job Title: Assistant Store Manager-O'Hare  
Company: Argo Tea  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL 60666  
Salary:  
Job Description: Assistant Store Leader Position: An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the cafe. Essential leaders focusing on sales and profits of the cafe. Manage all team leaders by delegating operational responsibilities through open communication. Motivates and ensures positive work environments for all TEAMembers within the cafe. Responsible for setting sales goals and managing all TEAMembers to ensure that all tasks are completed. Be sales and opportunity-driven! Committed to our passions of Communitea, Diversitea, Chariitea, Qualitea, Sustainabilittea, and CreativiTea. Benefits: Salary plus bonus potential. Sick time and paid vacation time. Eligible for Health, Dental, and Vision Insurance. Ongoing leadership development. 401K. Transportation Discounts. Product discounts. Hours: 5days/week; 50 hours/week Full-Time. Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) 

NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Expires: 05/05/2016
Job ID: 4476046
Job Title: Store Manager-O'Hare
Company: Argo Tea
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
Job Description: Store Leader Position: * An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. * Drive results through great communication amongst the management team and through their constant focus on developing the TEAm. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations * Responsible for setting sales goals and ensuring they are met * Create solutions by problem solving on unusual requests or issues * Owning your store! Promote the Argo brand. * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, Vision, Life Insurance * Ongoing leadership development * 401K * Stock Option potential * Transportation Discounts * Product discounts
Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016
Job ID: 4476047
Job Title: Barista
Company: Argo Tea
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:

Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016
Job ID: 4476048
Job Title: Team Leader
Company: Argo Tea
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:
**Job Description:** Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly. They are essential leaders within the cafes. * Ensures a positive work environment for all TEAmembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication. * Motivates and models positive behavior within the café. * Is sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, Charitea, QualiTEA, SustainabiTEA, and CreativiTEA. * Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance. * 401K * Transportation Discounts * Product discounts * Hours: * 4days/week; 30 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

**Contact:** Samantha Rush  
**Address:** 16 W Randolph, Chicago, IL 60601  
**Phone:** 773-649-5742  
**Fax:** Argo Tea  
**Apply Online:** [http://www.argotea.com/careers](http://www.argotea.com/careers)  

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**Expires:** 05/05/2016  
**Job ID:** 4476051  
**Job Title:** Assistant Store Manager  
**Company:** Argo Tea  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60601  
**Salary:**  
**Job Description:** Assistant Store Leader Position: * An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the cafe. * Essential leaders focusing on sales and profits of the café. * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAmembers within the café. * Responsible for setting sales goals and managing all TEAmembers to ensure that all tasks are completed. * Be sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, Charitea, QualiTEA, SustainabiTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, and Vision Insurance. * Ongoing leadership development. * 401K * Transportation Discounts * Product discounts * Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job
description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush  
Address: 16 W Randolph, Chicago, IL 60601  
Phone: 773-649-5742  
Fax: Argo Tea  
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016  
Job ID: 4476053  
Job Title: Store Manager  
Company: Argo Tea  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL 60601  
Salary:  
Job Description: Store Leader Position: * An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. * Drive results though great communication amongst the management team and through their constant focus on developing the TEAm. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations * Responsible for setting sales goals and ensuring they are met * Create solutions by problem solving on unusual requests or issues * Own your store! Promote the Argo brand. * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, Vision, Life Insurance * Ongoing leadership development * 401K * Stock Option potential * Transportation Discounts * Product discounts  
Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush  
Address: 16 W Randolph, Chicago, IL 60601  
Phone: 773-649-5742  
Fax: Argo Tea  
Apply Online: http://www.argotea.com/careers
Expires: 05/05/2016
Job ID: 4476106
Job Title: Barista-O'Hare
Company: Argo Tea
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:

Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016
Job ID: 4476110
Job Title: Customer Service Representative
Company: Smithereen Company
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Niles, IL 60714
Salary:

**Job Description:** *Effectively manage large volume of incoming calls* *Close incoming sales/leads* *Identify and assess customers' needs to achieve satisfaction* *Meet personal sales targets and call handling quotas* *Handle complaints and provide appropriate solutions within Smithereen parameters* *Follow communication procedures, guideline, and policies* *Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken* *Maintain customer relationships while simultaneously building meaningful new relationships with incoming customer base*

**Job Requirements:** Highly developed sense of integrity and commitment to customer satisfaction. *Demonstrated passion for excellence with respect to treating and caring for customers* *Ability to communicate clearly and professionally, both verbally and in writing* *Has "thick skin" and is able to handle complaints* *Has a pleasant, patient and friendly attitude* *Strong decision making and analytical abilities. Strong detail orientation and communication/listening skills. Possess a strong work ethic and team player mentality.* *Track record of meeting and/or exceeding sales goals* *Computer and internet literate*

**Application Instructions:** Email resumes only please.

**Contact:** Cheryl Lipowski

**Address:** 7400 N. Melvina Ave, Niles, IL 60714

**Phone:** 8476470010 x 1004

**Fax:** 8476470606

**Email:** clipowski@smithereen.com

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**Expires:** 05/05/2016

**Job ID:** 4476117

**Job Title:** HouseKeeper

**Company:** First Class Work Force

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

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Elgin, IL 60121

**Salary:**

**Job Description:** *Must be a team player* *Must have updated tb test* *Cleaning Lobby area* *Cleaning Restrooms* *Cleaning rooms*

**Application Instructions:** PLEASE COME AND APPLY AT OUR OFFICE: 950 LEE STREET STE 108 DES PLAINES, ILLINOIS 60015 PLEASE BRING 2 PIECES OF IDS AND A RESUME 847-541-6865

**Contact:** Aida Alvarez

**Address:** 950 Lee Street Ste. 108, Des Plaines, IL 60016
**Job Description:** Position Summary: This position will be responsible for all Housekeeping duties to include: patient rooms and non-patient care areas, floor mopping, cleaning and buffing utilizing necessary equipment, and other job duties as assigned per the needs of the department. Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The Service Associate demonstrates behavior consistent with the operating principles of Loyola University Medical Center and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

**Job Requirements:** Position Requirements: Minimum Education: Required: N/A Preferred: High School Diploma Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Licensure/Certifications: Required: N/A Preferred: Position Responsibilities: ROOM CLEANING: Performs daily and discharge cleaning of isolation and non-isolation patient rooms. AD HOC CLEANING: Perform unplanned/unscheduled cleaning functions throughout the day in response to spills, accidents, unexpected debris, etc. STOCK: Stocks equipment and supplies in patient rooms. BIO-HAZARDOUS WASTE HANDLING: Handles regular and bio-hazard waste and linen. PATIENT ASSISTANCE: Fills water pitchers and passes out snacks to patients as needed.

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

**Apply Online:** [http://www.loyolamedicine.org/jobs](http://www.loyolamedicine.org/jobs)
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:

Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 05/05/2016
Job ID: 4476361
Job Title: Floor Technician
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary:

Job Description: Performs daily cleaning, buffing and bonneting procedures in accordance with all facility training in assigned areas. Performs striping and waxing of floors and surfaces as assigned. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and
developmental levels. The Floor Technician demonstrates behavior consistent with the operating principles of Loyola University Medical Center and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes. Position Responsibilities: FLOOR CARE: Performs daily and project scheduled floor care procedures throughout the facility. AD HOC CLEANING: Perform unplanned/unscheduled cleaning functions throughout the day in response to spills, accidents, unexpected debris, etc. EQUIPMENT MAINTENANCE: Logs and tracks maintenance of all equipment. SPECIAL PROJECTS: Will assist in any special projects, new construction turnover, room refresh, etc.

**Job Requirements:** Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Preferred: 3 or more years of previous job-related experience

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

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**Expires:** 05/05/2016
**Job ID:** 4476466
**Job Title:** Dental Assistant
**Company:** Well Child Center
**Job Type:** Part Time
**Degrees Wanted:** Certificate
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Elgin, IL 60123
**Salary:**
**Job Description:** Dental assistant needed evenings and Saturdays. 1 Year Experience or completion of approved dental assistant course. Certification in Coronal Polishing. Bilingual English/Spanish speaking applicants only.
**Job Requirements:** Bilingual speaking applicants only
**Contact:** Betty Fuller
**Address:** 620 Wing Street, Elgin, IL 60123
**Fax:** 8477412413
**Email:** bfuller@wellchildcenter.org

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**Expires:** 05/05/2016
**Job ID:** 4476485
**Job Title:** Office Administrator

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Company: The Hire Solution  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bolingbrook, IL 60440  
Salary: 32,000 - 35,000 BOE  
Job Description: Qualified candidate will be in charge of different administrative duties. Responsibilities include, but are not limited to: answering phones, filing, managing client information, ordering supplies, copying, faxing, and scanning/emailing. This position requires a professional demeanor at all times and versatility in skills and talents. Candidate must have flexibility in hours if asked to stay late or arrive early.  
Job Requirements: * At least 2 years recent administrative or secretarial experience needed. * Must have Associates degree. * Strong organizational, client service and multi-tasking skills. * Display a positive attitude and be a team player. * Prioritize and organize work while managing interruptions. * Must be able to work with minimal supervision.  
Contact: Beatriz Armenta  
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181  
Phone: 630-953-7370  
Fax: 630-953-7380  
Email: barmenta@thehiresolution.net  

Expires: 05/05/2016  
Job ID: 4476509  
Job Title: Day Care/ Preschool Teacher/ Assistant  
Company: Mrs. Fischer's Home Day Care  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors, Certificate  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: River Forest, IL  
Salary: $12- $14 hr.  
Job Description: Licensed Day Care home in River Grove has a full time preschool assistant job opening beginning May 2016. I am DCF licensed applicant would need a 4 year college degree in Early Childhood Education or at least College Certificate, with a CPR. Must be able to pass background check.  
Application Instructions: Please send your resume to Katy Fischer at fischerkathy@hotmail  
Contact: Kathy Fischer
Address: 233 Forest Park Ave, River Forest, IL 60305  
Phone: (708) 771-7496  
Email: fischerkathy@hotmail.com

Expires: 05/05/2016  
Job ID: 4476546  
Job Title: Automotive Mechanical Claims Specialist  
Company: Ally Financial  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Itasca, IL  
Salary: $47- $50k/ year  
Job Description: Effectively communicate with repair facilities to acquire pertinent repair information. Respond to inbound calls and written correspondence from customers, repair facilities and financial institutions to assist with policy administration and claim inquiries. Document customer interactions and decisions made. Achieve total customer satisfaction when handling contract and claim matters. Some experience up to a year.

Application Instructions: Please e-mail your resume to John Fisher at john.fisher@ally.com or apply online at www.ally.com  
Contact: John Fisher  
Address: 200 Renaissance Center, Detroit, IL 48265  
Phone: (313) 656-6154  
Email: john.fisher@ally.com  
Apply Online: https://www.ally.com

Expires: 05/05/2016  
Job ID: 4476556  
School Job ID: RVC  
Job Title: Vista Volunteer  
Company: Comprehensive Community Solutions, Inc.  
Job Type: Full Time, Volunteer  
Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61101  
Salary:
**Job Description:** Comprehensive Community Solutions, Inc., a nonprofit organization, is seeking candidates for one (1) full-time VISTA volunteer position to begin in June, 2016. Qualifications for the VISTA positions include: Age 18 or older, U.S. Citizenship or permanent resident status, college graduate; strong organizational skills; excellent oral & written communication skills; computer skills; ability to work as part of a team. Benefits include a living allowance in the amount of $973/month, childcare assistance if eligible, choice of Education Award or End of Service Stipend, health coverage, relocation allowance, and training. The position allows attending school or working at another job during off hours. CCS provides affordable housing for low-and moderate-income families through the construction, rehabilitation and management of homes and apartments. The Community Development Project VISTA (CDPV) will focus on building capacity for affordable housing projects and also strengthening community partnerships around the expansion of green jobs, particularly in the areas of deconstruction and blight reduction. The CDPV will play a critical role in the development of potential social enterprises and conducting outreach to the broader community around affordable housing issues. The CDPV will work closely with agency staff, board members and volunteers to identify best practices and inform the community of new developments. This position is a part of the Illinois Affordable Housing Support Project (IAHSP). The IAHSP aims to fight poverty and improve the lives of disadvantaged individuals by expanding and improving the availability of decent, affordable, accessible housing in Illinois. As part of the IAHSP VISTA program, members will receive professional development opportunities and gain tremendous experience in the nonprofit sector.

**Application Instructions:** For more information, click on apply now.

**Contact:** Deborah York  
**Address:** 917 S. Main Street, Rockford, IL 61101  
**Phone:** 815-963-6236  
**Fax:** 815-963-1002  
**Apply Online:** [http://my.americorps.gov/mp/listing/viewListing.do?id=65761&fromSearch=true](http://my.americorps.gov/mp/listing/viewListing.do?id=65761&fromSearch=true).

**Expires:** 05/05/2016  
**Job ID:** 4476653  
**Job Title:** Help Desk Technician  
**Company:** OMSNIC  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Computer Information Systems, Computer Maintenance  
**Job Target:** Any Job Target  
**Location:** Rosemont, IL 60018  
**Salary:** $20/hour
**Job Description:** Provide technical support to end users on a variety of PC issues. Identify, research and resolve technical problems. Respond to telephone calls, emails and personnel requests for technical support. Document, track and monitor technical support requests to ensure a timely resolution. Install desktop and laptop software as directed. Configure local User accounts in accordance with network policies. Monitor the HelpDesk ticketing system to ensure timely and accurate issue assignment. Maintain computer equipment inventory and fixed asset paperwork current, including new purchases and disposed equipment.

**Contact:** Aike Zavala  
**Address:** 6133 N River Road Suite 650, Rosemont, IL 60018  
**Phone:** 8476538457  
**Fax:** 8476538477  
**Email:** aike.zavala@omsnic.com

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**Expires:** 05/05/2016  
**Job ID:** 4476841  
**Job Title:** Infant /Toddler Teacher  
**Company:** Little Beginnings Daycare and Preschool  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Oak Park, IL 60302  
**Salary:** Based on Education & Experience

**Job Description:** Primary Caregiver for infants , Supervisor and Mentor to Assistants. Must be Passionate about teaching, nurturing ,creative and able to Communicate well with children and parents, must be excellent at time management and multitasking must have strong leadership, organizational skills. We prefer candidates who are familiar with creative curriculum,Ages and Stages assessments and QRS and/or NAEYC Standards, Iters/Ecers Assessment tools.

**Job Requirements:** Experience working with Infants/Toddlers in a licensed childcare facility. Experience Using with creative curriculum.

**Application Instructions:** Please submit, resume, transcripts,3 professional reference letters(preferably from Past employers) via email to : beginningsinc@aol.com

**Contact:** C. Phillips  
**Address:** 847 madison, Oak Park, IL 60302  
**Phone:** 708-445-0909  
**Fax:** 708-445-7457  
**Email:** beginningsinc@aol.com

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**Expires:** 05/05/2016
Job ID: 4476847
Job Title: Auto Cad Operator
Company: Titan Mechanical Corp
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Orland Park, IL 60467
Salary: $33,200.00
Job Description: Knowledge in auto cad and BIM a plus. Take hand drawn drawings and convert to MEP Auto Cad. Auto Cad 2016
Job Requirements: Reliable, Knowledgeable
Application Instructions: Call or email resume
Contact: John Netzel
Address: 16249 South 107th Avenue Unit 1, Orland Park, IL 60467
Phone: 708-966-2983
Fax: 708 966-2987
Email: john@titanmechanicalcorp.com
Expires: 05/05/2016
Job ID: 4476853
Job Title: Preschool Co-Teacher
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: Based on education and experience
Job Description: Primary Caregiver for children ages 3-5 year olds, Must be nurturing, passionate about teaching, creative and possess good Communication skills with children, team mates and parents must be excellent at classroom management, time management and organizational skills. Must be a strong leader and willing to mentor team mates. The ideal candidate has experience with the following: QRS/Excelerate Illinois standards, NAEYC standards Ages and Stages and Creative Curriculum. ECERS Bi-lingual is considered a plus
Application Instructions: Please email beginningsinc@aol.com. Attach résumé, transcripts and 3 reference letters from former employers. No phone calls please.
Contact: C. Phillips
Address: 847 madison, Oak Park, IL 60302
Phone: 708-445-0909
Fax: 708-445-7457
Email: beginningsinc@aol.com

Expires: 05/06/2016
Job ID: 4474942
Job Title: Firefighter/Paramedic
Company: City of Moline
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Emergency Medical Technician, Fire Science Technology
Job Target: Any Job Target
Location: Moline, IL 61265
Salary:

Job Description: The Moline Board of Fire and Police Commissioners will conduct examinations for the position of Firefighter/Paramedic in the City of Moline. All applicants must be citizens of the United States, be at least 21 years of age by time of appointment, have 20/20 correctable vision, and have obtained their IL EMT-P certification or be a pre-hospital RN prior to an offer of employment. To apply, candidates must be certified as an EMT-Basic or be a registered nurse less than 2 years from obtaining a pre-hospital RN license. Starting salary is $40,055.07. After successful completion of a 1 year probationary period, the salary increases by approximately $10,000 and an additional $1,482 is given for paramedic license pay. Employees are also eligible for an annual general wage increase (GWI) and an annual 2.25% wage increase with satisfactory performance reviews.

Job Requirements: Candidates must have a valid CPAT (Candidate Physical Ability Test) card issued within one year prior to the date of the written examination. The CPAT card can be obtained from accredited agencies nationwide. Candidates will be required to successfully complete events as required by the Rules and Regulations of the Board of Fire and Police Commissioners such as a physical ability test, written examination, oral interview and background/reference check, in order to be placed on the eligibility list for the position of Firefighter/Paramedic. A copy of said Rules and Regulations may be obtained at City Hall, 619 16th Street, in the Human Resources Office for review. Psychological and medical evaluations and a drug screen are given at the time of appointment. All Firefighter/Paramedics must live within a 20 mile radius of 1630 8th Avenue, Moline, Illinois, within 2 years of hire.

Application Instructions: Information Packets with all pertinent information are available online at www.moline.il.us, or at Moline City Hall, 619 16th Street, Moline, IL, weekdays, 8:00 AM - 5:00 PM. Only online applications are accepted. Application deadline is May 6, 2016 at 5:00 PM.
Contact: Stephanie Hancks
Address: 619 16th Street, Moline, IL 61265  
Phone: 309-524-2067  
Apply Online: http://agency.governmentjobs.com/molineil/default.cfm

Expires: 05/30/2016  
Job ID: 4474238  
Job Title: Veterinary Technician  
Company: The Whole Pet  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bartlett, IL 60103  
Salary:

Job Description: Our 5 doctor integrative clinic is currently looking for a full time or part time CVT or experienced technician. We utilize our technicians to the fullest, allowing you to use the skills you have trained for. We do holistic wellness exams, acupuncture, chiropractic, dentals, laparoscopic procedures, and much more. Must be able to do venipuncture, animal restraint, fill prescriptions, give medications, surgical monitoring and be able to communicate and educate clients. Some weeknights and Saturdays required.

Application Instructions: Please email Cover Letter and Resume.  
Contact: Heather Sullivan  
Address: 810 S IL Route 59, Bartlett, IL 60103  
Email: bartlettjob@gmail.com

Expires: 05/30/2016  
Job ID: 4476306  
Job Title: Substitute Teachers and Paraprofessionals  
Company: Lincoln-Way Area Special Education  
Job Type: Part Time  
Degrees Wanted: Certificate  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Frankfort, IL 60423  
Salary: TBD

Job Description: Follow lesson plans for a variety of programs in the absence of the teacher. Instruct students in a learning environments, which focus on a variety of individual needs.

Application Instructions: Apply online at: www.lwase843.org click EMPLOYMENT
Job Title: Data Analyst  
Company: WITRON Integrated Logistics  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Computer Science  
Job Target: Any Job Target  
Location: Arlington Heights, IL 60004  
Salary:  
Job Description: General Summary: The Analyst will be responsible for analytics of customer's operating data (i.e. Order Data, Inventory Data, Product Data). Typical Witron customers are Fortune 100 retailers and distributors. Purpose of analysis is for use in developing an Automated Material Handling System for a new or existing Distribution Center. Must be able to analyze current installed system operating data based on changing business practices, growth and design for performance and optimization requirements. Based on experience and capabilities, responsibilities will be expanded to include design and presentation of automated solutions.  
Job Requirements: Knowledge, Skills and Abilities:  
- Strong knowledge of Microsoft Technologies, specifically Microsoft Excel and Access  
- Fundamental understanding of database software including Oracle and PL/SQL  
Education and Experience: Bachelor's or Associate's degree in Computer Science or Equivalent (combination of education, training and experience in Computer Science or related field)  
Travel: Must be able to travel nationally and internationally (Canada & Europe)  
Training will involve several months working in the Parkstein, Germany company headquarters. WITRON is an Equal Opportunity Employer.

Contact: Lynda D. Niemotka  
Address: 3721 Ventura Drive Suite 140, Arlington Heights, IL 60004  
Phone: (847) 385-6000  
Fax: (847) 398-6140  
Apply Online: http://recruitingapp-5103.de.umantis.com/VacanciesIntraxData/576/Application/CheckLogin/2?lang=eng
Company: Norridge Park District
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education, Physical Education
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: TBD

Job Description: The Norridge Park District is seeking enthusiastic, confident and responsible candidates to work in our summer camp or summer care programs. We are hiring group leaders and assistants. We have openings for staff to work with children from PreK to 12 years of age. Part-Time hours June 6 - August 11, 2015

Job Requirements: Leads require 30-60 semester hours of coursework depending on age of group plus 6 semester hours in early childhood; child development; elementary education; recreation; camping or other related fields. Assistants must be at least 18 years of age and have a valid high school diploma.

Application Instructions: go to www.norridgepk.com to download an application. Call (708) 453 2141 to set up an interview ask for Christine, Eileen, or Lupe.

Contact: Christine Szymanski
Address: 8151 W. Lawrence Ave, Norridge, IL 60706
Phone: 708 453 2141
Fax: 708 453 6024
Email: cszymanski@norridgepk.com

Expires: 06/04/2016
Job ID: 4473554
Job Title: After School Care Assistant/Bus Driver
Company: Norridge Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Paraprofessional Educator
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: TBD

Job Description: Norridge Park District’s School Age Program is seeing energetic and enthusiastic candidates who enjoy working with children ages 5-12 years old. Responsibilities include driving our childcare bus to and from local schools and/or the community park, supervising children, assisting with homework and facilitating recreational activities.

Job Requirements: Must be at least 21 years old with a High School Diploma and a good driving record. CDL not required to drive the child childcare bus.
Application Instructions: download application: www.norridgepk.com, go under employment. Complete ap and turn it in to the Child Care Center, or call 708 453 2141 to set up an interview.  
Contact: Christine Szymanski  
Address: 8151 W. Lawrence Ave, Norridge, IL 60706  
Phone: 708 453 2141  
Fax: 708 453 6024  
Expires: 07/04/2016  
Job ID: 4473630  
School Job ID: MVCC  
Job Title: EMT-Basics-Paramedics-CC Paramedics  
Company: Elite Ambulance  
Job Type: Full Time, Part Time  
Degrees Wanted: Certificate  
Location: Various, IL  
Salary: $8.25 & UP  
Job Description: Currently hiring for the following positions: EMT-Basics; EMT-Paramedics; Critical Care Paramedics. On-line applications can be dropped off, mailed, faxed or emailed to the information below: Our Business Office: 9850 West 190th Street, Suite N, Mokena, IL 60448 Phone: (708) 478-8880 Fax: (708) 478-1077 or E-mail: asprinkle@eliteamb.net  
Application Instructions: asprinkle@eliteamb.net  
Contact: Amanda Sprinkle  
Address: 9850 West 190th Street Suite N, Mokena, IL, IL 60448  
Phone: 708-478-8880  
Fax: 708-478-1077  
Email: asprinkle@eliteamb.net  
Expires: 07/05/2016  
Job ID: 4476701  
Job Title: Warehouse Worker  
Company: Advantage Logistics  
Job Type: Part Time  
Location: Oglesby, IL 61348  
Salary: 11.50 start  
Job Description: selection of general merchandise/health and beauty care items, palletizing of product for shipments  
Job Requirements: Approximately 24 hours per week  
Contact: Mary Boogemans
**Address:** 501 N. Mallick Road, Oglesby, IL 61348  
**Phone:** 8158835718  
**Fax:** 8158835745  
**Apply Online:** http://supervalu.com

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**Expires:** 08/08/2016  
**Job ID:** 4473101  
**Job Title:** Allergy/Asthma/COPD Clinical Research  
**Company:** Asthma and Allergy Center of Chicago, SC  
**Job Type:** Full Time, Part Time, Seasonal  
**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

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**Expires:** 10/10/2016  
**Job ID:** 4473103  
**Job Title:** Allergy/Asthma/COPD Clinical Research  
**Company:** Asthma and Allergy Center of Chicago, SC  
**Job Type:** Full Time, Part Time, Seasonal  
**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: 11/11/2016
Job ID: 4473104
Job Title: Allergy/Asthma/COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time, Seasonal
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: 12/04/2016
Job ID: 4473106
Job Title: Asthma and COPD Clinical Research
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Full Time, Part Time
Location: River Forest, IL 60305
Salary:
Job Description: The Asthma and Allergy Center of Chicago is currently looking for people with Asthma or COPD using daily medications such as Advair, Symbicort, or Dulera to volunteer for our clinical research study. All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel. For more information call at 708-366-9300 or go to our website at www.research4health.com
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: 04/05/2017
Job ID: 4476650
Job Title: Part Time Pre K Teacher
Company: Wee Care Children's Center
Job Type: Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Wilmette, IL 60091
Salary: $15.00-$17.00/hour
Job Description: The Teacher will work collaboratively with the Team Leader as they manage the classroom, lesson plan and assess the children.
Job Requirements: Attend all staff meetings Minimum of 20 hours of professional training/year
Application Instructions: Please email cover letter and resume to Eva Hartwig.
Contact: Eva Hartwig
Address: 1050 Skokie Blvd., Wilmette, IL 60091
Phone: 847-256-7836
Fax: 847-256-7816
Email: weecarechildren@gmail.com

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

https://www.collegecentral.com/triton