Job ID: 4518487
Job Title: HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland
Job Type: Full Time, Seasonal
Location: Chicago, IL 60601
Salary: $14.90 - $24.52

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

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

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

Expires: 06/01/2016
Job ID: 4518488
Job Title: HEAD LIFEGUARD (LIFEGUARD II)
Company: Swim Chicago Southland
Job Type: Full Time, Seasonal
Location: Chicago, IL 60601
Salary: $14.90 - $24.52

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

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

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

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

Expires: 06/01/2016  
Job ID: 4518628  
Job Title: Kitchen Staff - South Elgin  
Company: Lou Malnati's  
Job Type: Part Time  
Location: Elgin, IL 60123  
Salary: Competitive hourly wage  
Job Description: - Responsible for preparation of food and in making salads, dressings, soups, and assembling entrees - Make pizzas or other food items in a time efficient manner - Coordinate pizza ovens - Maintain all sanitation standards - Clean dishes, pans, and pots per sanitation standards; ensure clean stock is available - Any other responsibilities as may be assigned  
Job Requirements: - Enjoys working on a team and in a fast pace environment. - Excellent communication and listening skills - Time management skills - Organization skills - Proficient in utilizing kitchen equipment (ability to make and flip pizzas, work pizza ovens, and work steam and pantry) - Ability to work varied hours/days including holidays and under special circumstances
**Application Instructions:** Please apply in person at 902 S Randall Rd, South Elgin, IL or online at http://www.loumalnatis.com/application-form

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

---

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

**Job Description:** Responsibilities include but are not limited to:  
- Assemble assigned delivery orders.  
- Map out assigned delivery route.  
- Deliver orders in a timely yet safe manner.  
- Greet and interact with customers in a friendly helpful and efficient manner.  
- Accept payment and make change.  
- During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning.  
- Any other responsibilities as may be assigned.  

**Qualifications:**  
- Submit a two-year driving history documented by MVR or drivers license.  
- Meet driving requirements per our insurance company's standards.  
- Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits.  
- Car must be clean, safe and well maintained.  
- Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them).  
- Ability to work varied hours/days including holidays.  
- Ability to work extra days and hours when circumstances required.  
- Delivery driver experience a plus.  
- Benefits:  
  - Paid training.  
  - Competitive pay. Hourly wage plus tips and delivery fee.  
  - Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!).  
  - Free meals while working, 50% discount on food when not working.  
  - Full-time and part-time hourly non-exempt employees receive Holiday Pay.  
  - Safety rewards.  
- Family culture and fun work environment!  

**Application Instructions:** If interested please apply in person at 902 S Randall Rd, South Elgin or online.

**Contact:** Eileen Sexton  
**Address:** 3685 Woodhead Drive, Northbrook, IL 60062  
**Phone:** 847-562-1814  
**Apply Online:** http://www.loumalnatis.com/application-form
Expires: 06/01/2016
Job ID: 4518650
Job Title: Delivery Driver - Palatine
Company: Lou Malnati's
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Palatine, IL 60067
Salary: Hourly Wage + Tips
Job Description: Responsibilities include but are not limited to: - Assemble assigned delivery orders. - Map out assigned delivery route. - Deliver orders in a timely yet safe manner. - Greet and interact with customers in a friendly helpful and efficient manner. - Accept payment and make change. - During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. - Any other responsibilities as may be assigned. Qualifications: - Submit a two-year driving history documented by MVR or drivers license. - Meet driving requirements per our insurance company's standards. - Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. - Car must be clean, safe and well maintained. - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances required. - Delivery driver experience a plus. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!
Application Instructions: Please apply in person at 287 N Northwest Highway, Palatine or online
Contact: Eileen Sexton
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 06/01/2016
Job ID: 4518655
Job Title: Phone Worker - Palatine
Company: Lou Malnati's
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target  
Location: Palatine, IL 60067  
Salary: Competitive hourly wage  

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

Application Instructions: Please apply in person at 287 N Northwest Highway, Palatine or online!  
Contact: Amy Petty  
Address: 3685 Woodhead Drive, Northbrook, IL 60062  
Phone: 847-562-1814  
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 06/01/2016  
Job ID: 4518671  
Job Title: Kitchen Staff - Schaumburg (Barrington Road)  
Company: Lou Malnati's  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Schaumburg, IL  
Salary: Competitive hourly wage  

Job Description: Responsibilities include but are not limited to: - Make pizzas or non-pizza items per Malnati high quality and ingredient standards per printed POS ticket or Management request. - Set-up pizza pans -- pat out dough, disperse cheese, apply ingredients. - Restock items, as necessary. - Coordinate pizza ovens; coordinate pizza with steam. - Maintain all sanitation standards in clean-up activities of kitchen workstations throughout shift. - Per sanitation standards, clean, wash and dry dishes ensuring clean stock is available. - Scrape and clean pots and pans per set standards. - Follow established operating procedure in handling and
taking out garbage as well as maintenance of the garbage dumpster areas. (For example -- break
down boxes, recycle activities, use appropriate bins, cleanliness, etc.). - Rotate and receive stock
as assigned. - Any other responsibilities as may be assigned. Qualifications: - Ability to operate
kitchen equipment and utilize tools necessary to complete their job duties. - Ability to make and
flip pizzas; work pizza ovens (proper cooking and rotation of oven, especially at busiest times);
and work steam and pantry. - Ability to prep all prep items. - Ability to work varied hours/days
including holidays. - Ability to work extra days and hours when circumstances require.
Physical Demands: - Ability to move, handle, push or pull goods throughout the location
generally weighing 0-80 pounds. - Ability to stand, reach, bend, kneel, stoop, climb and move
about the facility; ability to stand approximately 90% of workday; manual dexterity.

**Application Instructions:** Please apply at 357 S Barrington Road, Schaumburg or online!

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

---

**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

---

**Job Description:**
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
Expires: 06/01/2016
Job ID: 4519196
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 Title: Manufacturing Engineer
Company: Taurus Tool and Engineering
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Batavia, IL 60510
Salary: $65,000-80,000

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

Expires: 06/01/2016
Job ID: 4519278
Job Title: Digital Engagement Brand Ambassador
Company: XSELL Technologies
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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

Expires: 06/01/2016
Job ID: 4519542
Job Title: Financial Service Representative
Company: Mass Mutual
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60606

Salary:

Job Description: Financial Representative Description Join a growing, fast paced Fortune 500 firm located in downtown Chicago. MassMutual Financial Representative experience offers rewards personally, professionally, and financially; as well as unlimited career growth possibilities. Opportunities are available for individuals interested in starting a career in financial services, as well as experienced/licensed producers looking for better support, advanced training, compensation and non-captive contract. MassMutual Financial Representatives are key sources that clients turn to for their insurance, investment and financial strategies. Representatives are responsible for putting together financial programs that will respond to client needs today and for the future. Our representatives work with families, businesses and individuals. Many hold multiple investment licenses that help them grow their business. Responsibilities: In this entrepreneurial, consultative sales position, you will build your business by: -Prospecting -Developing and maintaining long-term relationships with clients -Expanding personal knowledge and skills through joint work Rewards: - Be your own boss - Opportunity to control your income - The freedom to work for yourself, not by yourself - Personal mentoring and coaching from top achievers - Fast track opportunity into management Compensation: The average representative makes 30-50k in the first year from the following sources: - Commission - Bonuses - Supplemental Income Qualifications: - High energy - Integrity - Strong work ethic - Desire to succeed - Confidence - Mental toughness - Ambition

Application Instructions: Please email all resumes to kkish@financialguide.com

Contact: Kelly Kish

Address: 4355 Weaver Parkway Suite 150, Warrenville, IL 60555

Phone: 630-791-9453

Email: kkish@financialguide.com

Expires: 06/01/2016

Job ID: 4519588

Job Title: Customer Service Representative

Company: Rescigno's Marketing Connections

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Bridgeview, IL 60455

Salary: Experience Based

Job Description: 20 -30 hours per week Position Overview As a Customer Service representative, you will be working directly with our clients, providing service and support. Working in tandem with our team, you will be responsible for establishing and maintaining positive and profitable client relationships while expertly managing the needs of our clients. Using your listening and problem solving skills, you will build strong, trusting relationships
with our clients as you grow and develop accounts. You will be a member of an energetic, motivated team, handling the day-to-day implementation of your clients' direct mail/development/fundraising projects. You will experience life in a growing small business with the support of a great implementation team. You will learn strategy and technique, negotiation skills, relationship building, and effective communication skills. We look for team members with a proven track record of creating happy, satisfied clients in a fast-paced, deadline-driven, project-oriented service-intensive environment. We are looking for individuals with a passion for creating a flawless service experience for customers. Direct mail, print, data processing, and USPS/Postal processing logistics are a plus. Essential Duties and Responsibilities * Estimating and Invoicing projects in QuickBooks for new and existing clients. Field questions as needed for client project proposals. * Collaborate with our team on ways to increase levels of customer service and improvements to client experiences. * Coordinate all aspects of on-boarding and assimilating new accounts: complete new client onboarding checklists, update proprietary software with client information and billing terms. * Work closely with customers and their data by setting up the data for personalization (mail merge) * Customer advocacy: routine check-ins and engagement with new and existing clients to build and maintain client relationships, creating timelines, follow jobs from beginning to end to ensure the team understands client needs and wants. * Effectively communicate—in a diplomatic and tactful manner—with clients, prospective clients, and team members about customer projects and timelines. * Office duties: open jobs in customer database, attend production meetings, open and distribute mail, update database and project boards, ordering envelopes, accepting data in excel and preparing it for merging into personalized letters. * Special projects for company president, as assigned. 

**Application Instructions:** Please send resume to Alex@rescignos.com

**Contact:** Alex Newkirk  
**Address:** 7501 W 85th St., Bridgeview, IL 60455  
**Phone:** 7089742600  
**Fax:** 708-974-0060  
**Email:** alex@rescignos.com

**Expires:** 06/01/2016  
**Job ID:** 4520158
Job Title: Part Time Program Staff and Drivers  
Company: Northern Suburban Special Recreation Association  
Job Type: Part Time, Seasonal, Volunteer  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Northbrook, IL 60062  
Salary: $10.00 - $14.00 an hour  
Job Description: NSSRA is looking for creative, enthusiastic and motivated Program Staff, Inclusion Companions and Drivers for recreational programs for people with disabilities in Chicago's northern suburbs. Interested applicants should enjoy helping/assisting our participants that range in age from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the quality of life of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying sports and recreation!!!! These positions are ideal for you if you:  
* Enjoy having fun with others  
* Enjoy working directly with people with disabilities  
* Want to make a difference in someone's life, everyday  
* Are highly motivated and enthusiastic  
Program Staff must be 16 years of age. No prior experience needed. We provide training for all our employees. Drivers must be 21 years of age, have a valid Illinois driver's license, pass a pre-employment physical, drug test and maintain a driving record with no more than one moving violation in the past 12 months. Drivers operate agency vehicles to transport participants and assist in care of the vehicles. All drivers need to be able to work programs. All positions are part-time and work schedules may range from a minimum of 1 hour per week up to 28 hours per week. Scheduling is assigned by program season, and hours are flexible and can be adjusted per season. Reliable transportation is required to ensure attendance at all scheduled programs. When committing to work a program you must be able to work all meeting dates for entire season. Northern Suburban Special Recreation Association (NSSRA) offers more than 800 programs and events during the year and serves approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and other areas. Participants range in age from 3-99. Programs are offered at park district facilities, school, and other locations throughout the northern suburbs. Ready to have fun? Complete an online application at www.nssra.org/jobs to be scheduled for an interview. NSSRA is an Equal Opportunity Employer.  
Contact: Darleen L Negrillo  
Address: 3105 MacArthur Blvd, Northbrook, IL 60062  
Phone: 847-509-9400  
Email: hr@nssra.org  
Apply Online: http://www.nssra.org/jobs/  

Expires: 06/01/2016  
Job ID: 4533248  
Job Title: Staff Accountant
Company: Integrated Merchandising Systems  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Accounting  
Job Target: Any Job Target  
Location: Morton Grove, IL 60053  
Salary:  
Job Description: Position Description: Staff Accountant IMS is seeking a Staff Accountant to work in our in the Morton Grove, IL office. This position works closely with the Sr. Accounting Manager to ensure procedures are followed and support the corporate finance group. Primary Responsibilities include: * Conduct quarterly SOX testing * Assist in annual financial audits * Evaluate client credit limit requests * Assisting with month-end close, preparing journal entries and various schedules * Manage credit card transactions * Coordinate monthly balance sheet account reconciliations * Special projects as necessary Experience/Qualifications: * Bachelor's Degree in Accounting with experience in accounting or auditing * Excellent organization, communication and interpersonal skills and the ability to work independently and manage priorities under tight timelines * Critical thinking, strong analytical skills, and problem solving ability * High attention to detail and ability to manage multiple projects simultaneously * Ability to handle a wide variety of tasks * Must be proficient in Microsoft Excel and Word * Ability to learn new programs. Experience with AS400 or JD Edwards a definite plus Email or send resume (SUBJECT: SAFINMG0516) to: Recruiter@IMSfastpak.com IMS Attn: Human Resources 8338 Austin Avenue Morton Grove, IL 60053 Please include salary requirements. IMS offers a comprehensive compensation and benefits package that includes medical, dental, vision, Profit Sharing and 401(k), generous paid time off policy and more! IMS is an Equal Opportunity Employer. This position is not eligible for relocation assistance. Local candidates only please. Please no phone calls or recruiting agencies.  
Contact: Erin Collins  
Address: 8338 Austin Ave, Morton Grove, IL 60053  
Phone: 847-583-3857  
Expires: 06/01/2016  
Job ID: 4533576  
Job Title: Summer Program Counselor  
Company: Science & Arts Academy  
Job Type: Full Time, Part Time, Seasonal  
Degrees Wanted: None Required  
Job Target: Any Job Target  
Location: Des Plaines, IL 60016
Salary: commensurate with experience

Job Description: Summer Adventures in Learning at Science & Arts Academy (SAA) is seeking applicants for Camp Counselor positions with our longstanding summer enrichment and recreation program. We are looking for students with experience and strong interest in working with children in an educational environment. This position is part-time, seasonal. Applicants must be available from June 13 through July 29. Hours are either 8:30am to 3:30pm or 12:00pm to 3:30pm, Monday through Friday. Additional hours for supervision of extended day program may be available. Primary responsibilities of the Camp Counselor include: * Plan and lead afternoon recreation including, but not limited to organized sports, team-building exercises, and other activities based on camper interests. * Assist lead teachers and instructors with implementation of morning enrichment courses. * Oversee camper pick-up/drop-off, lunch and recess periods, off campus field trips and special events. * Responsible for camper health, safety and addressing behavior issues. * Develop a collaborative environment where all campers are respected, valued, and feel safe. * Communicate campers’ progress, accomplishments and challenges to families. * Contribute updates for the summer newsletter and assist with other summer projects. * Fully participate in staff training the week of June 13 and participate in weekly staff meetings.

Job Requirements: Requirements: * Belief in the mission of Summer Adventures in Learning * Must be at least 18 years old and a high school graduate or equivalent; in pursuit of Bachelor's or Associate's degree with concentration in education strongly preferred * Previous experience leading activities for student groups in a school, nonprofit, or summer camp environment * Ability to work collaboratively and independently * CPR/AED Certification and Mandated Reporter Training required before first day of program

Application Instructions: To Apply: Please send resume, statement expressing specific interest in this position, and three references to summer@scienceandartsacademy.org. SAA is an equal opportunity employer and does not discriminate on the basis of age, gender, race, color, religion, national or ethnic origin or sexual identity in its hiring processes.

Contact: Zach Elkin
Address: 1825 Miner Street, Des Plaines, IL 60016
Phone: 8478277880
Email: summer@scienceandartsacademy.org

Expires: 06/01/2016
Job ID: 4534046
Job Title: JOB FAIR NURSE AIDES-DIET AIDES-RNs
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: ELK GROVE VILLAGE, IL 60007

WWW.COLLEGECENTRAL.COM/TRITON
Salary: 00.00
Job Description: Visit us at 1920 Nerge Road Elk Grove Village IL 60007 847-301-0550 473HR@hcr-manorcare.com
Job Requirements: CAN'T VISIT THAT DAY? CALL OR EMAIL FOR AN APPOINTMENT
Contact: PATRICIA SULLIVAN
Address: 1920 NERGE ROAD, ELK GROVE VILLAGE, IL 60007
Phone: 847-301-0550
Fax: 847-301-0013
Expires: 06/01/2016
Job ID: 4534051
Job Title: JOB FAIR NURSE AIDES-DIET AIDES-RN'S
Company: Manorcare Health Services
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: ELK GROVE VILLAGE, IL 60007
Salary: 00.00
Job Description: VISIT US MAY 31ST 11A-4P 1920 NERGE ROAD ELK GROVE VILLAGE IL 60007 847-301-0550 473hr@hcr-manorcare.com
Job Requirements: CALL OR EMAIL IF YOU NEED A DIFFERENT TIME TO MEET
Contact: Patricia Sullivan
Address: 1920 Nerge Road, Elk Grove Village, IL 60007
Phone: (847) 301-0550
Fax: (847) 307-0013
Expires: 06/02/2016
Job ID: 4520278
Job Title: Licensing Resource Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60602
Salary:
**Job Description:** Seeking an energetic person to join our Resource Team to provide and coordinate a continuum of casework services at all levels of the child welfare system. Candidate must demonstrate ability to communicate in a clear, comprehensible manner, both verbally and in writing. Valid Illinois driver's license and proof of automobile liability insurance required. State licensing/certification as required by the State of Illinois Department of Children. Must be certified CWEL, CCA, CERAP & 402 exams. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP.

**Application Instructions:** Application URL: http://www.aplitrak.com/?adid=ZGh1bnRlci4xMzMxMy40OTc2QGxzc2kuYXBsaXRyYWsuY29t

**Contact:**

Apply Online: http://www.aplitrak.com/?adid=ZGh1bnRlci4xMzMxMy40OTc2QGxzc2kuYXBsaXRyYWsuY29t

---

**Expires:** 06/02/2016

**Job ID:** 4520387

**Job Title:** Maintenance Technician

**Company:** Eagle Ridge Resort & Spa

**Job Type:** Full Time

**Degrees Wanted:** Associates, Certificate, Diploma

**Majors Wanted:** Air Conditioning & Refrigeration, Stationary Engineering

**Job Target:** Any Job Target

**Location:** Galena, IL 61036

**Salary:**

**Job Description:** Eagle Ridge Resort & Spa in Galena, Ill., the Midwest's premier Golf Resort, currently has one opening for a General Maintenance Technician in our Maintenance Department. This position is responsible for the overall operation and condition of the Inn, rental properties, support buildings, and all the associated equipment and systems used by associates and guests of the Resort. The preferred candidate should have basic electrical, carpentry, painting and plumbing skills, with an emphasis on preventative maintenance. Duties include routine scheduled maintenance tasks such as inspections, rental home inspections, preventative maintenance work orders, repairs to doors, windows, floor coverings, wall coverings, ceilings, furnishings, furniture, home appliances, industrial equipment and general building systems. The maintenance technician accurately maintains daily maintenance logs and reports and accepts directions, processes and follows through on tasks with little guidance. Strong interpersonal skills and a team player attitude is a major plus! Candidates must have a valid driver's license and be at least 18 years of age. Candidates must be flexible enough to work a variety of shifts as needed, including weekends and holidays to meet the needs of the department. Join the team at Eagle Ridge Resort & Spa! We offer competitive wages, Resort
perks and privileges including discounts on gasoline, meals, merchandise, lodging, & Spa treatments; complimentary golf, Pool/Fitness Center access and much more! Eagle Ridge is located within the scenic rolling hills of The Galena Territory, just a few miles east of historic Galena, Illinois. TO BE CONSIDERED FOR THE POSITION, WE REQUIRE A COMPLETED APPLICATION. We look forward to helping you explore employment opportunities at Eagle Ridge!

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

**Contact:** Dianne Phillips  
**Address:** 384 Territory Dr, Galena, IL 61036  
**Phone:** 8157775627  
**Fax:** 8157773415  
**Email:** hrrecruiter@eagleridge.com  
**Apply Online:** http://eagleridge.com

---

**Expires:** 06/02/2016  
**Job ID:** 4520388  
**Job Title:** Greenskeeper  
**Company:** Eagle Ridge Resort & Spa  
**Job Type:** Full Time, Part Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Galena, IL 61036  
**Salary:**

**Job Description:** Eagle Ridge Resort & Spa seeks Greenskeeper candidates who are at least 18 years of age. Responsibilities will include operating power equipment in mowing Golf Course putting greens, roughs, aprons and tees; bunker maintenance; watering putting greens, tees, fairways and roughs; grade and prepare soil plant bedding, lay sod, plant vegetative material and seed putting greens, tees, fairway and rounds; and miscellaneous duties as assigned. Join the team at Eagle Ridge Resort & Spa! We offer competitive wages, Resort perks and privileges including discounts on gasoline, meals, merchandise, lodging, & Spa treatments; complimentary golf. Pool/Fitness Center access and much more!

**Application Instructions:** For more information about our fabulous Resort go to www.eagleridge.com. A completed employment application must accompany resumes. Blank applications may be obtained on our "Employment" tab at www.eagleridge.com or by contacting Human Resources at (815) 777-5627 (JOBS). Submit completed applications by fax
Job Title: Restaurant Supervisor
Company: Eagle Ridge Resort & Spa
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: Associates, Certificate
Majors Wanted: Restaurant Management
Job Target: Any Job Target
Location: Galena, IL 61036
Salary:

Job Description: The Dining Room Supervisor's main goal is to promote and ensure guest satisfaction, achieved through their ability to develop and maintain a strong team environment, placing emphasis on employee satisfaction and delivery of prompt, courteous, correct service. ESSENTIAL DUTIES AND RESPONSIBILITIES Essential duties and responsibilities include the following (other duties may be assigned): * Assume responsibility of daily operation of the dining room, in the absence of the Restaurant Manager. * Check all employees for proper name tags, shoes, clean and proper uniform appearance at start of shift. * Check on guests to get feedback on the quality of their meals, service, etc. and resolve any problems. * Schedule service for breaks in conjunction with the Outlet Manager and depending on business volumes. * Have an excellent knowledge about wines and every item on the menu in order to assist guests, offer suggestions, and answer questions. * Be thorough with knowledge about the Resort, services offered, operating hours of all food and beverage outlets, etc. * Effectively check out all servers as they finish their shifts to make sure all the following are completed: o All tables completely set up with condiments clean and full o All side work completed as assigned o All carpeted areas in the station are clean and neatly swept o All check issues are resolved and closed in the franchise reservation systems. * In the absence of the Restaurant Manager while managing labor hours as needed * Supervises the following positions: Room Service Server, Dining Room Host/Cashier, Server Staff, Busperson, Lounge Server, Bartender, Paisanos Attendant, and Coffee Shop Attendant * Participates in discipline specific meetings i.e.: department head, group pick up, menu review. Participates in other internal and external
meetings at the direction of Executive Food and Beverage i.e.: revenue management, financial statement etc.

**Job Requirements:** Previous restaurant, bar or kitchen experience is beneficial. This seasonal position is available April thru mid to late October working 35-40 hours per week. Great opportunity for students to gain supervisory experience!

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

**Contact:** Dianne Phillips

**Address:** 384 Territory Drive, Galena, IL 61036

**Phone:** 8157775627

**Fax:** 8157773415

**Email:** hrrecruiter@eagleridge.com

**Apply Online:** http://eagleridge.com

---

**Expires:** 06/02/2016

**Job ID:** 4520404

**Job Title:** Mechanic -- Golf Maintenance Department

**Company:** Eagle Ridge Resort & Spa

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Galena, IL 61036

**Salary:** 12.00/hr (negotiable)

**Job Description:** Eagle Ridge Resort & Spa--home of 63 magnificent holes of golf--seeks Mechanic candidates for our Golf & Grounds Maintenance Department. The ideal candidate can work independently to repair and maintain motorized turf equipment for our golf courses. Focus areas: preventative maintenance, mechanical repairs, preparing/sharpening/setting mowing reels, service motorized equipment, and perform a wide variety of related tasks as required. Having a working knowledge of the general operation of gasoline and diesel engines is expected as well as knowledge of proper methods of servicing motorized hand-held equipment.

**Job Requirements:** Ability to perform preventive and repetitive maintenance on turf grass equipment. Setting/sharpening mower reels. Self-starter

**Application Instructions:** A completed employment application is a must be completed and a resume can be attached. Go to www.eagleridge.com. A .pdf link for an application is available on our website just click on "Employment".
Contact: Dianne Phillips  
Address: PO Box 777 444 Eagle Ridge Drive, Galena, IL 61036  
Phone: 8157775627  
Fax: 8157773415  
Email: hrrecruiter@eagleridge.com  
Apply Online: http://eagleridge.com

Expires: 06/02/2016  
Job ID: 4520408  
Job Title: Infant /Toddler Teacher  
Company: Little Beginnings Daycare and Preschool  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: Based on Education & Experie  
Job Description: Primary Caregiver for infants, Supervisor and Mentor to Assistants. Must be Passionate about teaching, nurturing, creative and able to Communicate well with children and parents, must be excellent at time management and multitasking must have strong leadership, organizational skills. We prefer candidates who are familiar with creative curriculum, Ages and Stages assessments and QRS and/or NAEYC Standards, Iter/ECERS Assessment tools.  
Job Requirements: Experience working with Infants/Toddlers in a licensed childcare facility. Experience Using with creative curriculum.  
Application Instructions: Please submit, resume, transcripts, 3 professional reference letters(preferably from Past employers) via email to: beginningsinc@aol.com  
Contact: C. Phillips  
Address: 847 madison, Oak Park, IL 60302  
Phone: 708-445-0909  
Fax: 708-445-7457  
Email: beginningsinc@aol.com

Expires: 06/02/2016  
Job ID: 4520409  
Job Title: Preschool Co- Teacher  
Company: Little Beginnings Daycare and Preschool  
Job Type: Full Time  
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: Based on education and experience

Job Description: Primary Caregiver for children ages 3-5 year olds, Must be nurturing, passionate about teaching, creative and possess good Communication skills with children, team mates and parents must be excellent at classroom management, time management and organizational skills. Must be a strong leader and willing to mentor team mates. The ideal candidate has experience with the following: QRS/Excelerate Illinois standards, NAAYC standards Ages and Stages and Creative Curriculum. ECERS Bi-lingual is considered a plus.

Application Instructions: Please email beginningsinc@aol.com. Attach résumé, transcripts and 3 reference letters from former employers. No phone calls please.

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

Expires: 06/02/2016
Job ID: 4520579
School Job ID: ivcc
Job Title: Part-Time Paramedic
Company: 10/33 Ambulance Service, Ltd.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Spring Valley, IL 61362
Salary: $13.35/hr.

Job Description: The paramedic administers life support to sick and injured persons in pre-hospital settings as authorized and directed by a physician, including protocols, as well as assesses the nature and extent of injury or illness to establish and prioritize medical procedures to be followed.

Job Requirements: This position is a part-time, fill-in type schedule. Hours and days are variable and flexible.

Application Instructions: Applications can be picked up at out location of: 3 Wolfer Industrial Drive, Spring Valley, IL 61362.
Contact: Bob Hoscheid
Address: 3 Wolfer Industrial Drive, Spring Valley, IL 61362
Telephone Sales Representative

Company: ORC ProTel
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lansing, IL 60438
Salary:
Job Description: Telephone Sales Representative

Application Instructions: Please call our Job Hotline 708 418 0400 This is a recorded message with our interview details.
Contact: Mary Kay Moloney
Address: 17253 CContinental Dr, Lansing, IL 60438
Phone: 708 418 0400
Email: marykay.moloney@orcprotel.com

Administrative Assistant

Company: ISB MANUFACTURING
Job Type: Co-op, Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY
Salary:
Job Description: Excellent organizational, time management, communication, multi-tasking, prioritization, problem-solving and proofreading/editing and computer skills are essential to effectively manage the day-to-day challenges of this role including multiple projects, conflicting
priorities and very tight and shifting deadlines. This role requires both administrative and heavy personal assistant tasks. The Assistant will provide a range of support services including: Answering and screening phonecalls, acting as gatekeeper. Problem-solving urgent and problematic situations. Composing and proofreading documents; creating sales presentations and proposals; photocopying, scanning, faxing and binding; conducting internet research; creating and maintaining files; updating Executive's contacts; and data entry. Coordinating conference calls and client meetings, including venues, booking transportation, food, as well as meeting and greeting guests. Developing travel itineraries. Provide back-up to the Reception Desk. You've got all the makings of a top performer. Here's what we can offer you in exchange for your amazing work: * Competitive base pay plus incentives * Medical, dental and vision benefits * Matching 401(k) * Generous paid time-off programs * Phone service discounts * Education reimbursement * Serious growth potential for your career * Fun, fast-paced environment This is more than a job. It's a chance to build a career and do work you can be proud of. Come on, what are you waiting for? It's time to explore an opportunity that could become the job of a lifetime. So apply today!

**Application Instructions:** Submit resume via email  
**Contact:** RILEY MCMURRAY  
**Address:** 7645 N Ingram Ave #200, Fresno, CA 93711  
**Phone:** 3216223010  
**Fax:** 3216223010  
**Email:** riley@isbmanufacturing.com

---

**Expires:** 06/02/2016  
**Job ID:** 4520933  
**Job Title:** Home Health Aide  
**Company:** Holistic Health & Human Services of IL  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Chicagoland, Suburbs, IL  
**Salary:**

**Job Description:** Experience Home Health Aide is needed to maintain, Strengthen and safeguard the functioning of individuals in their own homes in accordance with the authorized plan of care. Enable patients to stay in their homes by monitoring and recording patient condition; providing support and personal services.  
**Application Instructions:** Please e-mail your resume to Brittany Hernandez at holistichealth.hr@gmail.com  
**Contact:** Brittany Hernandez  
**Address:** 125 N. Marion Suite 202, Oak Park, IL 60301  
**Phone:** (708) 846-2091
Email: holistichealth.hr@gmail.com

Expires: 06/02/2016
Job ID: 4520994
Job Title: Customer Service/dispatch support
Company: Cycle Logistics
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Itasca, IL 60143
Salary: hourly
Job Description: Provide communication to customers and drivers on delivery updates. Some billing support functions also
Contact: Daniel Mudd
Address: 1550 W Bryn Mawr Ave, Itasca, IL 60143
Phone: 8477599900
Fax: Cycle Logistics
Email: dmudd@cyclelogistics.com

Expires: 06/02/2016
Job ID: 4521099
School Job ID: RVC
Job Title: Cafe Manager
Company: Barnes & Nobles
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61112
Salary:
Job Description: Essential Functions: Manage and execute the daily operations of the Cafe; execute e-Planner to standard; customize, communicate, delegate, perform, and follow up on all tasks as the business demands. Drive sales by coaching and counseling Cafe servers to deliver the four core service principles in the Cafe: provide timely and friendly cafe? service, upsell, maintain product presentation standards, and maintain Cafe cleanliness. Deliver positive financial results through efficient execution of initiatives; use financial reports to identify additional sales, in-stock, and trend opportunities. Plan and assign work to optimize payroll budget. Understand and execute Integrated Store Operations (ISO) standards. Coach and communicate with the Cafe servers about all our products and services, enthusiastically model selling
behavior, share technical knowledge, and provide recommendations about ways to connect our customers with the right products. Ensure that product quality and Cafe standards are executed and maintained; manage inventory levels, receiving, purchasing, waste control, and equipment maintenance and repair. Select, interview, and recommend the hiring of new Cafe servers; oversee and monitor the new hire orientation and training process, ensuring a smooth acclimation to the store and our bookselling culture in partnership with the store manager. Prepare and deliver performance reviews to Cafe servers; coach and counsel them on performance issues and take appropriate corrective action in partnership with the store manager. Resolve customer complaints in accordance with all operational guidelines, surfacing issues to the store managers as necessary. Protect company assets by controlling both internal and external shrink. Act with integrity and trust, promoting our bookselling culture and core values. Maintain a calm demeanor and manage issues professionally and according to store operating, and company standards, setting a positive example. Maintain facility's conditions and take immediate action to correct any maintenance issues. Requirements/Qualifications: You can identify opportunities to drive sales through analysis and knowledge of the competition. You communicate clearly and establish focused direction to execute the workload. You are organized and manage your time efficiently, which results in consistent productivity and customer focus. You comfortably direct and coach others, providing feedback regularly. You select the right people, training them and accurately assessing their skills in partnership with your store manager. You coach others by providing feedback, fostering open dialogue and listening effectively. You relate easily to others, building rapport and collaborative relationships. You comply at all times with the Standards, Policies, and Code of Business Conduct and Ethics set out in the Bookseller Handbook. You should have at least two years of management experience, preferably in a food or retail environment. You are expected to work a majority of your time in managing the Cafe, which requires physical activity, including prolonged standing and lifting. Our stores are open daily, which requires early morning, evening, weekend, and holiday availability. Barnes & Noble is an equal opportunity and affirmative action employer and is committed to providing employment opportunities to minorities, females, veterans, and disabled individuals, as well as other protected groups.

**Application Instructions:** Apply online

**Contact:** Jodi Robeson

**Address:** 7200 Harrison Ave, Rockford, IL 61112

**Phone:** (815) 332-4910

**Apply Online:**
http://chp.tbe.taleo.net/chp03/ats/careers/requisition.jsp?org=BARNESANDNOBLE&cws=39&rid=52949

---

**Expires:** 06/02/2016

**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  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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 drivers license. - Meet driving requirements per our insurance company's standards. - Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. - Car must be clean, safe and well maintained. - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances required. - Delivery driver experience a plus. Benefits: - Paid training. - Competitive pay. Hourly wage plus tips and delivery fee. - Advancement opportunities (89% of our current store managers started their career at Lou Malnati's as a staff member!). - Free meals while working, 50% discount on food when not working. - Full-time and part-time hourly non-exempt employees receive Holiday Pay. - Safety rewards. - Family culture and fun work environment!  
Application Instructions: Please apply in person at 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

Expires: 06/02/2016  
Job ID: 4521789
Job Title: Secretary / Office support  
Company: Controlled Environment Testing & Balancing  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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: 847-490-8400  
Fax: 847-490-4303

Expires: 06/02/2016  
Job ID: 4521818  
Job Title: Bus Staff - Naperville  
Company: Lou Malnati’s  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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

Expires: 06/02/2016
Job ID: 4521830
Job Title: Kitchen Staff - Naperville
Company: Lou Malnati's
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Naperville, IL 60540
Salary:

Job Description: Responsibilities include but are not limited to: -Make pizzas or non-pizza items per Malnati high quality and ingredient standards per printed POS ticket or Management request. -Set-up pizza pans -- pat out dough, disperse cheese, apply ingredients. -Restock items, as necessary. -Coordinate pizza ovens; coordinate pizza with steam. -Maintain all sanitation standards in clean-up activities of kitchen workstations throughout shift. -Per sanitation standards, clean, wash and dry dishes ensuring clean stock is available. -Scrape and clean pots and pans per set standards. -Follow established operating procedure in handling and taking out garbage as well as maintenance of the garbage dumpster areas. (For example -- break down boxes, recycle activities, use appropriate bins, cleanliness, etc.). -Rotate and receive stock as assigned. -Any other responsibilities as may be assigned. Qualifications: -Ability to operate kitchen equipment and utilize tools necessary to complete their job duties. -Ability to make and flip pizzas; work pizza ovens (proper cooking and rotation of oven, especially at busiest times); and work steam and pantry. -Ability to prep all prep items. -Ability to work varied hours/days including holidays. -Ability to work extra days and hours when circumstances require. Physical Demands: -Ability to move, handle, push or pull goods throughout the location generally weighing 0-80 pounds. -Ability to stand, reach, bend, kneel, stoop, climb and move about the facility; ability to stand approximately 90% of workday; manual dexterity.

Application Instructions: Please apply 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

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

---

**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  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**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
Degrees Wanted: None Required
Majors Wanted: Any Job Target
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
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
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:** 4523032
**Job Title:** Dental Assistant - Joliet
**Company:** PrimeSource Healthcare
**Job Type:** Full Time
**Degrees Wanted:** Diploma
**Majors Wanted:**
**Job Target:** Any Job Target
**Location:** Joliet, IL 60431
**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.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:** * Work under the
supervision of the on-site dentist * Review patient chart prior to doctor arrival and log appropriate patient data during exam and treatment, as well as, transcribe doctor notes in exam * Ability to verify patient health history (basic health review, medications, understanding the impact with dentistry) * Perform efficient and accurate procedures to help maintain doctor's schedule and patient flow; maintain time flexibility for a patient; be present, engaged and ready to work * Daily and overnight travel as required. Lodging and meal allowance provided for overnight stays * Transporting equipment and supplies and setting up equipment * Retrieve and return all medical charts as necessary * Knowledge and understanding of dental terminology sufficient to perform job successfully * Assist the doctor with all dental procedures including but not limited to: * Take directions from doctor * Anticipate doctors needs * Performing patient oral evaluations * Take accurate and high quality x-rays * Ability to work as a team player, have mutual respect for team, partner with team to create an exceptional experience for the patient * Sterilize equipment, instruments and operatory per OSHA guidelines

**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 PRIMESOURCE WILL PROVIDE: * Company vehicle * Gas card * Navigation device * Cellular phone * Tablet PC with EMR software * Fax and faxline * 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 How to Apply To apply for this position, send your resume to Karen Moran, kmoran@pshcs.com. Use "Dental Assistant [Joliet, 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.

**Application Instructions:** To apply for this position, send your resume to Karen Moran, kmoran@pshcs.com. Use "Dental Assistant [Joliet, 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
**Email:** kmoran@pshcs.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  

---

**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 out going 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: 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
Application Instructions: Please call or text: 773-850-9937 by Or stop In to fill out application or bring resume
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 customers 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: 06/15/2016
Job ID: 4540079
Job Title: Automotive Technician / Mechanic Apprentice - Chicago, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Chicago, IL
Salary: DOE
Job Description: Firestone Complete Auto Care is currently seeking an Automotive Technician / Mechanic Apprentice - Chicago, IL Responsibilities: As a Technician Apprentice you assist
other Technicians in technical activities that include those described below: * Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical * Change oil and/or transmission fluid and filters * Install batteries and checks electrical systems * Install and perform tire maintenance * Install parts which include shock absorbers and exhaust systems * Road test vehicles

**Job Requirements:**
Requirements: * Demonstrate the ability to learn basic mechanical tasks * A high level of motivation and energy and strong customer service skills * Must have a valid driver's license * Automotive or tech school experience

We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Kristen 708-310-9773

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

**Contact:**

**Apply Online:** [http://bridgestoneretail.jobs/](http://bridgestoneretail.jobs/)

---

**Expires:** 09/30/2016

**Job ID:** 4539511

**Job Title:** Seafood Sales Rep

**Company:** True World Foods Chicago LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Marketing/Sales

**Job Target:** Any Job Target

**Location:** Elk Grove Village, IL 60007

**Salary:**

**Job Description:** Seafood Sales Representative (Elk Grove Village) Position Summary: Participates in the development of new products and markets. Actively maintains a positive relationship with existing customer base. This is a great opportunity for a motivated person who likes working with people. Experience working in Restaurants, as a Chef or in Grocery, are great for background. Essential Functions: ? Follows up with existing customers to ensure order satisfaction. ? Develops and maintains customer contact lists. ? Prospects for new customers and guides them through the credit application process and order process. ? Develops and implements product promotion plans and materials. ? Follows-up with new contacts and clients with personal introductions/visits. ? Attend Trade (Restaurant) Shows to introduce products and develop relationships with existing customers and potentially new customers. ? Regularly reports to the head of Sales Department, regularly attends department and cross-function meetings to address Sales and Service matters. ? Delivers products to customers for Urgent orders placed after the close of Production Floor. Minimum Qualifications ? HS Diploma
preferred or equivalent knowledge/experience to perform order taking, calculating invoicing, understanding discounting, etc. ? Some experience with Sales desired, preferably wholesale. ? Must have a valid Driver’s License. * Knowledge of Tuna, Salmon and Sushi is a great plus!!!! Knowledge, Skills and Abilities: ? Preferably knowledgeable of institutional and restaurant business (food products). ? Develops expertise in knowledge of Company products. ? Must be able to drive company vehicles. ? Must be able to learn computer software systems used by Company. ? Must be able to communicate clearly with customers, vendors and co-workers. ? Must be courteous and professional at all times when dealing with customers and others. ? Must be accurate in completing essential documents pertaining to Sales Orders, FDA regulations, HACCP, Reporting, etc., after company training has been completed. ? Must be proficient at using customary office machines such as copiers, faxes, scanners and calculators. ***We offer flex hours after successful completion of your training. ***Health Benefits, PTO, friendly office culture. Serious applicants please submit your resume and cover letter.

Contact: Susan Madden
Address: 950 Chase Avenue, Elk Grove Village, IL 60007
Phone: 8477180088
Fax: 8477180025

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

**ATTN:** Home Healthcare Aide

**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