Job ID: 4558916
Job Title: Office Manager
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Location: Chicago, IL
Salary: $18.00 - $18.33 per hour
Job Description: Qualifications: High school graduation or equivalent Twenty-four months of clerical/office support work experience comparable to that performed at the Office Support Specialist level or in other positions of comparable responsibility (Each position requires a background check.) Salary: $18.00 - $18.33 per hour Responsibilities: This position reports directly to the Chair of the Social Work Department. It is responsible for the coordination, maintenance and effective functioning of the departmental office.

Job Requirements: Application Deadline: A current employment application, affirmative action form, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 5/24/2016. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.sucss.illinois.gov/updates.aspx

Application Instructions: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu

Contact: Human Resources
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108
Apply Online: https://www.neiu.edu/about/office-manager-1

Expires: 06/12/2016
Job ID: 4561646
Job Title: Accounts Payable
Company: JD Byrider
Job Type: Full Time
Location: Glendale Heights, IL 60139
Salary: $10-$13/hour to start
Job Description: Accounts Payable - F/T J.D. Byrider Glendale Heights, IL We are always looking for GREAT people to help us achieve our corporate goals. We are currently hiring for our Accounts Payable Department. You will be working in the Controller's Office supporting the overall functions of 4 used car dealerships. We are a fast paced and busy office that requires a dependable and organized individual to add to our team. This position will begin June 27th, it is full time, hours will be 8am to 4:30pm Mon - Fri. Job Description: * Accts payable statement
reconciliation and cutting checks * Bank account reconciliations * Daily cash deposit reconciliations * Other general office duties

**Job Requirements:** Qualifications: * Intermediate Excel experience * Advanced Gmail and other internet based programs * Self Starter - able to take initiative and work independently * Extremely detail oriented and organized * Excellent time management * Ability to multi-task and handle multiple ongoing assignments * Able to properly use: o Fax Machine o Copier o Postage Machine * High School Diploma or higher * Prior General Office Experience

**Benefits:** * Paid Time Off - 10 days per year, accrued on a bi-weekly basis * Health Coverage through Blue Cross/Blue Shield Illinois * Paid Holidays after 30 days employment * 401(k) with up to 4% employer match (upon eligibility date) * NOTE: All benefits are subject to waiting periods and other definitions defined in Employee Manual at time of hire

Interested Candidates should e-mail resumes to hiring.manager.115@gmail.com. Resumes must be Microsoft Word files or directly pasted into body of email. Links will not be opened. No Calls Please!

**Application Instructions:** Interested Candidates should e-mail resumes to hiring.manager.115@gmail.com. Resumes must be Microsoft Word files or directly pasted into body of email. Links will not be opened. No Calls Please!

**Contact:** Angela Kingsmill
**Address:** 800 North Ave, Glendale Heights, IL 60139
**Phone:** 630-403-3800
**Email:** hiring.manager.115@gmail.com

---

**Expires:** 06/17/2016

**Job ID:** 4564013

**Job Title:** 10 month Building Technologist

**Company:** School District 64

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Park Ridge, IL 60068

**Salary:** Starting: $32,000

**Job Description:** Previous experience with various aspects of technology and how technology is used in a school setting is preferred.

**Job Requirements:** Need to pass physical and criminal background check.

**Application Instructions:** Fill out an online application by Friday, June 17, 2016. Selected candidates will be interviewed for the position.

**Contact:** Mary Jane Warden

**Address:** 164 S. Prospect Avenue, Park Ridge, IL 60068

**Phone:** 847-318-5427
**Fax:** 847-318-5442
**Email:** mjwarden@d64.org
Apply Online: http://d64.org

Expires: 06/30/2016
Job ID: 4558390
Job Title: Administrative Assistant
Company: Belmont Planting Works Inc.
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Office Assistant
Job Target: Any Job Target
Location: Franklin Park, IL 60131
Salary: $15-$17
Job Description: As an Administrative Assistant you will responsible for handling phones, taking orders and giving quotes. Other office duties, including applying cash deposits, invoicing, ap, ar. Dealing with 4 outside salesman. This is a full-time position. We would like someone with at some experience up to at least a year.

Application Instructions: Please e-mail your resume to roynewman119@cs.com On the subject line please put that you are apply for Administrative Assistant position.

Contact: Roy Newman
Address: 9145 King St., Franklin Park, IL 60131

Expires: 06/30/2016
Job ID: 4558415
Job Title: Delivery Drivers - Western Springs
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Western Springs, IL 60558
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. - Past delivery driver experience a plus.

**Application Instructions:** If you are interested please apply online at http://www.loumalnatis.com/application-form or in person at 4700 Gilbert Ave., Western Springs

**Contact:** Amy Petty

**Address:** 3685 Woodhead Drive, Northbrook, IL 60062

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/application-form

---

**Expires:** 06/30/2016

**Job ID:** 4558481

**Job Title:** Caregivers/CNA - Live-In

**Company:** Comfort Keepers

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

**Degrees Wanted:** None Required

**Majors Wanted:** Nurse Assistant

**Job Target:** Any Job Target

**Location:** Northshore, IL

**Salary:** $135- $145/ Day

**Job Description:** Personal Care: Bathing, grooming and hygiene Mobility Assistance, Transferring and positioning, Feeding and special diet, Medication reminders. Care Services: Companionship, Meal preparation, light housekeeping, Transportation, Grocery shopping, Errand Services.

**Application Instructions:** To apply e-mail resume to Yennifer Ramos yenniferramos@comfortkeepers.com or apply online www.comfortkeepers.com You may also come in person to apply.

**Contact:** Yennifer Ramos

**Address:** 1040 S. Milwaukee Ave, Suite 200, Wheeling, IL 60090

**Phone:** (847) 215-8550

**Fax:** (847) 215-7941

**Email:** yenniferramos@comfortkeepers.com

**Apply Online:** https://www.comfortkeepers.com

---

**Expires:** 06/30/2016

**Job ID:** 4558518

**Job Title:** Caregiver/ CNA

**Company:** Comfort Keepers

**Job Type:** Full Time, Part Time
**Location:** Northshore, IL  
**Salary:** $11.00/hr +  

**Job Description:** Personal Care: Bathing, grooming and hygiene Mobility Assistance, Transferring and positioning, Feeding and special diet, medication reminders. Care Services: Companionship, Meal preparation, light housekeeping, Transportation, grocery shopping, Errand Services.  

**Application Instructions:** To apply e-mail resume to Yennifer Ramos yenniferramos@comfortkeepers.com or apply online www.comfortkeepers.com You may also come in person to apply.  

**Contact:** Yennifer Ramos  
**Address:** 1040 S. Milwaukee Ave, Suite 200, Wheeling, IL 60090  
**Phone:** (847) 215-8550  
**Fax:** (847) 215-7941  
**Email:** yenniferramos@comfortkeepers.com  
**Apply Online:** https://www.comfortkeepers.com

---

**Job Title:** Office Assistant  
**Company:** National Association of Boards of Pharmacy  
**Location:** Mount Prospect, IL 60056  
**Salary:**  

**Job Description:** Performs clerical tasks: sorting, filing, collating and stuffing. Relieves the receptionist when needed. Answers telephone inquiries from applicants and customer service staff, according to established procedures. Processes candidate applications and assembles program files. Processes refund requests and related correspondence with candidates. Receives, opens and distributes department mail and faxes according to established guidelines. Processes score reports; files same in candidates' program files. Prepares and mails deficiency letters and letters of acceptance. Prepares and mails deficiency letters and letters of acceptance. Processes document returns. High school diploma required, associate degree preferred. At least (2) years of office experience and basic computer knowledge. Data entry and internet skills required. Familiarity with Microsoft Word, Excel, or similar database software preferred.  

**Application Instructions:** Please forward resume to HR@NABP.net  

**Contact:**  
**Address:** 1600 Feehanville Dr, Mt. Prospect, IL 60035  
**Email:** HR@NABP.net

---

**Expires:** 06/30/2016  
**Job ID:** 4558759
Job Title: Landscape & Snow Production Associate

Company: James Martin Associates

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Landscape Design & Maintenance

Job Target: Any Job Target

Location: Vernon Hills, IL 60061

Salary:

Job Description: Landscape & Snow Production Associate Full Time Position Vernon Hills, Illinois (Northwest Chicago Region) Landscape and Snow Production Associate will enjoy learning experiences while working outside, creating and maintaining high quality landscapes. Ideal candidates are highly motivated, hardworking, team focused and possess a customer friendly personality. You will have an active involvement in all areas of the business; landscape maintenance, landscape construction and snowplow. Team members who excel in this position will grow and be prepared for additional career opportunities within the company. James Martin Associates is a progressive, award winning landscape firm seeking exceptional, horticulture and landscape architecture or construction management graduates. Previous summer work and/or 1-2 years landscape industry experience required. Horticulture, Landscape Management or Construction Management degrees are preferred. Applicants must possess a valid driver’s license and be able to safely perform and operate various landscaping equipment and handling of landscape materials. Landscape Production Associate responsibilities and learning opportunities of the job are: * Learn residential or commercial landscape maintenance production and efficient processes * Become trained in safe operation of all forms of landscape equipment and tools * Assist foremen with the installation of high quality landscape construction or irrigation projects * Perform various materials yard management procedures * Become skilled at performing proper horticultural services * Coordinate and install annual flowers, perennials, shrubs and trees * Assist with plant material acquisition, job staging and care * Gain exceptional communication and customer service skills Snow Operations responsibilities and learning opportunities: * Participate in snow management activities such as plow truck driving, shoveling, salting or office administration during snow events * Assist in pre-season maintenance and repair of snow equipment and fleet vehicles Career Development Paths: * Superintendent of production crews * Project management * Account Management Benefits: Potential for full time employment with benefits (paid time off, health insurance, 401K) and many opportunities for self-directed growth within the company. A complete overview of the company and career information can be accessed at www.jamesmartinassociates.com. Typical Work Day: Landscape Season Start 6:00 am, End 3:00-6:00 pm, 15-20 Saturdays for 6-8 hrs. Snow Season Due to unpredictable nature of snow events and requirements for service, work hours may occur at any time. Hourly: $14.00 - $17.00. Salaried position may be discussed, depending on previous experience. Submit Resumes online: www.jamesmartinassociates.com/careers Human Resources Manager: Beth McElroy, B.McElroy@jamesmartinassociates.com

Contact: Beth McElroy

Address: 59 E. US Highway 45, Vernon Hills, IL 60061
Phone: (847) 634-1660
Email: b.mcelroy@Jamesmartinassociates.com

Expires: 06/30/2016
Job ID: 4558798
Job Title: Substitute Information Desk Specialist
Company: McHenry County Conservation District
Job Type: Part Time
Location: Ringwood, IL 60072
Salary: $11.22/hr

Job Description: The McHenry County Conservation District Education Services Department is seeking applicants to serve as a substitute for the Information Desk Specialists at the Lost Valley Visitor Center located in Glacial Park and the Prairieview Education Center in Crystal Lake. This is classified as a year-round, part-time position. We are currently looking for someone available to fill in on all days of the week, although we will consider applicants who are only available on weekdays or weekends. Total hours per week vary widely depending on the needs of the regular staff for substitutes. JOB RESPONSIBILITIES: Open and close the Center; answer phone calls; welcome walk-in visitors; process requests for District information; process loan material rentals; process program registrations; assist center visitors with interactive displays, audio-visual programs, and way-finding; and answer basic questions regarding local flora and fauna.

Job Requirements: QUALIFICATIONS: Background in local natural history; experience or competence in working independently under minimal supervision while overseeing the daily operations of the front desk at the facility; excellent interpersonal and communications skills; experience working with public; basic experience working with Microsoft Word and Excel programs, and general competence in computer use; bi-lingual in Spanish a plus. BUILDING HOURS: Lost Valley Visitor Center November-March: daily 9a.m.-4p.m. April-October: daily 9a.m.-5:30p.m. Prairieview Education Center Year-round: weekdays 9a.m.-5p.m.; Saturdays 12:30-4:30 p.m.

Application Instructions: Applicant must complete an online application located at www.mccdistrict.org.
Contact: Jenny Heider
Address: 18410 U.S. Hwy 14, Woodstock, IL 60098
Phone: 815-338-6223
Apply Online: http://www.applitrack.com/mccdistrict/onlineapp/

Expires: 06/30/2016
Job ID: 4559039
Job Title: Cold Heading Machine Operator - 2nd Shift
Company: Flexco
Job Type: Full Time
Degrees Wanted: Diploma
Location: Downers Grove, IL 60515
Salary:
Job Description: We have: - A 153,000 square foot, air conditioned building - A small company, family-oriented feel in a global organization - A company funded pension and a generous compensation and benefits package - A focus on safety, quality, and continuous improvement You Have: - The skills to perform the duties to setup and operate bolt and nut making equipment - Three to five years of related experience, preferably in cold heading - A high school diploma or equivalent - Experience troubleshooting issues and making machine adjustments - Motivation to learn and constantly improve processes - An attention to detail and strong measurement skills (calipers and gauges) - The desire to work 2nd shift (2:15 pm - 10:45 pm) In 2015, Flexco was named to the list of the nation's "101 Best & Brightest Companies To Work For" by the National Association of Business Resources. A 5% shift differential is offered for employees on second shift.
Contact: Flexco
Address: 2525 Wisconsin Avenue, Downers Grove, IL 60515
Phone: 6309710150
Apply Online: http://www.flexco.com/careers.html

Expires: 06/30/2016
Job ID: 4559114
Job Title: Administrative Assistant/ Receptionist
Company: Hairline Creations Inc.
Job Type: Part Time
Location: Chicago, IL 60634
Salary:
Job Description: Busy office atmosphere-must be friendly, professional and detail oriented. We are an upbeat, family-run company. We only give the best in customer service, so if you are reliable, able to multi-task, detailed and enthusiastic, this job is the perfect match for you! Minimum 2 years office experience required (cashiering exp. helpful, but not required) Please email your RESUME and desired HOURLY salary.
Application Instructions: Please email resume to: elizabeth@hairlinecreations.us
Contact: Elizabeth Jaskula
Address: 5850 W. Montrose Ave, Chicago, IL 60634
Phone: (773) 282-5454
Fax: (773) 282-5449

Expires: 06/30/2016
Job ID: 4559255
Job Title: Inventory Control/Logistics Coordinator
Company: Vanfab, Inc
Job Type: Full Time
Degrees Wanted: Associates
Location: Union Hill, IL 60969
Salary:
Job Description: Local Industrial Lumber Company has immediate opening for Inventory Control/Logistics Coordinator. Primary responsibilities include cycle counting and reporting inventory on a daily basis and coordinating inventory levels with outlying facilities, coordinating the scheduling and loading of product being shipped to outlying facilities and customers. Must possess strong leadership skills. Intermediate Microsoft Excel and Access skills required.
Application Instructions: Applicants can email a resume and cover letter to scott@vanfab.com or apply in person.
Contact: Scott Latimer
Address: One Center Street, Union Hill, IL 60969
Phone: 815-426-2544

Expires: 06/30/2016
Job ID: 4559263
Job Title: Quality Control
Company: Vanfab, Inc
Job Type: Full Time
Degrees Wanted: Associates
Location: Union Hill, IL 60969
Salary:
Job Description: Local industrial lumber manufacturing facility has immediate opening for Quality Assurance Manager. Successful candidates will have a minimum of two years of experience in Quality Assurance and well-rounded knowledge of ISO, PPAP, FMEA and SPC. Experience with blue print reading, gage control and calibration, process design, internal audits and Lean principles desired. Must be able to lift fifty pounds. Must have great communication and organizational skills. Submit your resume to scott@vanfab.com or apply in person at Vanfab, One Center Street, Union Hill, IL 60969.
Application Instructions: Submit your resume to scott@vanfab.com or apply in person at Vanfab, One Center Street, Union Hill, IL 60969.
Contact: Scott Latimer
Address: One Center Street, Union Hill, IL 60969
Phone: 815-426-2544

Expires: 06/30/2016
Job ID: 4559278
Job Title: Welders
Company: Vanfab, Inc
Job Type: Full Time
Degrees Wanted: Associates
Location: Union Hill, IL 60969
Salary: $13 - $16

Job Description: Local Metal Fabrication Plant has immediate openings for MIG/TIG welders, machine operators and grinders. Experience in a manufacturing setting is preferred but not required. Wages based upon experience, opportunities for $13-$16 per hour after probation period.

Application Instructions: Submit your resume to scott@vanfab.com or apply in person at Vanfab, One Center Street, Union Hill, IL 60969.

Contact: Scott Latimer
Address: One Center Street, Union Hill, IL 60969
Phone: 815-426-2544

Expires: 06/30/2016
Job ID: 4559316
Job Title: Plant Manager
Company: Vanfab, Inc
Job Type: Full Time
Degrees Wanted: Associates
Location: Union Hill, IL 60969
Salary: $75,000+

Job Description: Local Industrial Lumber Company has immediate opening for Plant Manager. Primary Responsibilities include, but are not limited to: * Manage day to day operations of the manufacturing facility, 60-70 employees across 2 shifts * Effectively manage production personnel and production supervisors * Keep the manufacturing schedule to meet the demands of our customers * Maintain customer satisfaction and intimacy; quality and deliveries * Communicate with customers regarding the timeliness of shipments * Manage labor budget * Ensure overall safety of employees * Ensure staffing and training of all plant employees is maintained Job Requirements * Proven experience in team management with leadership skills * Proven experience in production management and productivity growth * 5-10 years in manufacturing management * Strong computer skills, specifically Microsoft Excel and Access * Strong procedural activity and the discipline to ensure employees follow procedures

Application Instructions: Submit your resume and cover letter to scott@vanfab.com or apply in person at Vanfab, One Center Street, Union Hill, IL 60969.

Contact: Scott Latimer
Address: One Center Street, Union Hill, IL 60969
Phone: 815-426-2544

Expires: 06/30/2016
Job ID: 4559503
Job Title: Auto Express Service Technician
Company: Sears Auto Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Schaumburg, IL 60173
Salary: $10-$12/ hr.
Job Description: General duties include but not limited to: Installing tires and batteries
Completing oil changes Vehicle inspections
Job Requirements: Self-motivated, outgoing individual
Application Instructions: Please apply online and apply at the Schaumburg Woodfield location. Any questions please call Lee at 847-330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: http://searsholdings.com/careers

Expires: 06/30/2016
Job ID: 4559555
Job Title: Customer Service Advisor
Company: Sears Auto Center
Job Type: Full Time, Part Time
Location: Schaumburg, IL 60173
Salary: $10-$14/hr
Job Description: General duties include but not limited to: Selling automotive repair services and parts Creating estimates for customers Customer follow up Use strong customer service skills to build trust and loyalty with customers
Job Requirements: Must be outgoing, customer service focused, pay attention to detail and work well with others
Application Instructions: Please apply to the Schaumburg Woodfield Mall location Please call Lee with any questions at 847-330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: http://searsholdings.com/careers
Expires: 06/30/2016
Job ID: 4559592
Job Title: Auto Express Service Tech
Company: Sears Auto Center
Job Type: Full Time, Part Time
Location: Schaumburg, IL
Salary: $10-$12/ hr
Job Description: General duties include but not limited to: Installing tires & batteries, Changing engine oil and vehicle inspections.
Application Instructions: Be sure to apply at the Schaumburg, IL location. Store #6091 Woodfield Mall. Either e-mail your resume or apply online. If you have any questions please call (847) 330-2166
Contact: Lee Cavanaugh
Address: 890 Perimeter Dr., Schaumburg, IL 60173
Phone: (847) 330-2166
Email: lee.cavanaugh@searshc.com
Apply Online: https://www.searsholdings.com/careers

Expires: 06/30/2016
Job ID: 4559613
Job Title: DENTAL ASSISTANT- NORTH SIDE
Company: Heartland Alliance
Job Type: Full Time
Degrees Wanted: Certificate, Diploma
Location: Chicago, IL
Salary:
Job Description: Dental Assistant Summary: The Dental Assistant, under supervision, assists the dentist in the routine handling of patients, instruments, supplies and materials. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below. Essential Duties and Responsibilities: * Prepares operators and equipment for daily use in the morning as well as securing the same at the end of day. * Performs preliminary inspection of mouth and documents chart findings. May take blood pressure readings * Assists patients in completing health questionnaire and other clinic paperwork * Prepares tray of instruments and supplies required for the patient and serves as the dentist’s chair side assistant by handling the various instruments and supplies as instructed. * Sterilizes and polishes dental instruments, oils and cleans equipment per maintenance schedule * Performs routine laboratory work such as mixing fillings materials, pouring models etc., takes dental radiographs, develops and mounts x-ray film * Understands and observes all infection control procedures and performs weekly monitoring of sterilization equipment * Assists in removing or inserting temporary medical fillings and applies topical drugs as prescribed by the Dentist * Assists in placing rubber dam * Performs the charting of the mouth according to the dentists instructions. Instructs patients in proper oral hygiene
techniques, proper nutrition for dental health and common oral problems. * Inventories and requisitions dental supplies. * Adheres to professional standards as outlined by governmental bodies, The American Dental Association (ADA) (and/or other appropriate professional associations), private funding sources, Agency plans/policies and Unit guidelines. Participates in periodic evaluative reviews and/or in house and external staff training to ensure that he/she understands and continues to adhere to such standards. Initiates requests for assistance or guidance from Supervisor to address new issues or complex concepts affecting adherence to professional standards. * Performs necessary clerical duties including, but not limited to registration of patients, making appointments when necessary and operating a computer, including Microsoft Word and internet search functions. * Other duties may be assigned.

**Job Requirements:** * Education and/or Experience: High school diploma or equivalent. Completion of an approved course in dental assisting or employed full time for at least six months as a dental assistant in a dental clinic. Ability to work with groups and individuals in a tactful and resourceful manner. * Language Skills: Fluency in a second language may be required. * Computer Skills: Demonstrated proficiency in operating a computer efficiently, including Microsoft Word and internet skills.

**Application Instructions:** Please apply online at:
http://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&cws=1&rid=3457

**Contact:** Juana Becerra  
**Address:** 208 S. LaSalle St., Chicago, IL 60604  
**Phone:** 312-660-1407

**Apply Online:**  
http://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&cws=1&rid=3457

---

**Expires:** 06/30/2016  
**Job ID:** 4559826  
**Job Title:** pool attendant  
**Company:** Hillcrest Property Management  
**Job Type:** Full Time, Part Time  
**Location:** IL 60016  
**Salary:** 9.50  
**Job Description:** Regular gatekeeper duties. Make sure rules are followed for this residential pool. Pool area cleaning duties.

**Application Instructions:** Please fax resume to 630 627 0033. There are a few pool jobs available in Wheeling, Des Plaines and Lombard.

**Contact:** Helen Kocemba  
**Address:** 55 West 22nd Street Suite 310, Lombard, IL 60148  
**Phone:** 630-785-6023  
**Fax:** 630-627-0033  
**Email:** hkocemba@hillcrestmgmt.com

---

**Expires:** 07/01/2016  
**Job ID:** 4560120
Job Title: Telephone Sales Representative  
Company: ORC Protel  
Job Type: Full Time, Part Time  
Location: Lansing, IL 60438  
Salary:

Job Description: Inbound/Outbound call center located in Lansing IL. We provide customer service to new and existing customers. Casual environment, Flexible schedules. Guaranteed hourly rate plus Bonus and incentives. Paid holidays, vacation and insurance.

Job Requirements: Minor Computer skills. On the job training provided.

Application Instructions: Please call our recorded Job Hot Line for interview information 708 418 0400

Contact: Mary Kay Moloney  
Address: 17253 Continental Dr, Lansing, IL 60438  
Phone: 7084180400

Expires: 07/01/2016

Job ID: 4560451

Job Title: Janitor - Building Services Department  
Company: Mount Prospect Public Library  
Job Type: Part Time  
Location: Mount Prospect, IL 60056  
Salary: $12.56 per hour

Job Description: Part-time Janitor position available. The janitor position is responsible for the general cleaning and upkeep of the Library building and property inside and outside. It also involves meeting room setup and assisting with building security. Job requires the ability to perform medium to heavy work. High school diploma or GED. Some previous commercial janitorial experience a plus. $12.56 per hour. Schedule Sunday 9 am to 3 pm and Monday 7 am to 1 pm(Total 12 hours per week) See http://mppl.org/about/jobs/ for detailed job description and how to apply

Job Requirements: See www.mppl.org for complete job description

Contact: Human Resources  
Address: 10 S. Emerson St., Mount Prospect, IL 60056  
Email: jobs@mppl.org

Expires: 07/01/2016

Job ID: 4560549

School Job ID: RVC-EDU  
Job Title: Adjunct Faculty - General  
Company: Rock Valley College  
Job Type: Part Time
Degrees Wanted: Masters
Location: Rockford, IL 61114
Salary:
Job Description: Individuals interested in teaching part-time, may submit application materials regardless of area of interest at any time. A Master's degree with a minimum of 18 graduate credit hours in the recognized discipline is required to teach university parallel courses. However, individuals interested in teaching specialized courses in curricula leading to employment or courses numbered less than 100, require a Bachelor's degree and demonstrable competence in the discipline or four years of business or industrial experience in the recognized discipline and demonstrable competence.
Application Instructions: Complete online application; include cover letter specifically stating area of interest, current chronological resume; and unofficial transcripts of all completed college-level course work. Offer to hire cannot be extended without official transcripts.
Contact: Human Resources
Address: 3301 N Mulford Rd, Rockford, IL 61114
Phone: 815-921-4750
Apply Online: http://www.rockvalleycollege.edu/employment

Expires: 07/01/2016
Job ID: 4560550
School Job ID: RVC-EDU
Job Title: Humanities Adjunct Faculty
Company: Rock Valley College
Job Type: Part Time
Degrees Wanted: Masters
Location: Rockford, IL 61114
Salary:
Job Description: Individuals interested in teaching part-time, may submit application materials regardless of area of interest at any time. A Master's degree with a minimum of 18 graduate credit hours in the recognized discipline is required to teach university parallel courses.
Application Instructions: Complete online application; include cover letter specifically stating area of interest, current chronological resume; and unofficial transcripts of all completed college-level course work. Offer to hire cannot be extended without official transcripts.
Contact: Human Resources
Address: 3301 N Mulford Rd, Rockford, IL 61114
Phone: 815-921-4750
Apply Online: http://www.rockvalleycollege.edu/employment

Expires: 07/01/2016
Job ID: 4560551
School Job ID: RVC-EDU  
Job Title: Math Adjunct Faculty  
Company: Rock Valley College  
Job Type: Part Time  
Degrees Wanted: Masters  
Location: Rockford, IL 61114  
Salary:  
Job Description: Individuals interested in teaching part-time, may submit application materials regardless of area of interest at any time. A Master's degree with a minimum of 18 graduate credit hours in the recognized discipline is required to teach university parallel courses. However, individuals interested in teaching specialized courses in curricula leading to employment or courses numbered less than 100, require a Bachelor's degree and demonstrable competence in the discipline or four years of business or industrial experience in the recognized discipline and demonstrable competence.  
Application Instructions: Complete online application; include cover letter specifically stating area of interest, current chronological resume; and unofficial transcripts of all completed college-level course work. Offer to hire cannot be extended without official transcripts.  
Contact: Human Resources  
Address: 3301 N Mulford Rd, Rockford, IL 61114  
Phone: 815-921-4750  
Apply Online: http://www.rockvalleycollege.edu/employment

Expires: 07/01/2016  
Job ID: 4560552  
School Job ID: RVC-EDU  
Job Title: Mass Communication Adjunct Faculty  
Company: Rock Valley College  
Job Type: Part Time  
Degrees Wanted: Masters  
Location: Rockford, IL 61114  
Salary:  
Job Description: Immediate Individuals interested in teaching part-time, may submit application materials regardless of area of interest at any time. A Master's degree in Communication or at least 18 graduate hours in the content area is required.  
Application Instructions: Complete online application; include cover letter specifically stating area of interest, current chronological resume, and unofficial transcripts of all completed college-level course work. Offer to hire cannot be extended without official transcripts.  
Contact: Human Resources  
Address: 3301 N Mulford Rd, Rockford, IL 61114  
Phone: 815-921-4750
Apply Online: http://www.rockvalleycollege.edu/employment

Expires: 07/01/2016
Job ID: 4560554
School Job ID: RVC-EDU
Job Title: Automotive Service Technology Adjunct Faculty
Company: Rock Valley College
Job Type: Part Time
Degrees Wanted: Certificate
Location: Rockford, IL 61109
Salary:
Job Description: Location: Stenstrom Center for Career Education Part-time Instructors are needed to teach Automotive Service Technology courses. Required qualifications: * Current ASE Certification * Four years of experience as an automotive service technician * Demonstrable competence as an automotive mechanic
Application Instructions: Complete online application; include cover letter specifically stating area of interest, and current chronological resume.
Contact: Human Resources
Address: 3301 N Mulford Rd, Rockford, IL 61114
Phone: 815-921-4750
Apply Online: http://www.rockvalleycollege.edu/employment

Expires: 07/01/2016
Job ID: 4560572
Job Title: Lead Instructors /Assistants Instructors
Company: Rock Valley College - Community & Continuing Education
Job Type: Full Time, Part Time
Location: Rockford, IL 61114
Salary:
Job Description: Lead instructors are adults who are responsible for the well-being and educations of the students. A lead instructor may have either a degree/experience in education or significant experience in one of the content areas being taught. They must have a strong understanding of the course concepts being taught as well as any techniques and software involved. Classroom management skills are preferred. Assistant Instructors must be at least 18 years old, have high school diploma and experience in education or one of the content areas (Game design, Film-making, animation) being taught. They must have a strong understanding of the course concepts being taught as well as any techniques and software involved. Classroom management skills are preferred. Upon completion of the black Rocket training program, Lead Instructors and Assistant Instructors must demonstrate competency in the core concepts being taught and software used.
Application Instructions: Submit a resume and cover letter to K.patterson@rockvalleycollege.edu
Contact: Kimberly Patterson
Address: 3301 North Mulford Road, Rockford, IL 61114
Phone: 815-921-3901
Email: k.patterson@rockvalleycollege.edu

Expires: 07/01/2016
Job ID: 4560757
Job Title: Maintenance Mechanic- All shifts available (1st, 2nd, 3rd)
Company: West Liberty Foods
Job Type: Full Time
Degrees Wanted: Associates
Location: Bolingbrook, IL 60440
Salary: Based on Experience

Job Description: Maintenance Mechanic is responsible for supporting production by maintaining operation of machinery and mechanical equipment. Troubleshooting mechanical and basic electrical systems in order to maintain and repair equipment. Primary Responsibilities: Complete daily preventative maintenance and daily tasks. Assist and become an active member of the HAZMAT team. Read and understand mechanical and electrical diagrams and technical repair manuals. Troubleshoot and repair mechanical breakdowns in a timely manner. Apply knowledge of occupational hazards and necessary safety precautions applicable to maintenance work. Operate lifts and material handling tools as needed. Visually inspect and test machinery and equipment as needed. Able to adapt to fast pace work environment. Other duties as assigned. Job Requirements: Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical field in an industrial or manufacturing setting is preferred. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools. Must be able to work extended hours and weekends if needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to climb ladders and do work on aerial work platforms as needed. West Liberty Foods is an Equal Opportunity Employer.

Application Instructions: Check out our website for available positions and apply online!
Contact: Kimberly Kubaitis
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440
Phone: 6306792499
Email: Kim.Kubaitis@WLFOODS.COM
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016
Job ID: 4560784
Job Title: Dock Material Handler- 2nd shift
Company: West Liberty Foods
Job Type: Full Time
Location: Bolingbrook, IL 60440
Salary:

Job Description: Dock Material Handler is responsible for operating the powered industrial truck and forklift to move product, equipment, or materials. Primary Responsibilities
Responsible for operating a powered industrial truck and forklift safely. Responsible for pre-operational inspections of the powered industrial truck and forklift. Operate a scanner and learn the required transactions in the process. Responsible for picking both fresh and frozen products. Responsible for loading and unloading trucks along with completing the necessary documentation. Maintenance and good housekeeping duties. Responsible for cooler and freezer operations. Other duties as assigned. Job Requirements Previous experience working in production/manufacturing environment is preferred. Previous powered industrial truck and forklift experience is preferred. Must be able to lift up to 50 pounds. Must have great attention to detail. Must be able to problem solve. Must be able to work in a fast paced environment. Must be able to work in cold conditions. Must be able to become certified operation of both the powered industrial truck and forklift. Must be able to work extended hours and weekends if needed. West Liberty Foods is Equal Employment Opportunity.

Contact: Ewelina Janiszewski
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440
Phone: 6306792367
Email: Ewelina.Janiszewski@wlfoods.com
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016
Job ID: 4560790
Job Title: Powered Industrial Truck Operator- 2nd shift
Company: West Liberty Foods
Job Type: Full Time
Location: Bolingbrook, IL 60440
Salary:

Job Description: Powered Industrial Truck Operator is an entry level role within different departments of our operation. The Powered Industrial Truck Operator or PIT Operator is responsible for operating the PIT to move product, equipment, or materials in a safe manner. Primary Responsibilities: Responsible for operating a powered industrial truck in a safe manner. Responsible for pre-operational inspections of the powered industrial truck. Operate a scanner and learn the required transactions of the process. Other duties as assigned. Job Requirements: Previous experience working in production/manufacturing environment is preferred. Previous experience operating a powered industrial truck is preferred. Ability to perform basic math. Must be able to become powered industrial truck certified. Must be able to lift up to 50 pounds. Must be able to problem solve. Must be able to trouble shoot mechanical
problems. Must be able to work in a fast paced environment. Must be able to work extended hours and weekends if needed. West Liberty Foods is an Equal Opportunity Employer.

Contact: Ewelina Janiszewski  
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440  
Phone: 6306792367  
Email: Ewelina.Janiszewski@wlfoods.com  
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016  
Job ID: 4560810  
Job Title: Quality Assurance Technician- 2nd shift  
Company: West Liberty Foods  
Job Type: Full Time  
Location: Bolingbrook, IL 60440  
Salary:

Job Description: Job Description Quality Assurance Technician is responsible for inspecting and monitoring processes and product to ensure that the quality of product is of the highest standard. Primary Responsibilities Complete regular quality checks. Inspect and monitor processes and product. Conduct pre-op on the lines for cleanliness of equipment and surrounding area and complete pre-op documentation. Conduct metal detector checks before start up. Audit process by using specifications. Monitor meat quality and complete AQL paperwork. Monitor code dates to assure proper dates are being used. Monitor packaging and labeling for quality issues. Monitor team members for Good Manufacturing Procedures. Monitor temperatures of products. Conduct housekeeping checks. Monitor weight control checks. Retain product when needed, tag product, complete QA Hold Forms and document. Assist production with quality issues. Collect finished product for shelf life program. Other duties as assigned. Job Requirements High School Diploma or equivalent preferred. Experience in quality assurance is preferred. Ability to perform basic math. Basic computer skills including Gmail and MS Office. HACCP plan certification preferred. Good customer service skills are a must. Must be able to lift up to 40 pounds. Must be able to work extended hours and weekends if needed. West Liberty Foods is an Equal Opportunity Employer.

Contact: Ewelina Janiszewski  
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440  
Phone: 6306792367  
Email: Ewelina.Janiszewski@wlfoods.com  
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016  
Job ID: 4560817  
Job Title: Maintenance Utilities Refrigeration Technician- 3rd Shift  
Company: West Liberty Foods
Job Type: Full Time
Degrees Wanted: Associates
Location: Bolingbrook, IL 60440
Salary:

Job Description: Job Description Maintenance Utilities Refrigeration Technician is responsible for maintaining, operating, inspecting and repairing various types of ammonia refrigeration equipment, boiler equipment, well equipment, air compressor system and HVAC equipment and also testing and maintaining the chemical systems used in the refrigeration system and in the boiler systems. Will assist in the Waste Water Treatment area of Utilities as needed. Primary Responsibilities Perform PMs and repairs on compressors, condensers, evaporators, pumps, vessels, valves, and other machinery included in the ammonia refrigeration equipment. Replacement of defective mechanical and manual valves. Maintain control of the water treatment system and associated chemicals. Replace defective fan motors. Remove ice buildup from evaporator drain pans, investigate the cause and correct the problem. Work in motor room, freezer, and blast cell areas. Drain oil from ammonia system. Fill out daily reports. Remove and reinstall ammonia compressors. Perform motor alignments by use of dial caliper indicators. Compressor and pump shaft seal replacements. Perform oil and ammonia sampling for analysis on a regular schedule. Work directly with all refrigeration contractors, electricians, and pipe fitters when they are working on the ammonia refrigeration system to ensure that they are following all of the company safety policies, and meeting work standards. Inspect and maintain the ammonia detection system. Ensure that all ammonia system safeguards are functioning properly at all times. Check integrity and tolerances by the use of a micrometer. Troubleshoot electrical problems. Ability to write SOPs, pump-down procedures, LOTO procedures. Remove and install 3 phase motors. Layout, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment and repairs and replaces gauges, valves, pressure regulators, and related equipment. Other routine work such as hanging plastic and handling roof concerns as needed. Participate in an active role on the HAZMAT team utilizing expert knowledge of the Utilities Department. Assist the PSM Coordinator to ensure maintenance and compliance with WLF PSM Program by following guidelines and standards in place. Other duties as assigned. Job Requirements Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical/refrigeration/utilities field in an industrial or manufacturing setting is preferred. Able to successfully complete Ammonia Technician Operator Level 1 and 2 will be required. Working knowledge of ammonia refrigeration system is a must. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools Must be able to work extended hours and weekends as needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to climb ladders and do work on aerial work platforms as needed. Must have a valid driver's license. Must be able to read and interpret P& ID drawings. Must be able to work in all types of conditions including cold work in the winter time and hot work in the summer time. West Liberty Foods is an Equal Opportunity Employer.

Contact: Kimberly Kubaitis
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440
Phone: 6306792499
Email: Kim.Kubaitis@WLFOODS.COM
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016
Job ID: 4560823
Job Title: Maintenance Utilities Refrigeration Technician- 2nd Shift
Company: West Liberty Foods
Job Type: Full Time
Degrees Wanted: Associates
Location: Bolingbrook, IL 60440
Salary:

Job Description: Job Description Maintenance Utilities Refrigeration Technician is responsible for maintaining, operating, inspecting and repairing various types of ammonia refrigeration equipment, boiler equipment, well equipment, air compressor system and HVAC equipment and also testing and maintaining the chemical systems used in the refrigeration system and in the boiler systems. Will assist in the Waste Water Treatment area of Utilities as needed. Primary Responsibilities Perform PMs and repairs on compressors, condensers, evaporators, pumps, vessels, valves, and other machinery included in the ammonia refrigeration equipment. Replacement of defective mechanical and manual valves. Maintain control of the water treatment system and associated chemicals. Replace defective fan motors. Remove ice buildup from evaporator drain pans, investigate the cause and correct the problem. Work in motor room, freezer, and blast cell areas. Drain oil from ammonia system. Fill out daily reports. Remove and reinstall ammonia compressors. Perform motor alignments by use of dial caliper indicators. Compressor and pump shaft seal replacements. Perform oil and ammonia sampling for analysis on a regular schedule. Work directly with all refrigeration contractors, electricians, and pipe fitters when they are working on the ammonia refrigeration system to ensure that they are following all of the company safety policies, and meeting work standards. Inspect and maintain the ammonia detection system. Ensure that all ammonia system safeguards are functioning properly at all times. Check integrity and tolerances by the use of a micrometer. Troubleshoot electrical problems. Ability to write SOPs, pump-down procedures, LOTO procedures. Remove and install 3 phase motors. Layout, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment and repairs and replaces gauges, valves, pressure regulators, and related equipment. Other routine work such as hanging plastic and handling roof concerns as needed. Participate in an active role on the HAZMAT team utilizing expert knowledge of the Utilities Department. Assist the PSM Coordinator to ensure maintenance and compliance with WLF PSM Program by following guidelines and standards in place. Other duties as assigned. Job Requirements Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical/refrigeration/utilities field in an industrial or manufacturing setting is preferred. Able to successfully complete Ammonia Technician Operator Level 1 and 2 will be required. Working knowledge of ammonia refrigeration system is a must. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools Must be able to work extended hours and weekends as needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to
climb ladders and do work on aerial work platforms as needed. Must have a valid driver's license. Must be able to read and interpret P& ID drawings. Must be able to work in all types of conditions including cold work in the winter time and hot work in the summer time. West Liberty Foods is an Equal Opportunity Employer.

Contact: Kimberly Kubaitis
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440
Phone: 6306792499
Email: Kim.Kubaitis@WLFOODS.COM
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 07/01/2016
Job ID: 4560846
Job Title: Preschool and PreKindergarten Teachers
Company: Primrose School of Algonquin and Primrose School of South Elgin
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: South Elgin, IL 60177
Salary: $9-12.00 per hour
Job Description: Full time, co-teaching opportunities available at our South Elgin and Algonquin Primrose Schools. Daily implementation of great curriculum, daily communication with parents and creating a fun, learning environment for young children!
Job Requirements: Associates or Bachelor’s Degree in ECE or Education, previous experience in a preschool or childcare setting a PLUS!
Contact: Laura Daniel
Address: 450 Briargate Drive, South Elgin or Algonquin, UT 60177
Email: ldaniel@primrosesouthelgin.com

Expires: 07/01/2016
Job ID: 4561046
Job Title: Mill Technican
Company: Atkore International
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Applied Manufacturing
Job Target: Any Job Target
Location: Harvey, IL 60426
Salary: $19.41
**Job Description:** Willing to be trained to operate, assist in set up and adjust all tube mill components including cut off operations, automatic packaging equipment, welding equipment and weld strip to strip within time afforded by the accumulation system and provide relief for all mill personnel. Utilizing the following tools and equipment: Automatic and manual welding equipment, packaging and banding equipment, deburring equipment, jib cranes, strip shears, tube mill and components, standard hand tools, level, tape measure, scales, rolls, blocks, spacers, shims, rubbers, scarfing and trimming tools, stand grinder, tube carts, turks head servo, hydraulic press, micrometer, chain hoist, caliper, band saw, gauges, weld test fixtures, bending fixture, circular saw, eddy current sprayer, grease gun, straightness tester, walkee lift, tugger, barcode labeler, steam cleaner, paint brush and torch.

**Job Requirements:** Ability to work 2nd shift (3pm - 11pm) or 3rd shift (11pm - 7am) Monday - Friday plus some Saturdays

**Application Instructions:** Email Cover letter and resume. No phone calls.

**Contact:**
Email: kkerska@atkore.com

---

**Expires:** 07/01/2016  
**Job ID:** 4561558  
**Job Title:** Human Resource Administrative Assistant  
**Company:** Preferred Meals  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Location:** Berkeley, IL 60163  
**Salary:**

**Job Description:** Administrative Opportunity with Preferred Meals! We are currently looking for an Administrative Assistant to join our corporate HR Department. Under the direction of the Senior HR managers, the HR Admin will help execute the a variety of Human Resource related tasks including benefits, employee engagement, recruiting, and compensation. In this role you will also assist the lead recruiter in any duties related to the recruitment. You will also assist with on-boarding, offer and all other necessary stages of hiring to properly prepare candidates to begin work. Our ideal candidate will be available to travel within the United States with short notice. This is excellent opportunity for someone who is eager to learn, grow and develop their career in the field of HR. This is an excellent opportunity for recent college graduates. Job Responsibilities Coordinate employee engagement activities including service awards, employee of the quarter, and wellness activities. Contact candidates, arrange interview times and develop appropriate interview questions in collaboration with the hiring manager so that interviews are conducted efficiently and equitably. Prepare job offer materials in line with on-boarding program and in accordance with the agreed job specifications so that successful candidates have all the information they need to decide whether to accept the position. Represent the organization at job fairs and other recruitment venues so that potential candidates have an opportunity to learn about the organization and its recruitment activities. Conduct employee orientation/induction in line with on-boarding program Schedule and assist with clerical and office administrative tasks Draft correspondence and internal communications
Qualifications and Competencies  2 Year Associates Degree or 4-year University degree. Does not need to be related to Human Resources. 1 year of Human Resources experience preferred Excellent knowledge of the English language. Good decision-making skills and the ability to learn and grow in a challenging and demanding environment. Excellent interpersonal skills with the ability to take direction. Proven ability to work in a team environment, and develop relationships. Excellent oral and written communication skills with the ability to influence a range of audiences. Ability to multi-task and work effectively in a fast-paced environment. Personal and professional integrity of the highest order. Good computer skills with emphasis on MS Word, Excel and Outlook. Fast Learner with independent work ethic.

Contact: Nicholas Crawford
Address: 5240 St. Charles Road, Berkeley, IL 60163
Phone: 708-617-9917
Email: nicholas.crawford@preferredmeals.com

Expires: 07/02/2016
Job ID: 4561812
Job Title: Master Child Welfare Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Nachusa, IL
Salary:

Job Description: LSSI is seeking a full time Counselor to work 37.5 hours per week, for our nonprofit social service agency. The Counselor will provide services to at risk youth and their families in the community. Requirements * Master's degree in counseling/social work or related field preferred. 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=Y21vbnRnb21lcnkuNDQ2OTYuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online: http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNDQ2OTYuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 07/02/2016
Job ID: 4561814
Job Title: Assistant Teacher (Head Start)
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL
Salary:

**Job Description:** The Assistant Teacher position is responsible for supporting the Master Teacher in the overall academic teaching and assessment of preschool children ages 3-5. The candidate will assist in supporting their development for kindergarten readiness and partner with families to promote that success. EOE.

Requirements

* Candidate must have an A.A. Degree in Child Development. EOE.

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

**Application Instructions:** Application URL:

http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMDU3NzEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQE

**Contact:**

Apply Online:

http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMDU3NzEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQE

Expires: 07/02/2016

**Job ID:** 4561816

**Job Title:** Home Care Assistants

**Company:** Lutheran Social Services of Illinois

**Job Type:** Full Time

**Location:** Des Plaines, IL

**Salary:**

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

Requirements

The ideal candidates must be:

* At least 18 years of age or older;
* Possess a high school diploma or GED;
* Have a minimum of one year experience;
* CNAs are encouraged to apply but NOT required for the position
* Possess homemaker skills and a personable approach with older adults.

EOE

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

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuODUzMjAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuODUzMjAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 07/02/2016
Job ID: 4561817
Job Title: Licensing Resource Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL
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. Requirements *
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=Y21vbnRnb21lcnkuMzMzNjcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMzMzNjcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 07/02/2016
Job ID: 4561818
Job Title: Addictions Counselor Supervisor
Company: Lutheran Social Services of Illinois
Job Type: Part Time
Location: Des Plaines, IL
Salary:
Job Description: Are you passionate about making a difference in the lives of children and families? Do you have experience with counseling adults who use or abuse substances? LSSI is seeking an individual with experience in addictions counseling for our Intact Family Recovery program. In partnership with child
welfare workers, you will provide intensive, home-based services to parents with a history of substance abuse, and primarily to women who have given birth to a substance-exposed infant. This includes assessments, treatment planning, individual counseling, referral/linkage, crisis intervention, drug screening and other advocacy. Requirements This position will be 80% part-time, (4 days a week) initially, with a prospect of becoming 100% FTE within the next fiscal year. Benefits will be available. The preferred candidate will possess a bachelor's degree, preferably in social work or related human services, with current CADC certification. Passing a criminal and CANTS background check is required, as is possession of a valid driver's license and proof of automobile liability insurance. Reimbursement for mileage will be given for home visits and some transporting of clients to treatment. Typical caseload is 15 to 20 clients and visits take place in the city and northern suburbs. Resumes should be sent to Julie Hanson, Program Director, either by fax: 847-635-7061 or via email 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=Y21vbnRnb211cnkuMzYyNTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb211cnkuMzYyNTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Expires: 07/02/2016
Job ID: 4562150
Job Title: Administrative Assistant
Company: F.H. Paschen
Job Type: Full Time
Location: Chicago, IL 60656
Salary:
Job Description: The Administrative Assistant provides support for the office manager and the project teams. Responsibilities include, but are not limited to, processing vendor accounts payable vouchers for payment, coordinating vendor activities and payments for division, reviewing subcontractor insurance certifications to ensure contract compliance, tracking and submitting certified payroll and EEO reports for trades, coordinating and interacting with owners for certified payroll issues, sorting, maintaining filing system, some ordering and maintaining supplies, general office support such as data entry for payroll, faxing, copying, typing, etc., as well as other duties as assigned. Associates degree required. Previous experience with a construction company is preferred. Knowledge of word-processing, spreadsheets and basic accounting principles required. Good communication and organizational skills are necessary. F.H. Paschen is an equal opportunity/affirmative action employer. M/F/H/Veterans/Disability
Application Instructions: Please send your resume to aprosser@fhpaschen.com.
Contact: Ashley Prosser
Address: 5515 N. East River Road, Chicago, IL 60656
Phone: 773-444-3474  
Email: aprosser@fhpaschen.com

Expires: 07/02/2016  
Job ID: 4562299  
Job Title: Associate/ Administrative Assistant  
Company: Essex Realty Group, Inc  
Job Type: Full Time, Part Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Accounting, Real Estate, Small Business Management  
Job Target: Any Job Target  
Location: Chicago, IL 60614  
Salary: 

Job Description: The brokerage team of Doug Imber, Kate Varde, and Clay Maxfield is seeking a part-time Administrative Assistant. Responsibilities will include a preparation of proposals, creation of marketing materials and management of our proprietary database. The ideal candidate should be extremely organized, have excellent computer and communication skills, and exhibit great attention to detail. Qualifications: ? Proficient in Microsoft Excel, PowerPoint, and database management; ? Associate Degree or Bachelor's Degree Required; ? Must be an effective team player; Work schedule and compensation will be commensurate with the candidate's effectiveness and experience.

Contact: Clay Maxfield  
Address: 2211 N Elston Ave Suite 302, Chicago, IL 60614  
Phone: 773-983-0708

Expires: 07/02/2016  
Job ID: 4563405  
Job Title: Part Time Sales Specialist  
Company: Vilebrequin  
Job Type: Part Time  
Location: Rosemont, IL 60018  
Salary: 

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

Contact:
Apply Online:

Expires: 07/03/2016
Job ID: 4563868
Job Title: Part Time Sales Specialist
Company: Vilebrequin
Job Type: Part Time
Location: Rosemont, IL 60018
Salary:
Job Description: Position Overview: A Vilebrequin Sales Specialist is responsible for understanding the mindset of the Vilebrequin brand and strives to bring it to life every day. Each Specialist must provide attentive and knowledgeable assistance to ensure the highest level of customer service. Core Responsibilities: -Upholds luxury clienteling standards to provide the best customer experience -Consistently executes merchandising and maintenance standards. -Strives to stay current on all products in order to successfully assist customers -Demonstrates effective communication with customers, coworkers, and managers -Maintains sales floor, stock room, fitting rooms, and cash wrap -Performs register transactions in accordance 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: 07/03/2016
Job ID: 4564264
Job Title: Beverage Merchandiser - Red Bull
Company: Power Distributing LLC
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Marketing/Sales
Job Target: Any Job Target
Location: IL
Salary:

Job Description: KEY RESPONSIBILITIES / DUTIES Ensure that a proper level of stock is maintained and that the merchandise is displayed appropriately with proper signage and favorable shelf placement. Rotate Red Bull products from back stock to shelf, display or cold vault locations. Ensure all Red Bull products are placed in compliance with shelf schematics in chain and independent stores. Assembly, preparation, delivery and installation of cooler to standards of customers. Perform resets for VIP programs to national standards. Establish and maintain friendly and professional relationships with customers. Make daily deposits at Company assigned banking institutions. Other duties as assigned.

PHYSICAL DEMANDS This position requires constant handling of merchandise, retail sales merchandisers must be prepared to travel, drive, and engage in considerable physical activity. One must be willing and able to lift and move products in this job. The employee is occasionally required to stand and stoop, kneel or crouch. The employee must regularly lift and/or move up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. At times the physical lifting limit may increase to 100 lbs. when cooler delivery is scheduled.

Contact: Tricia Barry
Address: 185 Industrial Dr., Elmhurst, IL 60126
Phone: 574-214-7771
Apply Online: http://www.powerdist.net/Careers.aspx

Expires: 07/03/2016
Job ID: 4564555
Job Title: Massage Therapist
Company: Chicago Institute for Health and Wellness
Job Type: Part Time
Degrees Wanted: License
Majors Wanted: Massage Therapy
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary:

Job Description: Growing chiropractic office seeking a Licensed Massage Therapist. The right candidate will have great energy and live a healthy lifestyle as that's what we promote. We seek those that are able to communicate effectively, be reliable, and able to provide various types of therapeutic massage to include Trigger Point Therapy, Myofascial Release, Deep Tissue, and
Pregnancy massages at various pressures for sustained periods of time. Days and times are negotiable, some Saturdays required.

**Application Instructions:** Please email your resume to trickelman@chicagohealthandwellness.com

**Contact:** Tiffany Rickelman

**Address:** 1750 N. Randall Rd. Suite 250, Elgin, IL 60123

**Phone:** 2245358707

**Fax:** 2245358743

**Email:** trickelman@chicagohealthandwellness.com

---

**Expires:** 07/03/2016

**Job ID:** 4564823

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

**Company:** TCF BANK

**Job Type:** Part Time

**Location:** Round Lake, IL 60073

**Salary:** $10.34+

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

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

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

**Application Instructions:** Apply Online

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

---

**Expires:** 07/03/2016  
**Job ID:** 4565169  
**Job Title:** Open Interviews - Various Chicago Locations - Lou Malnati’s  
**Company:** Lou Malnati’s  
**Job Type:** Full Time, Part Time  
**Location:** Chicago, IL 60610  
**Salary:**

**Job Description:** When: Every Tuesday in June Time: 1:00 pm -- 4:00pm Where: Lou Malnati’s -- River North -- 439 N Wells St, Chicago Please bring proof you are authorized to work in the United States. Positions we are hiring for: ~ Cashiers, Hosts, Phone Staff ~ Servers (must be 21 or older to serve and have a minimum of 1 year of serving experience) ~ Kitchen Staff ~ Delivery Drivers (must have access to a reliable mode of transportation and a minimum of 2 years of driving history) We are hiring for all Chicago locations: ~ Bucktown, Evanston, Gold Coast, Lawndale, Lincoln Park, Lincoln Square, Lincolnwood, Oak Park, Old Irving, River North, South Loop, & West Loop What to bring: ~ An updated copy of your resume ~ Proof you are authorized to work in the United States
Application Instructions: If you cannot attend one of our interviewing days please apply online for the store and position you are interested in 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: 07/03/2016  
Job ID: 4565192  
Job Title: Technical Support Specialist (HVAC)  
Company: Thermal Care  
Job Type: Full Time  
Location: Niles, IL 60714  
Salary: 

Job Description: Purpose The Technical Support Specialist actively resolves the day-to-day technical needs of customers by managing problems and solutions in the HVAC and process cooling industry. This position will report to the Service Manager and is located in Niles, Illinois. Duties and Responsibilities * Respond to external and internal customers (primarily via phone); * Understand customer concerns and resolve problematic issues in a professional manner; * Provide after-hours phone support; * Communicate with customers, engineering, sales, and service management; * Troubleshoot and provide suggestions to resolve electrical, mechanical, technical, or industry related issues; * Document events for future reference and create corrective action reports (CARs) as needed; * Other duties as assigned.

Job Requirements: Qualifications and Work Experience * Associate's degree and/or five (5)+ years of direct work experience without formal education; * Minimum of three (3) years of process cooling experience preferred; * Knowledge of basic PLC ladder logic, AutoCAD drawings, system level controls, refrigerant equipment, pumps, tanks, and piping; * Ability to read and comprehend schematics, wiring diagrams, ladder logic, etc.; * Prior experience in customer service (either face-to-face or over the phone); * Excellent verbal and written communication skills; * Must have strong interpersonal skills and provide high-quality customer service. Physical and Mental Requirements * You will be expected to occasionally (1% to 20% of the time): o Lift objects from one level to another (50 lbs. or less) o Carry objects (50 lbs. or less) o Stand on your feet o Climb stairs, ramps, ladders, etc. o Stoop/crouch by bending your legs or bending down/forward at the waist o Reach by extending the hands/arms o Travel (up to 20%) * You will be expected to frequently (21% to 50% of the time): o Walk around the facility on foot o Add, subtract, multiply, divide and record, balance, and check results for accuracy * You will be expected to constantly (at least 51% of the time): o Sit in a normal seated position  

Contact: Kinyana Holmes  
Address: 5680 W Jarvis Ave, Niles, IL 60714  
Phone: 847-966-2260
Email: kholmes@ipeg.net

Expires: 07/03/2016
Job ID: 4565287
Job Title: Property Tax Researcher
Company: CoreLogic
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Elgin, IL 60124
Salary: hourly

Job Description: Join the team that powers the global real estate economy - CoreLogic is an innovative, future focused company whose vision is to deliver unique property-level insights that power the global real estate economy. The Tax Researcher conducts research of tax data and process tax payments. Extracts and compiles data into documents and reports, using a variety of tools. Works on assignments that are of moderate scope, where sound judgment is required in resolving issues or in making recommendations. Processes and researches a high volume of issues, where issues are typically more complex that requires moderate knowledge of customer and company requirements. Makes outbound phone calls to taxing authorities to procure data. May perform a variety of clerical functions within Tax Services to ensure timely procurement and accurate payment of taxes. Job Duties * Conducts research of tax data. Assignments are of moderate scope and complexity, where research requires review and judgment of multiple sources and knowledge of functional operations. Leverages all available resources, such as existing databases, third party sources and/or public information on the internet. Utilizes tools to analyze, query and manipulate data according to defined business procedures. Extracts and enters appropriate data onto application, other form, or database. * Process tax payments. This may require escrow reporting, payment processing, reviewing incoming tax bills, identifying and disbursing bills for system input, reviewing reports from mortgage companies to check for missing payments, matching bills to checks, extracting system data and forwarding to clients, determining mailing process, and preparing information and check requests for supervisor to allocate funding.

Job Requirements: * High School Diploma or equivalent * 2 years related experienced (college education may count for related experience) * Verbal and written communication skills * Good customer and listening skills * Intermediate computer skills required to retrieve, query, create and update documents and spreadsheets containing basic formulas and formatting * Attention to detail * Ability to work independently and maintain tight deadlines * Tenacity for solving detailed issues * Analytical skills and good judgment * Knowledge of company/client applications/system/requirements

Application Instructions: Online:
Contact: Arlene Bulucianu
Address: 40 Pacifica, Irvine, CA 92618
Phone: 9492141491

Expires: 07/04/2016
Job ID: 4560843
School Job ID: BP / OCC
Job Title: Process Engineer
Company: Capsonic Group
Job Type: Full Time
Location: Elgin, IL 60123
Salary: $45-55K yr. Pay w/Exp.

**Job Description:** Plans, coordinates, and directs scheduling for all mold sampling for project engineering. Develops the best process for function and cycle to achieve a quality product to the acceptance of the customer and Capsonic by performing the following duties. Samples mold tools and documents settings, functional problems, concerns regarding cycle time, and any other relevant information which would affect quality to our customer and production requirements. Reports all findings to project engineer, operations manager, and other key personnel. High school or GED; and/or five years of plastic processing trade school and two years related experience; or equivalent combination of education and related experience. TS 16949, advanced mold processing, plastic materials, troubleshooting mold press problems, mold press auxiliary equipment, mold press requirements and types, mold tooling, ability to train.

**Contact:** Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930
Expires: 07/08/2016

---

Job ID: 4561313
Job Title: School Photographer - Paid Training
Company: Lifetouch National School Studios
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required

** Majors Wanted:** Art, Business Management, Early Childhood Education, Paraprofessional Educator, Physical Education

**Job Target:** Any Job Target
Location: North Aurora, IL 60542
Salary:

**Job Description:** School Photographer - Photography (Paid Training!) Do you have a passion for photography? Do you like the idea of working with children and capturing memories that will last a lifetime? Lifetouch Inc., the world's largest employee-owned photography company, has an exciting opportunity you're not going to want to miss! We are seeking friendly, responsible and creative individuals with reliable transportation to join our talented Lifetouch National School Studios Inc. team as School Photographers. In this role, you will set up in a new school each day and take high-quality student portraits. We all remember Picture Day from when we were children, and this is your chance to earn income by making memories! You don't need to be a professional photographer to qualify! We can train you on everything you need to know about taking memorable portraits while delivering a delightful experience for students and
teachers alike. You bring your high energy, outgoing, and customer-focused personality, and we'll show you the rest. If this sounds like the kind of opportunity you've been looking for, we want to talk with you!

Job Responsibilities As a School Photographer, you will direct and photograph students and staff for their school portraits, ensuring that they have an enjoyable experience. It will be your responsibility to capture high-quality images while displaying confidence and professionalism at all times. Your specific duties as a School Photographer will include: Providing clear Picture Day direction and expectations for parents, school personnel and student helpers Working closely with staff to establish appropriate classroom work flow and effectively resolve issues Organizing materials, assembling necessary equipment and ensuring that all supplies are available on Picture Day Maintaining and transporting equipment in a safe manner between schools according to company guidelines Representing Lifetouch in a professional manner at all times while adhering to all Company and school rules and policies Maintaining confidentiality of school and student related information Safeguarding equipment and money at all times

Job Requirements School Photographer - Photography (Paid Training!) As a School Photographer, you should be personable and creative, possess the ability to work with minimal supervision, and be able to operate effectively both independently and as part of a team. It is also important that you demonstrate excellent customer service and communication skills along with the ability to interact in a positive manner with both school-age children and adults. Photographic experience is a plus but not required as we offer comprehensive training. Specific qualifications for the School Photographer position include: High school diploma or equivalent Previous work experience and the ability to positively interact with both school-age children and adults Ability to present a positive and professional image Strong customer-service skills Willingness to work a varied seasonal schedule, including early mornings and long days as necessary Willingness to travel up to 50-100 miles Valid driver's license as well as reliable, insured and registered transportation (in compliance with state laws) to reach assigned locations and while transporting photography equipment Ability to lift and operate camera equipment, up to 40 lbs. Ability to pass a background check

Benefits As a School Photographer with Lifetouch, you will be part of an established and industry-leading organization that is employee-owned. Your hard work and professional dedication will be rewarded with competitive compensation and opportunities for benefits. Here is just some of what we have to offer: Competitive hourly wage Seasonal schedule flexibility Comprehensive paid photography training Potential to qualify for 100% company-funded Employee Stock Ownership Plan (ESOP) retirement plan Potential opportunities for advancement and training for other photography programs Cutting-edge digital photographic equipment with a complete mobile studio May be eligible for medical benefits depending on hours worked Employment with Lifetouch National Schools Studios Inc. is contingent upon successful results of a criminal background and driving record check. Apply now! Lifetouch is an Equal Opportunity Employer.

Job Requirements: If you are interested in applying, please send a resume or a brief explanation of what interests you about a job in school photography to LifetouchJobsCH@gmail.com

Contact: Kate Kugelman
Address: 106 John Street, North Aurora, IL 60542
Phone: 630-859-2728
Email: LifetouchJobsCH@gmail.com
Expires: 07/30/2016
Job ID: 4559819
Job Title: Assistant Lead Custodian
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Full Time
Degrees Wanted: Diploma
Location: Brookfield, IL 60513
Salary:

Job Description: The Chicago Zoological Society's Brookfield Zoo is known throughout the world as a leader in animal welfare and conservation and has an exciting, fast-paced work environment and family friendly atmosphere. Our beautiful park like setting has an amazing 216 acres of meticulously landscaped grounds, the Discovery Center and Pavilions provide indoor and outdoor event facilities, we offer delicious food options at three major restaurants, and we have over 20 different animal exhibits. We are very customer focused as we host over 2 million guests at Brookfield Zoo each year. We take PRIDE in every aspect of our operation, and our employees enjoy a work environment that is based on respect, openness, cooperation and involvement. Employees are proud to work for the Chicago Zoological Society and are committed to our important conservation mission. Our dedicated staff has a true sense of purpose and a strong commitment to animals and conservation. The Assistant Lead Custodian contributes to the success of the Chicago Zoological Society by providing secondary supervision and coordination of daily custodial assignments and staff and performs routine and standard custodial duties and functions to maintain the park to department and Society standards and to provide an exceptional guest experience. The Assistant Lead Custodian is expected to perform a variety of duties which may include, but are not limited to the following. Specific assignments will vary depending upon operating needs, the nature of the work performed, and/or specific areas(s) assigned. * Supervises and performs major Custodial Department functions and general park duties as necessary to meet operating needs and requirements. Duties include, but are not limited to: building vestibule clean-up; floor cleaning, stripping and sealing; wall and ceiling cleaning; public restroom cleaning, sanitation and restocking; graffiti check and removal; minor restroom repairs and maintenance; stock room maintenance; carpet cleaning and spot removal; maintenance of equipment and tools; and other custodial duties as assigned. * Supervises and employs the safe and correct selection, use and disposal of Custodial chemicals and media, various hand tools such as brooms, mops, buckets, dusters, etc., or other tools as assigned, and the safe and correct use of small power equipment such as vacuum cleaners, scrubbers, pressure washers, electric cart or other required power equipment and pick-up trucks, electric carts and other equipment as assigned. * Works with and provides input to the Manager, Custodial Services in the evaluation of performance of Senior Custodians and other assigned staff. Documents commendations for exceptional performance and/or failure to meet performance standards or other problems in a timely fashion. Assistant Lead recognizes and motivates Senior Custodians and other assigned Custodial staff. Models Society values, sets a professional example for staff and trains new hires in assigned duties as required. * Performs daily inspection of assigned areas, including responsibility for public safety. Advises Manager, Custodial Services of necessary repairs, unfinished tasks or other noted problems or items
needing attention as necessary to adequately maintain assigned area(s). Maintains complete and accurate work records, including overtime worked and refused and other data as required. Responsible for monitoring adherence to safety practices and standard safety procedures, including the use of safety equipment. Reports deviations to Manager, Custodial Services. * Informs and assists guests as required. Maintains an awareness of park schedules and activities to provide information to guests as necessary. Demonstrates ability to interact effectively with guests, including formal and informal tours and information sessions as required. * Works with Manager, Custodial Services in developing standard operating procedures and performance standards for programmatic areas, including assisting with their implementation, scheduling daily and special projects, and providing input and suggestions with respect to work scheduling and prioritization. Assists and participates constructively in all departmental activities, including irregular and emergency assignments. * Organizes required work, materials and equipment for assigned projects as required. Good organizational skills required. * Ability to work with minimal supervision. * Good communication skills required, including the ability to read, write, and perform basic math calculations. * A valid driver's license is required on date of hire. If an Illinois resident, must possess a valid Illinois driver's license at the time of hire or must obtain one within 90 days of hire. A valid out-of-state driver's license is required at time of hire for out-of-state residents. The preferred qualifications include: * Supervisory experience highly desired; experience directing or overseeing work programs highly desired. * Multilingual ability, Spanish fluency a plus. Additional information: The Assistant Lead Custodian position with the Chicago Zoological Society is a union role with a starting hourly rate established by the union contract. The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer - Minorities / Women / Veterans / Disabled. If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/careers. Please look for requisition number 1164BR.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/careers. Please look for requisition number 1164BR.

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

**Expires:** 08/01/2016
**Job ID:** 4558617
**Job Title:** Preschool Teachers
**Company:** Glenview Park District
**Job Type:** Part Time
**Degrees Wanted:** Associates, Bachelors
**Location:** Glenview, IL 60025
**Salary:** $15.50/hr
Job Description: Two (2) Openings! For 3's and 4's! JOB SUMMARY: In this role, along with an assistant, you will prepare the children for the next level of preschool and kindergarten, using the Illinois Early Learning Standards as benchmarks. Teachers use developmentally appropriate practice for implementing themes and curriculum, and the Pre-K 4's teachers specifically use the Handwriting without Tears curriculum. The preparation and readiness skills will include: reading, literature, writing, math, science, art, music, listening / speaking, gross / fine motor skills, social and emotional readiness.

Job Requirements: In this high standard environment, the requirement is to have an Associate's or Bachelor's Degree in Early Childhood or elementary education. Most importantly, candidates should have recent classroom experience, preferably Preschool - 2nd grade. We are looking for a team player who has excellent classroom management skills, is organized, and writes creative lesson plans and newsletters. Along with this, a good candidate would have a love for young children, a fun personality, enthusiasm, energy, and who is dedicated and willing to grow with the program. SCHEDULING & PAY: These are PART TIME positions. Our school year runs September 5, 2016 - May 12, 2017 and training begins the week of August 22, 2016. Attendance is mandatory for training and a number of after-school meetings, including staff and theme/curriculum meetings, and special preschool events. We have openings for our 4 year old class (3 days / week, am classes) and our 3 year old class (3 days / week, am classes). Starting at $15.50/ hour (part-time only), commensurate with qualifications and experience. (Other non-class paid time is offered within the scope of the position).

Application Instructions: APPLY ONLINE! Visit us at www.GlenviewParks.org - click on "Jobs" at the top of the page FOR MORE INFORMATION:
Denise.Christopoulos@GlenviewParks.org

Contact: Laila Bashia
Address: 1930 Prairie Street, Glenview, IL 60025
Phone: (847) 657-3215
Email: denise.christopoulos@glenviewparks.org

Expires: 08/01/2016
Job ID: 4561117
School Job ID: MVCC
Job Title: Associate Dean-Mathematics, Science & Engineering
Company: Kankakee Community College
Job Type: Full Time
Degrees Wanted: Masters
Majors Wanted: Mathematics
Job Target: Any Job Target
Location: IL
Salary:
Job Description: ASSOCIATE DEAN - MATHEMATICS, SCIENCE & ENGINEERING
DESCRIPTION: Is responsible for the leadership and supervision of faculty and staff and the
coordination of the activities of the Mathematics, Science and Engineering Division and provides instruction for math, science, engineering, or computer science classes. EXAMPLES OF DUTIES: A. Supervises the promotion, organization, coordination, and evaluation of the courses and curricula of the division. B. Assists in the recruitment and selection of personnel for full time instructional positions within the division. C. Interviews prospects and makes recommendations to the Vice President for Instructional and Student Success regarding part time instructors; supplies part time instructors with course materials, objectives, and textbooks needed for their classes. D. Recommends to the Vice President for Instructional and Student Success a division schedule of classes and instructor assignments. E. Supervises and evaluates personnel in the division, including both full time and part time instructors. Recommends discipline/discharge of staff exhibiting unsatisfactory performance; recommends salary increases for staff in the division. F. Provides leadership for course and curriculum development and assessment of student learning at the class, course, and general education levels. G. Coordinates the selection of textbooks and recommends their approval to the Vice President for Instructional and Student Success. H. Responds to faculty and student issues appropriately and in a timely fashion. I. Develops and submits an annual budget request for the operation of the division; approves division expenditures within the Board adopted budget. J. Plans for and requisitions equipment, supplies, and material for instructional purposes within the division. K. Is responsible for the control, maintenance, and inventory of equipment in the division. L. Schedules and conducts monthly division meetings and provides leadership for establishing and attaining division goals and objectives. M. Is responsible for communicating departmental concerns to the Vice President for Instructional and Student Success and communicating college initiatives and procedures to the division staff. N. Advises the Vice President for Instructional and Student Success and the Director of Instructional Technology and Faculty Development regarding the professional in service training needs of the instructional staff. O. Prepares and submits annual evaluation reports of division accomplishments and concerns, making recommendations where appropriate; submits other reports as requested. P. Participates as a member of the Curriculum and Academic Standards Committee and the Instructional Program Administrators. Q. Is responsible for developing and enforcing the college's chemical hygiene plan, lab safety policies, and chemical disposal practices. R. Supervises the science laboratories. S. Coordinates the College Risk Management Program in a capacity appropriate to this position. This includes, but is not limited to, monitoring conditions, events, and circumstances present through daily operations in the College operation and communicating observations to the appropriate supervisor and/or Vice President of Finance and Administration or his/her designee or taking necessary actions to prevent or reduce such occurrences if applicable. MINIMUM QUALIFICATIONS: A. Master's degree required in the field of Mathematics, Science (Biology, Chemistry, Physics), or Engineering with a minimum of 18 graduate semester hours in the teaching discipline. B. Prior experience as an excellent, innovative teacher and with the use of instructional technologies is desirable. C. Experience in academic leadership, especially at a community college is preferred. D. Qualified candidate must have excellent reading, writing, and computation skills as well as be computer literate. SUPPLEMENTAL INFORMATION: Salary Range: $62,313 min - $84,121 mid - $105,931 max Please attach unofficial, graduate level transcripts with your application materials. Apply online at: http://www.kcc.edu

Application Instructions: Apply online at: http://www.kcc.edu
Contact: Human Resources  
Address: 100 College Drive, Kankakee, IL 60901  
Phone: 815-802-8100

Expires: 08/30/2016  
Job ID: 4562232  
Job Title: Substitute Teachers and Paraprofessionals  
Company: Lincoln-Way Area Special Education  
Job Type: Part Time  
Degrees Wanted: Certificate  
Location: Frankfort, IL 60423  
Salary: TBD  
Job Description: Follow lesson plans for a variety of programs in the absence of the teacher. Instruct students in a learning environments, which focus on a variety of individual needs.  
Application Instructions: Apply online at: www.lwase843.org click EMPLOYMENT  
Contact: Beth Pelletier  
Address: 601 Willow Avenue, Frankfort, IL 60451  
Phone: 815-806-4623

Expires: 08/31/2016  
Job ID: 4560704  
Job Title: Junior Project Manager/AutoCAD Draftsman  
Company: Laboratory Builders, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Architecture, Construction Management, Engineering Technology/Computer-Aided Design (CAD), Interior Design  
Job Target: Any Job Target  
Location: Burr Ridge, IL 60527  
Salary:  
Job Description: Laboratory Builders, Inc. is looking for a full-time entry level construction/project manager. This is a great opportunity to start your career and learn from the ground floor up. We are a strong player in our field and have grown considerably over the years. Here’s what you will be working on: * Supporting customer design projects * Managing everyday projects and challenges * Working with our great client base and contractor partners * Expanding our business partnerships * Learning our business for your future  
Job Requirements: College Degree ?Bachelor's preferred ?Associate's accepted Majors desired * Business * Construction Management Construction/Project Manager experience in school and/or work experience 1-3 years of AutoCAD experience Strong customer service capabilities
Quick learner; strong attention to detail with work Team player, works well with consultants and clients

**Contact:** Taylor Jeske  
**Address:** 166 SHORE DR, Burr Ridge, IL 60527  
**Phone:** 6305980216  
**Email:** tjeske@labbuildersinc.com

---

**Expires:** 09/03/2016  
**Job ID:** 4564638  
**Job Title:** Technology Sales Consultant  
**Company:** Heritage Technology Solutions  
**Job Type:** Full Time  
**Location:** Crestwood, IL 60445  
**Salary:** $40K base plus commission

**Job Description:** As a Sales Consultant you are part of an integrated sales team providing exceptional service to HTS customers. You will be responsible for increasing HTS revenue by generating new customer business. Your focus will be to promote and sell our IT and security projects and services. Local travel is required

**Job Requirements:** At least one year outside sales experience or 3 years inside sales experience. Proficient with Microsoft Outlook, Word, Excel, PowerPoint and Adobe in addition to basic computer knowledge. Knowledge of CRM solution such as ACT, Goldmine or similar. Knowledge of quoting software system. Strong organization and time management skills. Ability to multitask. Strong communication skills. Able to write a grammatically correct sales letter. Ability to work both individually and in a team environment. Experience in the technology industry preferred. Project management skills.

**Application Instructions:** If you are interested, please respond via email only and include the following: 1. Current resume with salary history. 2. Indicate any specific previous experience. 3. List contact number during working hours. 4. List best time of day to reach you. No phone calls or on site visits. Upon review any candidates selected for further consideration will be contacted directly.

**Contact:** Heritage Technology Solutions  
**Address:** 13600 S. Kenton, Crestwood, IL 60445  
**Fax:** 708-597-5091  
**Email:** careers@htspc.net

---

**Expires:** 09/03/2016  
**Job ID:** 4564642  
**Job Title:** Sales Administrative Assistant  
**Company:** Heritage Technology Solutions  
**Job Type:** Part Time
Location: Crestwood, IL 60445
Salary: $8-$12/hr based on exp.

Job Description: Telemarketing (commercial accounts), setting up appointments for sales reps, inside sales, bulk mailings, emails, data entry, product and vendor research, customer service, quotes, letters and proposals, filing, scheduling, general clerical assistance, mailing, shipping and postage, answering phones, internet research

Job Requirements: You will utilize the following skills daily: telemarketing (commercial only, no residential), setting up appointments for sales reps, inside sales, bulk mailings, emails, data entry, product and vendor research, customer service, quotes, letters and proposals, filing, scheduling, general clerical assistance, mailing, shipping and postage, answering phones, internet research. Must be comfortable on phone with a professional speaking voice. Must have experience with MS Word, Excel and Outlook.

Application Instructions: If you are interested, please respond via email only and include the following: 1. Current resume with salary history. 2. Indicate any specific previous experience that included telemarketing skills. 3. List contact number during working hours. 4. List best time of day to reach you. No phone calls or onsite visits. Upon review any candidates selected for further consideration will be contacted directly.

Contact: Heritage Technology Solutions
Address: 13600 S. Kenton, Crestwood, IL 60445
Fax: 708-597-5091
Email: careers@htspc.net

Expires: 09/30/2016
Job ID: 4558429
Job Title: Veterinary Technician
Company: East Side Animal Hospital, PC
Job Type: Full Time, Part Time
Degrees Wanted: License
Location: East Peoria, IL 61611
Salary: Commensurate with Experience

Job Description: East Side Animal Hospital is a full-service veterinary medical facility, located in East Peoria, IL. We are committed to providing comprehensive, quality care for our patients. It is our goal to educate and involve clients in a lifetime health care plan for their special companions. We are currently seeking one full time and one part time veterinary technician to add to our team. The successful candidates will be: * Professional * Compassionate * Knowledgeable * Enthusiastic * Motivated * Outgoing * Courteous * Outstanding in customer service In addition, the successful candidates will: * Have excellent technical and people skills * Have a positive attitude * Work efficiently in a fast paced and challenging environment The job duties will include: * Laboratory procedures * Specimen sampling and preparation including blood, stool, and urine * Radiography * Anesthesia monitoring and assisting in surgery * Patient care and treatment * Client education * Customer service If you are a dedicated professional with a positive attitude and great communication skills, and are looking
for an environment that will challenge, enrich, and offer plenty of opportunity for advancement, then please mail, fax, or email a resume and cover letter to East Side Animal Hospital.

Application Instructions: Mail, fax, or email resume. Address: East Side Animal Hospital, 2406 E Washington St., East Peoria, IL 61611 Fax: 309-698-8689 Email: info@eastsideanimalhosp.com

Contact: Heather Bruder, Hospital Manager
Address: 2406 E Washington St, East Peoria, IL 61611
Phone: 309-698-8680
Fax: 309-698-8689
Email: info@eastsideanimalhosp.com

Expires: 10/03/2016
Job ID: 4564928
Job Title: Account Representative
Company: State Farm Insurance
Job Type: Full Time
Location: Downers Grove, IL 60515
Salary:

Job Description: Insurance Agency Seeks Account Representative To Join Our Team! We need help continuing the growth of our western suburbs agency. This full-time position will market, sell and service our products to new and existing policyholders. Job Description *
Proven previous success in sales and customer service * Insurance licensed in Property/Casualty, Life/Health, or the ability to obtain licensing quickly Job Responsibilities *
Building relationships and prospecting for new clients; discovering needs; closing sales for all lines (auto, fire, life, health, bank) * Calling prospects to offer our products; scheduling appointments; meeting with clients * Handling some service work such as follow-up on policyholder transactions, information for underwriting, etc. * Creating and implementing a referral generating program * Networking to build relationships with new clients Job Requirements *
High integrity; strong work ethic; passionate about achieving great results * A positive attitude is a must! * Strong communication and customer service skills

Job Requirements: **Candidate must be bilingual in Spanish**

Contact: Cindy Pizana
Address: 929 Ogden Ave, Downers Grove, IL 60515
Phone: 630-968-6200
Fax: 630-968-9359
Email: cindy@cindypizana.com
Apply Online: http://CindyPizana.SFAgentJobs.com

Expires: 06/01/2017
Job ID: 4561086
Job Title: Gymnastics Preschool/Recreation/Team Coach (Wilmette)
Company: Wilmette Park District
Job Type: Part Time
Location: Wilmette, IL 60091
Salary: TBA

Job Description: Preschool/Recreation/Team Coach (Levels 3 and up) Wilmette Gymnastics, a program of the Wilmette Park District, is looking for Preschool-Recreation-Team instructors and coaches. We have a state of the art, air-conditioned facility! We are seeking a dependable and reliable coach/instructor to work with our recreational program and help out with our compulsory and optional level gymnasts. Background check is required. Previous coaching experience is a plus. Ability to work evening hours and weekends; ability to coach a variety of classes; friendly and motivated attitude; and Microsoft Word and Excel experience. Apply online at: http://wilmettegymnastics.com/helpwanted.html

Job Requirements: Ability to work evening hours and weekends; ability to coach a variety of classes; friendly and motivated attitude; Microsoft Word and Excel experience.

Application Instructions: Apply online at: http://wilmettegymnastics.com/helpwanted.html

Contact: Michael Kharpak
Address: 3000 Glenview rd, wilmette, IL 60091
Phone: 847-256-9695
Email: mkharpak@wilpark.org
Apply Online: http://wilmettepark.org/employment

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

https://www.collegecentral.com/triton