**Job ID:** 4566714  
**School Job ID:** MVCC  
**Job Title:** Administrative Secretary  
**Company:** Metra  
**Job Type:** Full Time  
**Location:** Chicago, IL 60601  
**Salary:**

**Job Description:**  
Administrative Secretary Posting No. 504  
Posting Period: June 3, 2016 - June 16, 2016  
Summary of Duties  
The Administrative Secretary will provide a variety of secretarial and administrative support services. Receive and direct visitors and answer and screen phone calls. Prepare correspondence, memorandums, and departmental weekly and monthly summary reports. Proofread and edit department correspondence for grammar, syntax and completeness. Order and maintain office supplies and departmental forms. Enter information from the conductor ticket stubs into a database. Manage and control database for all materials coming in and out of the department. Maintain Outlook calendar activities for assigned key staff and organize meeting schedules. Perform all other related duties as assigned to meet the ongoing needs of the organization.  
Minimum Acceptable Qualifications  
1. Must possess a High School diploma or GED equivalent.  
2. In addition to #1, must have a minimum of three (3) years of administrative experience in an office related environment.  
3. Must be able to type 50 wpm.  
4. Must have the ability to organize large mailings and databases.  
5. Proficient in Microsoft Office Suite with emphasis in Word, Excel and Outlook. Proficient in Access, PowerPoint or Visio would be helpful.  
6. Excellent grammar, verbal/written communication and organizational skills.  
7. Must be reliable and experienced in handling a variety of duties interchangeably.  
8. Strong interpersonal skills in dealing with all levels of staff, and/or other external groups and organizations.  
All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.  
Other Important Information  
Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.  
Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email.  
E-mail: jobs@metrarr.com  
Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation.  
Metra / 547 W. Jackson Blvd. / Chicago, IL 60661  
**Contact:** Human Resources  
**Address:** 547 West Jackson Blvd., Chicago, IL 60661  
**Phone:** 312-322-4070  
**Fax:** 312-322-8937
Expires: 06/17/2016  
Job ID: 4564013  
Job Title: 10 month Building Technologist  
Company: School District 64  
Job Type: Full Time  
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: 06/22/2016  
Job ID: 4567129  
Job Title: Administrative Secretary-Deputy Village Clerk  
Company: Village of Wheeling  
Job Type: Full Time  
Location: Wheeling, IL 60090  
Salary: Min. starting $50,203  
Job Description: The Village of Wheeling seeks full-time Administrative Secretary - Deputy Village Clerk. This position provides administrative support to the Village Manager, Assistant Village Manager and elected Village Clerk. Work involves complex administrative support duties requiring the exercise of independent judgment and discretion. Position also serves as the Deputy Village Clerk, performing all statutory duties of the Village Clerk in her absence; assists in preparing/publishing Village Board minutes and in election matters; maintains all official Village records, ordinances, resolutions, etc. Duties involve contact with the general public, department members, elected officials and effective coordination with other Village Departments.  
Job Requirements: Qualified candidates should have at least three years' progressively responsible experience in administrative/secretarial work; strong communication skills with the ability to establish and maintain effective and diplomatic working relationships with external and internal customers; and excellent computer skills preferably with Microsoft Office Suite.
Application Instructions: For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Assistant Village Manager/Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. Application deadline is 4:00 pm, Wednesday, June 22, 2016. EOE.

Contact: Nancy I. Pankiw
Address: 2 Community Boulevard, Wheeling, IL 60090
Phone: (847) 499-9093
Fax: (847) 459-7008

Expires: 06/25/2016
Job ID: 4575536
Job Title: Accounting Clerk Institutional Advancement
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Location: Chicago, IL
Salary: $30,000 - $31,000 per year

Job Description: Qualifications: 18 months work experience performing general clerical work, or 18 semester hours college course work in office occupations, business administration, business education, or closely related fields, or 9 months of vocational training that provided a knowledge of generally accepted bookkeeping procedures, or 30 semester hours of college course work in any curriculum, or 3 semester hours of college course work in accounting, or Any combination of work experience and college course work that amounts to 18 months (Each position requires a background check.) PERSONAL ATTRIBUTES NEEDED TO UNDRTAKE JOB: Ability to apply basic bookkeeping methods and procedures Ability to apply office methods and procedures Ability to make rapid and accurate calculations Ability to make corrections in records Ability to maintain files and records Ability to operate electronics and/or other standard office equipment Departmental Preference Experience with Raisers Edge is highly desirable. Salary: $30,000 - $31,000 per year Hours: Monday through Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs) Appointment: 100% Responsibilities: Under the direction of the Business Manager for Institutional Advancement, the employee will support the work of the NEIU Foundation as well as filing, maintaining deposit records, processing gifts and account payments, researching and correcting discrepancies. Application Deadline: A current employment application, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 6/24/16.

Job Requirements: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application and Statement of Annuitant Status form in the
Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application, affirmative action and annuitant form are required for each position applied. 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 of Illinois University Civil Service website at http://www.succs.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current employment application, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 6/24/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.

**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:** Tom Blackwell  
**Address:** 5555 North Bernard, Chicago, IL 60625  
**Phone:** (773) 442-5200  
**Fax:** (773) 583-3108

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
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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: 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 matter. 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

Job Title: Powered Industrial Truck Operator- 2nd shift
Company: West Liberty Foods
Job Type: Full Time
Location: Bolingbrook, IL 60440
Salary:

Job Description: 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 Title: Quality Assurance Technician- 2nd shift
Company: West Liberty Foods
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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
Majors Wanted: Any Major
Job Target: Any Job Target
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
Majors Wanted: Any Major
Job Target: Any Job Target
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 Technician
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: kkrska@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
Majors Wanted: Any Major
Job Target: Any Job Target
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: 4562150  
Job Title: Administrative Assistant  
Company: F.H. Paschen  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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: 07/03/2016  
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: 07/06/2016
Job ID: 4566442
Job Title: Shop Technician
Company: Carlson Heating, Cooling and Electric
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Glenview, IL 60026
Salary: $15 - $20 per hour
Job Description: Duties include inventory control, staging installation equipment setup, delivery of parts to technicians in field and shop repairs. Entry position leading to advancement.
Application Instructions: Please fax resume to 847-729-0155 or email: Paul@callcarlson.com
Contact: Paul Buffington
Address: 3340 West Lake Ave., Glenview, IL 60026
Phone: 8477290123
Fax: 8477290155
Email: Paul@callcarlson.com

Expires: 07/06/2016
Job ID: 4566543
Job Title: Relationship Banker (Teller)
Company: TCF Bank
Job Type: Part Time
Location: Melrose Park, IL 60160
Salary:

Job Description: The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge.

Contact: Greg Gibson
Address: 800 Burr Ridge Parkway, Burr Ridge, IL 60527
Phone: 630-986-7079

Expires: 07/06/2016
Job ID: 4567164
Job Title: Certified Nursing Assistant
Company: Bridgeway Senior Living
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Bensenville, IL 60106
Salary:

Job Description: Care for residents by supporting personal hygiene and daily living needs; providing comfort, transportation and vital sign monitoring.

Job Requirements: *CNA's with current Illinois CNA certificate in good standing *Excellent patient care and customer service skills *Must enjoy working with seniors *Must be willing to work in a team focused environment where the focus is on delivery of service excellence * Solid work history essential

Contact: Bridgeway Senior Living
**Address:** 111 E Washington Street, Bensenville, IL 60106  
**Email:** hrdirector@sheridanhcs.com

**Expires:** 07/07/2016  
**Job ID:** 4567985  
**Job Title:** AquaMobile Traveling Swim Instructor / Lifeguard  
**Company:** AquaMobile Swim School  
**Job Type:** Part Time, Seasonal  
**Location:** Chicago, IL 60605  
**Salary:** $26-$40+/hr

**Job Description:** AquaMobile Swim School is looking for experienced and qualified swimming instructors and lifeguards to teach private swim lessons at clients' home swimming pools and/or provide at-home event lifeguarding within their surrounding geographical area. We currently have part-time swim instructor and lifeguard positions available through the rest of the 2016 Spring/Summer season. We pay very competitive wages from $26-$40+/hr depending on level of swim experience and offer flexible hours as instructors work based on their own availability. Swim instructors and lifeguards will travel to clients' home swimming pools within the travel radius you indicate in Chicago and surrounding areas including Aurora, Rockford, Joliet, Naperville and surrounding areas. AquaMobile also serves cities in Florida, Georgia, Texas, Arizona, Nevada, California, Washington, Colorado, New York, New Jersey, North Carolina, South Carolina, Massachusetts, Connecticut, Pennsylvania, Tennessee, Utah, Virginia, & Ontario

**Job Requirements:** Qualifications / Job Requirements:  
- Minimum 2-3 years swim instructor experience  
- CPR + First Aid Certification  
- Reliable and ability to work well independently  
- Excellent communication and interpersonal skills  
- Access to a car and swimming/lifeguarding/teaching equipment  
- Lifeguarding certification needed for lifeguarding gigs

**Application Instructions:** How to Apply: Apply online by filling out the application form at www.aquamobileswim.com/career

**Contact:** Diana Goodwin  
**Address:** 9181 Bayberry Bend #203, Fort Myers, FL 33908  
**Phone:** 888-950-7946

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**Expires:** 07/07/2016  
**Job ID:** 4568149  
**Job Title:** Service Coordinator - Part Time  
**Company:** Simmers Crane Design & Services  
**Job Type:** Part Time  
**Degrees Wanted:** Associates, Bachelors, Diploma  
**Majors Wanted:**
**Job Target:** Any Job Target  
**Location:** IL  
**Salary:**

**Job Description:** Overhead Crane Service Company is searching for a Part Time Service Coordinator for our Chicago, IL office. We are a fast paced, heavily customer service based organization. Responsibilities:  
- Answer telephone calls  
- Assist with dispatching technicians to the field  
- Research special parts as needed, look for alternatives when the opportunity is there to better meet our customers’ needs and lead time  
- Ensure that the shop is kept neat and organized  
- Arrange pickup and deliveries of parts and materials from customers and vendors  
- Maintain excellent customer relations and exceed customer’s expectations  
- Support engineering, sales and service as necessary  

This is a part time position, approximately 20 hours per week. Pay is commensurate with experience. Applicants must be over 18 years old and able to pass physical, background check and drug screening. You must be free and clear from any existing non-compete contracts. Please email resumes.

**Contact:** Jody Hooper  
**Address:** 13657 S. Kenton Avennue, Crestwood, IL 60445  
**Phone:** 216.732.3480  
**Email:** jhooper@simmerscrane.com

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**Expires:** 07/07/2016  
**Job ID:** 4568227  
**School Job ID:** BP / OCC  
**Job Title:** Part-time Package Handler - PALATINE  
**Company:** UPS  
**Job Type:** Part Time  
**Location:** Palatine, IL 60074  
**Salary:** $140 and $170 each week

**Job Description:** UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $5,250 per year with a maximum lifetime benefit of $25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work. Must be 17 years old or older to work Twilight shift 5pm-10pm. Must be 18 years old or older to work Preload shift 3am-9am.
Application Instructions: Feel free to contact Jeffrey Rodriguez with and questions.

Contact: Jeffrey Rodriguez
Address: 2100 N. Hicks Rd., Palatine, IL 60074
Phone: 847-705-6025
Apply Online: https://www.upsjobs.com

Expires: 07/07/2016
Job ID: 4568374
Job Title: Barista-O'Hare
Company: Argo Tea
Job Type: Part Time
Location: Chicago, IL 60666
Salary:

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

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

Expires: 07/07/2016
Job ID: 4568375
Job Title: Team Leader-O'Hare
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60666
Salary:
Job Description: Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly * They are essential leaders within the cafes * Ensures a positive work environment for all TEAmembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication * Motivates and models positive behavior within the café * Is sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 30 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

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

Expires: 07/07/2016
Job ID: 4568376
Job Title: Assistant Store Manager-O'Hare
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60666
Salary:
Job Description: Assistant Store Leader Position: * An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the cafe. * Essential leaders focusing on sales and profits of the café * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAmembers within the café * Responsible for setting sales goals and managing all TEAmembers to ensure that all tasks are completed * Be sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, and Vision Insurance * Ongoing leadership development * 401K * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

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

Expires: 07/07/2016
Job ID: 4568379
Job Title: Store Manager-O'Hare
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60666
Salary:
Job Description: Store Leader Position: * An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. * Drive results though great communication amongst the management team and through their constant focus on developing the TEAm. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations * Responsible for setting sales goals and ensuring they are met * Create solutions by problem solving on unusual requests or issues * Owning your store! Promote the Argo brand. * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, Vision, Life Insurance * Ongoing leadership development * 401K * Stock Option potential * Transportation Discounts * Product discounts Hours: * 5 days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 07/07/2016
Job ID: 4568380
Job Title: Barista
Company: Argo Tea
Job Type: Part Time
Location: Chicago, IL 60601
Salary:

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

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

Expires: 07/07/2016
Job ID: 4568382
Job Title: Team Leader
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60601
Salary:

Job Description: Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly * They are essential leaders within the cafes * Ensures a positive work environment for all TEAmembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication * Motivates and models positive behavior within the café * Is sales and opportuniTEA-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 30 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

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

Expires: 07/07/2016
Job ID: 4568383
Job Title: Assistant Store Manager
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: Assistant Store Leader Position: * An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the café. * Essential leaders focusing on sales and profits of the café * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAmembers within the café * Responsible for setting sales goals and managing all TEAmembers to ensure that all tasks are completed * Be sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliteA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, and Vision Insurance * Ongoing leadership development * 401K * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

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

Expires: 07/07/2016
Job ID: 4568384
Job Title: Store Manager
Company: Argo Tea
Job Type: Full Time
Location: Chicago, IL 60601
Salary:
**Job Description:** Store Leader Position: *An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. Drive results through great communication amongst the management team and through their constant focus on developing the TEAm. Utilize management information tools, analyze financial reports in order to improve store operations. Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations. Responsible for setting sales goals and ensuring they are met. Create solutions by problem solving on unusual requests or issues. Own your store! Promote the Argo brand. Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: Salary plus bonus potential. Sick time and paid vacation time. Eligible for Health, Dental, Vision, Life Insurance. Ongoing leadership development. 401K. Stock Option potential. Transportation Discounts. Product discounts.*

**Hours:** 5 days/week; 50 hours/week Full-Time. Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday)

**Contact:** Samantha Rush  
**Address:** 16 W Randolph, Chicago, IL 60601  
**Phone:** 773-649-5742  
**Fax:** Argo Tea  
**Apply Online:** [http://www.argotea.com/careers](http://www.argotea.com/careers)  
**Expires:** 07/07/2016  
**Job ID:** 4568800  
**Job Title:** Surgical Tech II  
**Company:** Loyola University Health System  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Surgical Technology  
**Job Target:** Any Job Target  
**Location:** Melrose Park, IL 60160  
**Salary:**

**Job Description:** OR/Surgery Full Time, Varied Shift As a Surgical Tech II you'll provide patient care in the Operating Room by utilizing aseptic technique while focusing on the needs of the surgical patient and exemplifying the service excellence goals of care, concern, respect and cooperation. As a contributing member of the health care team, you'll participate in a comprehensive surgical plan of care for the assigned patients. Compensation is competitive and is accompanied by a comprehensive benefits package. Gottlieb Memorial Hospital provides great amenities including: On-site fitness center with lap pool and personal trainers. Financial support for continuing education. Regular on-campus events and classes. Free employee parking. Credit Union. Several cafeterias and an onsite gift shop and pharmacy. Easy access to public transportation and major highways. Close to nearby shopping and
restaurants * Monthly employee recognition LUHS is an equal opportunity and affirmative action employer/educator and is committed to a drug-free and smoke-free workplace.

**Job Requirements:** Position Requirements: Minimum Education: High School Diploma plus training acquired through work experience or education required, Associates Degree preferred Specify Degree: Surgical Technology Minimum Experience: 1-2 years of previous job-related experience within urology and robot technology required, 3 or more years of previous job-related experience within urology and robot technology preferred Licensure/Certifications: Required: Certified Surgical Technologist, CPR

**Contact:**
**Address:** 701 W. North Ave, Melrose Park, IL 60160
**Apply Online:** http://bit.ly/1RWu8n0

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**Expires:** 07/07/2016
**Job ID:** 4568944
**School Job ID:** Oakton - BP
**Job Title:** Cook 2 - Intermediate Line OAK000604
**Company:** The Hyatt Lodge at McDonald's Campus
**Job Type:** Full Time
**Location:** Oak Brook, IL 60523

**Salary:**

**Job Description:** A Cook 2 requires good communication and culinary skills. The desired cook candidate will have hotel cooking experience and a culinary degree. A Cook 2 should have a professional knowledge of cooking ingredients and procedures. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in cook jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you. You're more than welcome.

**Job Requirements:** Qualifications: Good written, verbal and reading English communication skills. 1 year fine dining or hotel culinary previous experience Culinary degree or related hotel or fine dining experience is preferred. Candidate should be able to perform all basic cooking skills. Able to work multiple stations in the kitchen. A true desire to satisfy the needs of others in a fast paced environment. Ability to stand for long periods of time. Ability to lift and carry a minimum of 50lbs. Must be able to obtain a food handlers certificate within 30 days of hire. Ability to work a flexible schedule including weekends and holidays. This is a great opportunity to get a start with Hyatt as a cook. For immediate consideration of the intermediate cook position, click Apply Now and complete an application for the intermediate cook position on the Hyatt Careers Site! Primary Location: US-IL-Oak Brook Organization: The Lodge Pay Basis: Hourly Job Level: Full-time Job: Culinary/Kitchen Req ID: OAK000557

**Contact:**
**Address:** 2815 Jorie Blvd., Oak Brook, IL 60523
**Phone:** 630-581-6701
Fax: 630-581-6702
Apply Online: https://www.hyatt.jobs/

Expires: 07/07/2016
Job ID: 4569023
School Job ID: BP / OCC
Job Title: Housekeeper/Room Attendant - OAK000603
Company: The Hyatt Lodge at McDonald's Campus
Job Type: Full Time
Location: Oak Brook, IL 60523
Salary:

Job Description: The Room Attendant is responsible for maintaining the cleanliness of the guest rooms assigned. Previous cleaning experience as well as the ability to communicate to guests preferred. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Job Requirements: Qualifications A true desire to satisfy the needs of others in a fast paced environment Ability to stand and walk for long periods of time Ability to lift, pull, and push 50 lbs. Previous cleaning, janitorial or housekeeping experience Excellent attention to detail Must have a flexible schedule including weekends and holidays Property: The Lodge Company: Hyatt Hotel Properties Primary Location: United States-Illinois-Oak Brook Pay Basis: Hourly US Dollar (USD) Schedule: Full-time Job Level: Hourly/Entry Level Employee Job: Housekeeping/Laundry Req ID: OAK000559

Contact:
Address: 2815 Jorie Blvd., Oak Brook, IL 60523
Phone: 630-581-6701
Fax: 630-581-6702
Apply Online: http://www.hyatt.jobs/

Expires: 07/07/2016
Job ID: 4569359
Job Title: PT Branch Capture Team Member
Company: Wintrust
Job Type: Part Time
Location: Rosemont, IL 60018
Salary:

Job Description: The Part-Time Branch Capture Team Member will prepare reconciliations and resolve outstanding items in accordance with policies, procedures, and SLA agreements under the principles of the Operations Mission Statement. Hours: 3-8 pm, Monday through Friday 9801 W. Higgins, Rosemont 60018 Essential Duties and Responsibilities: Participate on
a team with responsibilities which include: * Monitor and balance Branch Capture work throughout the business day and provide regular communications to branches if rescans are needed * Balance and transmit Branch Capture work to processing center at the end of the day * Work with banks to resolve items needed for rescan * Balance assigned GL accounts as needed * Complete all relevant compliance training on schedule * Participate in personal development opportunities * Support other teams in the Deposit Operations department * Related duties as assigned

**Job Requirements:** Training/ Education/ Experience Qualifications: (Include licenses and certifications) * High school diploma or equivalent, or enrolled high school student status * Knowledge/ Skills/ Abilities Required: * Proficient in computer skills and 10-key dexterity * Knowledge of Outlook email helpful

Wintrust is an Equal Opportunity Employer: All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Please apply via www.wintrust.com/careers - requisition # 1600555.

**Application Instructions:** Please reference REQ #1600555.

**Contact:** Debbie O'Malley

**Address:** 9700 W Higgins, Rosemont, IL 60018

**Phone:** 847-939-9121

**Email:** careers@wintrust.com

**Apply Online:** http://www.wintrust.com/careers

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**Expires:** 07/09/2016

**Job ID:** 4571528

**Job Title:** Student Trainee (Lock and Dam Operator)

**Company:** U.S. Army Corps of Engineers

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

**Degrees Wanted:** Associates, Bachelors, Certificate

**Majors Wanted:** Applied Manufacturing, Industrial Electrician, Welding

**Job Target:** Any Job Target

**Location:** Rockdale, IL 60436

**Salary:** 18.45 - 21.52

**Job Description:** As a Student Trainee (Lock and Dam Operator) for the U.S. Department of Army Corps of Engineers under the Pathways Internship Program, you will: * Work at a navigation facility within the Corps of Engineers Inland Marine Transportation System (IMTS) as part of a work-study program structured specifically for students in technical, vocational, or trade schools and is designed to provide exposure to essentially all aspects of work performed at the facility. * Work performed and observed includes operation and maintenance of electrically or hydraulically controlled lock gates, control valves, and related equipment such as dam gates, inclusive of manually operated wicket gates at sites where they exist, maintenance and repair of other site structures and facilities such as lock buildings and lighting systems, and grounds
maintenance. * You will work under very close supervision and assignments are continually monitored to assure adequate training progress and safety of operation.

**Job Requirements:** Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration. * You will be required to provide proof of U.S. Citizenship. * One year trial/probationary period may be required. * Direct Deposit of Pay is Required. * Personnel security investigation required. * Must comply with Drug Abuse Testing Program requirements. This position is a Testing Designated Position (TDP) subject to applicant testing and random drug testing. Applicants tentatively selected for appointment to this position will participate in drug urinalysis testing, unless currently occupying a TDP within the Department of Defense. Tentatively selected applicants will be required to sign DA Form 5019 (Condition of Employment for Certain Civilian Positions Identified as Critical Under the Department of the Army Drug-Free Federal Workplace Program) requiring participation in random drug testing as a condition of employment. A job offer to an applicant who is not a current employee will be withdrawn if the applicant refuses to be tested. Applicants with verified positive test results shall be refused employment. Applications from such individuals shall not be considered for employment for a period of 6 months from the date of the test results. * A medical examination is required. If selected, satisfactory completion of a medical examination is required before assignment to the position. * Position requires employee to wear a uniform and/or protective clothing. * At some locations, occasionally work may be performed on a rotating shift basis when it does not interfere with class schedule. * This is a Mission Essential position and is not subject to administrative dismissal in emergencies based on inclement weather conditions, or other emergency situations, as appropriate. * May be required to have an American Red Cross Standard First Aid card, CPR, and/or AED in good standing. * Must sign a Participant Agreement that sets forth the expectations for the internship. * Must be at least 18 years of age. * Must remain in good academic standing as defined by the college or university you are attending. * Must be within the commuting area of Marseilles Lock and Dam, Marseilles, IL. * Must be currently enrolled a minimum of half time in a degree or certificate program.

**Application Instructions:** Each job announcement has eligibility, qualifications, requirement info and instructions for submitting your application package. Start process by clicking on "Apply Online" Login or create your USAJOBS account Complete the questionnaire. You must include the following with your application: 1.Resume 2.Transcripts, Enrollment Letter, Fall 2016 Class Schedule. click "Submit My Answers" on the Submit My Answers tab.

**Contact:** Lisa Kantor  
**Address:** Clock Tower Building P.O. Box 2004, Rock Island, IL 52761  
**Phone:** 309-794-5167  
**Email:** lisa.r.kantor@usace.army.mil  
**Apply Online:** http://www.usajobs.gov

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**Expires:** 07/09/2016  
**Job ID:** 4571616  
**Job Title:** Furnace and Machine Operator  
**Company:** Tri Star Metals, LLC
**Job Type:** Full Time  
**Location:** Carol Stream, IL 60188  
**Salary:** Starting at $13/hour  

**Job Description:**  
* Installs and feeds progressively smaller dies in machine and repeats operations until wire diameter meets work order specifications.  
* Inserts wire into machine, feeds mechanism, starts machine and monitors machines operations.  
* Turn setscrews to secure roller die in machine.  
* Loads spool of wire on spindle and threads wire through machine and around take-up reel.  
* Starts machine and adjust controls to regulate speed and temperature to required specifications.  
* Record production information in computerized or manual system packets.  
* Performs daily safety and mechanical checks of machine employee is working on to ensure machine is safe and running properly.  
* Maintain safety procedures at all times.  
* The description for the position is merely a baseline of the job responsibilities. From time to time, the needs of the business may require that the employee perform additional or new duties that fall outside the stated job description.

**Job Requirements:**  
* Able to work well within a team environment.  
* Able to resolve issues in a timely manner.  
* Able to handle large volume work load.  
* Able to work a flexible schedule.  
* Working knowledge able to operate a Windows base personal computer, Microsoft Office - Word, Access, NAV, Outlook a plus.  
* Fluently speak and write English.  
* Able to perform under deadlines.  
* Self-directed - able to work efficiently with little direct instruction  
* Must have a valid US driver’s license  
* US Citizenship or Permanent Residency required  

**Physical Requirements:**  
Machine operator requires many physical aspects 100% of the time standing / walking/pulling/bending.

**Application Instructions:** Please email resume to kpalacios@tristarmetals.com

**Contact:** Kelly Palacios  
**Address:** 375 Village Dr, Carol Stream, IL 60188  
**Phone:** 885-874-7827  
**Email:** kpalacios@tristarmetals.com

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**Expires:** 07/09/2016  
**Job ID:** 4571901  
**Job Title:** Legal Assistant  
**Company:** Mulyk, Laho & Mack, LLC  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Glen Ellyn, IL 60137  
**Salary:** upon request  

**Job Description:** legal assistant needed with at least 3 years' experience. Must have experience in at least one of the following areas: family law, bankruptcy or criminal law. Experience in real estate, estate planning/probate, and/or collection a plus. Responsibilities include general office
duties, transcribing dictation, drafting pleadings & organizing/responding to discovery. Strong personality and ability to work with emotionally charged clients a must.

Application Instructions: If interested please forward a resume and cover letter with salary expectations included to Sharon R. Mulyk at srmulyk@mlmlawoffice.com or mail to 45 S. Park, Ste. 230, Glen Ellyn, IL 60137.

Contact: Sharon R. Mulyk
Address: 45 S. Park Blvd. Suite 230, Glen Ellyn, IL 60136
Phone: 630-852-1100
Email: srmulyk@mlmlawoffice.com

Expires: 07/09/2016
Job ID: 4572042
Job Title: Warehouse Worker
Company: Design Toscano, Inc.
Job Type: Full Time
Location: Elk Grove Village, IL 60007
Salary: $10.00 an hour

Job Description: This position is primarily responsible for completing customer orders through picking, packing, and shipping in a general warehouse setting. Essential Job Function/Responsibilities 1. Order Pick/Pack utilizing RF technology 2. Quality check picked orders for accuracy prior to packing. 3. Stock replenishment. 4. Conduct Cycle Counts and Physical Inventory counts. 5. Ship packages via UPS, FedEx, or freight carrier. 6 Other tasks and projects as assigned.

Job Requirements: Must be able to bend, squat, and lift up to 35 pounds on a regular and continuous basis. Must be able to lift up to 75 pounds occasionally. Requires stooping/kneeling, standing/walking, lifting/pulling/pushing, bending, listening and hearing ability, and visual acuity.

Application Instructions: Email or Fax resume with cover letter.
Contact: Marilyn Stopka
Address: 1400 Morse Avenue, Elk Grove Village, IL 60007
Phone: 847-952-0100 ext 301
Fax: 847-952-8992

Expires: 07/09/2016
Job ID: 4572048
Job Title: Customer Support Representative
Company: Design Toscano, Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Business Management, Marketing/Sales
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: 10.00

Job Description: Responsible for assisting customers over the phone with order entry and supplying product information from our catalog and web site. Customer service experience appreciated but not required. Must be able to read, write & speak English and have data entry computer skills. Bilingual skills appreciated but not required. Opportunity for advancement.

Job Requirements: Part Time Position - 20 - 25 hrs per week Open Hours Needed to Fill: M - F 2:00 pm - 9:00 pm SAT 8:30 am - 5:30 pm SUN 10:00 am - 6:00 pm

Application Instructions: Email or Fax resume with cover letter.

Contact: Marilyn Stopka
Address: 1400 Morse Avenue, Elk Grove Village, IL 60007
Phone: 847-952-0100 ext 301
Fax: 847-952-8992
Email: hrapplications@designtoscano.com

Expires: 07/09/2016
Job ID: 4572216
Job Title: Financial Representative
Company: Northwestern Mutual
Job Type: Full Time

Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicagoland Area, IL
Salary: Full Time

Job Description: You'll have the unique opportunity to create your own destiny and potentially have a life-long impact on the lives of your clients, families and your community. Northwestern Mutual offers a personalized approach to uncovering financial solutions tailored to each client's individual needs. Your goal is to discover each client's needs and goals and help map a path to meet them. You will: * Decide how to build your business by choosing your clients and the markets you want to pursue * Build your business to the level of success to which you aspire * Have an opportunity to achieve financial independence with a rewarding career that can offer flexibility for family, friends and leisure-time activities Northwestern Mutual will provide consulting resources to help you discover and build your markets to develop a successful practice as a financial representative including: * Developing your business and marketing plans * Extensive training and coaching from certified trainers * Access to knowledgeable groups of financial advisors and specialists to assist you At Northwestern Mutual, we're committed to mutual success. You'll find people with varied experiences and perspectives in an environment
that emphasizes teamwork and collaboration. For us, diversity means valuing and respecting differences so that we bring out the best in each other. You can be yourself while building your career here.

**Job Requirements:**  * Bachelor degree or 2016 graduates  * Strong interpersonal skills  * Self-starter and highly motivated  * History of personal success

**Application Instructions:** Email resume to lauren.rusnak@nm.com

**Contact:** Lauren Rusnak  
**Address:** 1901 Butterfield Rd Ste 450, Downers Grove, IL 60515  
**Phone:** 630-353-2318  
**Email:** lauren.rusnak@nm.com

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**Expires:** 07/09/2016  
**Job ID:** 4572777  
**Job Title:** Medical Assistant  
**Company:** Oak Park Womens Health  
**Job Type:** Part Time  
**Location:** Oak Park, IL 60301  
**Salary:** $13.00 hr.

**Job Description:** Looking for 2 part-time assistants for an OB/GYN practice. The following hours are available: Monday 11-7 Tuesday 1-7 Wednesday 10-7 OR Thursday 9-4:30 Friday 9-4:30

**Application Instructions:** Please e-mail your resume to Tatenisha at tatenisha@opwomenshealth.com Or fax to (708) 434-4079. On the subject line please indicate that you are applying for the Medical Assistant position.

**Contact:** Tatenisha HR  
**Address:** 1010 Lake St. Suite 507, Oak Park, IL 60301  
**Phone:** (630) 359-1644  
**Fax:** (708) 434-4079  
**Email:** tatenisha@opwomenshealth.com

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**Expires:** 07/09/2016  
**Job ID:** 4572794  
**Job Title:** Assistant Property Department Director  
**Company:** The Salvation Army  
**Job Type:** Full Time  
**Location:** Hoffman Estates, IL 60192  
**Salary:**

**Job Description:** This individual will assist the Property Department Director for the maintenance and upkeep of the College for Officer Training buildings, equipment, grounds and
vehicles. Some essential functions: Troubleshoot property-related issues and provide maintenance and repairs as assigned for all buildings, equipment, grounds, and vehicles with the College for Officer Training. Perform regular servicing of all plant motors, changing of filters, and other preventative maintenance of HVAC equipment. Perform regular and preventative maintenance of motorized equipment. This includes vehicles, riding mower, and lawn equipment. Research and order repair parts for building equipment which includes motors, air filters, gaskets, belts, batteries, light bulbs, light fixtures, ballasts and chemicals for the HVAC system. In consultation with the Property Director, procure at least two bids when required for maintenance or repair projects. Assign work orders and monitor completion on a timely matter. Monitor workmen and repair technicians while on campus as assigned First responder for the emergency alarm system. Respond to emergency needs as assigned in a rotating on-call schedule. Respond to week end snow plowing as assigned in a rotating on call schedule. Assist in the maintaining of campus yards including winter tasks of snow removal from sidewalks, stairs, parking lots, and drives; removal of ice build up during early/regular working hours. Maintain a clean orderly work environment. Research and order repair parts for appliances. Order Supplies for entire campus, including toilet paper, paper towels, soap, etc. Education: High School Diploma or equivalent. Experience: The position requires 3 - 5 years of experience in facility maintenance

**Application Instructions:** Please apply online

**Contact:**

**Apply Online:** https://careers-uscsalvationarmy.icims.com

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**Expiration:** 07/09/2016  
**Job ID:** 4572799  
**Job Title:** Line Cook  
**Company:** Steak & Vine  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Culinary Arts  
**Job Target:** Any Job Target  
**Location:** La Grange, IL 60525  
**Salary:** $10-$15  
**Job Description:** New Steakhouse in La Grange is hiring hardworking individuals who want to learn from chefs from Morton's + Reel Club. Get in on the ground floor to see how a restaurant is opened from scratch. Evening hours + weekends. Looking for some with at least 1 year's experience

**Application Instructions:** Please e-mail Jill Jensen at jill@steakandvine.com

**Contact:** Jill Jensen  
**Address:** 37 S. La Grange Rd., La Grange, IL 60525  
**Email:** jill@steakandvine.com
Expires: 09/08/2016  
Job ID: 4570285

Job Title: Medical Scribe - Aurora, Illinois  
Company: ScribeAmerica  
Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Biological Sciences, Chemistry, Diagnostic Medical Sonography, Emergency Medical Technician, Medical Administrative Assistant, Nurse Assistant, Nursing

Job Target: Any Job Target

Location: Aurora, IL

Salary: 

Job Description: A Medical Scribe is a revolutionary concept in modern medicine. Traditionally, a physician's job has been focusing solely on direct patient contact and care. However, the advent of the Electronic Health Record (EHR) created an overload of documentation and clerical responsibilities that slows physicians down and pulls them away from actual patient care. To relieve the documentation overload, physicians across the country are turning to Medical Scribe services. A Medical Scribe is essentially a personal assistant to the physician; performing documentation in the EHR, gathering information for the patient's visit, and partnering with the physician to deliver the pinnacle of efficient patient care. For someone interested in medicine, whether it is a personal interest, or part of a career goal to become a physician or physician assistant, the chance to become a Medical Scribe is unlike any other opportunity available. It offers exciting one-on-one collaboration with a physician, and is unprecedented in its level of exposure to real medicine in practice. A background in Medical Scribing is quickly becoming the standard for pre-medical experience, and is suggested by medical school acceptance committees across the country. The competition to become a Medical Scribe is intense, and the demand for Medical Scribe services across the country has never been higher. Check out the "How to Apply" page to see if we are hiring in your area.

Job Requirements: Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred. Computer and typing skills are preferred. Experience with medical terminology is preferred. A constitution to work under the rigors of delivering medical care. A responsible and mature individual with a passion for medicine.

Application Instructions: Please apply online at ScribeAmerica.com/apply

Contact: Joshua Sattler

Address: 1200 East Las Olas Boulevard Suite 201, Fort Lauderdale, FL 33301

Phone: 954-908-8595

Email: Joshua.Sattler@ScribeAmerica.com

Expires: 09/08/2016  
Job ID: 4570287  
Job Title: Medical Scribe - Chicago, Illinois  
Company: ScribeAmerica
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Biological Sciences, Chemistry, Diagnostic Medical Sonography, Emergency Medical Technician, Medical Administrative Assistant, Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Chicago, IL
Salary:

Job Description: A Medical Scribe is a revolutionary concept in modern medicine. Traditionally, a physician's job has been focusing solely on direct patient contact and care. However, the advent of the Electronic Health Record (EHR) created an overload of documentation and clerical responsibilities that slows physicians down and pulls them away from actual patient care. To relieve the documentation overload, physicians across the country are turning to Medical Scribe services. A Medical Scribe is essentially a personal assistant to the physician; performing documentation in the EHR, gathering information for the patient's visit, and partnering with the physician to deliver the pinnacle of efficient patient care. For someone interested in medicine, whether it is a personal interest, or part of a career goal to become a physician or physician assistant, the chance to become a Medical Scribe is unlike any other opportunity available. It offers exciting one-on-one collaboration with a physician, and is unprecedented in its level of exposure to real medicine in practice. A background in Medical Scribing is quickly becoming the standard for pre-medical experience, and is suggested by medical school acceptance committees across the country. The competition to become a Medical Scribe is intense, and the demand for Medical Scribe services across the country has never been higher. Check out the "How to Apply" page to see if we are hiring in your area.

Job Requirements: Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred. Computer and typing skills are preferred. Experience with medical terminology is preferred. A constitution to work under the rigors of delivering medical care. A responsible and mature individual with a passion for medicine.

Application Instructions: Please apply online at ScribeAmerica.com/apply

Contact: Joshua Sattler
Address: 1200 East Las Olas Boulevard Suite 201,, Fort Lauderdale, FL 33301
Phone: 954-908-8595
Email: Joshua.Sattler@ScribeAmerica.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: 06/08/2017
Job ID: 4571313
Job Title: Bartender
Company: Medieval Times
Job Type: Part Time
Location: Schaumburg, IL 60195
Salary: base + tips

Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Contact: Shelby Ritchie
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

Expires: 06/08/2017
Job ID: 4571314
Job Title: Food Server
Company: Medieval Times
Job Type: Part Time
Location: Schaumburg, IL 60195
Salary: base + tips

Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Contact: Josh Wells
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

Expires: 06/08/2017
Job ID: 4571315
Job Title: Event Staff
Company: Medieval Times
Job Type: Part Time
Location: Schaumburg, IL 60195
Salary:

Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Contact: Nicole Escobar
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

Expires: 06/08/2017
Job ID: 4571316
Job Title: Knight/Squire
Company: Medieval Times
Job Type: Part Time
Location: Schaumburg, IL 60195
Salary:

Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.

Contact: Robert Idrizi
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

Expires: 06/08/2017
Job ID: 4571317
Job Title: Sales Manager
Company: Medieval Times
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Marketing Management, Marketing/Sales
Job Target: Any Job Target
Location: Schaumburg, IL 60195
Salary:
Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.
Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.
Contact: Matt Gill
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

Expires: 06/08/2017
Job ID: 4571318
Job Title: Gift Shop Sales Clerk
Company: Medieval Times
Job Type: Part Time
Location: Schaumburg, IL 60195
Salary:
Job Description: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.
Application Instructions: Please apply in person at 2001 N. Roselle Road, Schaumburg between 9 a.m. and 4 p.m. Monday through Friday. No phone calls or emails, please.
Contact: Alex Corral
Address: 2001 N Roselle Rd, Schaumburg, IL 60195
Phone: 8478821496

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

https://www.collegecentral.com/triton