Job ID: 4525975
Job Title: Program Support Assistant
Company: Office for Civil Rights - U.S. Department of Education
Job Type: Full Time
Location: Chicago, IL 60661
Salary: 47,634 to 63,221 per year

Job Description: This position is located in the U.S. Department of Education, Office for Civil Rights (OCR), Chicago, IL. The incumbent performs the full range of administrative, clerical and technical program support functions which facilitate the overall accomplishment of OCR’s mission and goals. Incumbent will review all incoming correspondence and determine proper action. Prepares and reviews outgoing correspondence and reports for proper format, accuracy, and coordination of facts in accordance with established policy. Edits or reviews correspondence. Responds to information requests on topics related to the mission, products, or services of the organization. Explains resources, services, and administrative processes to clients by correspondence or on agency-specific forms(s). Based on the subject matter, provides referrals to appropriate point of contact. Supports Freedom of Information Act (FOIA) functions. Coordinates meetings and conferences. Establishes and maintains files, prepares correspondence, and maintains office supplies. Compiles information and provides a status of various program activities and analyzes data.

Job Requirements: See the announcement found at the USA Jobs website: https://www.usajobs.gov/GetJob/ViewDetails/437221000/
Application Instructions: Follow the instructions listed in the announcement found at the USA Jobs website: https://www.usajobs.gov/GetJob/ViewDetails/437221000/
Contact: Sonja Stuart
Address: 500 W. Madison St. Suite 1475, Chicago, IL 60661
Email: sonja.stuart@ed.gov

Expires: 05/15/2016
Job ID: 4518146
Job Title: Social Media Coordinator, Multi-lingual
Company: Design Code Build
Job Type: Internship, Part Time
Degrees Wanted: None Required
Job Target: Any Job Target
Location: On Campus
Salary: $15/hr
Job Description: Do you pride yourself on your Facebook, Instagram and twitter likes / regrams / favorites, and retweets? We are looking for a social media savvy intern to help us
spread the word about our amazing tech summer camps for kids: http://designcodebuild.com

We’re looking for someone with interest and experience in marketing who can write authentically about tech in a fresh, friendly voice that appeals to both parents and kids. The ideal candidate is a clever storyteller, and has a good eye for compelling images that are nonetheless able to be cleared for our promotional purposes. We are looking for candidates who can speak and write in any / all of these languages: Mandarin Chinese, French, Spanish

Work hours are flexible, and you can work from our office or from home. We look forward to hearing from you!

**Application Instructions:** Please send us your resume or CV and a cover letter telling us a little about yourself and why you are interested in this position. Please also include any social media accounts that either you have created, or that you think have the right tone for what we are trying to do. Take a look at our facebook at http://facebook.com/designcodebuild.

**Contact:** Catherine

**Address:** 416 13th Street, Suite 200, San Diego, CA 92101

**Phone:** 818-795-7184

**Email:** catherine.eng@designcodebuild.com

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**Expires:** 05/21/2016

**Job ID:** 4519492

**Job Title:** Mechanical Engineering Technician

**Company:** TMA (The Technology & Manufacturing Association)

**Job Type:** Full Time

**Location:** Addison, IL 60101

**Salary:** Negotiable - Salary

**Job Description:** We are hiring a Mechanical Engineering Technician! This position works in a team with Engineers and skilled Machinists. This position is responsible and involved in many activities in the design and production of custom equipment and precision machined parts. Responsibilities include preparing detail drawings of parts, components, or assemblies. Use Solidworks to prepare models, drawings, instructions, and other documentation for customer projects. Requires use of a variety of standardized drawing techniques, measurement conversions, and precision measuring instruments. Ideal candidates enjoy working in a team environment, like a fast-pace, and the chance to work on a variety of equipment and industries. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

https://tma.prevueaps.com/jobs/26651-17662.html

**Job Requirements:** Min Experience: 1 year of training/experience in CAD Min Education: High School/GED

**Application Instructions:** For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/26651-17662.html

**Contact:**
**Apply Online:** https://tma.prevueaps.com/jobs/26651-17662.html

**Expires:** 05/21/2016

**Job ID:** 4521353

**Job Title:** Field Sales Representative

**Company:** Natural Balance Pet Foods Inc.

**Job Type:** Part Time

**Location:** Arlington Heights, IL 60005

**Salary:**

**Job Description:** Do you love pets? Love to share and listen to pet stories? Do you thrive in a retail sales environment? Are you passionate about your pets and what you feed them? Then, this is the job for you! We are looking for applicants in the Arlington Heights, IL area (zip codes of 60004, 60005), who are available to work part time. This is an entry level position, $12/hour. This Part Time Field Sales Representative position will: * Approach and engage in conversations with pet parents, telling the Natural Balance, Inc. brand story. * Ask questions to determine the best Natural Balance, Inc. brand product for their pet, make a solid product recommendation, and close the sale. * Influence the purchase of Natural Balance, Inc. brand products by educating pet parents on the ingredients and benefits to dogs and/or cats. * Develop positive relationships with pet parents and all store personnel to generate good will and position Natural Balance, Inc. as the store personnel's preferred in-store brand.

**Job Requirements:** The ideal candidate must have the ability to: * Work a minimum of 3 out of every 4 weekends per month, with some week day availability dependent on local market needs. * Work part time hours dependent on local market needs. * Work double shifts (work multiple locations in the same day) as assigned and when deemed necessary. * Work with minimal supervision and be accountable. * Travel to pet stores is required, therefore must have a current valid driver's license. * Access to a mobile phone. * Access to high speed internet for websites, webinars, emails, and viewing Word documents. * Lift a minimum of 40 lbs. comfortably. * Stand continuously for up to 4 hours or longer. * Kneel, bend, reach, lift display tables and Natural Balance Inc. products, including bags of food. BASIC SKILLS AND REQUIREMENTS * Sales and/or customer service experience. * Knowledgeable of basic merchandising principles * Strong interpersonal skills and excellent relationship building skills. * Demonstrated ability to exercise good judgment/decision making. * High School diploma or equivalent * Current valid driver's license

**Application Instructions:** please email your resume to CarolE@naturalbalanceinc.com

**Contact:** Amy Murphy

**Address:** 100 N First Street, Burbank, IL 60005

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**Job ID:** 4518863

**Job Title:** Physical Therapy Tech

**Company:** Midwest Physical Therapy CTR, LTD

**Job Type:** Part Time
**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  

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**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  
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

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Expires: 06/01/2016  
Job ID: 4519191  
Job Title: A/R Clerk  
Company: The Hire Solution  
Job Type: Full Time  
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
Job Title: Vice President of Marketing
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors, MBA
Majors Wanted: Business Management, Marketing Management
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary: 190,000 ? 230,000 (INCL.BONUS)

Job Description: As the VP of Marketing responsibilities include but are not limited to: working closely with the VP of Product Management to provide all marketing activities related to new products/product features in support of a successful new product launch; developing an annual marketing plan in support of organizational strategy and objectives; providing leadership and support for the design, development and implementation of products and services in the company roadmap. Finally, the VP of Marketing will oversee and direct market research, industry award applications, competitor analyses and customer service and retention monitoring processes and initiatives.

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

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

Expires: 06/01/2016
Job ID: 4519255
Job Type: Full Time
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: 06/01/2016  
Job ID: 4519278  
Job Title: Digital Engagement Brand Ambassador  
Company: XSELL Technologies  
Job Type: Part Time  
Location: Chicago, IL 60607  
Salary: $10.00 an hour  
**Job Description:** Provide Digital Engagement services via phone and or chat to existing and prospective customers regarding sales and service.  
**Contact:** Kevin Jones  
**Address:** 315 N. Racine 2nd Floor, Chicago, IL 60607  
**Phone:** 404-618-1818  
**Email:** kevin.jones@xselltechnologies.com

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Expires: 06/01/2016  
Job ID: 4519983  
Job Title: Data Input Operator  
Company: International Health Management Associates, Inc.  
Job Type: Seasonal  
Location: Schaumburg, IL 60173  
Salary:  
**Job Description:** -Scan and verify forms per SOP -Upload data to SQL Server using the Telexfer utility program -Generate reports on the Data Input process -Maintain the Data Input systems components & applications -Maintain SOP's as directed -Assist in Designing new forms as directed
Application Instructions: Please email resume to rkhayat@ihmainc.com
Contact: Robin Khayat
Address: 2122 Palmer Dr., Schaumburg, IL 60173
Phone: 847-303-5003
Fax: 847-303-5601
Email: rkhayat@ihmainc.com

Job ID: 4521526
Job Title: Room Attendant - Holiday Inn
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: 10.50

Job Description: In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Job Requirements: Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

Application Instructions: Please apply online. Use keyword search R119783 or R119784
Contact: Raquel Rhea
Address: Holiday Inn Chicago O'Hare Rosemont 10233 W. Higgins Rd, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 06/02/2016
Job ID: 4521667
Job Title: Guest Service Associate/Valet Attendant
Company: Parking Management Company
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management
Job Target: Any Job Target
Location: Evanston, IL 60201
Salary: 7.00/hr
Job Description: Explain the parking options Assist guests with luggage Keep up to date inventory Manage the parking of up to 100+ vehicles Work in a close team environment Requires first rate communication skills
Job Requirements: Must be able to lift luggage for long amounts of time during the shift. Must be able to stand for long amounts of time during the shift. Must be able to run/jog for long amounts of time during the shift.
Application Instructions: On the employment page there is a list of open positions for the company around the country. Choose the job opening in Evanston for valet and bellstaff.
Contact: Anselmo Heath
Address: 306 42nd Avenue, N, Nashville, TN 37209
Phone: 9127559291
Email: mheath@parkingmgt.com
Apply Online: http://parkingmgt.com/employment

Expires: 06/02/2016
Job ID: 4521772
Job Title: Delivery Driver - Naperville
Company: Lou Malnati's
Job Type: Full Time, Part Time
Location: Naperville, IL 60540
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 driver’s 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 131 W Jefferson Ave, Naperville or online!

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

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**Expires:** 06/02/2016  
**Job ID:** 4521789  
**Job Title:** Secretary / Office support  
**Company:** Controlled Environment Testing & Balancing  
**Job Type:** Part Time  
**Location:** Schaumburg, IL 60173  
**Salary:** Starting at $12.00/ hour  
**Job Description:** Typing, filing and answering the phone. Knowledge of Excel and Word is a plus.  
**Contact:** SAM DAOU  
**Address:** 1350 Remington road Suite U, Schaumburg, IL 60173  
**Phone:** 8474908400  
**Fax:** 8474904303

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**Expires:** 06/02/2016  
**Job ID:** 4521818  
**Job Title:** Bus Staff - Naperville  
**Company:** Lou Malnati’s  
**Job Type:** Full Time, Part Time  
**Location:** Naperville, IL 60540  
**Salary:** Hourly Wage + Tips  
**Job Description:** Responsibilities include but are not limited to: ~ Prepare, set and clean tables according to Malnati standards. ~ Wrap leftovers for customers. ~ Clean dining room, walls, furniture, ceilings etc. ~ Provide assistance to our dining room servers when necessary. ~ Any other responsibilities as may be assigned. Qualifications: ~ Ability to work varied hours/days including holidays. ~ Ability to work extra days and hours when circumstances require. Benefits: ~ Paid training. ~ Competitive pay. Hourly wage plus tips and delivery fee. ~
Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!). ~ Free meals while working, 50% discount on food when not working. ~ Full-time and part-time hourly non-exempt employees receive Holiday Pay. ~ Safety rewards. ~ Family culture and fun work environment!

**Application Instructions:** Please apply in person at 131 W Jefferson Ave, Naperville or online!

**Contact:** Amy Petty  
**Address:** 3685 Woodhead Drive, Northbrook, IL 60062  
**Phone:** 847-562-1814  
**Apply Online:** [http://www.loumalnatis.com/application-form](http://www.loumalnatis.com/application-form)
Expires: 06/02/2016
Job ID: 4522433
Job Title: Help Desk Analyst
Company: Tie National, LLC
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Computer Information Systems, Computer Maintenance, Computer Science, Computerized Tomography
Job Target: Any Job Target
Location: Aurora, IL 60502
Salary:

Job Description: * Answer phone lines and emails coming into the helpdesk in a timely and professional manner * Triage all calls to determine if the problem can be solved during initial call (basic programming, connectivity, etc.) and/or dispatch local subcontractors to complete onsite tasks * Initiate, track and manage service orders using CRM software * Escalate managed service orders and work with appropriate teams and personnel for resolution * Provide installation, maintenance and technical support for installed customer provisioned equipment to end users * Provide communication between customers and service providers for billing/service inquiry resolution * Some sales of technical products to existing customers * Update billing in CRM with services rendered.

Job Requirements: Qualified candidates should know how to address telecommunications and data networking issues. * 2-3 years' experience in the Telecommunications or Information Technology * Experience in troubleshooting and customer support is a required. * Knowledge of PBX, and Square Key telephone systems as well as VoIP, PC operating environments, and mobile operating environments is a plus. * High School diploma or equivalent, (Bachelor's Degree in Computer Science Preferred) * Excellent verbal and written communication skills * Possesses positive attitude and desire to help others. * Must be able to work flexible hours, Helpdesk is open 7 am to 7pm, Monday - Friday and 8 am to noon on Saturdays. * Must be willing to be on call which requires a computer with internet access at home. * Demonstrates exceptional problem solving and analytical skills. * Aptitude to independently troubleshoot new software and technologies as they emerge * Excellent customer service skills. * Ability to handle pressure and work in fast pace high volume environment.

Contact:
Address: 2280 White Oak Dr Suite 208, Aurora, IL 60502
Email: swuethrich@tienational.com

Expires: 06/02/2016
Job ID: 4522858
Job Title: Part Time Legal Secretary/Paralegal
Company: AMC Legal, P.C.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Office Assistant, Paralegal Studies
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
Email: allison@amclegal.net

Expires: 06/02/2016
Job ID: 4522894
Job Title: Part Time Sales Specialist
Company: Vilebrequin
Job Type: Part Time
Location: Rosemont, IL 60018
Salary:

Job Description: Position Overview: A Vilebrequin Sales Specialist is responsible for understanding the mindset of the Vilebrequin brand and strives to bring it to life every day. Each Specialist must provide attentive and knowledgeable assistance to ensure the highest level of customer service. Core Responsibilities: -Upholds luxury clienteling standards to provide the best customer experience -Consistently executes merchandising and maintenance standards. -Strives to stay current on all products in order to successfully assist customers -Demonstrates effective communication with customers, coworkers, and managers -Maintains sales floor, stock room, fitting rooms, and cash wrap -Performs register transactions in according with POS guidelines - handles cash and provides change without error -Stays aware of store targets and actively works to exceed those by using resources available -Assists with sending/receiving shipments of merchandise -Leads by example and positively influences others Qualifications: -
Ability to demonstrate strong customer service skills both on and off sales floor -Strong attention to detail -Reliability and consistent attendance and punctuality -Ability to work a flexible schedule including nights and weekends as business dictates -Previous experience in luxury retail preferred Benefits Include: -401K -Weekly Bonus Structure -Employee Discount -Performance-based opportunities for advancement

Contact:
Apply Online:

Expires: 06/02/2016
Job ID: 4522948
Job Title: Communications Manager for Fast Growing Promo Company
Company: Quality Logo Products, Inc.
Job Type: Full Time
Location: Aurora, IL 60506
Salary: 35000

Job Description: We are experts in the field of promotional products (that means we sell personalized items like the pens, stress balls, or sports bottles you see companies giving away). We are currently looking for a Communications Manager who will be responsible for writing and editing articles for our award-winning marketing blog, managing public relations activities, and coordinating social media outreach. We invest HEAVILY in all forms of content and want to use this position to renew our commitment to original reporting and fresh customer driven content marketing ideas. Ideal candidates will have an above-average grasp of the English language, a Journalism or Marketing background, and be able to write clear, concise, relevant, readable, and grammatically-correct copy in a promotional/advertising context. They need to be a proven self-starter who is also familiar enough with marketing or branding that they can hit the ground running when hired. Being plugged into pop-culture is also a plus. If you live for Marvel movies, browse Buzzfeed frequently, and/or know what house you'd be in Westeros, we want to hear from you. Responsibilities: * Write long, well-researched articles for the company blog, including generating ideas and fostering them to completion. * Write a variety of content: short social media copy, product descriptions, email marketing copy, etc. * Interview industry experts and others for original content/reporting purposes. * Manage and maintain relationships with bloggers, thought leaders, and others. * Edit and proofread company communications. * Collaborate with other team members and freelancers as needed to complete projects and meet deadlines. * Monitor various company social networks while engaging with fans, sharing relevant articles and updates, and providing occasional customer service. Our Offering: * A great office atmosphere and a team that values talent, integrity, and hard work. * Flexible work schedule with vacation days, paid holidays, and sick days. * Health/Dental/Vision/Life/Disability Insurance. * Snacks. Lots of snacks. JOB SNAPSHOT Base Pay - 35/45 (Competitive and Various Depending on Experience) Other Pay - Company matched IRA Employment Type - Full-Time Job Type - Marketing, Writing & Journalism
Experience - 3 to 5 years Manages Others - No Industry - Advertising, Internet - E-Commerce, Sales - Marketing Required Travel - No

**Job Requirements:** * Bachelor's degree in Marketing, Journalism, Writing, or Communications required. * 3-5 years of writing about marketing, branding, and/or business strongly preferred. * Advanced knowledge of Journalism skills: interviewing, investigating, etc. * Strong oral & written communication skills. * Basic knowledge of SEO writing is preferred. * Familiarity with social media, including but not limited to, Facebook, Twitter, LinkedIn, Pinterest, and YouTube. * Experience with the Adobe Creative Suite and content management systems preferred. * Outgoing personality & ability to hold and maintain conversations strongly preferred.

**Contact:** Bret Bonnet

**Address:** 724 N. Highland Ave., Aurora, IL 60506

**Phone:** 6308961627

**Fax:** 6308961627

**Email:** bret@qualitylogoproducts.com

**Expires:** 06/02/2016

**Job ID:** 4522969

**Job Title:** Copywriter / Editor for Major Marketing Company

**Company:** Quality Logo Products, Inc.

**Job Type:** Full Time

**Location:** Aurora, IL 60506

**Salary:** $35000

**Job Description:** We are experts in the field of promotional products (that means we sell personalized items like the pens, stress balls, or sports bottles you see companies giving away). We are currently looking for a Copywriter and Editor who will be responsible for writing and editing articles for our award-winning marketing and branding blog, along with short form content like product descriptions and social media updates. We invest heavily in content and want to use this position to renew our commitment to original reporting and fresh ideas. Ideal candidates will have an above-average grasp of the English language, a Journalism or Marketing background, and be able to write clear, concise, relevant, readable, and grammatically-correct copy in a promotional/advertising context. Being plugged into pop-culture is also a plus. Responsibilities: * Write long, well-researched articles for the company blog, including generating ideas and fostering them to completion. * Write a variety of content: short social media copy, product descriptions, email marketing copy, email templates, etc. * Edit and proofread team blog posts and company documents. * Collaborate with other departments as needed to complete projects and meet deadlines. * Ability to document and analyze credible citations for blog posts and internal research projects. * Ability to maintain and manage a content calendar. Our Offering: * A great office atmosphere and a team that values talent, integrity, and hard work. * Flexible work schedule with vacation days, paid holidays, and sick days. * Health/Dental/Vision/Life/Disability Insurance. * Snacks. Lots of snacks. JOB
SNAPSHOT Base Pay - 35,000-50,000 (Depending on Experience) Other Pay - Company matched IRA Employment Type - Full-Time Job Type - Marketing, Writing & Journalism Experience - 3 to 5 years Manages Others - No Industry - Advertising, Internet - E-Commerce, Sales - Marketing Required Travel - None

**Job Requirements:** Qualifications: * Bachelor's degree in Marketing, Journalism, Writing, or Communications required. * 3-5 years of "business" writing * High skill levels in both editing and proofreading. * Able to thrive in a fast-paced, deadline-driven environment. * Creative problem solver who seeks answers. * Strong oral & written communication skills. * Basic knowledge of SEO writing is strongly preferred. * Proficiency using Microsoft Office Suite, particularly Excel and Office. * Experience with WordPress preferred, but not required.

**Contact:** Bret Bonnet  
**Address:** 724 N. Highland Ave., Aurora, IL 60506  
**Phone:** 6308961627  
**Fax:** 6308961627  
**Email:** bret@qualitylogoproducts.com

Expires: 06/02/2016  
**Job ID:** 4522985  
**Job Title:** Graphic Designer Extraordinaire  
**Company:** Quality Logo Products, Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Visual Communication - Graphic Design/Graphic Arts  
**Job Target:** Any Job Target  
**Location:** Aurora, IL 60506  
**Salary:** 40000  
**Job Description:** We are experts in the field of promotional products (that means we sell personalized items like the pens, stress balls, or sports bottles you see companies giving away). We are currently looking for a Graphic Designer to provide creative solutions, create effective original visual content, and improve our brand appearance. QLP invests heavily in original content and we need a person who can help take our company's creative design output to the next level. Ideal candidates will have a background in graphic design and production, with experience in developing and delivering effective visual content. They should be able to provide examples of creative work for campaigns and initiatives in which they were responsible. Candidates should also have experience working across departmental teams, staying aligned to a content calendar, and remaining flexible for ad hoc projects. Candidate will be responsible for bringing concepts to life across multiple platforms, including, but not limited to social and web properties, blogs, and advertising creative. Please look at the Quality Logo Products YouTube channel or other social media properties to get a better feel for our brand voice and current design capabilities: --------------------- Blog: http://www.qualitylogoproducts.com/blog/ Facebook: https://www.facebook.com/QualityLogoProducts Twitter:
Please submit a portfolio (as attachment or link) when submitting application for this position.

Responsibilities:
- Conceptualize, create, and deliver digital graphics as needed for the website, e-mail blasts, and other multimedia.
- Assist with creation and maintenance of company brand/style guide, voice and tonality.
- Stay current with web, design, email marketing and advertising trends to push the brand forward and maintain relevancy.
- Liaise with other departments and third party contractors as needed to ensure project completion.

Our Offering:
- A great office atmosphere and a team that values talent, integrity, and hard work.
- Flexible work schedule with vacation days, paid holidays, and sick days.
- Health/Dental/Vision/Life/Disability Insurance.
- Snacks. Lots of snacks.

JOB SNAPSHOT
- Base Pay: $40,000.00
- Other Pay: Company matched IRA
- Employment Type: Full-Time
- Job Type: Graphic Designer
- Experience: 1 to 3 years
- Manages Others: No
- Industry: Advertising, Internet - E-Commerce, Sales - Marketing
- Required Travel: None

Job Requirements:
Qualifications:
- Bachelor's Degree in Graphic Design, or equivalent combination of education, training and experience in a related field. We care less about your degree than we do your portfolio of work!
- A portfolio that demonstrates your skill across a variety of mediums and platforms; UI / UX experience a plus.
- Strong graphic design and asset creation experience.
- Proficiency with full Adobe Creative Suite.
- Strong sense for typography, composition, and color.
- Excellent oral, written, and interpersonal communication skills.

Contact: Bret Bonnet
Address: 724 N. Highland Ave., Aurora, IL 60506
Phone: 6308961627
Fax: 6308961627
Email: bret@qualitylogoproducts.com

Expires: 06/02/2016
Job ID: 4523045
Job Title: Dental Assistant - Chicago
Company: PrimeSource Healthcare
Job Type: Full Time
Degrees Wanted: Diploma
Location: Chicago, IL 60623
Salary: Commensurate with experience

Job Description: The Dental Assistant implements the philosophy, policy, procedures, systems and strategic goals set forth by the company team while maximizing the highest standards of patient care and customer service to assigned long-term care facilities. This is accomplished by establishing a good working relationship with PrimeSource affiliated physicians. The Dental Assistant hired for this position will have full responsibility for managing, maintaining and driving our Mobile Dental Clinic to our client nursing home facilities.

RESPONSIBILITIES:
- Working under the supervision of our on-site dentist
- Traveling throughout the state of Illinois.
Fifty (50%) of the travel could include overnights. Lodging and meal allowance provided for overnight stays * Working through challenges associated with establishing this new service in the State of Illinois * Reviewing patient chart prior to doctor arrival and logging appropriate patient data during exam and treatment, as well as, transcribing doctor notes in EMR software. Verifying patient health history (basic health review, medications, understanding the impact with dentistry) * Taking accurate and high quality x-rays * Performing efficient and accurate procedures to help maintain our doctor's schedule and patient flow; maintain time flexibility for a patient; be present, engaged and ready to work * Sterilizing equipment, instruments and operatory per OSHA guidelines * Maintaining the Mobile Clinic inventory and Mobile Unit maintenance

**Job Requirements:** * Education: High school graduate, or GED, AA degree in Human Relations or Healthcare, CNA, CMA, or related field or equivalent work experience preferred. Dental Assistant Certification in Radiology is highly preferred. * Valid Driver's License * Clean driving record * Ability to carry, push and pull up to 50 pounds * Able to pass drug screen, employment and criminal background check * Ability to work as a team player, have mutual respect for team, partner with team to create an exceptional experience for the patient PRIMESOURCE PROVIDES: * Company vehicle * Gas card * Navigation device * Cellular phone * Tablet PC with EMR software * Fax and fax line * KaVoKlave PRIMESOURCE OFFERS AN EXCELLENT BENEFITS PACKAGE FOR FULL-TIME ASSOCIATES, WHICH INCLUDES: * 3 Humana Health Plan options * Dental Insurance * Vision Discount Program * Eyeglasses and contact lenses at cost * 401K with matching contributions and immediate vesting * 10 paid holidays * 10 vacation days each year for the first five years * 5 personal days * Time off for bereavement and jury duty * Flex Spending * Medical * Dependent Care * Travel * Company-paid life insurance policy * Company-paid Short Term Disability * Long-term disability available * Employee Assistance Program

**Application Instructions:** How to Apply To apply for this position, send your resume to Karen Moran, kmoran@pshcs.com. Use "Dental Assistant [CHICAGO, IL]" as your subject line. In the body of the email, include salary requirements and your most recent rate of pay. If you do not have a resume, you can submit an online application, or download a pdf application to fax back to us at 847-267-9447.

**Contact:** Karen Moran  
**Address:** 2100 Lake Cook Rd., Suite 1100, Buffalo Grove, IL 60089  
**Phone:** 847-580-5912  
**Fax:** 847-267-9447  
**Apply Online:** http://careers.primesourcesystems.com/dental-assistant-chicago-il/

**Expires:** 06/02/2016  
**Job ID:** 4523057  
**Job Title:** Dental Hygienist - FT with Benefits - Chicago  
**Company:** PrimeSource Healthcare  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma
Location: Chicago, IL 60623
Salary: Commensurate with experience
Job Description: Our exceptional growth has created an immediate need for traveling dental hygienists. You will provide the personalized care, PrimeSource Healthcare will provide everything else, including: * Patient scheduling * Medical records and patient files maintenance * Medical coding, billing and collections * Company car or a mileage allowance * Portable equipment and supplies, including scrubs, GPS unit, cell phone, etc. * RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: * Providing off-site testing, diagnostic services and recommendations * Administering patient's dental healthcare and patient education * Maintaining clinical records and charts as specified by the company * Performing all services and duties in a manner consistent with company policies, procedures, processes, and quality standards * Recognizing and responding to needs and age-specific parameters of older adults *
Job Requirements: * Entrepreneurial, self-starter attitude * Excellent written, verbal, interpersonal and organizational skills * Basic computer skills * Valid driver's license * PRIMESOURCE WILL PROVIDE: * Company vehicle * Gas card * Navigation device * Cellular phone * Tablet PC with EMR software * Fax and faxline * KaVoKlave * THE BENEFITS OF WORKING WITH THE LEADER PrimeSource offers an excellent benefits package for all Full-Time Associates, which includes: * 3 Humana PPO Health Plan options * Traditional * Health Savings Accounts * Health Reimbursement Accounts * Dental Insurance * Vision Discount Program * Eyeglasses and contact lenses at cost * 401K with matching contributions and immediate vesting * 10 paid holidays * 10 vacation days each year for the first five years * 5 personal days * Time off for bereavement and jury duty * Flex Spending * Medical * Dependent Care * Travel * Company-paid life insurance policy * Company-paid Short Term Disability * Long-term disability available * Employee Assistance Program
Application Instructions: To apply for this position, send your resume to Karen Moran, kmoran@pshcs.com. Use "Dental Hygienist - Chicago, IL" as your subject line. In the body of the email, include salary requirements and your most recent rate of pay. If you do not have a resume, you can submit an online application, or download a pdf application to fax back to us at 847-267-9447.
Contact: Karen Moran
Address: 2100 Lake Cook Rd., Suite 1100, Buffalo Grove, IL 60089
Phone: 847-580-5912
Fax: 847-267-9447
Apply Online: http://careers.primesourcesystems.com/dental-hygienist-chicago-il/

Expires: 06/02/2016
Job ID: 4523189
Job Title: Building Services Assistant
Company: Des Plaines Public Library
Job Type: Part Time
Location: Des Plaines, IL 60016
Salary: $12.66/hour  
Job Description: Responsible for daily housekeeping, routine building maintenance. Hours: 20 hours per week, Monday - Friday, 10:00 a.m.-2:00 p.m. Flexibility of hours a plus.  
Job Requirements: Minimum qualifications: High School Degree, One year custodial experience, and Valid Driver's License.  
Application Instructions: Visit: www.dppl.org, Download the application to print, complete and submit one of the following ways: Mail To: Carol Kidd Des Plaines Public Library 1501 Ellinwood Street Des Plaines, IL 60016 Scan and Email to: jobs@dppl.org Fax To: 847-827-4161  
Contact: Carol Kidd  
Address: 1501 Ellinwood Street, Des Plaines, IL 60016  
Phone: 847-376-2803  
Fax: 847-827-7974  
Expires: 06/02/2016  
Job ID: 4523232  
Job Title: German translator  
Company: TapeCase Ltd  
Job Type: Full Time, Internship, Part Time  
Location: Wheeling, IL 60090  
Salary: $15/hour  
Job Description: TapeCase is looking for a German translator to help translate product catalog to German  
Contact: Mary Grace Castillo  
Address: www.tapecase.com 420 Northgate Pkwy, Wheeling, IL 60090  
Phone: 847-299-7880  
Fax: 847-299-7880  
Email: marygrace@tapecase.com  
Expires: 06/02/2016  
Job ID: 4523234  
Job Title: IT Operations Specialist  
Company: TapeCase Ltd  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Job Target: Any Job Target
**Location:** Wheeling, IL 60090  
**Salary:**  
**Job Description:** The IT Operations Specialist is the liaison between the departments on a systems basis. Ensure all software/hardware platforms function correctly. Troubleshoot and resolve hardware, connection, printer and software issues. Update network applications as required. Support the continuous improvement of our CRM and Platform (Microsoft Dynamics GP and SalesPad). Assist the data team in continuous improvement of company's website and web applications. Develop tools that will help improve day to day activities of production and office staff. Self-starter, willing to work-through and seek answers to ongoing and new requirements, problem solver. Team oriented, but also independent whenever required.  
**Job Requirements:** Not required but a plus: AutoCAD, Photoshop, Adobe Illustrator  
**Contact:** Mary Grace Castillo  
**Address:** www.tapecase.com 420 Northgate Pkwy, Wheeling, IL 60090  
**Phone:** 8472997880  
**Fax:** 8472997804

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**Expires:** 06/03/2016  
**Job ID:** 4523723  
**Job Title:** Executive Coordinator  
**Company:** Institute of Real Estate Management  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Business Management, Business Support Specialist, Office Assistant  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60611  
**Salary:** $40,000 - $45,000  
**Job Description:** The Institute of Real Estate Management (IREM®) is seeking its next great Executive Coordinator to provide administrative support to our CEO and national officers as well as logistical support related to our national events. This is a highly visible role both inside and outside the organization and requires the right candidate to showcase his/her outstanding organizational and communication skills, attention to detail, and passion to do whatever it takes to get the job done. Some specific responsibilities include: * Maintaining the CEO's calendar, files, and correspondence * Scheduling officer/CEO conference calls and subscribing minutes * Arranging officer and CEO travel and organizing itineraries * Coordinating activities associated with educational programming and speaker logistics related to national events (distributing speaker information and supporting materials, printing session handouts) * Monitoring "Call for Presentation" submissions * Producing annual leadership directory and presidential scrapbook * Assisting with a variety of projects supporting our leadership In return for your skills, we can offer a robust benefits package that includes 100% company paid dental and vision coverage, a flexible work schedule, and casual dress year round. Candidates must have at least 3 years of
experience working with a top executive and the ability to travel to our annual national conference.

Application Instructions: Interested candidates should e-mail their resume to iremhr@irem.org.

Contact: Stacy Prichisky
Address: 430 N. Michigan Avenue 5th Floor, Chicago, IL 60611
Phone: (312) 329-6062
Email: iremhr@irem.org

Expires: 06/03/2016
Job ID: 4524112
Job Title: Part-time Prep Cook/Cook
Company: Luther Village
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Arlington Heights, IL 60004
Salary:

Job Description: A retirement community in Arlington Heights is seeking a part time prep cook/cook. We are looking for an individual to cook daily meals in accordance with local, state and federal food standards. Must be able to prepare meals according to planned menus and in the time allotted. Ensure that our residents, their guests and staff receive high quality, adequate and accurate food. JOB REQUIREMENTS: * One (1) year of experience in commercial, institutional or related volume food preparation * Ability to write, read and communicate in English * Knowledge of food preparation principles * Serve food items on time and at safe temperatures * Knowledge of sanitation procedures * Follow correct food handling practices to prevent illness * Maintain consistency and quality * Assure that consistency and quality measures are being met This is a part time position with multiple AM and PM shifts; 7 day a week availability. Compensation commensurate with experience. Drug testing required.

Application Instructions: Please send resume with salary requirements

Contact: Human Resources
Address: 1250 Village Drive, Arlington Heights, IL 60004
Phone: 847-670-7713
Fax: 847-670-7205
Email: sheumann@luthervillage.com

Expires: 06/03/2016
Job ID: 4524335
Job Title: Preschool and Prekindergarten Teachers  
Company: Primrose School of Algonquin and Primrose School of South Elgin  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: South Elgin, IL 60177  
Salary: $9-12.00 per hour  
Job Description: Full time, co-teaching opportunities available at our South Elgin and Algonquin Primrose Schools. Daily implementation of great curriculum, daily communication with parents and creating a fun, learning environment for young children!  
Job Requirements: Associates or Bachelor’s Degree in ECE or Education, previous experience in a preschool or childcare setting a PLUS!  
Contact: Laura Daniel  
Email: ldaniel@primrosesouthelgin.com

Expires: 06/03/2016  
Job ID: 4524423  
Job Title: CNA's  
Company: Alden Village  
Job Type: Full Time, Part Time  
Location: Bloomingdale, IL 60108  
Job Description: We want skilled / Intermediate care facility for developmentally disabled children and adults. Must be 18 years or older Must be able to write, speak, and read English. Must have completed a CNA course.  
Job Requirements: We offer competitive wages, benefit package, insurance package, great working environment.  
Application Instructions: Send all resumes to fax or email of Laurie.  
Contact: Laurie NA  
Address: 267 E. Lake Street, Bloomingdale, IL 60108  
Phone: (630) 529-3350  
Fax: (630) 529-9866  
Email: vl_administrator@thealdennetwork.com

Expires: 06/03/2016  
Job ID: 4524450  
Job Title: Assistant Teacher  
Company: Wonder Montessori School
Job Type: Full Time, Internship, Part Time
Location: Chicago, IL 60646
Salary: Competitive w/ Reg Raises
Job Description: We currently have assistant teacher openings in our Toddler and Preschool classrooms.
Job Requirements: Assistant Teacher Duties Include:
- Help in maintaining a neat and organized classroom.
- Promote and supervise the healthy emotional, social, intellectual, and physical development of each child.
- Be responsible for the maintenance of all Montessori materials and environment.
- Cleaning responsibilities shared between Assistant and Lead Teachers.
- Communicate clearly and respectively with the Lead Teacher at all times.
- Supervise all activities to ensure the optimum safety of the children at all times.
- Be a model of professionalism for parents, teachers, and children at all times.
- Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace.

Application Instructions: Please attach a resume to e-mails.
Contact: Ms. Joann
Address: 5644 North Pulaski Road, Chicago, IL 60646
Phone: 7735091296
Email: info@wondermontessori.org

Expires: 06/03/2016
Job ID: 4524451
Job Title: Assistant Teacher
Company: Wonder Montessori School
Job Type: Full Time, Internship, Part Time
Location: Chicago, IL 60646
Salary: Competitive w/ Reg Raises
Job Description: We currently have assistant teacher openings in our Toddler and Preschool classrooms.
Job Requirements: Assistant Teacher Duties Include:
- Help in maintaining a neat and organized classroom.
- Promote and supervise the healthy emotional, social, intellectual, and physical development of each child.
- Be responsible for the maintenance of all Montessori materials and environment.
- Cleaning responsibilities shared between Assistant and Lead Teachers.
- Communicate clearly and respectively with the Lead Teacher at all times.
- Supervise all activities to ensure the optimum safety of the children at all times.
- Be a model of professionalism for parents, teachers, and children at all times.
- Display a positive attitude toward staff, children and parents that promotes an overall sense of teamwork in the workplace.

Application Instructions: Please attach a resume to e-mails.
Contact: Ms. Joann
Address: 5644 North Pulaski Road, Chicago, IL 60646
Phone: 7735091296
Email: info@wondermontessori.org

Expires: 06/03/2016
Job ID: 4524454
Job Title: Assistant Teacher
Company: Wonder Montessori School
Job Type: Full Time, Internship, Part Time
Location: Chicago, IL 60646
Salary: Competitive w/ Reg Raises
Job Description: We currently have assistant teacher openings in our Toddler and Preschool classrooms.

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

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

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

Expires: 06/03/2016
Job ID: 4524650
Job Title: Medical Assistant
Company: Chicago Allergy Center
Job Type: Part Time
Degrees Wanted: Associates, Certificate
Location: Chicago, IL
Salary: $10 - $13 hr.

Job Description: Looking for enthusiastic and hardworking medical assistant who is pediatric patient friendly to join our allergy office. Looking for part-time position with opportunity to become full-time. We will teach skin testing. Allergy shots, asthma, food allergy and all realms of allergy. Bilingual is preferred but not required. If you are not yet certificate and still taking classes please apply we are willing to train.
Application Instructions: Please e-mail your resume to Lupe at info@thechicagoallergycenter.com or fax your resume to (773) 644-1370
Contact: Lupe Mora
Address: 4952 W. Irving Park Rd., Chicago, IL 60641
Phone: (773) 614-7315
Fax: (773) 644-1370
Email: info@thechicagoallergycenter.com

Expires: 06/03/2016
Job ID: 4524683
Job Title: RN
Company: Alden Lakeland
Job Type: Full Time, Part Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Chicago, IL 60640
Salary: Negotiable

Job Description: The Ladies and Gentlemen of Alden have been serving the needs of seniors and those in need of rehabilitation services for more than 40 years. Our services range across the continuum--from independent retirement communities and assisted living to skilled nursing for seniors and young adults. Alden also provides rehabilitation for people with more intensive health care and therapy requirements along with specialized care for the memory impaired. If you are looking for a rewarding career opportunity as a Registered Nurse, you will find it at Alden Lakeland! We are currently seeking qualified individuals to join our nursing team and have immediate openings on all shifts. If you feel that your clinical skill set meets the following requirements for the above mentioned positions, please submit your resume for immediate consideration! Registered Nurses are expected to possess a current, unencumbered State of Illinois nursing license and have a broad general knowledge of nursing, possess strong leadership capabilities, be customer service oriented and be CPR certified. Ideal candidates will have experience working in a skilled nursing facility and/or sub-acute settings.

Application Instructions: Please email resume to Taylor Herron at ll_administrator@thealdennetwork.com
Contact: Taylor Herron
Address: 820 W Lawrence Ave, Chicago, IL 60640
Phone: (773) 769-2570
Fax: (773) 769-1551
Email: ll_administrator@thealdennetwork.com
Job ID: 4524692
Job Title: CNA
Company: Alden Lakeland
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Location: Chicago, IL 60640
Salary: Negotiable

Job Description: The Ladies and Gentlemen of Alden have been serving the needs of seniors and those in need of rehabilitation services for more than 40 years. Our services range across the continuum—from independent retirement communities and assisted living to skilled nursing for seniors and young adults. Alden also provides rehabilitation for people with more intensive health care and therapy requirements along with specialized care for the memory impaired. If you are looking for a rewarding career opportunity as a Certified Nursing Assistant, you will find it at Alden Lakeland! We are currently seeking qualified individuals to join our nursing team and have immediate openings on all shifts. Ideal candidates will be compassionate, personable, enthusiastic and resourceful. If you feel that your clinical skill set meets the following requirements for the above mentioned position, please submit a resume for immediate consideration. Certified Nursing Assistants are expected to have completed a Certified Nursing Assistant course as specified by the Illinois Department of Public Health - as well as completed the Certified Nursing Assistant competency examination. Ideal candidates are responsible, friendly, and possess the ability to work well in a team environment that is resident centered. Experience working in a skilled nursing facility and/or a sub-acute setting is preferred.

Contact: Taylor Herron
Address: 820 W Lawrence Ave, Chicago, IL 60640
Phone: (773) 769-2570
Fax: (773) 769-1551
Email: il_administrator@thealdennetwork.com

Expires: 06/03/2016
Job ID: 4524990
Job Title: Physical Therapy Technician
Company: MIDWEST PHYSICAL THERAPY CENTER LTD
Job Type: Part Time
Location: IL
Salary: $9-$10 HOURLY

Job Description: LOOKING FOR A PART-TIME 20-30 HOURS WEEKLY-INDIVIDUAL TO HELP PHYSICAL THERAPIST IN PATIENT CARE. DUTIES INCLUDE BUT NOT LIMITED TO SOME LIGHT FRONT OFFICE ANSWERING PHONES, SCHEDULING
APPTS, FILING, FAXING ETC. WILL TRAIN THE RIGHT CANDIDATE-HELP CURRENTLY NEEDED IN OUR ELMHURST AND MELROSE PARK LOCATIONS.

**Application Instructions:** Please email, fax resume with cover letter indicating which location you are interested in

**Contact:** Devinder Deol

**Address:** 1000 E STATE PARKWAY SUITE E, SCHAUMBURG, IL 60173

**Phone:** 630-285-8007

**Fax:** 630-285-8017

**Email:** deolp@aol.com

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**Expires:** 06/03/2016

**Job ID:** 4525179

**Job Title:** Child Development Director

**Company:** One Hope United

**Job Type:** Full Time

**Degrees Wanted:** Bachelors, Masters

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Chicago, IL 60616

**Salary:**

**Job Description:** The Child Development Director will manage the daily operations with full accountability for a full-day, full-year, multi-age child development program within the mission, vision and philosophy, and economic parameters of One Hope United, the regulations of licensing agencies and the guidelines of accrediting organizations. Direct the development of systems to ensure that the center interfaces with OHU requirements and functions efficiently within an organized and creative environment of continuous quality improvement. The ability to articulate a vision, clarify and affirm values and create a culture built on norms of continuous improvement and ethical conduct. Essential Job Functions Enrollment and Marketing Responsibility for the forecasting, marketing, planning, monitoring and evaluation of the enrollment process to fully meet the economic parameters of OHU while meeting the needs of families, with final accountability for financial viability of the site. Educational Program Development and Implementation Responsibility for identifying the child and family's educational program needs, developing a plan that ensures implementation of OHU's educational program directions and goals. Ensures compliance with regulatory, funding and accrediting agency requirements. Staffing and Professional Development Responsibility for a strategic staffing and professional development plan that ensures the high quality performance standards of OHU, National Academy for the Education of Young Children, the Illinois Department of Children and Family Services and other stakeholders Financial Management Responsibility for the thorough analysis, development and maintenance of the site budget and all necessary financial reporting Facilities Management Monitoring of systems and practices that meet with OHU, and all regulatory and accreditation standards for cleanliness,
organization, health and safety and customer satisfaction Office Management Systems Analysis and establishment of office management systems which ensure efficient and effective daily operations Parent Relations Continuous assessment of family needs and development of a plan for strengthened parent-center relations, including the center wide implementation of Strengthening Families principles and protocols Professional Leadership and Community Outreach Development of on-going relationships with professional, civic and community groups for the advocacy of quality care and education

**Job Requirements:** Qualifications Education Required Bachelor of Arts or better in Early Childhood Education or related field. Preferred Master of Arts or better in Early Childhood Education or related field. Experience 2 years: Experience in an administrative position (director/assistant director experience) and prior classroom teaching experience is preferred

**Application Instructions:** Please apply directly to our OHU job posting by visiting the apply online link provided.

**Contact:** Tara Longest

**Address:** 333 S. Wabash Ave, Chicago, IL 60604

**Phone:** 8473564112

**Apply Online:** https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=b3e8fbf0-b232-4e51-8166-c799e537815e

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**Expires:** 06/03/2016

**Job ID:** 4525188

**Job Title:** Child Development Center Director

**Company:** One Hope United

**Job Type:** Full Time

**Degrees Wanted:** Bachelors, Masters

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Elgin, IL 60120

**Salary:**

**Job Description:** Job Summary The Child Development Center Director will manage the daily operations of the early learning and development program within the mission, vision, philosophy and economic parameters of One Hope United, the regulations of licensing agencies, and preschool for all expansion and NAEYC accreditation requirements. The Center Director will direct the development of systems to ensure that the center interfaces with OHU requirements and functions by: Leading the development and implementation of classroom curriculum that lays the foundation for school readiness and success Coaching and mentoring teachers based on classroom observation of their interactions with children and implementation of curriculum Continuous assessment of family needs leading to the development of strong parent-center relationships Developing cooperative community and professional stakeholder relationships via professional leadership and community outreach Marketing the program's
unique qualities to the community, parents and stakeholders to maximize center enrollment
Managing the staffing of the program to ensure consistency and quality care
Analyzing data and interpreting data to improve operational strategy.

**Job Requirements:** Qualifications
Education Required Bachelor of Arts or better in Early Childhood Education or related field. Preferred Master of Arts or better in Early Childhood Education or related field. Experience Required 3 years: Supervisory experience in a child development center

**Application Instructions:** Please apply online by using the OHU job posting link provided.

**Contact:** Tara Longest
**Address:** 333 S. Wabash Ave, Chicago, IL 60604
**Phone:** 8473564112
**Apply Online:** https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=3fc4fb7d-b54d-48de-be16-234cbb4cc443

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**Expires:** 06/03/2016
**Job ID:** 4525219
**School Job ID:** BP / OCC
**Job Title:** Set up Technician
**Company:** Capsonic Group
**Job Type:** Full Time, Part Time
**Location:** Elgin, IL 60123
**Salary:** $16-22 hr.(A level) $12-16 hr.

**Job Description:** Must have prior working experience as a Set up Technician in plastic injection molding.

**Job Requirements:** A shift 1 B level tech B shift NONE C shift 1 B level tech D shift 1 B level tech Must have prior working experience as a Set up Technician in plastic injection molding. $16-22 hr.(A level) $12-16 hr.(B level)

**Contact:** Human Resources Department
**Address:** 1595 High Point Drive, Elgin, IL 60123
**Phone:** (847)888-0930

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**Expires:** 06/04/2016
**Job ID:** 4524986
**Job Title:** Landscape Laborer/Driver
**Company:** Abbey Landscape and Design Concepts
**Job Type:** Full Time, Part Time, Seasonal
**Location:** Skokie, IL 60076
**Salary:** $10-$13/HR based on experience
**Job Description:** We are looking for a landscape maintenance laborer/driver to join our team. Some relevant experience desired including knowledge in operating landscape equipment (ie. bobcats, large lawn mowers and regular maintenance equipment). Continued employment into the winter months may be possible. We strongly prefer an applicant with a valid driver's license and a clean driving record. Must be eligible to legally work in the US.

**Application Instructions:** Please email us if you are interested in this position. Include your contact information, job experience and skill set.

**Contact:** Kate DeWitt
**Address:** 8235 Tripp Avenue, Skokie, IL 60076
**Phone:** 847-675-2949
**Email:** employment@abbeylandscape.com

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**Expires:** 06/04/2016
**Job ID:** 4525869
**Job Title:** Market Intelligence Analyst
**Company:** Portland Cement Association
**Job Type:** Full Time
**Degrees Wanted:** Associates, Bachelors
**Location:** Skokie, IL 60077

**Salary:**

**Job Description:** PCA is currently searching for a Market Intelligence analyst. The position offers industry-wide exposure by conducting various phases of market/economic research which include: collection, analysis, interpretation, and reporting of data to meet the information needs of the cement industry. The analyst is responsible for market research and economic analysis of the U.S. construction industry. S/he also compiles monthly report generation consisting of various types of written, graphical, and time-series analysis covering economic trends impacting the cement and construction industries. As a part of this responsibility, the position will update and maintain the organization's construction metric databases. In addition to regularly scheduled monthly reports, the position will assist with special studies such as regional analysis, market potential and industry competitive analysis. The successful candidate will have a 4-year college degree in economics, statistics, marketing or related field. S/he must have strong written and oral communication skills and experience with database software, SQL a strong plus. The candidate will have advanced knowledge of Microsoft Office/Excel skills (pivot tables, functions, complex formulas, charts, graphs). Having 2-4 years analytical and/or market research experience preferred. Less than 10% travel required.

**Application Instructions:** Please send cover letter and resume to HRmailbox@cement.org. Be sure to reference the title of the desired job in the subject line.

**Contact:** Jessie Jonik
Email: HRMailbox@cement.org

Expires: 06/04/2016
Job ID: 4525957
Job Title: Van Driver
Company: Little Friends, Inc.
Job Type: Part Time
Location: Downers Grove, IL 60515
Salary: $11.00 per hour

Job Description: Little Friends, Inc is seeking PART-TIME VAN DRIVERS to transport 7-10 adults with developmental disabilities to and from our workshop in Downers Grove. * Pay Rate: $11 per hour *10-15 hours per week *Morning (7am-8:30am) and afternoon (2:30pm-4:00pm) shifts (times and hours approximate) Little Friends, Inc, is a EOE and Drug Free Workplace.

Job Requirements: Mandatory Job Qualifications **Must be 23 years old and must meet PACE requirements for certification. **Must have a Valid IL Driver’s License, proof of auto insurance and excellent driving record with no traffic violations within 2 years.

Application Instructions: Successful applicants must complete and online employment application via our website @ WWW.littlefriendsinc.org
Contact: Human Resources
Address: 140 N. Wright Street, Naperville, IL 60540
Email: hr@lilfriends.com
Apply Online: http://www.littlefriendsinc.org/about_employment.cfm

Expires: 06/04/2016
Job ID: 4525958
Job Title: Part time positions-Training Center for Children with Autism
Company: Little Friends, Inc.
Job Type: Part Time
Location: Glen Ellyn, IL 60137
Salary: $11.50-$12.95

Job Description: The life skills Training Center for Children with Autism at Little Friends is currently seeking dedicated, caring candidates for the positions of Instructor, Morning and Overnight Program Assistants. One of the first of its kind in Illinois, the Life skills Training Center for Children with Autism program at Little Friends is an intensive residential training program that focuses on improving communication and behavior, while enhancing skill development. Six children live at the Center, returning home each weekend. The Center's highly-trained staff also works with the children's parents to ensure ongoing success in the home. Responsibilities for the positions listed above, include but are not limited to, planning and implementing activity schedule, providing basic care services and implementing the
children's ISPs in a systematic and goal directed manner in a residential group home for children with autism. We Offer: * Career-shaping DSP training. * Competitive Pay Rates- Instructor positions start at $11.50 per hour. * Excellent Benefits for Full-Time Positions. Successful candidates must complete an online employment application via our website at www.littlefriendsinc.org

**Job Requirements:** High school diploma or GED required, Bachelor's preferred. Must be at least 21 years of age. Must have valid IL driver's license, reliable transportation and good driving record. Must be able to lift or assist children over 60lbs. Must be able to pass pre-employment basic education testing.

**Application Instructions:** Successful candidates must complete an online employment application via our website at www.littlefriendsinc.org

**Contact:** HR
**Address:** 140 N. Wright Street, Naperville, IL 60540
**Phone:** 630-355-6533
**Email:** hr@lilfriends.com

**Apply Online:** [http://www.littlefriendsinc.org/about_employment.cfm](http://www.littlefriendsinc.org/about_employment.cfm)

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**Expires:** 06/04/2016
**Job ID:** 4525961
**Job Title:** Community Support Specialist
**Company:** Little Friends, Inc.
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Psychology
**Job Target:** Any Job Target
**Location:** DuPage County, IL
**Salary:** $12.50 per hour

**Job Description:** Primary Direct Care assisting developmentally disabled individuals with daily living skills in our residential program. Responsible for ensuring that goals and objectives in the Individual Support Plan (ISP) are completed. Will also work with other Support Staff in the home to assist in the completion of day-to-day tasks with the clients, such as, teaching and counseling all aspects of independent living, including cooking, cleaning, budgeting, balancing checkbook and accessing community resources. We Offer: * Manageable residential environments (typically 4 adults per home). * Incentive-based, career-shaping training. * Competitive Pay Rates. * Excellent Benefits for Full-Time Positions.

**Job Requirements:** HS Diploma/GED required, college degree preferred. Experience working with Developmental Disabilities preferred. Minimum age required 21, with valid Illinois Drivers License, good driving record and willing to transport clients in own vehicles. Must be able to lift without restrictions. Must be able to pass pre-employment basic education testing.
Application Instructions: Please visit our website to view a current listing of all available positions! Successful candidates MUST complete an online application via our website at www.littlefriendsinc.org

Contact: Human Resources

Address: 140 N. Wright Street, Naperville, IL 60540

Email: hr@lilfriends.com

Apply Online: http://www.littlefriendsinc.org/about_employment.cfm

Expires: 06/04/2016

Job ID: 4525964

Job Title: Support Staff

Company: Little Friends, Inc.

Job Type: Full Time, Part Time

Location: Naperville, IL 60540

Salary: $8.25-$10.50 per hour

Job Description: Little Friends, Inc. is currently seeking dedicated, caring, direct care professionals for Support Staff positions committed to assisting developmentally disabled individuals with daily living skills in their residential program: Teaching and counseling adults in all aspects of independent living, including cooking, cleaning, budgeting, balancing checkbook and accessing community resources. We Offer: * FT, PT, Weekend, Overnight and Substitute Support Staff positions available. * Manageable residential environments (typically 4 adults per home). * Incentive-based, career-shaping training. * Competitive Pay Rates. * Excellent Benefits for Full-Time Positions. Overnight Sleep positions start at $8.25 per hour.

Job Requirements: Qualified candidates must be at least 21 years of age, have a HS Diploma/GED. Must have a valid IL Driver’s license, good driving record, proof of auto insurance and the ability to transport clients in your personal vehicle. Must be able to lift without restrictions. Must be able to pass a pre-employment basic education test.

Application Instructions: Please visit our website to view a current listing of all available positions! Successful candidates MUST complete an online application via our website at www.littlefriendsinc.org

Contact: Human Resources

Address: 140 N. Wright Street, Naperville, IL 60540

Email: hr@lilfriends.com

Apply Online: http://www.littlefriendsinc.org/about_employment.cfm

Expires: 06/04/2016

Job ID: 4525967

Job Title: Screen Printer

Company: Little Friends, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Art
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary: $9.00-$10.00

Job Description: Colorburst Screen Printing, a division of Little Friends, Inc. is seeking a part-time Screen Printer. Successful candidates will assist in the direct production, set-up and work both manual and automated presses (will train). Location: Downers Grove

Job Requirements: Must be able to meet deadlines while ensuring quality control. Experience working Photoshop and Illustrator required. Must be willing and able to work alongside people with disabilities. Physical strength and stamina required. Requirements: High school diploma/GED required. Experience working with people with disabilities preferred. Effective English language skills and simple math skills required.

Application Instructions: Successful candidates MUST complete an online employment application via our website www.littlefriendsinc.org

Contact: Human Resources
Address: 140 N. Wright Street, Naperville, IL 60540
Email: hr@lilfriends.com
Apply Online: http://www.littlefriendsinc.org/about_employment.cfm

Expires: 06/04/2016
Job ID: 4526063
Job Title: Admin/Office Assistant
Company: Modern Process Equipment
Job Type: Full Time
Location: Chicago, IL 60623
Salary: competitive, based on experience

Job Description: For nearly sixty years, MPE, a family-owned business, has established a reputation for designing, manufacturing and offering unparalleled products and services. MPE is dedicated to leading in the invention, development and manufacture of our industry's most advanced processing equipment, including grinders, conveyors and total system solutions. We translate these offerings into value for our customers through our professional solutions and services. We bring the same sense of commitment home by creating a workplace where people are inspired to be the best that they can be both professionally and personally. What makes this a great opportunity? * A challenging position where you can mold your own career, make your own opportunities and grow to your full potential. * A growing, profitable, privately held company that values respect for every person, creative problem solving, quality and teamwork.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES * Customer order entry and shipments, including international shipments. * Other office duties as assigned, including answering...
phones. REQUIREMENTS o Experience and proficiency in Excel, Word, Access. o Exceptional customer service practices o Energetic, focused, efficient and organized with strong attention to detail. o Previous manufacturing business experience is a plus o Experience in Accounting (A/P, A/R) is a plus o Associates degree is a plus

BENEFITS OF EMPLOYMENT
* Competitive compensation package, including bonus program. * Major medical, 401k and profit sharing. * Training and support in developing your understanding of our business and industry. * A fun and exciting work environment focusing on cutting edge technology. * Located in Chicago, IL. #job #chicago

Contact: Carol Miller
Address: 3125 S. Kolin Ave., Chicago, IL 60623
Email: recruitingambassador@gmail.com

Expires: 06/04/2016
Job ID: 4526094
Job Title: Toddler Teacher
Company: One Hope United
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Aurora, IL 60506
Salary:

Job Description: The Toddler Teacher will assist with classroom management by: Supporting classroom activities and implementing developmentally appropriate lesson plans that stimulate children's physical, mental, social, emotional and cognitive growth. Completing developmental screenings and assessments. Conducting home visits and maintaining ongoing communications with families. Collaborating with co-teachers on best practices and creating a warm and welcoming environment

Job Requirements: Skills Bilingual in Spanish/English preferred
Application Instructions: To apply, please visit the provided "apply online" link
Contact: Tara Longest
Address: 333 S. Wabash Ave, Chicago, IL 60604
Phone: 8473564112
Apply Online: https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=352de491-7ee7-4c80-ac3b-5f417b198da8

Expires: 06/04/2016
Job ID: 4526108
**Job Title:** Infant Teacher  
**Company:** One Hope United  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Certificate  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Aurora, IL 60506  
**Salary:**  
**Job Description:** The Infant Teacher will assist with classroom management by: Supporting classroom activities and implementing developmentally appropriate lesson plans that stimulate children's physical, mental, social, emotional and cognitive growth. Completing developmental screenings and assessments. Conducting home visits and maintaining ongoing communications with families. Collaborating with co-teachers on best practices and creating a warm and welcoming environment.  
**Job Requirements:** Skills Bilingual in Spanish/English preferred Knowledge of the Creative Curriculum for Infants, Toddlers & Two's and Teaching Strategies GOLD assessment system is desired Knowledge of Head Start Performance Standards is a plus Excellent written and verbal communication Ability to maintain confidential information and materials Ability to stay current on developments in early learning field to enhance professional growth Must be able to develop a positive relationship with families and colleagues Must be able to physically interact with children, involving both fine and gross motor skills, and lift up to 40 pounds Ability to use positive approaches to help children solve problems Ability to arrange classroom in well-defined learning centers that stimulate children's interests and encourage independent use Ability to follow all safety and health guidelines in accordance with state, federal, NAEYC and One Hope United policies and regulations  
**Application Instructions:** To apply, please visit the provided "apply online" link  
**Contact:** Tara Longest  
**Address:** 333 S. Wabash Ave, Chicago, IL 60604  
**Phone:** 8473564112  
**Apply Online:** https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=b6ef6422-7559-44a8-ba3b-67975a986a0c  

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**Expires:** 06/04/2016  
**Job ID:** 4526126  
**Job Title:** School Age Teacher  
**Company:** One Hope United  
**Job Type:** Part Time  
**Degrees Wanted:** Associates, Bachelors, Certificate  
**Majors Wanted:** Early Childhood Education
**Job Target:** Any Job Target

**Location:** Aurora, IL 60506

**Salary:**

**Job Description:** Job Summary: Manage classroom atmosphere, including nurturing children, planning class curriculum that is developmentally appropriate (physical, mental, social, emotional and cognitive) maintaining communication with parents. Full Time in the summer, 30-39 hours starting in the Fall (part time) Summary of essential job functions Uses positive approaches to help children to solve problems. Arranges classroom in well-defined learning centers that are clearly labeled, clutter-free reflect children's interests and encourage independent use. Plans and implements a curriculum which is responsive to children's individual needs, interests and developmental levels. Follows all safety and health rules for the center, including all state, federal, NAEYC and One Hope United's health and safety guidelines. Supervises children by sight and sound at all times. Completes paperwork which is well-written, thorough, and completed in a timely manner Demonstrates an understanding of and a commitment to follow One Hope United's Culture of Respect and NAEYC Code of Ethical Conduct. Reports to work on time, maintains consistent attendance, adhering to staffing schedules and demonstrating flexibility to adjust work schedule as needed. Actively participates in meetings, planning and center-wide activities. Demonstrates the ability to develop and guide classroom teaching staff and volunteers. Obtains a minimum of 30 hours of in-service training per year, and is responsible for initiating a plan to obtain these hours. Understands and implements the Strengthening Families Initiative model. Communicates regularly with families. Understands and maintains a Primary Care giving relationship with individual children and families. Assesses each child's development and develops appropriate goals. Organizes environment and appropriately cares for equipment, keeping equipment safe, clean and accessible to children. Utilizes materials in a creative manner, bringing in resources to enhance the curriculum, and minimizing waste. Organizes time and resources to ensure that all materials are available and ready to ensure appropriate implementation of the curriculum/lesson plan. Physical examination is required every two years, including a TB test to prove free from communicable diseases.

**Job Requirements:** Required Must be Teacher Qualified - All ages preferred / School Age Required 1 year: Early childhood setting

**Application Instructions:** Please apply directly to our OHU job posting by visiting the apply online link provided.

**Contact:** Tara Longest

**Address:** 333 S. Wabash Ave, Chicago, IL 60604

**Phone:** 8473564112

**Apply Online:** https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=917d9270-a051-419e-bbff-4f3850d6b36f

**Expires:** 06/04/2016

**Job ID:** 4526140
**Job Title:** Kindergarten Teacher

**Company:** One Hope United

**Job Type:** Full Time

**Degrees Wanted:** Bachelors, License

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Joliet, IL 60432

**Salary:**

**Job Description:** The Kindergarten Teacher Essential Job Functions: Cover the PreK expansion program for the Summer Open Kindergarten classroom for the Fall Uses positive approaches to help children to solve problems. Arranges classroom in well-defined learning centers that are clearly labeled, clutter-free reflect children's interests and encourage independent use. Plans and implements a curriculum which is responsive to children's individual needs, interests and developmental levels. Follows all safety and health rules for the center, including all state, federal, NAEYC and One Hope United's health and safety guidelines, Culture of Respect and NAEYC Code of Ethical Conduct Actively participates in meetings, planning and center-wide activities. Demonstrates the ability to develop and guide classroom teaching staff and volunteers. Develops goals for supervisees that are measurable and attainable and provides supportive, reflective and positive leadership and guidance. Actively participates in center leadership team. Independently develops classroom goals for the year that align with child development goals. Responsible for evaluating progress in meeting the goals Obtains a minimum of 35 hours of in-service training per year, and is responsible for initiating a plan to obtain these hours. Understands and implements the Strengthening Families Initiative model. Meets with parents to formally cultivate them on classroom philosophy and procedures

**Job Requirements:** Experience Preferred 3 years: Early Childhood setting preferred Licenses & Certifications Required Type 04 Cert Child Teachr

**Application Instructions:** To apply to an OHU position, please visit the provided "apply online" link

**Contact:** Tara Longest

**Address:** 333 S. Wabash Ave, Chicago, IL 60604

**Phone:** 8473564112

**Apply Online:** https://recruiting.ultipro.com/ONE1005/JobBoard/f4ac3653-ed5b-cd96-4f3b-b0e52b1b3b27/Opportunity/OpportunityDetail?opportunityId=47b8db81-b4a4-4a9c-806b-ba94486147ca

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**Job ID:** 4526382

**Job Title:** Job Fair - Autumn Leaves

**Company:** Autumn Leaves

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

**Degrees Wanted:** None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL 60173
Salary:
Job Description: ****JOBS AVAILABLE****** Do you have the passion to care for others? Do you lead with a servant heart? Do you enjoy working with Seniors? ****JOB FAIR****
Date: Tuesday, May 31st Time: 10am - 3pm Location: Autumn Leaves Regional Office 1900 E. Golf Road, Suite 600, Schaumburg, IL 60173 (Building is attached to Hyatt Hotel and in same parking lot of Sweet Tomatoes) Positions available: Caregiver, Nurse (LPN and RN), Housekeeping, Cook Full Time and Part Time available Locations: Crystal Lake, Vernon Hills, Gurnee, South Barrington, Arlington Heights, St. Charles, Bolingbrook, Orland Park, Oswego and Glen Ellyn Please bring a resume and be prepared to interview with a Hiring Manager.
Contact: The LaSalle Group / Autumn Leaves
Address: 1900 E Golf Road Suite 600, Schaumburg, IL 60173
Phone: 224-343-3525
Apply Online: http://careers.autumnleaves.com/

Expires: 06/04/2016
Job ID: 4526604
Job Title: Ecological Restoration Tech - Summer
Company: Semper Fi Land Service Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Landscape Design & Maintenance
Job Target: Any Job Target
Location: IL
Salary:
Job Description: WANT TO MAKE A DIFFERENCE IN THE WORLD? PASSIONATE ABOUT THE ENVIRONMENT? LIKE WORKING OUTDOORS? We are adding staff to our Environmental Restoration Division. We have several contracts from local Forest Preserves to conduct restoration services. These are full-time, Seasonal positions. Restoration technicians work as part of a large crew spraying pesticides on invasive plants in the summer. In Autumn we conduct prescribed burns on prairies and woodlands. And in winter we remove large trees and brush with chainsaws. This is hard, outdoor work in all weathers and rough terrain. But it can be rewarding and satisfying as well. If you have a passion for the outdoors, want to learn more about the native plants that surround us, and want to work for a dynamic, growing company that values attitude over degrees...then we want to talk to you! We are currently hiring for positions that report directly to the North (Barrington, Winnetka), the Central (Lagrange, Palos), and the South regions, (Orland Park, Calumet City). We are also looking for individuals in the Yorkville area who can ride company vehicles to a variety of sites. Semper Fi Land
Services Inc is an equal opportunity employer and does not discriminate. We are a proud veteran-owned enterprise. Veterans strongly encouraged to apply.

**Job Requirements:** Reliable transportation willingness to learn Must have a love for the outdoors This is hard, outdoor work in all weathers and rough terrain. But it can be rewarding and satisfying as well.

**Application Instructions:** Please fax your resume to 630.882.9973 Or email to jack@semperfi.land

**Contact:** Roberto Velazquez

**Address:** 1215 Deer st, yorkville, IL 60560

**Phone:** 630.544.1256

**Fax:** 630.882.9973

**Email:** jack@semperfi.land

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**Expires:** 06/04/2016

**Job ID:** 4526957

**Job Title:** Summer Job-General Labor

**Company:** Tampico Beverages, Inc.

**Job Type:** Seasonal

**Location:** Chicago, IL 60618

**Salary:**

**Job Description:** POSITION SUMMARY: This position support the activities involved with product batching, packaging and shipping/receiving in a food manufacturing environment. General labor must ensure all quality, physical safety and food safety standards are adhered to and must follow all Standard Operation Procedures while performing their duties. This position is involved with the cleaning/sanitation of their work area, and with some preventative maintenance tasks in the facility. This position reports to the Production Manager or the Director of Operations and is only a temporary role for the summer. RESPONSIBILITIES: * Operation of equipment in the manufacturing, packaging, and the shipping/receiving of flavors and other production materials * Manually handle ingredients and packaging material to make and package flavors and other materials * Maintain cleanliness and organization in the work areas along with performing other housekeeping/sanitation tasks as assigned. * Perform all required inventory transactions for material usage tracking and process tracking, on paper and electronically * Perform required preventive maintenance and minor repairs

**Job Requirements:** QUALIFICATIONS: * Manufacturing experience not required but a plus * High School Diploma or GED required * Ability to work overtime * Punctual, self-driven, and follows direction * Experience with Microsoft office * Ability to lift 50lbs repeatedly required * Able to stand for extended periods of time is required

**Contact:** Griselle Rivera

**Address:** 3106 N Campbell Ave, Chicago, IL 60618

**Phone:** 7732960190
Job Description: POSITION SUMMARY: We are currently seeking a bilingual part time-Brand Ambassador to participate in the Tampico van program initiative, marketing Tampico product at various events. RESPONSIBILITIES: * Conducts sampling of Tampico products at grocery stores, soccer fields, parks, beaches, festivals, and high traffic areas * Sets up and breaks down tent, table, and banners * Cleans and dries area after each event * Reports results to the Brand Ambassador Lead

Job Requirements: QUALIFICATIONS: * Bilingual Spanish and English * Basic beginner Microsoft Office skills needed * Must be outgoing, organized, professional, committed, good spirited, great at one-on-one dialogue, punctual and solution-oriented * Experience in sampling and promotions preferred * Strong interpersonal skills and problem solving abilities * Must be flexible and able to adapt well to challenging situations * Must be able to lift up to 30 lbs. * Able to stand over extended periods of time

Contact: Griselle Rivera
Address: 3106 N. Campbell Ave, Chicago, IL 60618
Phone: 7732960190
Fax: 7732960190
Email: gabby.ramirez@tampico.com

Expires: 06/04/2016
Job ID: 4527572
Job Title: Production Team Leader
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time
Location: Palatine, IL 60067
Salary: $22+ hour

Job Description: We are looking for a Production Team Leader 3rd Shift to provide leadership and training for all Production Associates and be responsible for ensuring daily production of quality products in an efficient and safe manner. This is a great opportunity at a growing company! We offer great benefits including competitive hourly rate plus medical, dental, vision,
flexible spending account, 401k plus match, life insurance, vacation. Successful Candidate:
*Oversee training of new associates in manufacturing systems and procedures ensuring the
Trainers are using OJT training manuals to maintain consistency. *Monitor, and control shifts
quality, productivity, and schedule adherence. Making necessary improvements to meet goals.
*Assure adherence to all operating systems & procedures and TS16949 compliance. *Monitor
training records and certification logs daily ensuring they are updated accordingly daily.
*Ensure equipment is in safe working condition all guarding is in place and there are no safety
switches or guards bypassed. *Lead teams to improve overall safety, quality, productivity and
efficiency through lean manufacturing concepts. *Write annual reviews for employees and
assisting associates in overcoming obstacles that may come up on any given day *Work with
Manufacturing Manager to develop and implement corrective actions for safety, quality and
production issues. *Lead, coach, and mentor team of 30 employees. Monitoring and
documenting all employee performance. Experience: *High School graduate or GED *Proven
success as a Plant Supervisor or Lead a plus *Strong written and oral communication skills
*Self starter and able to work with minimal supervision *Ability to lead and motivate people
*Willing to participate in cross developmental training (production, quality, materials) For more
information, or to apply now, you must go to the website below. Please DO NOT email your
resume to us as we only accept applications through our website.
https://tma.prevueaps.com/jobs/27300-17662.html

**Job Requirements:** High School/GED

**Application Instructions:** For more information, or to apply now, you must go to the website
below. Please DO NOT email your resume to us as we only accept applications through our

**Contact:**
**Apply Online:** https://tma.prevueaps.com/jobs/27300-17662.html

**Expires:** 06/04/2016

**Job ID:** 4527575

**Job Title:** Entry-Level Mechanical Engineering Technician

**Company:** TMA (The Technology & Manufacturing Association)

**Job Type:** Full Time

**Location:** Addison, IL 60101

**Salary:**

**Job Description:** We are hiring an Entry-Level Mechanical Engineering Technician! This
position works in a team with Engineers and skilled Machinists. This position is responsible and
involved in many activities in the design and production of custom equipment and precision
machined parts. Responsibilities include preparing detail drawings of parts, components, or
assemblies. Use Solidworks to prepare models, drawings, instructions, and other documentation
for customer projects. Requires use of a variety of standardized drawing techniques,
measurement conversions, and precision measuring instruments. Ideal candidate will enjoy
working in a team environment, like a fast-pace, the chance to work on a variety of equipment
and industries, and at least one year of training or experience. For more information, or to apply
now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/27297-17662.html

**Application Instructions:** For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/27297-17662.html

**Contact:**

**Apply Online:** https://tma.prevueaps.com/jobs/27297-17662.html

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**Expires:** 06/05/2016

**Job ID:** 4527597

**Job Title:** Data Processing Staff

**Company:** Chris Walsh Law

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Location:** Chicago, IL 60602

**Salary:** cgw@chriswalshlaw.com

**Job Description:** Job Description: Data Processing Staff This is an entry-level data processing job at a very small law firm located near the Daley Center in downtown Chicago where you will be entering information into Access databases, preparing tax appeal forms for filing with county agencies and organizing office files. You need to be at least a community college graduate and familiar with using Microsoft Word, Excel and Access programs. A community college or bachelor's degree with training in data processing would be a plus. You will be relating to an older attorney and young administrative assistant in the office daily and in frequent contact with remote staff via email and phone. Dress is office casual. Office space is shared with other attorneys and their staffs. Friendliness is encouraged. Competence, excellent typing skills and accuracy in your data inputting is essential. Starting salary is $28,000 a year, 40-hours a week. Basically a 9 am to 5 pm job with half-hour or so for lunch. Potential for salary to rise to $50,000-$60,000 a year range over time. No health insurance benefits. Paid sick leave given at discretion of employer. However, generous 401-K pension contributions given at the discretion of the employers are usually made annually, up to 20%-5% of salary. Annual bonus given at discretion of employer. Two weeks vacation/personal days combined after first year. Time off during first year given at discretion of employer. It may be possible to trade night and weekend work for days if that suits your schedule better. Please provide resume with your name, address, email and phone number. Also, identify the high school and college(s) attended, dates of graduation and cumulative grade point average, college major/concentration, and prior job experience or internships after high school. Also a one-page-only cover letter explaining why you are the one for the job would be helpful. Academic, prior employer and/or personal reference, as well as college transcripts, may be required after submission of resume or interview. Optional to provide them now. Email your application to cgw@chriswalshlaw.com. This position will be filled within 2-4 weeks.

**Application Instructions:** Send email with resume and cover letter to cgw@chriswalshlaw.com.
Contact: Chris Walsh  
Address: 111 W. Washington St. #1150, Chicago, IL 60602  
Phone: (312) 372-1155  
Fax: (312) 372-1974  
Email: cgw@chriswalshlaw.com

Expires: 06/05/2016  
Job ID: 4527721  
Job Title: Dental Assistant  
Company: Well Child Center  
Job Type: Part Time  
Degrees Wanted: Certificate  
Location: Elgin, IL 60123  
Salary:  
Job Description: Dental assistant needed evenings and Saturdays. 1 Year Experience or completion of approved dental assistant course. Certification in Coronal Polishing. Bilingual English/Spanish speaking applicants only.  
Job Requirements: Bilingual speaking applicants only  
Contact: Betty Fuller  
Address: 620 Wing Street, Elgin, IL 60123  
Fax: 8477412413  
Email: bfuller@wellchildcenter.org

Expires: 06/05/2016  
Job ID: 4527969  
Job Title: Logistics Clerk  
Company: Interlake Mecalux, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Location: Melrose Park, IL 60160  
Salary:  
Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Logistics Clerk to work out of our Melrose Park, IL facility. The Logistics Clerk role is responsible for preparing bills of lading, scheduling shipments, and maintaining relationships with carriers.
Responsibilities * Prepare accurate bills of lading and packing slips * Prepare ship schedule report daily * Develop LTL and Flat-bed carrier call list * Provide shipping status and order visibility information as required to both internal and external clients, monitoring ship information, closing of shipped orders, order status, etc. * Schedule outgoing shipments to successfully meet ship dates. * Conduct analysis on shipping quality incidents as needed * Maintain finished goods inventory ensuring accuracy * Maintain a clean and orderly shipping and receiving department * Provide daily, weekly, monthly, quarterly, and yearly shipping and inventory reports both promptly and accurately using AS400 and MS Excel. Requirements * Must be extremely self-motivated and able to work under minimal supervision * Strong computer skills including MS Word, MS Excel * Strong communication skills and excellent analytical aptitude * Developed customer service skills with a "whatever it takes" attitude while supporting and modeling the desired culture of Interlake Mecalux. * High School diploma or equivalent education and experience * Good understanding of shipping and receiving processes within a manufacturing environment.

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

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

Expires: 06/05/2016
Job ID: 4528368
Job Title: Administrative Assistant
Company: Hillcrest Property Management
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Paralegal Studies, Real Estate, Speech/Communications, Visual Communication - Graphic Design/Graphic Arts
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: 11.00

Job Description: Seeking individual to work with TOPs and Peachtree accounting software. Person will gain experience in accounts receivable and accounts payable in Peachtree. Individual will provide support to Executive Assistant to the Owner and fill in while Assistant is on vacation. Requires good attendance and ability to talk to people on the telephone

Job Requirements: Qualifications: 1) Some office experience in residential service industry with preference in condominium management preferred 2) Ability to communicate both verbally and in writing 3) Minimum keyboard speed of 65 words per minute 4) Familiar with MS Office and ability to do mail merge and MS Excel spreadsheets and TOPs software helpful 5) Ability to work well with others in achieving excellent quality Service to our clients. 6) Ability to work in fast paced environment. Good attendance Is essential.
Application Instructions: fax resume to Helen Kocemba Hillcrest Property Management 630 627 0033
Contact: Helen Kocemba
Address: 55 West 22nd Street Suite 310, Lombard, IL 60148
Phone: 630-785-6023
Fax: 630-627-0033
Email: hkocemba@hillcrestmgmt.com

Expires: 06/05/2016
Job ID: 4528371
Job Title: Cooks and Line cooks
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: Based on Experience
Job Description: Grilling, Frying, Steam Table, Food Prep
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528376
Job Title: Pizza Maker / Cook
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: Based on Experience
Job Description: Assemble Pizzas, Food Prep
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528388
Job Title: Dishwasher
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: 9.00+ based on experience
Job Description: Wash Dishes, Pots and Pans, sweep, mop, throw garbage. Maintain cleanliness of restaurant.
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528401
Job Title: Bartender
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary:
Job Description: Mix drinks, Pour Beer, serve wine. Experience necessary
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528426
Job Title: Servers / Waiters
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: 4.95 + tips
Job Description: Wait and serve tables, take orders, run food, etc...
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528436
Job Title: Hostess/ Host
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: Based on Experience
Job Description: Greet and Seat Customers, address customer’s needs. Organize and control seating charts.
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528460
Job Title: Barista
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: Based on Experience
Job Description: Coffee preparation, take orders, assemble orders to go or for here. Assist with other service tasks as needed.
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 06/05/2016
Job ID: 4528469
Job Title: Bar back / Food Runner
Company: Casa Margarita
Job Type: Full Time, Part Time
Location: IL
Salary: Based on Experience
Job Description: assist staff with duties necessary to assure customer satisfaction.
Contact: Jimmy Poznecki
Address: 25 E. Hinsdale Ave, Hinsdale, IL 60521
Phone: 7738509937

Expires: 08/02/2016
Job ID: 4521900
Job Title: Section Supervisor, Food Service Concessions
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Location: Brookfield, IL 60513
Salary:
Job Description: Section Supervisor, Food Service Concessions (Seasonal) is assigned to work restaurants, refreshment stands, mobile cards, or other outdoor sales locations. Supervises a staff of 15 to 25 in the performance of assigned duties. *Minimum six months relevant experience in a food service environment required. This position contributes to the success of the Chicago Zoological Society/Brookfield Zoo by overseeing and assisting food service production staff in conjunction with the General Manager or Area Manager to assure guests have a quality and enjoyable experience. Works to accommodate the needs of guests and ensures the quality of productions and high service levels. Primary duties and responsibilities include: * Follows all Society policies and departmental procedures including, but not limited to: parking, uniforms, attendance, cash handling, and completing required training on time. * Operates a cash register with accuracy and efficiency while following established cash handling procedures and projecting a positive an engaging attitude towards guests. Counts and balances cash drawer at the end of each work day. * Safely operates and cleans fold service equipment using proper personal protective equipment including but not limited to: flat top grills, barbeque grills, deep fryers, pizza ovens, conventional ovens, ice cream machines, soda machines, and food vending carts. * Washes, rinses, and sanitizes dishes, trays, utensils and equipment. Washes windows, garbage and recycling receptacles, and properly disposes of trash and recyclables. * Maintains security of assigned Society equipment, assets, supplies and general information. Provides assistance in completion of inventory as directed. * Supervises a staff of 15 to 25 in the performance of assigned duties. Administers breaks as required and communicates staffing issues to the next-level supervisor/manager. Assigns duties to staff as necessary to meet operating and quality objectives. Provides necessary feedback on performance to staff and communicates about staff performance to management. Trains new staff at specific station following procedures and training checklists. * Assures compliance with all regulations, department procedures, and standards, along with food temperature checks, holding times and proper rotations. * Ensures accuracy of cash handling and inventory control and communicates any issues to management. * Handles guested and employee concerns on the initial level and notified next-level supervisor in a timely manner of concerns and actions taken to resolve the matter. * Provides assistance in completion of inventory as directed. * Provides professional and friendly assistance and directions to guests and co-workers. * Other related duties as assigned. Walking around Brookfield Zoo can sure work up an appetite! Just imagine: 216 acres in a beautiful park-like setting, with amazing stops along the way, to see any number of nature's wonders. To quench the appetite there are numerous delightfully delicious eating destinations with wide variety of scrumptious food choices for our guests.
Job Requirements: This position includes the following requirements: * Minimum six months relevant experience in a food service environment required. * Requires good communication and interpersonal skills. * Good organizational skills. * Good customer service skills. * Requires a responsible individual who can work well with staff and management. * Must
complete food handler and other required training within 30 days of hire. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. The desirable qualifications include: * High School graduate or (GED) equivalent preferred. * Minimum of six months experience in a comparable food venue preferred. * Basic computer skills a plus. * Multilingual ability, Spanish fluency a plus. Additional Information: Incumbent is expected to represent the Society in a professional manner at all times. This seasonal position requires a high level of customer service. Incumbent must have ability to learn Society and department policies, procedures, and standards. Incumbents are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations. Food Service employees may also be required to assist temporarily at other Guest Services locations. Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions. This position can serve as a step in a Food Service career path. 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 1146BR.

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

Expires: 08/03/2016
Job ID: 4527186
Job Title: Merchandise Associate
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:
Job Description: Now Hiring! Immediate Openings! Apply Today! As a Merchandise Associate you will assist our many guests and greet them with a welcoming smile as customer service is a number one priority at Brookfield Zoo. Along with that enthusiastic and friendly greeting, your professional and knowledgeable assistance to guests while they browse and shop for their favorite stuffed animal will enhance their guest experience. Your friendly demeanor greeting customers upon their arrival and thanking them for supporting the Society when they leave will contribute positively to merchandise sales and the guest experience. In addition, you
will be operating the cash register to accurately ring up sales; balancing the cash drawer at the end of each work day (including completion of daily cash sheets and location records); participating in daily operations by cleaning, stocking, pricing, displaying merchandise and taking accurate inventories. As a Merchandise Associate, you will follow and ensure all applicable institutional policies, procedures, and departmental protocols are followed; and, communicate to supervisors any needs, concerns, or suggestions involving merchandise operations. All of these activities are extremely important in maintaining a high-quality experience for our more than 2 million guests each year. Merchandise Associates may be assigned to work in gift shops, tents, souvenir stands, photo booths, and carts.

**Job Requirements:** The requirements for this position include the following: * Must be able to quickly learn how to use a cash register accurately and efficiently. * Accurate basic math skills required. * Some experience serving guests or customers required. * Experience working under pressure and meet deadlines required. * Ability to interact with others in a friendly, courteous and helpful fashion required. * Ability to handle multiple tasks. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. The desirable qualifications include: * High School graduate or (GED) equivalent preferred. * Multilingual ability, Spanish fluency a plus. Additional Information: This is a temporary, seasonal position that requires a high level of customer service. Incumbent must represent the Chicago Zoological Society in a professional manner projecting a clean, neat, and professional appearance at all times. Merchandise Associates may be assigned to work in gift shops, tents, souvenir stands, photo booths, and/or carts. Merchandise Associates will be trained on a variety of equipment and skills and must be able to quickly learn and become proficient. Merchandise Associates may also be required to temporarily assist at other Guest Services locations, such as food service or admissions areas. Incumbent must be available to work non-standard hours including evenings, holidays, and weekends. Additional Information Brookfield Zoo is open 365 days a year including all weekends and holidays! We have immediate temporary/seasonal openings which will last through approximately December, weather permitting. Work schedules are based on the needs of the operation. 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.czso.org/careers. Please look for requisition number 1145BR.

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

**Expires:** 09/03/2016  
**Job ID:** 4524914  
**Job Title:** Financial Professional Associate (FPA)  
**Company:** Prudential Financial
Job Type: Full Time
Degrees Wanted: Bachelors, Masters, MBA
Majors Wanted: Business Management, Economics, Entrepreneurship, Financial Services, International Business, Marketing/Sales, Medical Billing and Coding
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary: 35-65k

Job Description: The Financial Professional Associate position is a sales position with The Prudential Insurance Company of America selling insurance and financial services. Financial Professional Associates participate in a comprehensive development program, developing product knowledge, and selling experience while offering appropriate insurance and investment products to help clients meet their financial goals. After the training and development program, many will continue to be financial services generalists, assisting clients with a range of insurance and investment needs; others will go on to develop a specialty, such as fee-based financial planning, insurance for business needs, or estate planning needs. Overall Duties and Responsibilities

* Sell insurance and investment products
* Solicit new customers through approved techniques and methods
* Conserve existing insurance and investments products
* Service the insurance and investment needs of all owners of policies issued or offered by Prudential Financial companies.

Essential Job Functions It is important that Financial Professional Associates be capable of mastering the complexities of the job, continually learning new products, information, and approaches. As our representative, the Financial Professional Associate must have a full understanding of all our products and be able to recommend to customers the appropriate solutions that are in the interest of the customer. The end result of the Financial Professional Associate's work is to develop long-term relationships between us and the policyholder that will impact the personal welfare of many people. The Financial Professional Associate's general duties include the responsibility to:

* Prospect for clients, develop insurance and investment programs and make sales presentations regularly for a broad range of life and non-life insurance contracts and financial products and services sold by Prudential Financial companies.
* Propose insurance and investment products appropriate to the applicant's needs and ability to pay.
* Make the necessary adjustments in the policyholder's portfolio in light of changes in the policyholder's needs. Although many transactions are handled by the Customer Service Office, an Financial Professional Associate should understand how to provide services, such as processing loans, surrenders, changes in beneficiary, claims, policy options, and the like, as well as being able to explain to customers the effect of these transactions.
* Maintain in force the existing insurance and investments products of clients, secure the reinstatement of insurance that has lapsed, and perform all the duties incident to the care and conservation of the business assigned by Prudential. This may apply to all policies, whether or not the insurance was originally sold by the Financial Professional Associate.
* Maintain records of account, and render when required, on forms provided by Prudential, a report of all business transacted and complete accounting of all monies received on behalf of Prudential Financial companies.
* Conform to and abide by the procedures, rules and requirements of Prudential Financial companies, of regulatory Conform to and abide by the procedures, rules and requirements of Prudential Financial companies, and the state or states where the
Financial Professional Associate operates. Insurance is issued by The Prudential Insurance Company of America and its affiliates. Securities are offered by Pruco Securities, LLC. Investment advisory services are offered through Prudential Financial Planning Services, a division of Pruco Securities, LLC. (member SIPC) Each is a Prudential Financial company located in Newark, NJ, and is solely responsible for its respective financial condition and contractual obligations. © 2014 Prudential Financial, Inc. and its related entities. Prudential, the Prudential logo, the Rock symbol and Bring Your Challenges are service marks of Prudential Financial, Inc., and its related entities, registered in many jurisdictions worldwide. Prudential is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, sex, disability status, protected veteran status, or any other characteristic protected by law. The Prudential Insurance Company of America, Newark NJ. Prudential is an Employer that participates in E-Verify. 0225542-00004-00 Expires 9/17/2015

Job Requirements: The Prudential Insurance Company of America, one of the Prudential Financial Companies, is looking for men and women who are ready for a rewarding career opportunity selling insurance and financial services products... a career committed to making an impact in the lives of the people we touch. We're seeking individuals with these attributes. * Customer Service Focused * Revenue Focused (Sales Influence and Persuasion, Sales Resilience, Sales Initiative) * Self Confident and Autonomous * Drive and Initiative * Responsible and Committed * Excellent Interpersonal Skills * Good Business Communication Skills * Ability to Problem Solve, and develop ideas * Ability to use basic math skills to problem solve * Good Critical Thinking * High school diploma or GED qualification required

Contact: Nikon Pascual
Address: 1901 Butterfield Rd. Suite 250, Downers Grove, IL 60515
Phone: 6304426861
Email: nikon.pascual@prudential.com

Expires: 12/02/2016
Job ID: 4523157
Job Title: Resident Nurse (RN)
Company: Bridgeway Senior Living
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors, License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary: Open
Job Description: Bridgeway Senior Living, LLC, a beautiful, progressive CCRC located in Bensenville, Illinois. Our candidate will possess the ability to communicate with patients and nursing staff. Prior experience as RN preferred but not required. Must be have your Associate or Bachelor's degree, License.
Application Instructions: If you would like to apply for this position please come in person to our facility or e-mail your resume to ssakinis@bridgewayseniorliving.com 111 E Washington Street Bensenville, IL 60106

Contact: Stan Sakinis
Address: 111 E Washington St., Bensenville, IL 60106
Phone: (630) 766-5800
Fax: (630) 766-5473
Email: ssakinis@bridgewayseniorliving.com
Apply Online: http://bridgewayseniorliving.com/careers/

Expires: 12/02/2016
Job ID: 4523158
Job Title: LPN
Company: Bridgeway Senior Living
Job Type: Full Time, Part Time
Location: Bensenville, IL 60106
Salary: Open

Job Description: Bridgeway Senior Living, LLC, a beautiful, progressive CCRC located in Bensenville, Illinois. Our candidate will possess the ability to communicate with patients and nursing staff. Prior experience as LPN preferred but not required. Required: Successful completion of State Approved LPN Training and Competency Evaluation Program. Good standing with the state registry

Application Instructions: If you would like to apply for this position please come in person to our facility or e-mail your resume to ssakinis@bridgewayseniorliving.com 111 E Washington Street Bensenville, IL 60106

Contact: Stan Sakinis
Address: 111 E Washington St., Bensenville, IL 60106
Phone: (630) 766-5800
Fax: (630) 766-5473
Email: ssakinis@bridgewayseniorliving.com
Apply Online: http://bridgewayseniorliving.com/careers/

Expires: 12/31/2016
Job ID: 4519419
Job Title: Home Health Aide
Company: Holistic Health and Human Services of IL, LLC
Job Type: Full Time, Part Time

Degrees Wanted: Certificate, Diploma
**Location:** Oak Park, IL 60301

**Salary:**

**Job Description:** Teaching/performing of meal planning and preparation; routine housekeeping skills/tasks; shopping skills/tasks; and home maintenance and repairs. Performing/assisting with essential shopping/errands. These may include handling the client's money and providing receipts as required. These tasks shall be performed as specifically required by the Plan of Care; and monitored by the home care supervisor. Assisting with self-administered medication, which shall be limited to reminding the client to take his/her medications; reading instructions for utilization; uncapping medication containers; and providing the proper liquid and utensil with which to take medications. Assisting with following a written special diet plan and reinforcement of diet maintenance (can only be provided under the direction of a physician and as required by the Plan of Care). Observing client's functioning and condition and reporting to the supervisor and as defined by the Plan of Care. Performing/assisting with personal care tasks that are not medical in nature, such as shaving, hair shampooing, drying and combing, bathing and sponge bath, shower bath or tub bath, toileting, dressing, nail care, respiratory, brushing and cleaning teeth or dentures and preparation of appropriate supplies, positioning/transferring client, and assisting client with exercise/range of motion), and as defined by the Plan of Care. Escort/transportation to medical facilities, or for essential errands/shopping, or for essential client business with or on behalf of the client, as defined by the Plan of Care.

**Job Requirements:** Qualified applicants must have a high school diploma or general education diploma. One year of employment in a comparable human service capacity, or experience in care for a dependent child or adult family member is also acceptable. Holistic Health and Human Services of Illinois, LLC will also employ individuals who are demonstrating continued progress towards meeting the educational requirement of a general education diploma by current registration and evidence of successful completion of course work (successful completion means achievement of a grade of "C" or higher). New employees must complete 24 hours of initial pre-service training, including agency orientation of not more than 2 hours, prior to assignment to provide services to a CCP client without a supervisor or trainer present (not to exceed a 6 month period from the training to first assignment). Initial home care aide training shall be subject to a competency evaluation conducted by the agency and include all in-home services.

**Application Instructions:** Send resume and references to holistichealth.hr@gmail.com

**Contact:** Brittany E. Hernandez

**Address:** 125 N. Marion Suite 202, Oak Park, IL 60301

**Phone:** 7086135733

**Fax:** 7086135733

**Email:** holistichealth.hr@gmail.com

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

[https://www.collegecentral.com/triton](https://www.collegecentral.com/triton)