Job ID: 4567129
Job Title: Administrative Secretary-Deputy Village Clerk
Company: Village of Wheeling
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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 (Word, Excel, PowerPoint). High school diploma or equivalent also required. Municipal Government and Pentamation software experience desirable. Minimum starting salary: $50,203.

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
Job Target: Any Job Target
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 UNDERTAKE 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.sucss.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: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108

Expires: 06/26/2016
Job ID: 4574642
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Grove, IL 60171
Salary: $10-$15/hour

Job Description: Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program, Course Hero is the #1 online learning platform, providing students with the best materials and tools to study more effectively. With funding and advisory from top investors (including the founders of YouTube, StubHub, and Google AdSense, and early stage investors in Twitter, Foursquare, and PayPal), and a rapidly growing base of 7+ million users, Course Hero is leveraging technology to provide a more effective learning resource for students around the world. This semester we are accepting applicants for our internship program, which allows selected students to help shape the future of our educational platform, while also developing, applying, and honing their professional skill set. As a company whose mission is built around helping students learn more effectively, we believe that students must be actively involved in helping us do so. Those that are accepted will help spread awareness about the Course Hero Knowledge Drive at their school, which is helping students study more effectively while also supporting the development of education abroad. Together with our partners charity Books for Africa, the Knowledge Drive has donated 245,000+ books to students abroad! In addition to spreading awareness about our Knowledge Drive initiative, interns will also work with the Course Hero team to provide insights into how we can provide an even better resource for students at their school. Our internship is also designed to help interns develop their professional skill set and prepare for a successful career after graduation. To accomplish this, our program includes: -One on one mentoring with an assigned Course Hero Manager -Opportunities to develop, hone, and refine marketing, networking, communication, management, and leadership skills -Letter of recommendation, references for future jobs or applications, and LinkedIn endorsements -Involvement with one of the fastest growing start-ups in the world of education technology Based on previous interns who have thrived in our internship, the ideal candidates are: -Interested in business, marketing, entrepreneurship, communication, and/or technology -Able to effectively communicate and
connect with others -Driven to do something amazing for the world of education both here and abroad -Experienced with social media tools like Facebook and Twitter -Current students living on or near campus

Application Instructions: If you are interested in joining Course Hero's internship program and working together to do something powerful for the entire landscape of education, please apply here! https://www.coursehero.com/business-internship/

Contact: John
Address: 1400 Seaport Blvd., 2nd Floor, Redwood City, CA 94063
Phone: 650) 409-7164
Email: applicants@coursehero.com
Apply Online: http://www.coursehero.com/business-internship/

Expires: 06/26/2016
Job ID: 4580790
Job Title: Hiring Event June 27 and 28. Join Us.
Company: Office Depot, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Business Support Specialist, Office Assistant
Job Target: Any Job Target
Location: Itasca, IL 60143
Salary:

Job Description: HIRING EVENT! Customer Service Associates Offers Made On-Site! Exciting opportunity with competitive pay and benefits for qualified candidates with excellent written communication skills, as well as, strong excel and customer service skills! WHEN: Monday, June 27 and Tuesday June 28, 2016 9:00am - 6:00pm WHERE: Office Depot 800 West Bryn Mawr Avenue Itasca, IL 60143 (We are closest to Interstate 355 and Lake Street exit - about 2 miles off exit ramp) No appointment necessary Please apply on-line prior to attendance HIRING FOR: Associate, Customer Resolution - Associates review customer issues using internal and external computer applications in order to resolve concerns. - Associates work with multiple channels within the company network requiring a base knowledge of processes throughout. - Provide critical interface between all aspects of the operation; Internal (Transportation, Operations, Front line customer service, CC and AB billing, Loss Prevention etc) and External customers. - Respond to status requests on pending customer orders. - Primary focus is to recover on customer orders that contain defects, and work with Distribution management teams to reduce future potential defects by identifying root causes and improving processes.

Job Requirements: - High School or equivalent - Proficiency in Microsoft Excel - Proficiency with computers - Typing skills - Great customer service skills

Application Instructions: Please go to jobs.officedepot.com and in the Keyword section type in the following req #1196084 and apply. After you apply, you do not need a response from a
Recruiter or Hiring Manager in order to attend the event. We look forward to seeing you on June 27th or 28th!

**Contact:** Kimberly Beck  
**Address:** 6600 N. Military Trail, Boca Raton, FL 33496  
**Email:** kimberly.beck@officedepot.com  
**Apply Online:** [http://jobs.officedepot.com](http://jobs.officedepot.com)

**Expires:** 06/30/2016  
**Job ID:** 4572024  
**Job Title:** Circulation Assistant Check-out  
**Company:** Indian Trails Public Library District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Buffalo Grove, IL  
**Salary:** Hourly rate of $12.94

**Job Description:** Title: Circulation Assistant Check-out  
Grade: 4  
Average Weekly Work Hours: 21  
FLSA Classification: Non-Exempt  
Overview: Are you a positive individual with an aptitude for providing exceptional customer service? Are you organized and have the ability to multi-task? Do you thrive in a team environment and like helping people? If so, this opportunity may be for you! The Indian Trails Public Library District (ITPLD) is seeking a Circulation Assistant (check-out) to join our team! This position is a part-time opportunity with an average work week of 21 hours. These hours are a mix of days, nights, weekends and holidays. Our team is committed to the library's vision of inspiring individuals, engaging communities and enriching lives every day.  
Key Duties and Responsibilities: 
- Register new library members, maintain accurate records in library database and maintain library members' confidentiality. 
- Perform claims returned procedures; process overdue and reserve items, complete program registration, and assist members with self-check unit. Contact members and follow up on lost or missing items or service requests. File requested items on hold shelves; identify damaged and/or incomplete items and route items to appropriate area. Assist members and staff in the materials check-out process, including account information retrieval, fine payments, and other concerns. 
- Greet everyone who enters the library in a professional, friendly manner. Promote materials, programs, events, and services provided by the library.  
Qualifications: High school diploma or equivalent certifications and/or experience required. Qualified candidates must have superb customer service skills. Ability to multi-task, have attention to details, and excellent organizational skills. The ability to use computers and relevant software including but not limited to Google products. The ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team. The flexibility to be able to work days, evenings, weekends, and holidays. Hourly rate of $12.94. This position is eligible for pro-rated sick and vacation time as well as participation in IMRF.  
To apply, send resume via e-mail to HR at hr@itpld.org. Please include the job title in the subject line. No phone calls please.
Application Instructions: To apply, send resume via e-mail to HR at hr@itpld.org Please include the job title in the subject line.

Contact:
Email: hr@itpld.org

Expires: 07/01/2016
Job ID: 4560120
Job Title: Telephone Sales Representative
Company: ORC Protel
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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: 4560549
School Job ID: RVC-EDU
Job Title: Adjunct Faculty - General
Company: Rock Valley College
Job Type: Part Time
Degrees Wanted: Masters
Majors Wanted: Any Major
Job Target: Any Job Target
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
Majors Wanted: Any Major
Job Target: Any Job Target
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: 4560551
School Job ID: RVC-EDU
Job Title: Math Adjunct Faculty
Company: Rock Valley College
Job Type: Part Time
Degrees Wanted: Masters
Majors Wanted: Any Major
Job Target: Any Job Target
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
Majors Wanted: Any Major
Job Target: Any Job Target
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
Majors Wanted:
Job Target: Any Job Target
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  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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  
Majors Wanted: Any Major
Job Target: Any Job Target  
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  

Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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](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  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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 troubleshoot 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](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  
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 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
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 Bachelors 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: kkrkska@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: 07/01/2016
Job ID: 4583443
Job Title: Part-Time Administrative Clerk
Company: Village of Oak Brook
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: $16 - $20 DOQ

Job Description: JOB SUMMARY: The part-time Administrative Clerk position is a multi-faceted non-supervisory position which provides administrative support to the Village Clerk and the Deputy Clerk/Payroll Coordinator under the direction of the Deputy Clerk/Payroll Coordinator. The position will work no more than 19 hours per week. ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: The primary responsibility of the part-time Administrative Clerk is to administer the tobacco, scavenger, solicitors, going-out-of-business and raffle Licensing programs and assist with FOIA processing. The part-time Administrative Clerk will administer the technical support of the Liquor Licensing program, both regular and special events, including the preparation of the necessary correspondence. This position may also assist with FOIA requests, document management and other duties as assigned. MINIMUM QUALIFICATIONS: Graduation from high school with diploma, supplemented by a minimum of one year of college or business school. Three years of local government experience preferred with proficiency in word processing, spreadsheet development and simple database development. Considerable (minimum 5-years) experience as administrative assistant or secretary to high level administrator, and/or Board of an organization, or any equivalent combination of training and experience that provides the
following knowledge, abilities, and skills. Excellent oral and written communications skills, confidentiality and discretion essential.

**Job Requirements:** SELECTION: Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

**Application Instructions:** APPLY BY: To apply please submit via email a resume, cover letter and three (3) professional references to Diana Maciejewski, Human Resource Generalist, at dmaciejewski@oak-brook.org by Friday July 1st, at 5:00 p.m. Additional information about Oak Brook may be found online at: www.oak-brook.org.

**Contact:** Diana Maciejewski  
**Address:** 1200 Oak Brook Road, Oak Brook, IL 60523  
**Phone:** 6303685000


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**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=Y21vbnRnb21lcnkuMDU3NzEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ  

**Contact:**

**Apply Online:** http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMDU3NzEuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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**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=Y21vbnRnbe21lcnuMzMzNjcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnbe21lcnuMzMzNjcuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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=Y21vbnRnbe21lcnuMzYyNTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnbe21lcnuMzYyNTUuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

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.

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 clientele 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: http://vbquusa.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=7063398

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. Establish and maintain friendly and professional relationships with customers. Perform resets for VIP programs to national standards. Maintain friendly and professional relationships with customers. 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: 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

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**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 processes 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: https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?partnerid=25651&siteid=5472&AREq=8809BR

**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 wold 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: 07/06/2016  
Job ID: 4566442  
Job Title: Shop Technician  
Company: Carlson Heating, Cooling and Electric  
Job Type: Full Time  
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: 4567314  
Job Title: Insurance Account Representative  
Company: RD Carlson Insurance Inc
Job Type: Full Time
Location: Chicago, IL 60630
Salary: $14/hr + commissions

Job Description: State Farm Agent's office is seeking an Insurance Account Representative to provide customers with insurance and financial solutions. This individual would be responsible for the following: · Responding to leads generated through State Farm's website, internet lead generators, and referral programs · Gathering information from customers and generating insurance quotes for prospective customers · Communicating features and benefits of products in a manner that will allow potential customers to understand the product's value in protecting against risks or helping realize financial goals · Establishing customer relationships and following up with customers as needed · Listening actively and suggesting solutions that would best serve customers' needs · Initiating sales calls to customers who may benefit from having a particular product or service · Cultivating relationships with local businesses to encourage marketing or referral programs · Conducting insurance and financial reviews to explain coverages and verify that current coverage is appropriate · Entering policy changes as needed

Job Requirements: Requirements: · Excellent communication skills (oral, written, & listening) · Enthusiasm for the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams · Ability to effectively relate to a customer · Organizational skills · Self-motivated · Customer-focused · Property & Casualty license (must be able to obtain) · Life & Health license (must be able to obtain)

Application Instructions: To review a full job description and apply, please visit http://johntylercarlson.sfagentjobs.com. Phone calls regarding this position will not be accepted.

Contact: Denise Cross
Address: 829 Main Street, Evanston, IL 60202
Phone: 847-869-2336
Fax: 847-869-2422
Email: denise@johntylercarlson.com
Apply Online: http://johntylercarlson.sfagentjobs.com/account

Expires: 07/06/2016
Job ID: 4580157
Job Title: TEEN CENTER SUPERVISOR
Company: Village of Niles
Job Type: Part Time
Location: Niles, IL 60714
Salary:

Job Description: The Village of Niles is seeking a highly motivated and creative part-time Teen Center Supervisor who enjoys working with teens. Responsibilities include assisting staff with ongoing programs; supervise teens at Teen Center, advertising & power point design and organizing and participating in trips, dances and community service experiences. Work Hours:
20 hours per week, Tuesday thru Friday, 2:00 - 7:00 p.m. with occasional late Fridays, Saturday and holiday hours. Salary $10 per hour. Equal Opportunity Employer, Male/Female

**Job Requirements:** Applicant must have some college education and experience working with youth. Candidate should have proficiency with Microsoft Office, (Word, Excel, Publisher and Power Point). Good written and verbal communication skills, telephone etiquette and interpersonal skills are necessary. Please include hobbies and personal interests in resume.

**Application Instructions:** To apply, candidates can complete an application on the Village's website at www.vniles.com or submit an application or resume to the Human Resources Director, Village of Niles, 1000 Civic Center Drive, Niles, IL 60714, via E-mail personnel@vniles.com or Fax (847)588-8051. Position open until filled.

**Contact:** Katy Darr
**Address:** 1000 Civic Center Drive, Niles, IL 60714
**Phone:** 8475888000
**Email:** knd@vniles.com
**Apply Online:** [http://www.vniles.com/jobs.aspx](http://www.vniles.com/jobs.aspx)
**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
**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
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 any questions.
Contact: Jeffrey Rodriguez
Address: 2100 N. Hicks Rd., Palatine, IL 60074
Phone: 847-705-6025
Apply Online: https://www.upsjobs.com
**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
- TEAmebers 30hrs/week are eligible for Health, Dental, and Vision Insurance
- 401K
- Transportation Discounts
- Product discounts

**Hours:**
- 4 days/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

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**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 TEAmebers 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
- TEAmebers 30hrs/week are eligible for Health, Dental, and Vision Insurance
- 401K
- Transportation Discounts
- Product discounts

**Hours:**
- 4 days/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 cafe * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAMembers within the cafe * Responsible for setting sales goals and managing all TEAMembers to ensure that all tasks are completed * Be sales and opportuniTEAs-driven! * Commited to our passions of CommuniTEA, DiversiTEA, Charitea, QualiTEA, SustainabiTEA, 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

Expiration: 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 cafe and is focused on successful operation of the cafe 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: * 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: 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
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 TEA members 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 * TEA members 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4 days/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.

Assistant Store Manager 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 TÉA members within the café *
Responsible for setting sales goals and managing all TEA members 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 though great communication amongst the management team and through their constant focus on developing the TEAms. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAms 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: * 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: 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

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: 4569049
School Job ID: BP / OCC
Job Title: Houseperson - Events (PT) OAK000605
Company: The Hyatt Lodge at McDonald's Campus
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary:

Job Description: The Events/Convention Services Houseperson is responsible for setting up and breaking down function spaces with tables/chairs/water, etc. This is a PM position starting anywhere between 2 PM - 7:30 PM and can go until 3:30 AM depending on business needs. 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: This person must have good communication skills. Must be able to work in a fast-paced environment. Ability to lift, push and pull a moderate to heavy amount of weight (up to 30-40 lbs). Ability to stand and walk for long periods of time. Must be available for PM shifts (start time can be anywhere between 2 PM - 7:30 PM) including weekends and holidays. Overnight availability is preferred but not required.

Contact:
Address: 2815 Jorie Blvd., Oak Brook, IL 60523
Phone: 630-581-6701
Fax: 630-581-6702

Apply Online:
Job Target: Any Job Target  
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 We provide an engaging, dynamic work environment, plus vacation and holiday pay! 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

Expires: 08/14/2016  
Job ID: 4577951  
Job Title: Logistics Clerk  
Company: Interlake Mecalux, Inc.  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Melrose Park, IL 60160  
Salary:  
Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent
years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Logistics Clerk to work out of our Melrose Park, IL facility. The Logistics Clerk role is responsible for preparing bills of lading, scheduling shipments, and maintaining relationships with carriers.

Responsibilities:
* Prepare accurate bills of lading and packing slips
* Prepare ship schedule report daily
* Develop LTL and Flat-bed carrier call list
* Provide shipping status and order visibility information as required to both internal and external clients, monitoring ship information, closing of shipped orders, order status, etc.
* Schedule out going shipments to successfully meet ship dates.
* Conduct analysis on shipping quality incidents as needed
* Maintain finished goods inventory ensuring accuracy
* Maintain a clean and orderly shipping and receiving department
* Provide daily, weekly, monthly, quarterly, and yearly shipping and inventory reports both promptly and accurately using AS400 and MS Excel.

Requirements:
* Must be extremely self-motivated and able to work under minimal supervision
* Strong computer skills including MS Word, MS Excel
* Strong communication skills and excellent analytical aptitude
* Developed customer service skills with a "whatever it takes" attitude while supporting and modeling the desired culture of Interlake Mecalux
* High School diploma or equivalent education and experience
* Good understanding of shipping and receiving processes within a manufacturing environment.

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

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

Expires: 08/14/2016
Job ID: 4577954
Job Title: Technical Assistant
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Applied Manufacturing, Engineering Technology/Computer-Aided Design (CAD), Interior Design
Job Target: Any Job Target
Location: Melrose Park, IL 60160

Salary:

Job Description: PRINCIPAL RESPONSIBILITIES:
* Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required.
* Assist in the preparation of fabrication and installation drawings.
* Maintain in-house structural design programs.
* Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel.
* The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects.
* Other duties as assigned

Requirements:
* Associate Degree preferred
* Technical aptitude
* Advanced MS Office skills
required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred

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

**Contact:** Robin Yoder

**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160

**Phone:** 708-344-9999

**Email:** hr@interlakemecalux.com

**Expires:** 08/14/2016

**Job ID:** 4577957

**Job Title:** Customer Service Rep

**Company:** Interlake Mecalux, Inc.

**Job Type:** Full Time

**Location:** Melrose Park, IL 60160

**Salary:**

**Job Description:** PRINCIPAL RESPONSIBILITIES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

**Application Instructions:** To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

**Contact:** Robin Yoder

**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160

**Phone:** 708-344-9999

**Email:** hr@interlakemecalux.com

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**Expires:** 08/14/2016

**Job ID:** 4577960

**Job Title:** Technical Product Specialist
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: $28k-$40k

Job Description: PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Orchestrate regular project meetings internally with Sales and with customers when required * Provide product application and product orientation training to internal personnel and external customers in order to demonstrate Interlake Mecalux's engineering and manufacturing capabilities. * Provide training, guidance, and support to customers, Area Market Managers, and Account Executives related to estimating/pricing procedures as well as order preparation activities * Utilize OPC to log and follow up on all leads and quotes that are given to the distributors and internal sales department. Follow established lead generation program guidelines. Monitor all lost projects identifying reason for loss and report back to Area Market Manager. * Visit customers and/or meet with customers as required. * Maintain weekly/monthly sales reports. * Teach and train new associates as they join Engineering, Customer Service, and Sales. * Develop strong professional relationships with key partners in our business, including Sales, Engineering, and Installations. * Resolve customer issues in a timely professional manner, always delivering a consistently high level of customer satisfaction. * Help to develop strategies for assigned territory utilizing organizational directives and sales and market trends to achieve business initiatives, maintain customer satisfaction, and meet customers' needs. * Help to evaluate distributor performance and identify distributor relationships that best meet business goals and objectives. REQUIREMENTS: * Self-motivated and able to work under minimal supervision. * Advanced level of proficiency in MS Excel and PowerPoint. * Familiarity with AutoCAD preferred, but not required. * Strong, polished communication skills. * Excellent analytical and technical aptitude. * Desire to learn about the Material Handling industry * A customer-focused and "whatever it takes" attitude.

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

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

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

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**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

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**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

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

https://www.collegecentral.com/triton