Job ID: 4508008
Job Title: Caregivers, CNA’s, Personal Assistants, Homemakers
Company: Abcor Home Health, Inc.
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Chicagoland area, IL
Salary: $10.85 per hour
Job Description: Assisting Clients with activities of daily living at home/ Companionship, house cleaning, errands, meal preparations and medication reminders. 1 year experience is a plus CNA’s will need to be certificated Locations Cook County DuPage County Kane Lake Kendall
Application Instructions: Please e-mail your resume to employment@abcor.com with the job tile you are applying for on the subject line. Or fax resume to (708) 892-3392 or call for an appt. 847-670-8268 x142
Contact: Agnes Owad/Anna Bizon
Address: 3201 N Wilke Rd, Arlington Heights, IL 60004
Phone: 847-670-8268 x142
Fax: (708) 892-3392
Email: employment@abcor.com
Apply Online: https://www.abcor.com

Expires: 05/25/2016
Job ID: 4508440
Job Title: Team Members
Company: Checkers Restaurant
Job Type: Full Time, Part Time
Location: Maywood, IL
Salary:
Job Description: The Team Member delivers over the top guest experience while working in a variety of roles within the restaurant. Whether they are acting as the "Grill Guru", the "Fry Fanatic", or "Guest Service Specialist", they are focused on hot, fresh, flavorful food, and creating happy guests. Locations Hiring * Bellwood * Maywood * Broadview * Chicagoland areas
Application Instructions: Apply online at www.work4checkers.com
Contact: CC Lynch
Address: 1718 S. 1st Avenue, Maywood, IL 60153
Phone: (312) 709-3719
Apply Online: https://www.work4checkers.com

Expires: 05/25/2016
Job ID: 4508559
Job Title: Part Time Legal Secretary/Paralegal
Company: AMC Legal, P.C.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Office Assistant
Job Target: Any Job Target
Location: Burr Ridge, IL 60527
Salary: $10-12 per hour

Job Description: Growing solo law practice in Willow Springs/Burr Ridge is looking to hire a part-time legal secretary. Areas of practice are business law, intellectual property, estate planning and elder law. Must be proficient in Word, Excel and Outlook, detail oriented, have good typing skills, have an excellent work ethic and a positive attitude. Duties would include: Answering phones Client communication Scheduling meetings Estate Plan Document Preparation Incorporation Filings Corporate Filings Preparing items for shipping Reviewing documents Scanning Witnessing Must have 1 year of previous office experience. 15-20 hours per week depending on need. Monday through Friday 9 a.m. to 3 p.m. Pay is $10-$12/hour.

Application Instructions: All applications should include a cover letter, resume and references. Only candidates that will be considered for an interview for this position will be contacted.

Contact: Allison Cychosz
Address: 7420 County Line Road, Burr Ridge, IL 60527
Phone: 630-590-3640

Expires: 05/25/2016
Job ID: 4508878
Job Title: Host, Server, DEO, Cook
Company: Bakers Square
Job Type: Full Time, Part Time
Location: Melrose Park, IL 60160
Salary: $8.25 and up

Job Description: Looking to hiring for - host/hostess - Servers - DMO - Cook - Must have great customers services - Must have a positive personality - Able to work in a fast pass environment - Must be able to stand for long period of time - Must be able to work in a team environment - Would like to hire a go getter Some experience is a plus $8.25 and up
Application Instructions: Please apply online www.bakerssquare.com
Contact: Lynn Watson
Address: 1319 W. North Ave, Melrose Park, IL 60160
Phone: (708) 343-2184
Apply Online: https://www.bakerssquare.com

Expires: 05/25/2016
Job ID: 4509065
Job Title: Contracts Administrator
Company: ATMI Precast
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Paralegal Studies
Job Target: Any Job Target
Location: Aurora, IL 60506
Salary: Depends upon experience
Job Description: Skills and responsibilities Strong organizational, interpersonal project and time management skills. Proven experience prioritizing work and coordinating multiple projects. Generate, modify, distribute and file all project related documentation which includes correspondence, submittals, RFI, subcontract agreements, and change orders. Review of contract documents for completeness and quality, and expedite final documents. Coordinate contract terms and conditions review with legal counsel and clients. Providing real time assistance to estimating and project management teams. Ability to coordinate and communicate information openly and effectively between job sites and all appropriate internal and external personnel. Position requirements Paralegal training and /or 3-5 years of contract construction experience. Knowledge of construction contracts and progress billing procedures. Proficient in Microsoft Word, Excel and Outlook.
Application Instructions: Qualified candidate should submit their resume to rbruggeman@atmiprecast.com Additional company information can be found at ATMI's website.
Contact: Dick Bruggeman
Address: 960 Ridgeway Ave., Aurora, IL 60506
Phone: 630-896-4679
Fax: ATMI Precast

Job ID: 4509372
Job Title: Education Rehabilitation Specialist
Company: Dr. Bill's Learning Center
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Oak Park, IL
Salary:
Job Description: Currently, we are looking for part-time Education Rehabilitation Specialist who will be willing to be part of a dynamic, creative and compassionate team of professionals. The candidate will be responsible to:
- Implement Dr. Bill's curriculum and make appropriate documentation of progress
- Consult with Dr. Bill and/or other team members to ensure that the curriculum or work being done is appropriate for the child
- Report progress of children during Consultation Meetings
- Seek input and collaboration from other staff members to use best rehab approach
- Participate on executing curriculum relevant field trips
- Participate on centers' special initiatives such as math academy, reading academy, horticultural and nutrition, boys group, girls group and art therapy group
Qualifications
- One year experience working with primary age children
- Bachelor's degree or matriculation to a four year degree on education, psychology, social work or counseling
- Professional license is a plus

Job Requirements:
- Abilities
  - Work collaboratively with multi-disciplinary teams to achieve educational and rehabilitative goals of clients
  - Demonstrate interpersonal sensitivity and work with a diverse population
  - Conducting business according to HIPPA and PHI regulations
  - Establish and maintain effective working relationships
  - Organize and prioritize work, and meet critical deadlines
  - Communicate clearly and effectively, both orally and in writing
  - Ability to communicate in Spanish is a plus
- Working conditions
  - Candidate should be capable of walking, bending and lifting 10 lb.

Disclaimer: The above statements in this job description are intended to describe the nature and level of work performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

Application Instructions: Send resume and cover letter to vrivera@drbilllc.com. including the words Clinic Manager/Education Rehabilitation Specialist on the subject line. Note there are three ls on e-mail address.

Contact: Victoria Rivera
Address: 18 Lake Street, Oak Park, IL 60302
Phone: (708) 434-0336

Expires: 05/25/2016
Job ID: 4509376
Job Title: Medical Assistant
Company: Amita Health
Job Type: Full Time
Degrees Wanted: Certificate
Location: Skokie, IL
Salary:
Job Description: Demonstrates, supports and maintains established Bonaventure policies and procedures, objectives, quality assurance programs, safety, environmental and infection control.
standards. Consults with and keeps RN informed of activities, needs and problems. Maintains patient confidentiality in all inter-office interactions. Greets and escorts the patient to an available examination or treatment room in a pleasant, calm and efficient manner. Takes accurate vital signs; elicits and documents appropriate information from the patient prior to the physician/patient encounter and communicates any pertinent information to the physician. Prepares examination and treatment room with necessary supplies and equipment for scheduled procedures and treatments. Performs diagnostic procedures such as EKGs, PFTs, Holter monitors and vision testing with RN direction Administers medications as directed by physician orders and established written protocol Performs phlebotomy and routine lab testing as directed. Processes out-going and in-coming lab specimens. Performs quality control measures as indicated by CLIA requirements and established protocols. Informs patient of discharge and/or follow-up instructions given by the physician at the end of the patient/physician encounter. One year experience

Application Instructions: Please e-mail your resume to betty.ward@amitahealth.org

Contact: Betty Ward
Address: 600 Alexian Way, Elk Grove Village, IL 60007
Phone: (630) 209-7914
Email: betty.ward@amitahealth.org

Job ID: 4509836
Job Title: Inside Sales
Company: The Hire Solution
Job Type: Full Time
Location: Elk Grove Village, IL 60007
Salary: 13-15.00/Hourly (plus comm.)

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

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

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

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

Job ID: 4513203
Job Title: Service Technician
Company: Kreg Therapeutics
Job Type: Full Time
Location: Chicago, IL
Salary:

Job Description: We are currently looking for full-time route drivers who possess the following qualifications & competencies: * Deliver, pickup, & maintain large medical equipment * Drive facility-owned vehicle to hospitals & nursing homes * Demonstrate superior product knowledge by instructing healthcare staff of equipment functions * Maintain positive relationships with clients * Meet all delivery/service requirements Desired qualities: * Customer-focused * Troubleshooter * Technical aptitude a plus' * Quality driven

Job Requirements: Requirements: * Open shift availability * Outstanding customer service & interpersonal skills due to continuous interaction with healthcare staff & patients * The capability to lift 50 lbs. as a routine workday function * Must be at least 21 years of age * Must be able to pass a criminal background check & preliminary/random drug screenings * Must possess a valid Driver's License with an exceptional driving record * Must be capable of driving a commercial box truck (non-CDL) Kreg Therapeutics, Inc. offers: * Comprehensive training * Medical/Dental Benefits * Participation in a 401k program * Rapid opportunity for advancement based on performance

Application Instructions: Please e-mail your resume to Jessica Ramirez at jramirez@kreg.us

Contact: Jessica Ramirez
Address: 2240 W. Walnut, Chicago, IL 60612
Phone: (312) 275-7000
Fax: (312) 829-8909
Email: jramirez@kreg.us

Expires: 05/27/2016
Job ID: 4513543
Job Title: Bartenders
Company: Casa Margarita
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD), Restaurant Management
Job Target: Any Job Target
Location: Hinsdale, IL 60521
Salary: Hourly + Tips
Job Description: New Sports Bar/Restaurant in Downtown Hinsdale is hiring experienced Bartenders for all shifts. Must work weekends and Holidays.
Contact: James Poznecki
Address: 25 E. Hinsdale Ave Hinsdale , IL 60521, Hinsdale, IL 60521
Phone: 773-850-9937
Email: jpoznecki@gmail.com
Expires: 05/27/2016
Job ID: 4513675
Job Title: Cooks and Line Cooks
Company: Casa Margarita
Job Type: Full Time, Internship, Part Time
Location: IL
Salary: to be determined
Job Description: We are looking for Experienced Cooks and Line cooks for all shifts (Breakfast,Lunch and Dinner) in our Newest location in Downtown Hinsdale,IL. Must work weekends and Holidays. Pay will be based on experience and skills.
Contact: James Poznecki
Address: 25 E. Hinsdale Ave Hinsdale , IL 60521, Hinsdale, IL 60521
Phone: 773-850-9937
Expires: 05/27/2016
Job ID: 4513769
Job Title: Assembler
Company: Kreg Therapeutics
Job Type: Full Time, Part Time
Location: Chicago, IL
Salary:
Job Description: * Read, interpret and follow basic blueprints, diagrams, engineering drawings, specifications, bills of materials, and other written instructions or procedures to accurately assemble equipment and products. * Utilize hand held tools such as a hand held screw and drill gun * Maintain inventory of product in work stations * Perform quality work checks to insure the product meets quality standards * Identify product defects and complete appropriate documentation when defects are identified * Perform all work in accordance with quality standards and established safety procedures * Maintains safe and clean working environment by complying with procedures, rules, and regulations * Conserves resources by
using equipment and supplies as needed to accomplish job results. Documents actions by completing production and quality forms. Contributes to team effort by accomplishing related results as needed. Physical Demand and abilities: Regularly lift 30-70 pounds. Regularly perform repetitive tasks. Regularly possess manual dexterity to put parts or pieces together quickly and accurately. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Requirements: High School Diploma or GED. No mechanical experience required. Basic reading skills. Must be able to follow directions. No Computer skills required. Ability to perform work accurately and thoroughly. High attention to detail and self-motivation skills. Good written and oral communications skills. Ability to read and comprehend procedures written in English.

Application Instructions: Please e-mail your resume to Jessica Ramirez at jramirez@kreg.us.

Contact: Jessica Ramirez
Address: 2240 W. Walnut, Chicago, IL 60612
Phone: (312) 275-7000
Fax: (312) 829-8909
Email: jramirez@kreg.us

Expires: 05/27/2016
Job ID: 4513795
Job Title: Microbiology Laboratory Technician in Naperville
Company: Phigenics
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Biological Sciences
Job Target: Any Job Target
Location: Naperville, IL 60540
Salary:
Job Description: The candidate should have prior experience with microbiology and chemistry techniques. Duties will include, but are not limited to: sample log in and preparation, pipetting, culture techniques, titrating, dishwashing, and lab maintenance. Good aseptic technique required. Data entry and computer skills will also be required. Safety and quality assurance are essential priorities in the laboratory. Detail-oriented persons with an interest in helping maintain a highly productive and efficient analytical services laboratory should apply. Professional appearance, attitude, and communication skills are necessary. Must be able to lift up to 30 lbs. Background check required. Individual will work part time hours (with the potential for full time hours) between 8 AM and 5 PM. Position requires occasional night and weekend work hours.

Application Instructions: Send resume and a cover letter to lleonidas@phigenics.com. No phone calls, please.
Job Title: Cashier
Company: Harbor Freight Tools
Job Type: Part Time
Location: Melrose Park, IL 60160
Salary:
Job Description: Cashier must have a strong customer service orientation to be successful. * Provides the highest quality of service to customers at all times. * Understands and follows Harbor Freight Tools cash handling policies and procedures including register till count at the beginning of a shift. * Ability to work varied hours/days including nights, weekends and holidays as needed. * Ability to effectively communicate policies and procedures in a manner easily understood by the customer and associates. * Operates a POS system receiving payments of cash, checks and credit card charges from customers or associates for goods, making change and issuing receipts. * Maintains proper security of cash at all times. * Ensuring phones are answered promptly and politely utilizing approved script. * Being aware of all Harbor Freight Tools promotions, advertisements and merchandise. * Sales focus concerning Harbor Freight Tools programs such as Extended Service Plan (ESP), Inside Track Club and Customer Mailing Cards. * Assists with front-end merchandising, register lanes, mobile merchandisers, breakdown tables as well as store cleanliness and organization throughout the day. * The ability to meet established productivity and sales goals * Additional duties as assigned by management.
Job Requirements: * Education or Equivalent Experience: High school diploma, GED or equivalent experience * Function Specific Experience: At least 1 year related work experience * Work is performed in an area that is adequately lighted and ventilated. * Specific physical characteristics and abilities are required to perform duties such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 25 pounds or more.
Application Instructions: Please apply online www.harborfreight.com
Contact: Krystal Davis
Address: 1939 N. Mannheim RD., Melrose Park, IL 60160
Phone: (708) 345-2328
Apply Online: https://www.harborfreight.com

Job ID: 4514267
Job Title: Culinary Staff
**Company:** Terra Vista of Oakbrook Terrace  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Restaurant Management  
**Job Target:** Any Job Target  
**Location:** Oakbrook Terrace, IL 60181  
**Salary:** $10-12/hour  
**Job Description:** Responsibilities include: Assist in food preparation, Transport food to and from main kitchen to multiple dining rooms, Transfer food to steam tables, Plating/Serving, Bussing/Breakdown of Kitchen/Dining Rooms, Dishwashing, Clean/Maintain Kitchen. Job Requirements * All positions require the ability to comprehend, speak, and read English. * A Servsafe certification is REQUIRED for all positions. * Experience in a hospitality environment is desirable.  
**Application Instructions:** Go to Our Team tab on front page of website, click on Join Our Team and select Culinary Staff. Follow instructions for assessment tests and then upload a resume. For any questions, please call Jeff at 630-534-0886  
**Contact:** Jeff Walls  
**Address:** 1635 S. Ardmore, Villa Park, IL 60181  
**Phone:** 630-534-0886  
**Fax:** Terra Vista of Oakbrook Ter  
**Email:** jeff@terravista.org  
**Apply Online:** http://www.terravista.org

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**Expires:** 05/28/2016  
**Job ID:** 4514739  
**Job Title:** Event Staff/Event Security  
**Company:** Safety Service Systems, Inc.  
**Job Type:** Seasonal  
**Location:** Chicago, IL 60634  
**Salary:** $10.10- $11.40/hr.  
**Job Description:** S3 is seeking energetic and outgoing customer service focused individuals to work as Event security, Event Staff and Ushers. Our employees work concerts, festivals and sporting events. 2016 events include Chicago Bears Games, White Sox games, North Coast Music Festival, Pitchfork Music Festival, Lollapalooza, and many more!! No experience necessary but and plus.  
**Contact:** Monique McField  
**Address:** 4036 N. Nashville Ave., Chicago, IL 60634  
**Phone:** 773-282-4900
Expires: 05/28/2016
Job ID: 4514814
Job Title: Pricing Coordinator
Company: Harbor Freight Tools
Job Type: Part Time
Location: Melrose Park, IL
Salary:

Job Description: · Greet all customers entering the store within 10 feet of the entrance (our 10-foot Rule) and assisting our customers a courteous and businesslike manner. · Operation of the store point of sale computer system handling customer transactions in a courteous manner; following all company policies and procedures pertaining to each type of transaction; presentation of the company Extended Service Plans to all customers on each qualifying product sold · Assist in the replenishment of merchandise on the sales floor including filling merchandise, use of hand held pricing tools, hand held computerized scanners, assisting in setting up displays and advertised items · Assist in maintaining the store appearance including general housekeeping tasks such as dusting of displays and merchandise, cleaning of shelves and display areas, keeping all employee areas clean and safe. · Complete all price changes · Replace all missing labels issued by outs program manager · Replace all missing signs (hang tags, air tool/power tool displays, overheads, tables, tarp rack) · Detail each store section and perform POG verification · Work in all new items (weekly) · Set/Remove ad tags and signage (on ad break/end date) - follow up to make sure assistant pricing coordinator completes this task · Complete and post PC log · Answers phone properly according to policy · Follows company safety program at all times · Keep all labeling supplies on hand and replenished as necessary (refer to list of skus and vendors). · Perform duties using a service cart as a utility station holding peg hooks, label holders, blank work sheets, etc. · Perform other work as required. This shall include all duties of retail clerk on an "as-needed" or "as-assigned" basis. · Requires individuals to collect, organize, and file information as well as perform basic computer data entry and operate a fax machine.

Job Requirements: · Able to lift and/or move heavy items weighing between 26- 72 pounds on an intermittent basis · Requires individuals to sit intermittently and stand for extended periods. · Requires individuals to work in and around forklifts and automobiles. · Work attire includes Harbor Freight Tools shirt, name badge and back belt.

Application Instructions: Please apply online www.harborfreight.com

Contact: Krystal Davis
Address: 1939 N. Mannheim RD., Melrose Park, IL 60160
Phone: (708) 345-2328
Apply Online: https://www.harborfreight.com

Expires: 05/28/2016
Job ID: 4514835
Job Title: Warehouse Associate
**Company:** Harbor Freight Tools  
**Job Type:** Part Time  
**Location:** Chicago, IL  
**Salary:**

**Job Description:**  * Truck Processing - within established Harbor Freight Tools processes, productivity standards and procedures.  * Purge assigned areas of the Warehouse after truck is 100% processed as directed by Warehouse Supervisor or Manager on Duty.  * Establishes operating standards while implementing and communicating quality improvements to associates.  * Participates in the day-to-day work activities and implementing of operating standards to ensure efficient store operations.  * Ensure proper organization and categorization of the warehouse.  * Ensure effective processing of all regular and defective merchandise.  * Ensures customer satisfaction by maintaining expected stock level to all store sections.  * Position provides guidance and training to all levels of associates on inventory management including purging, stocking and truck activity.  * Accountable for the execution of service quality by maintaining highest level of delivery.  * Promotes and supports workplace diversity initiatives.  * The ability to meet established productivity and sales goals.  * Control inventory by implementing cost containment/reduction strategies as directed.  * Probes potential problems and apprises manager of status on resolution of problems or issues, using appropriate Harbor Freight Tools resources when necessary.

**Job Requirements:**  * Legal Age: 18 years old  * Education or Equivalent Experience: High school diploma, GED or equivalent experience  * Function Specific Experience: Pallet Jack  * Certification Requirements: May require a valid State drivers license and/or Fork Lift Certification.  * Work is performed in an area that is adequately lighted and ventilated.  * Specific physical characteristics and abilities are required to perform duties such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 75 pounds or more.  * Ability to work varied hours/days including nights, weekends and holidays as needed.  * Wears protective clothing required by the work environment or governmental regulations.

**Application Instructions:** Please apply online www.harborfreight.com

**Contact:** Krystal Davis  
**Address:** 1939 N. Mannheim RD., Melrose Park, IL 60160  
**Phone:** (708) 345-2328  
**Apply Online:** https://www.harborfreight.com

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**Job ID:** 4515894
**Job Title:** IT Help Desk
**Company:** Apex Systems
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Computer Information Systems
**Job Target:** Any Job Target
Location: Elk Grove Village, IL

Salary:

Job Description: Title: IT Help Desk Client: United Airlines Location: Elk Grove Village Hours: Must be flexible, 24/7 environment Special Notes: $500 bonus after EVERY 6 months completed Description: * Phone analysts Mid level 1-2 year call center/help desk experience * Must be proficient in MS Operating systems Window7, Window10 and have prior experience in enterprise trouble ticketing systems. * If entry level candidate, must come from technical background/have tech degree * Pleasant phone voice and phone manners essential. * Excellent listening and writing skills. * Airport experience preferred not required. * Must be able to work any shift (days/afternoons/midnights) and weekends/holidays as shift rotation requires. Tasks to be Performed: * Answer phone. * Create trouble tickets. * Escalate tickets if needed, or solved completely by following knowledge documents instructions. * Review and give feedback on knowledge documents. * Maintain performance metrics.

Application Instructions: Interested candidates send their resumes directly to Amanda Macchione at amacchione@apexsystemsinc.com

Contact: Amanda Macchione
Address: 8700 W. Bryn Mawr, Chicago, IL 60631
Email: amacchione@apexsystemsinc.com

Expires: 05/29/2016
Job ID: 4516483

Job Title: HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland
Job Type: Full Time, Seasonal
Location: Chicago, IL 60601
Salary: $14.90 - $24.52

Job Description: GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when
supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

**Job Requirements:** Education and Experience: Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and life saving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.

**Contact:** Bob Welch  
**Address:** 20462 Matteson Ave, Matteson, IL 60443  
**Phone:** 708-SWIM-411  
**Fax:** 630-206-1236  
**Email:** employment@swimchicagosouthland.com  
**Apply Online:** http://www.scsjobs.info

**Expires:** 05/29/2016  
**Job ID:** 4516486  
**Job Title:** HEAD LIFEGUARD (LIFEGUARD II)  
**Company:** Swim Chicago Southland  
**Job Type:** Full Time, Seasonal  
**Location:** Berwyn, IL 60402  
**Salary:** $14.90 - $24.52  
**Job Description:** GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when
supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

**Job Requirements:**

**Education and Experience:** Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and lifesaving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.

**Contact:** Bob Welch  
**Address:** 20462 Matteson Ave, Matteson, IL 60443  
**Phone:** 708-SWIM-411  
**Fax:** 630-206-1236  
**Email:** employment@swimchicagosouthland.com  
**Apply Online:** http://www.scsjobs.info

**Expires:** 05/29/2016  
**Job ID:** 4516490  
**Job Title:** HEAD LIFEGUARD (LIFEGUARD II)  
**Company:** Swim Chicago Southland  
**Job Type:** Full Time, Seasonal  
**Location:** Chicago, IL 60601  
**Salary:** $14.90 - $24.52  

**Job Description:** GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts in-service training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when
supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

**Job Requirements:**

**Education and Experience:** Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and lifesaving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.

**Contact:**

**Address:** 20462 Matteson Ave, Matteson, IL 60443

**Phone:** 708-SWIM-411

**Fax:** 630-206-1236

**Email:** employment@swimchicagosouthland.com

**Apply Online:** http://www.scsjobs.info

**Expires:** 05/29/2016

**Job ID:** 4516492

**Job Title:** LIFEGUARD

**Company:** Swim Chicago Southland

**Job Type:** Part Time, Seasonal

**Location:** Niles, IL 60714

**Salary:** $9.78 - 13.46

**Job Description:** GENERAL: Under general supervision, ensures the safety of patrons at the various Aquatic Centers by preventing and responding to emergencies as a lifeguard. DUTIES AND RESPONSIBILITIES: Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned.

**Job Requirements:** MINIMUM JOB REQUIREMENTS: Less than high school with 3 months to 1 year experience directly related to the duties and responsibilities specified. CPR Certified; Current certification as Lifeguard by a recognized source of training SAI preferred

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** Ability to react calmly and effectively in emergency situations. Skill in the application of lifeguarding surveillance and rescue techniques. Ability to pass a pre-employment physical skills evaluation as stipulated by the department. Ability to prepare routine administrative paperwork. Knowledge of CPR and
emergency medical procedures. Ability to follow routine verbal and written instructions. Knowledge of customer service standards and procedures.

**Contact:** Bob Welch  
**Address:** 20462 Matteson Ave, Matteson, IL 60443  
**Phone:** 708-SWIM-411  
**Fax:** 630-206-1236  
**Apply Online:** http://www.scsjobs.info

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**Expires:** 05/29/2016  
**Job ID:** 4516505  
**Job Title:** Swim Instructor  
**Company:** Swim Chicago Southland  
**Job Type:** Part Time, Seasonal  
**Location:** IL  
**Salary:** 8.25+  

**Job Description:** General Description: This position is responsible for instructing participants in the CELTS Special Abilities and CELTS Adaptive Swim program. Participants in this program vary in age from newborn to adult and beginner to experience. CELTS Swim School instructs an average of 1,000+ participants every week. (Seasonal Part Time / Year-Round Part Time) (Naperville, Carol Stream) Duties and Responsibilities: The Learn to Swim Instructor is responsible for the following duties: Instruct learn to swim participants while following CELTS Swim School guidelines; Evaluate all students in their assigned class (ie. Report Cards, midsession reports, addendums); Attend end of session meeting and in services as scheduled; Maintain professional, mature, and positive teaching style while instructing; Answer any questions related to the progress of individual students.

**Job Requirements:** Knowledge, Skills, and Abilities Required: Learn to Swim Instructors will be trained (paid) and provided with the means to succeed at their job. After an appropriate matter of time (as determined by the Aquatics Manager) a LTS Instructor must have: Mastered the basics of swimming strokes; Demonstrate excellent customer service and communication skills; Working knowledge of the mechanics of swimming; An awareness of and ability to enforce the policies of the Department; How to assist in setting up and breaking down the LTS site; Ability to work nights and/or weekends; Ability to instruct all swimming classes in designated session.

**Application Instructions:** Apply at scsjobs.info  
**Contact:** Bob Welch  
**Address:** 20462 Matteson Ave, Matteson, IL 60443  
**Phone:** 708-SWIM-411  
**Fax:** 630-206-1236

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**Expires:** 05/29/2016
Job ID: 4516526
Job Title: LIFEGUARD
Company: Swim Chicago Southland
Job Type: Part Time, Seasonal
Location: Berwyn, IL
Salary: $9.78 - 13.46

Job Description: GENERAL: Under general supervision, ensures the safety of patrons at the various Aquatic Centers by preventing and responding to emergencies as a lifeguard. DUTIES AND RESPONSIBILITIES: Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned.

Job Requirements: MINIMUM JOB REQUIREMENTS: Less than high school with 3 months to 1 year experience directly related to the duties and responsibilities specified. CPR Certified; Current certification as Lifeguard by a recognized source of training SAI preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to react calmly and effectively in emergency situations. Skill in the application of lifeguarding surveillance and rescue techniques. Ability to pass a pre-employment physical skills evaluation as stipulated by the department. Ability to prepare routine administrative paperwork. Knowledge of CPR and emergency medical procedures. Ability to follow routine verbal and written instructions. Knowledge of customer service standards and procedures.

Contact: Bob Welch
Address: 20462 Matteson Ave, Matteson, IL 60443
Phone: 708-SWIM-411
Fax: 630-206-1236
Apply Online: http://www.scsjobs.info

Expires: 05/29/2016
Job ID: 4516527
Job Title: LIFEGUARD
Company: Swim Chicago Southland
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Calumet City, IL 60409
Salary: $9.78 - 13.46
Job Description: GENERAL: Under general supervision, ensures the safety of patrons at the various Aquatic Centers by preventing and responding to emergencies as a lifeguard. DUTIES AND RESPONSIBILITIES: Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency. Provides emergency care and treatment as required until the arrival of emergency medical services. Presents professional appearance and attitude at all times, and maintains a high standard of customer service. Performs various maintenance duties as directed to maintain a clean and safe facility. Prepares and maintains appropriate activity reports. Performs miscellaneous job-related duties as assigned.

Job Requirements: MINIMUM JOB REQUIREMENTS: Less than high school with 3 months to 1 year experience directly related to the duties and responsibilities specified. CPR Certified; Current certification as Lifeguard by a recognized source of training SAI preferred

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: Ability to react calmly and effectively in emergency situations. Skill in the application of lifeguarding surveillance and rescue techniques. Ability to pass a pre-employment physical skills evaluation as stipulated by the department. Ability to prepare routine administrative paperwork. Knowledge of CPR and emergency medical procedures. Ability to follow routine verbal and written instructions. Knowledge of customer service standards and procedures.

Contact: Bob Welch
Address: 20462 Matteson Ave, Matteson, IL 60443
Phone: 708-SWIM-411
Fax: 630-206-1236
Apply Online: http://www.scsjobs.info

Expires: 05/29/2016
Job ID: 4516534
Job Title: HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland
Job Type: Full Time, Seasonal
Location: Calumet City, IL 60409
Salary: $14.90 - $24.52

Job Description: GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts in-service training. Ensures that
lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

**Job Requirements:** Education and Experience: Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. Strong swimming and life saving abilities. Ability to communicate effectively with patrons, supervisors, and other employees. Ability to remain alert, attentive, and responsible.

**Contact:** Bob Welch
**Address:** 20462 Matteson Ave, Matteson, IL 60443
**Phone:** 708-SWIM-411
**Fax:** 630-206-1236
**Email:** employment@swimchicagosouthland.com
**Apply Online:** http://www.scsjobs.info

**Expires:** 05/29/2016
**Job ID:** 4516904
**Job Title:** Certified Nursing Assistant (CNA)
**Company:** Presence Health
**Job Type:** Full Time
**Degrees Wanted:** Certificate
**Majors Wanted:** Nurse Assistant
**Job Target:** Any Job Target
**Location:** Northlake, IL 60164
**Salary:** $10.72-$16.62 per hour

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

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

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

Expires: 05/29/2016
Job ID: 4517645
Job Title: Entry-Level Call Center/Sales Representative
Company: PAWSitive, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Naperville, IL 60564
Salary: $10/hr minimum

Job Description: Are you looking to jump-start your career in a friendly, professional environment instead of a big-box retailer? Are you an ambitious, accountable and goal-oriented people-person with excellent telephone skills? If so, then come join our team of hardworking representatives who are dedicated to strengthening the relationship between pet owners and their pets! PAWSitive Registrations is a 5-year young company with continued exponential growth year after year. We are a group of fast-paced, career path focused, hard-working individuals with cutting-edge technology in a casual, yet professional non-corporate office environment. We are looking for like-minded and enthusiastic team members who want to develop and mature with the organization. Come join our PAWSitive Family and grow with a thriving company! What the calls are like All inbound leads are provided and they are received from a network of pet retailers nationwide. As a call center representative, you will speak with a variety of interesting people to verify their new puppy's registration with a nationally recognized organization. You will then highlight the features and benefits of the products offered exclusively to the consumer for being a registered puppy owner! You will report directly to the call center management team who will provide you with ongoing coaching and
development opportunities, as well as exposure to Senior Management. Benefits -$10/hour minimum base pay with the opportunity to earn sales incentives daily/weekly/monthly - Comprehensive, paid training -High earning growth potential -Annual Holiday Party -Summer Family Party -"PAWSitive Impact" - Monthly company community service outreach program - Fun contests and incentives -Encouragement, coaching, high-fives, soda, snacks and an incredible array of coffee flavors Our ideal teammate Our ideal teammate is professional, money-motivated, and determined to be part of successful, growing team. This teammate also has the capacity to adapt in a fast-paced, dynamic, performance driven environment. Qualifications -PAWSitive attitude -Excellent communication skills -Ability to work a flexible schedule -High School diploma/GED Location/Hours of Operation Our office is conveniently located in Naperville, IL - off of Route 59 and 95th Street Our business hours are 9am - 6pm M-F, 11am - 4pm on Saturday and 12pm - 5pm on Sunday Cover Letter required for consideration Job Type: Part-Time Required education: High school or equivalent

Application Instructions: Please contact Michael Foster directly at the information listed if you are interested!

Contact: Michael Foster
Address: 3380 Lacrosse Lane, Suite 100, Naperville,, IL 60564
Phone: (630) 687-9042
Email: michael@pawsitivesolutionsonline.com

Expires: 05/29/2016
Job ID: 4517650
Job Title: New Puppy Registration/Inside Sales Representative
Company: PAWSitive, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Naperville, IL 60564
Salary: $12/hr minimum
Job Description: Are you looking to jump-start your career in a friendly, professional environment instead of a big-box retailer? Are you an ambitious, accountable and goal-oriented people-person with excellent telephone skills? If so, then come join our team of hardworking representatives who are dedicated to strengthening the relationship between pet owners and their pets! PAWSitive Registrations is a 5-year young company with continued exponential growth year after year. We are a group of fast-paced, career path focused, hard-working individuals with cutting-edge technology in a casual, yet professional non-corporate office environment. We are looking for like-minded and enthusiastic team members who want to develop and mature with the organization. Come join our PAWSitive Family and grow with a thriving company! What the calls are like All inbound leads are provided and they are received from a network of pet retailers nationwide. As a new puppy registration representative, you will
speak with a variety of interesting people to verify their new puppy's registration with a nationally recognized organization. You will then highlight the features and benefits of the products offered exclusively to the consumer for being a registered puppy owner! You will report directly to the call center management team who will provide you with ongoing coaching and development opportunities, as well as exposure to Senior Management. Benefits - $12/hour minimum pay with a lucrative tiered commission plan with high-level earning potential - Comprehensive, paid training - Medical insurance available - Fuel card provided MONTHLY for help covering your transportation costs! - Annual Holiday Party - Summer Family Party - "PAWSitive Impact" - Monthly company community service outreach program - Fun contests and incentives - Encouragement, coaching, high-fives, soda, snacks and an incredible array of coffee flavors Our ideal teammate Our ideal teammate is professional, money-motivated, and determined to be part of successful, growing team. This teammate also has the capacity to adapt in a fast-paced, dynamic, performance driven environment where sales goals set by the call center manager are expected to be achieved. Qualifications - PAWSitive attitude - Excellent communication skills - Ability to work a flexible schedule - High School diploma/GED Location/Hours of Operation Our office is conveniently located in Naperville, IL - off of Route 59 and 95th Street Our business hours are 9am - 6pm M-F, 11am - 4pm on Saturday and 12pm - 5pm on Sunday Cover Letter required for consideration Job Type: Full-time Required experience: Call Center Sales: 1 year Required education: High school or equivalent

Application Instructions: Please contact Michael Foster directly if you are interested!

Contact: Michael Foster
Address: 3380 Lacrosse Lane, Suite 100, Naperville, IL 60564
Phone: (630) 687-9042
Email: michael@pawsitivesolutionsonline.com

Expires: 05/29/2016
Job ID: 4517656
Job Title: Field Technician
Company: XL Broadband, Inc
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Monee, IL 60449
Salary: $13/hour

Job Description: XL Technicians are responsible for installing Internet service at residential and commercial locations in a professional manner. Installation consists of mounting and aligning the client antenna as well as configuring the customer premise equipment (includes radio, router, and PC). The position requires completing customer installations, service visits, troubleshooting, and maintaining our tower infrastructure. We have 37 towers to support our infrastructure- the job will require climbing different structures such as towers, grain
elevators/silos and rooftops all over Will County. Position also involves a lot of driving on rural roadways. If you are looking for a dynamic position where you get to solve problems, not just find them, and work with technology and not be stuck behind a desk every single day, we might be a good fit. Requirements: On the job training will be provided, but we need the following skills: * Ability to terminate CAT5. * Basic networking skills: configuring residential routers, NAT, IP configuration, etc. * Good verbal and written communications skills. * Must exhibit a high degree of good interpersonal skills. * Valid IL drivers license and good driving record a must! * High school diploma or equivalent. * Must be able to lift 50 lbs and have the ability to climb a ladder. * Punctuality is key- delivering a great customer experience starts with being on time

Contact: Matthew Gilmartin
Address: 10808 W. Monee-Manhattan Rd., Monee, IL 60449
Phone: 815-312-4454
Email: careers@xlbroadband.com

Expires: 05/29/2016
Job ID: 4517664
Job Title: Customer Service and Sales Rep
Company: XL Broadband, Inc
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Monee, IL 60449
Salary: $13/Hour

Job Description: Customer Focus, Customer Focus, Customer Focus and Customer Relations will always exceed our customers' expectations. This position is dedicated to providing our customers with unmatched technical support. Diplomacy, tact, and strong interpersonal skills must be backed with the capability and drive to analyze and solve problems for our customers quickly and efficiently. The customer may not always be right, but in this position we will always resolve their issues professionally and effectively with unmatched expertise. ? Respond to inquiries by phone, email, and in person, providing the information required on a timely basis. ? Promotes/sells Internet Service from existing and prospective customers through a relationship-based approach. * Demonstrates services to existing/potential customers and assists them in selecting those best suited to their needs. ? Must be the "Public Face" of XL Broadband, communicating effectively with customers, always exceeding their service expectations. ? Must perform liaison functions between the customer and XL Broadband. ? Must quickly diagnose, prioritize, and troubleshoot internal and external customer issues. ? Must be able to distinguish between customer network and XL Broadband connection issues. ? Must multi-task and prioritize the responsibilities of the position. ? Ensure users always have access to network systems, applications, and services. ? Must have the basic knowledge of networking solutions
for small/home offices. ? Build the customer service "best practices" for the XL Broadband brand. ? Revise existing programs to increase operating efficiency or adapt to new technological requirements ? Perform administrative tasks that support client contact and excellent follow-up. ? Perform other related duties as required and directed. ? Must be able to quickly acquire knowledge of XL Broadband sales, technical support, customer service standards. ? A high school diploma is required, supported with two years of customer service and/or ISP support ? Knowledge of Ubiquiti and Mikrotik Equipment is definitely a plus but not a immediate requirement. ? Must have the ability to express thoughts to others and exchange information. ? Must possess knowledge and skills in executing business correspondence and be able to proofread for grammar, spelling, and punctuation with a high degree of accuracy. ? Must have the ability to quickly build rapport and credibility. ? Must be able to be very flexible with daily tasks, being able to handle multiple interruptions and adjustments to priorities throughout the day. ? Must have proven ability to work within a fast-paced, high-change environment. ? Must demonstrate the ability to maintain a cooperative working relationship with a varied and diverse population. ? Must demonstrate personal accountability in order to set priorities, organize workload, handle multiple responsibilities, and meet deadlines. ? Candidate must be able to perform the above essential duties in the following manner: ? Work independently, using sound judgment principles ? Be professional in dress, speech, and manner ? Work with a flexible schedule and demonstrate effective time management

Contact: Matthew Gilmartin
Address: 10808 W. Monee-Manhattan Rd., Monee, IL 60449
Phone: 815-312-4454
Email: careers@xlbroadband.com

Expires: 05/30/2016
Job ID: 4518016
Job Title: Multiple Job Openings at the Hilton Chicago Oak Brook Hills
Company: Hilton Chicago Oak Brook Hills Resort & Conference Center
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary:
Job Description: The Hilton Chicago Oak Brook Hills Resort & Conference Center is entering an exciting phase with a newly renovated lobby and restaurant. We are seeking applicants for multiple positions - both line level and management. If you or someone you know is interested in working in a true team atmosphere in hospitality, please visit http://portfoliohotels.sapphire.com/ and go to the page for Hilton Chicago Oak Brook Hills to view and apply for one of these great opportunities.
**Application Instructions:** Please visit our online application site and go select the Hilton Chicago Oak Brook Hills Resort & Conference Center property.

**Contact:**
**Address:** 3500 Midwest Road, Oak Brook, IL 60523
**Apply Online:** http://portfoliohotels.snaphire.com/

**Expires:** 05/30/2016
**Job ID:** 4518017
**Job Title:** Multiple Opportunities at B. Restaurant
**Company:** Hilton Chicago Oak Brook Hills Resort & Conference Center
**Job Type:** Full Time, Part Time, Seasonal
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Oak Brook, IL 60523
**Salary:**

**Job Description:** B. Restaurant is a casually dramatic Culinary and social experience opening in Oak Brook, IL. This new restaurant and lounge are for those seeking an upscale hyper local, "foodies" sensation encompassing beautiful golf course views and chef crafted cuisine. We are seeking candidates to be a part of a friendly, knowledgeable and engaging staff to help the vision of this unique dining experience come to life. Are you an experienced restaurant, bar or culinary professional interested in a true team atmosphere. If you are, then we want to meet you. There are various front of house and heart of house positions available. If you are interested in this unique opportunity to "B." you, please visit us at http://portfoliohotels.snaphire.com and look for postings under Hilton Chicago Oak Brook Hills Resort to apply for a position.

**Application Instructions:** Only online applications will be considered for the open positions.

**Contact:**
**Address:** 3500 Midwest Road, Oak Brook, IL 60523
**Apply Online:** http://portfoliohotels.snaphire.com/

**Expires:** 05/30/2016
**Job ID:** 4518019
**Job Title:** Multiple Opportunities at the Willow Crest Golf Club
**Company:** Hilton Chicago Oak Brook Hills Resort & Conference Center
**Job Type:** Full Time, Part Time, Seasonal
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Oak Brook, IL 60523
Salary:

**Job Description:** Willow Crest Golf Club provides a delightful and natural setting for a challenging round of golf. This beautiful golf course in Oak Brook, Illinois features gently rolling bent grass fairways, well-bunkered greens and unique water challenges. We are currently seeking team members to help us maintain our service excellence by assisting golfing guests and preserving the beauty of the course by working with the grounds crew. If you are interested in working in a true team atmosphere or know someone who is, please visit http://portfoliohotels.snaphire.com and go to the positions posted under the Hilton Chicago Oak Brook Hills Resort & Conference Center. Golfing discounts available to golf club team members!

**Contact:**

**Address:** 3500 Midwest Road, Oak Brook, IL 60523

**Apply Online:** http://portfoliohotels.snaphire.com/

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**Expires:** 06/01/2016  
**Job ID:** 4518198

**Job Title:** Assistant Teacher (Head Start)  
**Company:** Lutheran Social Services of Illinois  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL

**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 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 Specialist, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

**Application Instructions:** Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMDY2ODAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

**Contact:**  

**Apply Online:** http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuMDY2ODAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**Expires:** 06/01/2016  
**Job ID:** 4518203
Job Title: Home Care Assistants
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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 Specialist, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuNTM3MjEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvLQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuNTM3MjEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvLQ

Expires: 06/01/2016
Job ID: 4518487

Job Title: HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland
Job Type: Full Time, Seasonal
Degrees Wanted: None Required
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60601  
**Salary:** $14.90 - $24.52  

**Job Description:**  
GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orients new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.  

**Job Requirements:**  
**Education and Experience:** Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and life saving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.  

**Contact:** Bob Welch  
**Address:** 20462 Matteson Ave, Matteson, IL 60443  
**Phone:** 708-SWIM-411  
**Fax:** 630-206-1236  
**Email:** employment@swimchicagosouthland.com  
**Apply Online:** [http://www.scsjobs.info](http://www.scsjobs.info)  

**Expires:** 06/01/2016  
**Job ID:** 4518488  
**Job Title:** HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland

Job Type: Full Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Chicago, IL 60601

Salary: $14.90 - $24.52

Job Description: GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

Job Requirements: Education and Experience: Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities:Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and life saving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.

Contact: Bob Welch

Address: 20462 Matteson Ave, Matteson, IL 60443

Phone: 708-SWIM-411

Fax: 630-206-1236

Email: employment@swimchicagosouthland.com

Apply Online: http://www.scsjobs.info
Expires: 06/01/2016
Job ID: 4518515
Job Title: overnight sleep technician
Company: Northshore Sleep Medicine
Job Type: Full Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Polysomnography Technology
Job Target: Any Job Target
Location: Evanston, IL 60203
Salary:
Job Description: Northshore Sleep Medicine is always accepting resumes for registered and non-registered sleep technicians. The qualified candidates must be able to work with adult and pediatric patients. Northshore Sleep Medicine sees patients ages 2 and up. We are looking for sleep technicians who can score to AASM standards. Technicians are expected to score at least 1 study per each shift worked. Shifts are 10 hours long, 9:00 pm to 7:00 am. We value technicians who can be flexible and are adaptable. All technicians must be CPR certified and must provide a current CPR card. Sleep technicians who can perform the full 10/20 head hook up/seizure montage are desired.
Application Instructions: Please e-mail your resume to galexandru@nssleep.com Giulia will contact you right away.
Contact: Giulia Alexandru
Address: 3451 Church St, Evanston, IL 60203
Phone: 847-674-3600
Fax: 847-674-3939
Email: galexandru@nssleep.com

Expires: 06/01/2016
Job ID: 4518628
Job Title: Kitchen Staff - South Elgin
Company: Lou Malnati’s
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary: Competitive hourly wage
Job Description: - Responsible for preparation of food and in making salads, dressings, soups, and assembling entrees - Make pizzas or other food items in a time efficient manner - Coordinate pizza ovens - Maintain all sanitation standards - Clean dishes, pans, and pots per
sanitation standards; ensure clean stock is available - Any other responsibilities as may be assigned

**Job Requirements:** - Enjoys working on a team and in a fast pace environment. - Excellent communication and listening skills - Time management skills - Organization skills - Proficient in utilizing kitchen equipment (ability to make and flip pizzas, work pizza ovens, and work steam and pantry) - Ability to work varied hours/days including holidays and under special circumstances

**Application Instructions:** Please apply in person at 902 S Randall Rd, South Elgin, IL or online at http://www.loumalnatis.com/application-form

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

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**Expires:** 06/01/2016
**Job ID:** 4518641
**Job Title:** Delivery Driver - South Elgin
**Company:** Lou Malnati's
**Job Type:** Full Time, Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Elgin, IL 60123
**Salary:** Hourly Wage + Tips

**Job Description:** Responsibilities include but are not limited to: - Assemble assigned delivery orders. - Map out assigned delivery route. - Deliver orders in a timely yet safe manner. - Greet and interact with customers in a friendly helpful and efficient manner. - Accept payment and make change. - During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. - Any other responsibilities as may be assigned. Qualifications: - Submit a two-year driving history documented by MVR or drivers license. - Meet driving requirements per our insurance company's standards. - Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. - Car must be clean, safe and well maintained. - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances required. - Delivery driver experience a plus. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!
Application Instructions: If interested please apply in person at 902 S Randall Rd, South Elgin or online.

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

Expires: 06/01/2016
Job ID: 4518650
Job Title: Delivery Driver - Palatine
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Palatine, IL 60067
Salary: Hourly Wage + Tips
Job Description: Responsibilities include but are not limited to: - Assemble assigned delivery orders. - Map out assigned delivery route. - Deliver orders in a timely yet safe manner. - Greet and interact with customers in a friendly helpful and efficient manner. - Accept payment and make change. - During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. - Any other responsibilities as may be assigned. Qualifications: - Submit a two-year driving history documented by MVR or drivers license. - Meet driving requirements per our insurance company's standards. - Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. - Car must be clean, safe and well maintained. - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances required. - Delivery driver experience a plus. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!

Application Instructions: Please apply in person at 287 N Northwest Highway, Palatine or online

Contact: Eileen Sexton
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions
Expires: 06/01/2016
Job ID: 4518655
Job Title: Phone Worker - Palatine
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Palatine, IL 60067
Salary: Competitive hourly wage

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

Application Instructions: Please apply in person at 287 N Northwest Highway, Palatine or online!

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

Expires: 06/01/2016
Job ID: 4518671
Job Title: Kitchen Staff - Schaumburg (Barrington Road)
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL  
Salary: Competitive hourly wage  
**Job Description:** Responsibilities include but are not limited to: - Make pizzas or non-pizza items per Malnati high quality and ingredient standards per printed POS ticket or Management request. - Set-up pizza pans -- pat out dough, disperse cheese, apply ingredients. - Restock items, as necessary. - Coordinate pizza ovens; coordinate pizza with steam. - Maintain all sanitation standards in clean-up activities of kitchen workstations throughout shift. - Per sanitation standards, clean, wash and dry dishes ensuring clean stock is available. - Scrape and clean pots and pans per set standards. - Follow established operating procedure in handling and taking out garbage as well as maintenance of the garbage dumpster areas. (For example -- break down boxes, recycle activities, use appropriate bins, cleanliness, etc.). - Rotate and receive stock as assigned. - Any other responsibilities as may be assigned.  
**Qualifications:** - Ability to operate kitchen equipment and utilize tools necessary to complete their job duties. - Ability to make and flip pizzas; work pizza ovens (proper cooking and rotation of oven, especially at busiest times); and work steam and pantry. - Ability to prep all prep items. - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require.  
**Physical Demands:** - Ability to move, handle, push or pull goods throughout the location generally weighing 0-80 pounds. - Ability to stand, reach, bend, kneel, stoop, climb and move about the facility; ability to stand approximately 90% of workday; manual dexterity.  
**Application Instructions:** Please apply at 357 S Barrington Road, Schaumburg or online!  
**Contact:** Amy Petty  
**Address:** 3685 Woodhead Drive, Northbrook, IL 60062  
**Phone:** 847-562-1814  
**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 06/01/2016  
**Job ID:** 4518739  
**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

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**Expires:** 06/01/2016

**Job ID:** 4518741

**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: 06/01/2016  
Job ID: 4518863  
Job Title: Physical Therapy Tech  
Company: Midwest Physical Therapy CTR, LTD  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary: $9.00 - $10.00 hr.  
Job Description: Looking for a part-time individuals to help physical therapist with patient Care. Duties including some light front office duties with 20-30 hours weekly No experience needed we will train the right candidate. Open clinic locations in Melrose Park and In Elmhurst  
Job Requirements: Location 1 1440 W. North Avenue Suite 310 Melrose Park, IL Location 2 360 W. Butterfield Road Suite 315 Elmhurst, IL  
Application Instructions: Please e-mail your resume to midwestpt@aol.com or fax to (630) 285-8017. Please indicate that you are applying for Physical therapy Tech.  
Contact: Pinky Deol  
Address: 1000 E. State Parkway Suite E., Schaumburg, IL 60173  
Phone: (630) 285-8007  
Fax: (630) 285-8017  
Email: midwestpt@aol.com

Expires: 06/01/2016  
Job ID: 4518980  
Job Title: Nursing and Therapy  
Company: Vanguard Home Care  
Job Type: Full Time, Part Time  
Degrees Wanted: Associates, Bachelors, Masters  
Majors Wanted: Nursing  
Job Target: Any Job Target
Location: IL
Salary: BOE

Job Description: Vanguard home care needs clinicians to visit + manage a caseload of patients. Clinicians see patients at home and provide care. (IV's, wound care, diet, disease management, medication instruction) and collaborates with physician and care team to encourage self-management + prevent hospitalizations. Will need to have at least a year of experience. Salary Based on Experience. Hiring in Cook Counties DuPage Will Lake McHenry Kane Kendall

Job Requirements: Nursing + Therapy (PT/OT/ST)

Application Instructions: Please e-mail your resume to Aniko Swett at aswett@macneal.com or Donna McNally at dmcnally@macneal.com Or Fax your resume (708) 783-2894 Or call for an appt. (708) 306-1111

Contact: Aniko Swett
Address: 2315 Enterprise Drive, Westchester, IL 60154
Phone: (708) 306-1111
Fax: (708) 783-2894

Expires: 06/01/2016

Job ID: 4519186
Job Title: Medical Biller
Company: The Hire Solution
Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: $ 13 ? 15.00/ hourly

Job Description: Qualified candidate will be responsible for entering and coding patient services into a computer system and generating invoices to be sent to the client. Will sort, file and handle paperwork. Will follow up with clients regarding invoices.

Job Requirements: * Must have experience working with Medisoft Software. * Must have at least 2 years of recent medical billing experience. * Must be able to multitask and be detail oriented. * Must be proficient in MS Office. * Experience working with a Chiropractor, Podiatrist or Neurologist is a plus.

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: barmenta@thehiresolution.net
Expires: 06/01/2016
Job ID: 4519191
Job Title: A/R Clerk
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elmhurst, IL 60126
Salary: $ 15.00/ hourly

Job Description: Light accounting duties using JD Edwards's software. Handle account reconciliations, entering journal entries, correction request on errors in bank deposits. Track NSF checks. Generate about 30 billing invoices monthly for the rent and utilities on the leased building they own. Some lite collection calls, set up new accounts, check credit and bank references to work up lines of credit. Keep notes on all the accounts.

Job Requirements: * Must have at least 3 years of recent experience as an A/R Clerk. * Must be proficient in MS Office. * Experience with JD Edwards's software is a plus. * Must have great customer service skills. * Must have great attention to detail, easy going and eager to learn.

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

Expires: 06/01/2016
Job ID: 4519255
Job Title: Manufacturing Engineer
Company: Taurus Tool and Engineering
Job Type: Full Time
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Batavia, IL 60510
Salary: $60,000-$75,000

Job Description: Position: Cutting Tool Engineer Qualifications include: * Industrial Manufacturing Technology degree or equivalent * CAD/CAM (SolidWorks/AutoCAD and ToolRoom 3D Simulator) * Experience in design and/or using cutting tools * Metallurgy and
Metrology * Good working knowledge of machining processes is necessary Please email your resume and qualifications to: TaurusEmployment@GMail.com

**Application Instructions:** Please email your resume and qualifications to: TaurusEmployment@GMail.com

**Contact:** Roger Wise

**Address:** 1251 Nagel Blvd, Batavia, IL 60510

**Phone:** 8473529800

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**Expires:** 06/10/2016

**Job ID:** 4510398

**Job Title:** Cook

**Company:** Autumn Leaves

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Culinary Arts

**Job Target:** Any Job Target

**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** The Cook is responsible for assisting in preparing, and cooking daily meals for dementia residents within assisted living community, while meeting federal and state health department standards by performing the following duties. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist cooks in the preparation of basic food items.
- Stock, distribute and store supplies; wash and clean pots, dishes and utensils by hand or using dish washing equipment.
- Empty trash containers as required.
- Engages residents in meaningful conversation and activities related to their individual interests.
- Confers with residents' medical team, dietary card, and nursing staff to ensure that meals conform to residents' diet restrictions and nutritional requirements as prescribed by physician.
- Adheres to all food sanitation and infection control procedures of proper food storage, handling, preparation, and service; equipment and department sanitation; and dietary regulatory guidelines for Alzheimer's assisted living communities, as required by federal and state health department standards and codes.
- Serves as backup, performing Cook duties and responsibilities in absence of the Lead Cook.
- Perform other duties as assigned.

**Job Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. - High School Diploma or equivalent and 0 to six months related experience; or equivalent combination of education and experience. - Valid Food Handler's Permit or ability to obtain certification within 30 days of hire. - Available to work weekend coverage and available on-call as needed.

**Application Instructions:** Please apply online at autumnleaves.com. Please click on careers; then click on view job postings and apply online.

**Contact:** Autumn Leaves
Address: 351 Lily Cache Lane, Bolingbrook, IL 60440
Apply Online: http://careers.autumnleaves.com/job/bolingbrook-cook/J3H64W769Y0KB8QC79H/

Expires: 06/25/2016
Job ID: 4508092
Job Title: Event Staff/Event Security
Company: Safety Service Systems, Inc. (S3)
Job Type: Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60634
Salary: $10.10 - $11.40/hr.
Job Description: S3 is seeking energetic and outgoing customer service focused individuals to work as Event security, Event Staff and Ushers. Our employees work concerts, festivals and sporting events. 2016 events include Chicago Bears Games, White Sox games, North Coast Music Festival, Pitchfork Music Festival, Lollapalooza, and many more!! No experience necessary but and plus.

Application Instructions: Come in person to apply 4036 N. Nashville Chicago, IL 60634
Contact: Monique McField
Address: 4036 N. Nashville, Chicago, IL 60634
Phone: (773) 282-4900
Email: mmcfield@safetyservicesystems.com

Expires: 06/27/2016
Job ID: 4511779
Job Title: Plastic-Injection Moldmaker/Toolmaker
Company: Foremost Plastic Products
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Any Job Target
Location: Elmwood Park, IL 60707
Salary: based on experience
Job Description: Build NEW and REPAIR existing tools for plastic-injection molding using CNC Wire EDM, Bridgeport mills, South Bend and Hardinge lathes, Mitsui surface grinders, Hannsvedt edm machines. Welding knowledge is a plus but not required.
Job Requirements: care, maintenance and repair of production and toolroom equipment
Application Instructions: Send Resume.
Contact: Chris FitzGerald
Address: 7834 West Grand Avenue, Elmwood Park, IL 60707
Phone: 1-708-452-5300
Fax: 1-708-452-0446
Email: engineering@foremostplastic.com
Expires: 06/30/2016
Job ID: 4512692
Job Title: Electrical Engineering Technician
Company: Rochelle Foods
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Electronics Technology
Job Target: Any Job Target
Location: Rochelle, IL 61068
Salary:
Job Description: Rochelle Foods LLC, as subsidiary of Hormel Foods Corp., has immediate
openings for electrical engineering technician in the Rochelle, Illinois Plant. Successful
candidates will possess a strong understanding of both alternating current and direct current
control circuitry including wiring, troubleshooting and design, along with a strong PLC
background including, but not limited to programming, troubleshooting and program
modifications.
Contact: Elvia Rodriguez
Address: 1001 S. Main St, Rochelle, IL 61068
Phone: 815-562-4141
Fax: 815-562-7136
Email: slelliott@hormel.com
Expires: 06/30/2016
Job ID: 4512712
Job Title: Maintenance Mechanic
Company: Rochelle Foods
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rochelle, IL 61068
Salary:
Job Description: Rochelle Foods LLC, as subsidiary of Hormel Foods Corp., has immediate openings for maintenance mechanic in the Rochelle, Illinois Plant. Successful candidates will be responsible for maintaining and repairing industrial equipment in a food processing facility.
Contact: Elvia Rodriguez
Address: 1001 S. Main St, Rochelle, IL 61068
Phone: 815-562-4141
Fax: 815-562-7136
Email: selliott@hormel.com

Expires: 06/30/2016
Job ID: 4518674
School Job ID: RVC
Job Title: News Anchor
Company: WTVO/WQRF
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61101
Salary:
Job Description: WQRF and WTVO-TV are looking for a newsroom leader who is an excellent communicator, storyteller, and writer with outstanding on-camera skills, presence and energy. This individual must have a great attitude, superior work ethics and passion for gathering, reporting and delivering the news. We are seeking an active participant in all aspects of the news operation from newscast preparation, use of digital and social media platforms to involvement in community and station events and promotional efforts. The ability to shoot, write and edit news stories in MMJ fashion is a plus. Previous news anchor experience at a TV station or cable news outlet is required. The news anchor serves as the primary presenter of news stories and other content for all platforms in a manner that is clear, engaging and meaningful to news consumers. Essential Duties & Responsibilities: * Presents news stories and other content for all platforms. * Ensures that all news content meets company standards for journalistic integrity and production quality. * Writes and delivers news stories in a clear and concise manner. * Produces newscasts and communicates clear direction with team members. * Assists in writing, copy editing, researching and coordinating news programming and other content. * Acts as a field reporter as assigned. * Conducts interviews with news personnel and others. * Responds to breaking news and other urgent newsrooms situations as required. * Participates in promotional activities including public appearances. * Performs special projects
and other duties as assigned. * Edits video clips as assigned. * Writes content for the website and other eMedia platforms. * Interacts with viewers/users on social media sites.

**Job Requirements:**
1.) Fluent in English.
2.) Excellent communication skills, both oral and written

**Application Instructions:** Apply online

**Contact:** Carolina Cruz  
**Address:** 1917 N Meridian Rd, Rockford, IL 61101  
**Phone:** 815-968-4573  
**Apply Online:** http://nexstar.hua.hrsmart.com/hr/ats/Posting/view/2279

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**Expires:** 06/30/2016  
**Job ID:** 4518686  
**School Job ID:** RVC  
**Job Title:** Production Assistant  
**Company:** WTVO/WQRF  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Rockford, IL 61101  
**Salary:**

**Job Description:** The ideal candidate must have a strong desire to learn all aspects of the television news industry, be dependable, able to communicate well with others and be able to work flexible hours and varying schedules including nights, weekends and holidays. Experience is not necessary, but a high school diploma is. Operation of a studio television camera, floor directing, studio maintenance, some graphics and audio work. Hours: Weekdays, weekends and some holidays. Work hours schedule: Nights (weeknights and weekends). 2:00pm-11:00pm  
Full-Time: 40 Duties & responsibilities: * Studio Camera/Floor Directing * Audio * Graphics Work * Studio Maintenance * Other duties as assigned by the Creative Services Director  
Experience or Training Required: Experience preferred, but not necessary...will be trained.

**Job Requirements:** * Fluency in English * Excellent communication skills, both oral and written * Fast learner * Knowledge of Adobe Photoshop * Proficiency with computers, telephones, and other office equipment. * Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously.

**Application Instructions:** Apply Online. Please include a cover letter and resume

**Contact:** Carolina Cruz  
**Address:** 1917 N Meridian Rd, Rockford, IL 61101  
**Phone:** 815-968-4573  
**Apply Online:** http://nexstar.hua.hrsmart.com/hr/ats/Posting/view/2225
Expires: 07/01/2016
Job ID: 4514756
Job Title: Data Intern
Company: Scranton Gillette Communications, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Journalism/Mass Communication
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary: Hourly

Job Description: Seeking part-time Data Intern (32hrs/week) The Data Intern is responsible for maintenance, analysis, reporting, monitoring, and mining of audience data and behavior. Assists in managing new name and email re-engagement campaigns for all publications. Monitor and manage bulk email lists including new subscriber campaigns and execute recurring re-engagement and print circ promotions. The qualified candidate will have strong verbal and written communications and time management skills. Computer literacy in Microsoft Office, Google and Adobe products. Current or recent college coursework in Analytics, Data Analysis, Market or Advertising Research required. Knowledge of Google AdWords/Google Analytics a plus. Located in Arlington Heights, a northwest suburb of Chicago, Scranton Gillette Communications (SGC/SGCHorizon) is a leader in business to business communications reaching over 1 million professionals monthly through our print, digital and custom media and live & virtual events.

Application Instructions: For consideration upload your resume, must include a cover letter bullet pointing your relevant experience, to www.scrantongillette.com.

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Fax: 8472981227
Apply Online: http://www.scrantongillette.com/current-openings
Location: Arlington Heights, IL 60005
Salary: Based on Experience

Job Description: Scranton Gillette Communications, a leader in business to business communications is starting the recruiting process for a Marketing Specialist at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other digital media. Under the direction of the Marketing Director, the Marketing Specialist is responsible for organizing marketing tasks, implementing marketing and communication campaigns; implementing and providing analytics of marketing campaign; developing and providing analysis of original market and customer research; developing content marketing programs; driving and marketing objectives and marketing strategies. The qualified candidate will have a college degree in Marketing, Advertising, Business Administration or related discipline. Two to three years of marketing and/or sales related-experience is required along with experience with email marketing programs, sales promotion, research coordination and event coordination. Computer literacy in PC environment and related software required, as well as strong writing and editing skills. We offer a full benefits package that includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in northwest suburban Arlington Heights, accessible via the Metra Union Pacific/Northwest line towards Harvard with a shuttle to and from the station.

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Fax: 8472981227
Apply Online: http://www.scrantongillette.com/current-openings

Expires: 07/01/2016
Job ID: 4516582
Job Title: IT Help Desk
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Computer Information Systems
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:

Job Description: Scranton Gillette Communications, a leader in business to business communications who reaches over 1 million professionals monthly through our print, websites, newsletters and other electronic media, seeks an IT Help Desk for our Arlington Heights office.
This position is responsible for assisting in the administration, support, and upgrades of all computer hardware and all corporate software packages. This includes network systems (hardware & software), security, telecommunications, help desk operations and user phone support. The qualified candidate will possess proven knowledge of networking & computer hardware (Mac and PC) and have experience with Google plus and/or Google apps. Must have good verbal and written communication skills, 2 or 4 year college degree in computer science or related discipline or equivalent work experience required. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Union Pacific Northwest line.

**Application Instructions:** For consideration apply on-line and upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Contact:** Caryn Weaver  
**Address:** 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005  
**Phone:** 8473911000  
**Fax:** 8472981227  
**Apply Online:** http://www.scrantongillette.com/current-openings

**Expires:** 07/01/2016  
**Job ID:** 4516589  
**Job Title:** IT Help Desk  
**Company:** Scranton Gillette Communications, Inc  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Computer Information Systems, Computer Maintenance, Computer Network and Telecommunications Systems, Computer Science  
**Job Target:** Any Job Target  
**Location:** Arlington Heights, IL 60005  
**Salary:**

**Job Description:** Scranton Gillette Communications, a leader in business to business communications who reaches over 1 million professionals monthly through our print, websites, newsletters and other electronic media, seeks an IT Help Desk for our Arlington Heights office. This position is responsible for assisting in the administration, support, and upgrades of all computer hardware and all corporate software packages. This includes network systems (hardware & software), security, telecommunications, help desk operations and user phone support. The qualified candidate will possess proven knowledge of networking & computer hardware (Mac and PC) and have experience with Google plus and/or Google apps. Must have good verbal and written communication skills, 2 or 4 year college degree in computer science or related discipline or equivalent work experience required. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban...
Arlington Heights, accessible via the Metra Union Pacific Northwest line. For consideration apply on-line and upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Application Instructions:** For consideration apply on-line and upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Contact:** Caryn Weaver

**Address:** 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005

**Phone:** 8473911000

**Apply Online:** http://www.scrantongillette.com/current-openings

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**Expires:** 07/01/2016

**Job ID:** 4516595

**Job Title:** Data Intern

**Company:** Scranton Gillette Communications, Inc

**Job Type:** Internship, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Marketing/Sales

**Job Target:** Any Job Target

**Location:** Arlington Heights, IL 60005

**Salary:** Hourly

**Job Description:** Seeking part-time Data Intern (32hrs/week) The Data Intern is responsible for maintenance, analysis, reporting, monitoring, and mining of audience data and behavior. Assists in managing new name and email re-engagement campaigns for all publications. Monitor and manage bulk email lists including new subscriber campaigns and execute recurring re-engagement and print circ promotions. The qualified candidate will have strong verbal and written communications and time management skills. Computer literacy in Microsoft Office, Google and Adobe products. Current or recent college coursework in Analytics, Data Analysis, Market or Advertising Research required. Knowledge of Google AdWords/Google Analytics a plus. Located in Arlington Heights, a northwest suburb of Chicago, Scranton Gillette Communications (SGC/SGCHorizon) is a leader in business to business communications reaching over 1 million professionals monthly through our print, digital and custom media and live & virtual events.

**Application Instructions:** For consideration upload your resume, must include a cover letter bullet pointing your relevant experience, to www.scrantongillette.com.

**Contact:** Caryn Weaver

**Address:** 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005

**Phone:** 8473911000

**Apply Online:** http://www.scrantongillette.com/current-openings

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**Expires:** 07/01/2016
Job ID: 4516600
Job Title: Marketing Specialist
Company: Scranton Gillette Communications, Inc
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Marketing/Sales
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:

Job Description: Scranton Gillette Communications, a leader in business to business communications is starting the recruiting process for a Marketing Specialist at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other digital media. Under the direction of the Marketing Director, the Marketing Specialist is responsible for organizing marketing tasks, implementing marketing and communication campaigns; implementing and providing analytics of marketing campaign; developing and providing analysis of original market and customer research; developing content marketing programs; driving and marketing objectives and marketing strategies. The qualified candidate will have a college degree in Marketing, Advertising, Business Administration or related discipline. Two to three years of marketing and/or sales related-experience is required along with experience with email marketing programs, sales promotion, research coordination and event coordination. Computer literacy in PC environment and related software required, as well as strong writing and editing skills. We offer a full benefits package that includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in northwest suburban Arlington Heights, accessible via the Metra Union Pacific/Northwest line towards Harvard with a shuttle to and from the station. Upload your resume and a cover letter highlighting your qualifications for this position at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W Salt Creek Ln Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Apply Online: http://www.scrantongillette.com/current-openings

Job ID: 4509255
Job Title: Admissions Associate
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Location: Brookfield, IL 60513
Salary:

Job Description: Are you an energetic, enthusiastic individual looking for a position that will allow you to use your strong interpersonal communication skills? Come join our PRIDE! As an Admissions Associate you will represent the Society by meeting, greeting, and welcoming guests as they begin their visit at Brookfield Zoo. Customer service is Brookfield Zoo's number one priority. Your pleasant smile and outstanding focus on guest satisfaction while, at the same time, demonstrating your keen product knowledge in assisting guests with purchasing the best value for their visit, and maximizing their experience at Brookfield Zoo is of utmost importance. To complete the admissions process, you will operate a cash register accurately and efficiently for up-selling admissions, parking, internal attractions, packages, rentals, membership sales, and other initiatives. As our guests often appreciate enthusiastic and accurate information about the various attractions, special events, and other destinations with in the Zoo, you will become very familiar with Brookfield Zoo while maintaining a high quality experience for our 2 million guests each year. Admissions Associates are assigned to work the parking booths, admission booths, Guest Relations buildings, stroller rentals, internal attraction ticket booths or entrances, and/or access control for general admission or internal attractions. We are currently seeking individuals who are available to work weekdays, as well as weekends. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events). The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open.

Job Requirements: You must be at least 16 years of age for this position. The requirements for this position include: * High School graduate or (GED) equivalent preferred. * Accurate basic math skills required. * Ability to operate a point-of-sales (POS) system desired. Demonstrated strong customer service skills required. * Ability to communicate effectively with the public and staff required. * Demonstrated ability to work effectively under pressure and meet deadlines. * Incumbent must have the ability to work non-standard hours including evenings, holidays, and weekends. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. * Multilingual ability and Spanish fluency a plus. Additional Information The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities/Women/Veterans/Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/careers. Please look for requisition number 1144BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 07/28/2016
Job ID: 4515196
Job Title: Assistant Sous Chef
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Location: Brookfield, IL 60513
Salary: $14.25/hr

Job Description: This position contributes to the success of the Chicago Zoological Society by providing quality food preparation and high service levels which contribute to the Society's goals of providing an exceptional guest experience and to the Society's long-term financial sustainability through revenue generation, working with the Executive Sous Chef and other management staff. PRIMARY JOB DUTIES AND RESPONSIBILITIES: Manages food preparation, stewarding, and transporting staff and operations to assure productivity and department standards are met. Ensures that all food is prepared to standard recipe specification or per the Executive Chef's direction. Supervises outside caterers. Oversees the presentation of all food items, including but not limited to the display of food on buffet tables and at large picnic venues. Coaches and trains staff, including staff development for growth and expansion in their areas of expertise, in order to improve and streamline production. Cross-trains staff for future growth. Assists the Executive Sous Chef in training staff. Initiates all actions necessary to carry out quality food preparation and presentation as outlined in the Banquet Event Order (BEO) for each event. Ensures that sanitation standards are met for food handling, preparation, storage, and equipment handling at all times. Maintains and adheres to cleaning schedule on a weekly, monthly, and annual basis. Participates in monthly inventory process, including taking inventory of all food products and providing inventory counts to the Executive Sous Chef for entry into the Food Track computer system. Prepares all food requisitions necessary to complete BEOs and presents to the Chef for approval. Accurately enters information into the Food Track system. Receives and checks all orders for accuracy and ensures proper storage. Responsible for managing all china, glass, silver, and all large and small wares within the Banquet operation. Maintains a physical presence at events until all courses have been served and clean-up/leftover storage instructions have been completed or delegated to a responsible subordinate. Presents self at all events in a professional manner and in appropriate attire as required. Other related duties as assigned.

Job Requirements: High School diploma or equivalent combination of training and/or experience required. * Minimum four years relevant catering, restaurant, or culinary experience required. * Minimum one year supervisory experience required. * Proven ability to creatively plan and develop menus required. * Strong interpersonal and communications skills. * Food service sanitation certification as required by city, county, and state within 30 days of hire. * Ability to work independently with little supervision. * Knowledge of menu concepts, quality food preparation, and production techniques. * Must be able to communicate in an effective manner. * Detail-oriented, good organizational skills, and a high level of accuracy required. * Outstanding customer service skills required. Proven ability to maintain customer satisfaction under pressure or with deadlines. * Must be able manage multiple tasks and complete and follow through tasks independently. * Valid driver's license required. Illinois residents must obtain/possess a valid Illinois license within 90 days of hire. * This temporary position requires evening and weekend hours. The desirable or preferred qualifications: * Completion of at least two years of culinary school preferred. * Experience in Microsoft Outlook helpful, but not required. * Multilingual ability, Spanish fluency a plus.
Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/careers. Please look for requisition number 1051BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 07/30/2016
Job ID: 4508890
Job Title: Delivery Driver
Company: Williams Delivery Service
Job Type: Internship, Part Time
Location: Chicago, IL
Salary: $12.00 - $15.00 per hr. BOE

Job Description: We need a dependable, articulate, and friendly people person with great customer services and has a vehicle for light downtown deliveries for part-time (12:30 - 4:30 pm) independent contractor work Monday thru Friday. Must have proof of vehicle insurance. No experience is necessary but it is a plus. The salary $12.00 hr. without experience (internship) and $15.00 with experience.

Application Instructions: Please call to make an appointment and apply.
Contact: Tony Williams
Address: 401 Williams Avenue Suite #5531, River Forest, IL 60305
Phone: (708) 243-0861

Expires: 07/30/2016
Job ID: 4512247
Job Title: Maintenance Trainee
Company: Rochelle Foods
Job Type: Full Time
Location: Rochelle, IL 61068
Salary: $19.74/hour

Job Description: Rochelle Foods LLC, as subsidiary of Hormel Foods Corp., has immediate openings for maintenance trainees in the Rochelle, Illinois Plant. Successful candidates will be enrolled in an Automated Industrial Tech program at a Community College and would work full time in the Rochelle Foods maintenance department training on the job.

Application Instructions: Interested candidates please send resume to slelliott@hormel.com
Contact: Elvia Rodriguez
Expires: 08/25/2016
Job ID: 4509366
School Job ID: MVCC
Job Title: Senior Planner
Company: Metra
Job Type: Full Time
Location: Chicago, IL 60601
Salary:
Job Description: Posting No. 489 Posting Period: April 22, 2016 - Until Filled Applicant screening will begin Immediately Summary of Duties The Senior Planner will perform planning activities in support of Metra's strategic planning efforts and other regional, corridor, and station planning studies of the Metra rail system including planning for major capital expansion projects. Responsible for leading commuter rail planning studies and managing Metra involvement in Transit Oriented Development (TOD) and related studies. Perform statistical, geographic and other quantitative and qualitative analysis. Oversee the development of commuter rail planning reports. Lead the development of various proposals, initiatives, and responses to regulatory guidelines. Manage Metra involvement in various planning studies and on related committees. Participate in and executes elements of commuter rail planning studies involving a wide range of transportation planning and policy analysis issues. Part of leadership of Metra spatial and mapping data, including establishing standard practices for their use. Manage the development of applications for competitive funding sources. Oversee large independent planning study efforts with a significant level of autonomy. Provide analytical or other support to other departments and/or divisions within Metra. Performs other related duties as assigned to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Must have a Bachelor's degree in Urban, Regional, and Transportation Planning, Business Administration, Geography, Economics, Statistics, Applied Mathematics or related discipline. Master degree preferred. 2. Must have four (4) years' experience of hands-on experience with statistical analyses, other quantitative analyses, geographic analysis, data management or travel demand forecasting. Some experience should include significant project/task management. 3. Experience with Geographic Information Systems (GIS) required. 4. Experience with both quantitative and qualitative methods required. 5. Must be able to read and interpret technical materials. 6. Excellent analytical, verbal and written communication skills. 7. Proficient in Microsoft Office Suite, specifically Word, Excel, and PowerPoint. 8. American Institute of Certified Planners (AICP) preferred. 9. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical
examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrar.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrar.com

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

Expires: 12/31/2016
Job ID: 4510426
Job Title: Caregiver
Company: Autumn Leaves
Job Type: Full Time, Part Time
Location: IL
Salary:

Job Description: The Caregiver is responsible for providing professional, compassionate, and quality care for all residents. ESSENTIAL DUTIES AND RESPONSIBILITIES: - Assists residents with activities of daily living (ADL's). - Implements and supports resident care plan. - Provides for the residents' physical care including lifting, bathing, performing hygiene tasks, toileting, assisting with meals, and other tasks. - Transfers residents in and out of beds, baths, wheelchairs, and/or automobiles. - Changes bed linens, washes and irons resident's laundry, and assists to maintain tidiness of residents' bedrooms, closets, and dresser drawers. - Facilitates and/or participates in resident group activities and resident care conferences. - Engages residents in meaningful conversation and activities related to their individual interests. - Assists with resident room, bathroom, and common area cleanliness, overall facility, and other housekeeping duties as needed. - Maintains professional approach to responsibilities (uniform, start times, absenteeism, confidentiality, communication with residents, family members, other staff members and vendors, and daily work responsibilities). - Promptly responds to all resident care needs. - Supports new resident welcome and assimilation process. - Monitors residents for changes in condition and reports changes to leadership, if delegated to do so by licensed nurse. -
Completes incident reports for any incidents occurred on assigned shift. - Responds to all emergency situations. - Performs other duties as assigned.

**Job Requirements:** Autumn Leaves is a 24 hours a day 7 days of week operations. We currently have 3 shifts available: 1st: 5:45am - 2 pm 2nd: 1:45pm - 10pm 3rd: 9:45pm - 6am

Autumn Leaves has 10 communities through out the Chicagoland area. Crystal Lake, Vernon Hills, Gurnee, South Barrington, Arlington Heights, St. Charles, Bolingbrook, Orland Park, Oswego and Glen Ellyn.

**Application Instructions:** Please apply online at autumnleaves.com. Please click on careers; then click on view job postings and apply online.

**Contact:** Autumn Leaves
**Address:** 1900 E Golf Road Suite 600, Schaumburg, IL 60173
**Phone:** 224-343-3525

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**Expires:** 12/31/2016
**Job ID:** 4510433
**Job Title:** Nurses
**Company:** Autumn Leaves
**Job Type:** Full Time, Part Time
**Location:** IL
**Salary:**

**Job Description:** Provides skilled nursing care for assigned residents according to established standards and practices relating to basic nursing, restorative, and personal care services; where quality assurance, resident safety, and infection control are inherent responsibilities of the position. ESSENTIAL DUTIES AND RESPONSIBILITIES: - Communicates resident health problems, situations, changes and incidents to nursing leadership and the residents’ responsible party as directed. - Ensures that staff observes residents for significant changes, adverse reactions, emesis, drainage, bleeding and any post-operative changes and communicable diseases. - Ensures that resident's needs are met or fulfilled. - Prepares, administers and charts the administration of prescribed medications; documents effectiveness and adverse reactions. - Processes daily physician orders. - Reviews all MARs on a daily basis. - Ensures residents medication supply is maintained on a daily basis, i.e. re-ordering refills and/or new orders. - Ensures and performs personal comfort activities such as giving bed bath or shower or assisting with bath or shower. Observes skin and pressure areas; assists with personal hygiene services such as oral hygiene, hair care, nail care, shaving, dentures, eye wear and makeup, etc. - Prepares for and participates in care conferences. - Prepares and monitors residents for meals, and between-meal nourishments; assists in positioning; sets up table; personally feeds residents if necessary. - Responds to nurse call and paging systems; monitors residents to ensure the resident remains clean, dry and comfortable by changing clothes, gowns, linens, dressing as necessary; provides clean water and refreshments, assists in keeping the room clean and neat by straightening and replenishing person supplies. - Ensures that bedfast residents are repositioned at predetermined intervals; assists with skin care and treatments as assigned; assists and positions residents into and out wheelchair, bed, stretcher, and stationary chair using proper
body mechanics and staff assistance according to written procedures and ambulates residents. - Monitors resident safety on a continuing basis, seeks assistance in emergencies, assists family members in times of stress or crisis, perform established notification procedures during emergency situation. - Takes and records at predetermined intervals vital signs such as temperature, pulse, respiration weight and blood pressure, measures intake. Collects sputum, urine, and stool, discharge drainage and other specimens as ordered. - Performs periodic cleaning duties, maintains orderliness of the nurse's station; collects and disposes of contents in trash containers. - Works cooperatively with members of the care team, maintains effective interdepartmental and interpersonal relations residents, staff and visitors, avoid unnecessary noise. - Completes incident reports report before the end of the shift and takes appropriate action. - Performs other administrative duties such as answering phones and other related duties. - Participates in all new resident admissions. - Sets priorities in implementing resident care. - Assists nursing leadership to ensure shift runs well in supervisor's absence. - Performs other duties as assigned.

**Job Requirements:** Completion of a Professional Nursing Program, approved by the state of which you are employed, and licensed to practice as a licensed or registered nurse. Autumn Leaves is a 24 hours a day 7 days of week operations. We currently have 3 shifts available: 1st: 5:45am - 2 pm 2nd: 1:45pm - 10pm 3rd: 9:45pm - 6am Autumn Leaves has 10 communities throughout the Chicagoland area. Crystal Lake, Vernon Hills, Gurnee, South Barrington, Arlington Heights, St. Charles, Bolingbrook, Orland Park, Oswego and Glen Ellyn.

**Application Instructions:** Please apply online at autumnleaves.com. Please click on careers; then click on view job postings and apply online.

**Contact:** Autumn Leaves
**Address:** 1900 E Golf Road Suite 600, Schaumburg, IL 60173
**Phone:** 224-343-3525

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

https://www.collegecentral.com/triton