Job ID: 4055746
Job Title: Career Fair - Call Center
Company: Ceannate Corp.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: FMS is hosting a Hiring Event in Rosemont Friday, June 19th from 9:00 AM-7:00 PM Address: Westin O'Hare 6100 North River Road Rosemont, IL 60018 Interviews will be on site and offers extended the same day!!!! Please come dressed to impress and bring extra copies of your resume Positions available: Permanent collection Specialist Roles Pay: $15.67/hr plus monthly bonus Benefits include medical, Dental and Vision Insurance Next paid training class starts: Monday, July 13th Office locations include: Rosemont and Buffalo Grove Parking is Free!!!! FMS is an Equal Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran
Contact: Kristy Moore
Address: 1701 W. Golf Rd Tower 2 Suite 150, Buffalo Grove, IL 60089
Phone: 888-853-8148 ext 4328
Email: kmoore@ceannate.com

Expires: 07/15/2015
Job ID: 4055807
Job Title: Customer Service
Company: PLITEK LLC
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Office Assistant
Job Target: Any Job Target
Location: des plaines, IL 60018
Salary:

Job Description: Customer Service Representative Summary: The Customer Service Representative will work directly with customers and the PLITEK's internal personnel to ensure that customer's requirements are met or exceeded. Must have excellent organizational skills, be able to multi-task, and get along with all personality types, and make strategic business decisions. Responsibilities: *Perform all customer service activities related to order entry, contract review and order acknowledgement. *Process customer complaints and ensure efficient and effective corrective action response by PLITEK *Communicate with customers via phone/email regarding status of orders and any other request for information and/or product. *Manage customer documentation and records. *Support sales by efficiently executing requests
for information and reports as needed. Job Requirements: *Punctuality and attendance
*Exceptional time management and organizational skills *Manage multiple priorities effectively
*Deals with ambiguity and unknowns *Excels within a team environment *Strong written and
verbal communication *Look for creative solutions to business issues *Utilizes technology to
work smarter, and improve the level of service to constituents *Ability to understand and
comprehend complex procedures *1+ years of office work experience *3+ years of customer
service experience

**Application Instructions:** No Phone calls please; Please send resume to: hr@plitude.com

**Contact:** Martha Soto

**Address:** 69 Rawls Road, Des Plaines, IL 60018

**Phone:** 847-827-6680

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**Expires:** 07/16/2015  
**Job ID:** 4058049  
**Job Title:** Customer Service Representative  
**Company:** Shamrock Scientific Specialty Systems, Inc.  
**Job Type:** Full Time  
**Location:** Bellwood, IL 60104

**Salary:**

**Job Description:** Assist customers in placement of stock and custom label orders; order entry;
.miscellaneous customer service duties.

**Job Requirements:** Positive attitude; pleasant phone voice; willingness to learn and go the extra
mile to achieve great customer service. Prefer previous customer service experience.

**Contact:** Shirin Malik  
**Address:** 34 Davis Drive, Bellwood, IL 60104

**Phone:** 708 547-9005

**Fax:** 800 248-1907

**Email:** smalik@shamrocklabels.com

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**Expires:** 07/16/2015

**Job ID:** 4058195  
**Job Title:** Home Care Assistants  
**Company:** Lutheran Social Services of Illinois  
**Job Type:** Full Time, Part Time  
**Location:** Moline, IL 61265

**Salary:**

**Job Description:** Full-time and Part-time position(s) are available to provide home care to help
clients maintain independence through homecare and personal assistance. Applicant may assist
with personal care, housekeeping, meal prep, errands, etc. Applicant must observe client
functioning and report any changes to his/her supervisor or employer and take the initiative in
notifying the supervisor of any changes in the client. Candidates must always treat clients with respect and dignity.

**Job Requirements:** Requirements The applicant must be at least 18 years of age or older, have a high school diploma or GED. CNAs are encouraged to apply, but not required. Candidate must complete required training prior to being assigned direct service work. Knowledge of basic homecare duties and the ability to follow and perform duties as assigned on the client plan of care. Candidate must have the ability to show compassion for the needs of clients, and the ability to read, write and follow oral and written instructions. All are encouraged to apply. Lutheran Social Services of Illinois is proud to be an Equal Opportunity Employer.

**Contact:**

**Apply Online:** http://www.lssi.org/employment-job-details.php?id=493&idpartenaire=20014

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**Expires:** 07/16/2015  
**Job ID:** 4058380  
**Job Title:** Forklift Operator  
**Company:** Exel, Inc.  
**Job Type:** Full Time, Part Time  
**Location:** IL  
**Salary:** $12.75  

**Job Description:** Responsible for operating powered equipment for the purpose of moving, locating, relocating, stacking, and counting product. Responsible for checking all inbound and outbound products. Ensures products are free of damage and infestation, product code dates are properly recorded and products match customer requirements.  

**Job Requirements:** Must be able to work 3rd shift, Mon - Fri 11pm - 7am  

**Application Instructions:** Please send your resume to amanda.dibblee@exel.com. This employer is an EOE and utilizes E-Verify.  

**Contact:** Amanda Dibblee  
**Address:** 1151 E Laraway Rd Suite 120, Joliet, IL 60433  
**Phone:** 630-338-2374

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**Expires:** 07/16/2015  
**Job ID:** 4058420  
**Job Title:** Tasker  
**Company:** Exel, Inc.  
**Job Type:** Full Time  
**Location:** Joliet, IL 60433  
**Salary:**  

**Job Description:** The primary duty of this position is to expedite transactions through the warehouse management system. Taskers provide information and resolve issues with customers, carriers, and warehouse associates. The role may support the outbound, inbound or parcel functions. Key Accountabilities / Primary Duties & Responsibilities - Start workflow
determination for the shift and manage workflow by utilizing all available methods throughout the shift - Plan, allocate, pick, manifest, and close daily waves of orders - Understand and utilize system screens to monitor and move workload through the system - Work closely with operations to identify and eliminate overages, shorts and damages causing inventory issues - Manage the scheduling of inbound carriers and the outbound shipping schedule by updating appropriate communication methods - Generate and utilize system reports and audit sheets to evaluate the shift progress - Communicate directly with the Carrier(s) to insure seamless physical and systematic transactions - Review all receipts (Advances Shipping Notice's) transmitted via EDI (account specific) - Oversee exchange of parcel shipments from shipping dock to carrier's truck - Resolve data transmission failures/errors with customer's IT and procurement teams. - Interface with IT contacts in event of system-related barriers - Insure complete communication for turn of shift - Perform additional duties as assigned by management

**Application Instructions:** Please send resumes to amanda.dibblee@exel.com. This employer participates in E-verify and is an EOE.

**Contact:** Amanda Dibblee
**Address:** 1151 E Laraway Rd Suite 120, Joliet, IL 60433
**Phone:** 630-338-2374

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**Expires:** 07/16/2015
**Job ID:** 4058559
**Job Title:** Human Resources Associate
**Company:** Integrated Merchandising Systems
**Job Type:** Full Time
**Degrees Wanted:** Bachelors
**Majors Wanted:** Human Resource Management
**Job Target:** Any Job Target
**Location:** Morton Grove, IL 60053
**Salary:**

**Job Description:** Position Description: Human Resources Associate IMS is seeking a Human Resources Associate to join our Morton Grove, IL corporate headquarters location. Primary Responsibilities Include: - Source and pre-screen candidates, coordinate interviews, conduct employment verifications, reference checks and extend offers - Track recruiting activity - Serve as contact for temporary assignments - Oversee new hire orientation and on-boarding for new associates - Prepare new hire and exit packets - Serve as a resource for employee questions - Process HR paperwork - Generate reports and oversee data maintenance - Create and maintain personnel files - Assist with HR projects as needed Experience/Qualifications: - Bachelor's degree in Human Resources or related field - 1+ years of HR experience with an emphasis in recruiting - Prior administrative experience within a human resources department preferred - Excellent interpersonal skills, communication, time management and organizational skills - Ability to handle a variety of tasks effectively and efficiently and to prioritize multiple projects and requests - Strong problem solving ability and exceptional attention to detail - Ability to work with all levels of the organization - Ability to maintain high level of sensitive and confidential information - Excellent planning and organizational skills - Proficient in Microsoft Office
products - Experience in HRIS systems (ADP) a plus IMS offers a comprehensive compensation and benefits package that includes medical, dental, vision, Profit Sharing and 401(k), a generous paid time off policy and more!

**Application Instructions:** Please send your resume along with your salary requirements to recruiter@imsfastpak.com and title the subject line: HRAM0615

**Contact:**
**Address:** 8338 Austin Ave, Morton Grove, IL 60053
**Phone:** 847-967-4054
**Email:** Recruiter@imsfastpak.com

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**Expires:** 07/16/2015  
**Job ID:** 4058650  
**Job Title:** Assembler  
**Company:** Alpina Manufacturing  
**Job Type:** Part Time  
**Location:** Chicago, IL 60707  
**Salary:** $10-$12 per hour  
**Job Description:** The assembly positions will require you to stand on your feet all day, assembling various sizes of picture frames to meet our daily quotas for the advertising industry. Employees who do well at Assembly have:  
- Strong work ethic  
- Proficient at the use of basic hand tools, screwdrivers, power tools.  
- Have hand dexterity and be able to work with very small pieces  
- Desire to get as much done in a day as possible  
- Excellent attention to detail  
- Able to lift 50 pounds  

**Job Requirements:** At this time, all positions will be part time thru our 30 day evaluation period. Full time positions can be considered after the evaluation period. (part time positions are no more than 32 hrs a week) We currently run one shift from Monday thru Friday, 7am thru 5pm. I can accommodate part time workers within that time frame and days, depending on the availability of the applicants being considered for the positions.

**Application Instructions:** E-mail your resume to Pablo Cruz at pablo.cruz@comast.net OR Call for an appointment (312) 477-1427  
**Contact:** Pablo Cruz  
**Address:** 6460 W. Cortland St., Chicago, IL 60707  
**Phone:** (312) 477-1427  
**Email:** pablo.cruz@comast.net

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** Expires:** 07/16/2015  
**Job ID:** 4058659  
**Job Title:** Packing and Shipping  
**Company:** Alpina Manufacturing  
**Job Type:** Part Time  
**Location:** Chicago, IL 60707
Salary: $10-$12 per hour

Job Description: The Packing / Shipping positions will require you to stand on your feet all day, Packing various sizes of picture frames to meet our daily quotas for the advertising industry. Employees who do well at Packing / Shipping have: * Strong work ethic * Proficient at the use of basic hand tools, screwdrivers, tape measures, tape dispensers, box cutters. * Labeling packages, comparing orders to shipping labels for accuracy. * Desire to get as much done in a day as possible * Excellent attention to detail * Able to lift 50 pounds

Job Requirements: At this time, all positions will be part time thru our 30 day evaluation period. Full time positions can be considered after the evaluation period. (part time positions are no more than 32 hrs a week) We currently run one shift from Monday thru Friday, 7am thru 5pm. I can accommodate part time workers within that time frame and days, depending on the availability of the applicants being considered for the positions.

Application Instructions: E-mail your resume to Pablo Cruz at pablo.cruz@comast.net OR Call for an appointment (312) 477-1427

Contact: Pablo Cruz
Address: 6460 W. Cortland St., Chicago, IL 60707
Phone: (312) 477-1427
Email: pablo.cruz@comast.net

Expires: 07/16/2015
Job ID: 4058674
Job Title: Staff Accountant
Company: Integrated Merchandising Systems
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Accounting, Financial Services
Job Target: Any Job Target
Location: Morton Grove, IL 60053
Salary:

Job Description: Position Description: Staff Accountant IMS is currently seeking a Staff Accountant to work in our Morton Grove, IL office. This position is responsible for assisting with various activities during the monthly close process. They will also assist in the preparation of analyses and reconciliations for internal and external use. Primary Responsibilities Include: - Prepare and post journal entries and facilitate the monthly close - Provide multiple financial reports on a monthly basis: margin and expense analysis, preliminary financial statements, allocated P&L, completed financial statements, financial reporting packages - Assist with monthly, quarterly, and yearly reporting to parent company. Maintain familiarity with the parent company reporting system - Reconcile and confirm external intercompany balances for monthly reporting - Reconcile balance sheet accounts and report any unusual activity - Maintain fixed assets, capital authorization request log, and distribute approved requests - Update Canada currency and monthly results in preparation for loading into the Cognos database - Review vendor payments to assure SOX compliance - Special projects as necessary
Experience/Qualifications: - Bachelor's Degree in Accounting or Finance - 1-2 years of general accounting experience - Excellent organization, communication and interpersonal skills, and the ability to work independently and manage priorities under tight timelines - Critical thinking, strong analytical skills and problem solving ability - Ability to meet deadlines and handle a variety of tasks effectively and efficiently - Ability to prioritize multiple projects and requests - Must be a team player - Excellent knowledge of Microsoft Office Suite products with a strong emphasis in Excel - Experience with JD Edwards/AS400, Cognos or similar database systems a plus

IMS offers a comprehensive compensation and benefits package that includes medical, dental, vision, Profit Sharing and 401(k), a generous paid time off policy and more! This position is not eligible for relocation assistance. Local candidates only please.

**Application Instructions:** Please send your resume and salary requirements to recruiter@imsfastpak.com and title the subject line: SAFIN0615

**Contact:**
**Address:** 8338 Austin Ave, Morton Grove, IL 60053
**Phone:** 847-967-4054
**Email:** Recruiter@imsfastpak.com
**Phone:** 708-719-3926

**Expires:** 07/17/2015
**Job ID:** 4029652
**Job Title:** Sale Administrative Assistant
**Company:** Diesel Radiator Company
**Job Type:** Full Time
**Majors Wanted:** Office Assistant
**Job Target:** Any Job Target
**Location:** Melrose Park, IL 60160
**Salary:** 28-35K

**Job Description:** Diesel Radiator Company is looking for a Sales Administrative Assistant to work within the Sales and Engineering department. The ideal candidate will have a positive attitude and be able to thrive working within a team environment as well as independently. Organizational skills, sales/quotes experience, computer proficiency, and strong written and verbal communication skills are required. Key Responsibilities · Assists the sales team, focusing mostly on managing schedules and the distribution of any sales documentation · Prepares and then follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them · The Sales Coordinator must liaise between other departments and the client to provide the service most suitable to the client's needs, cost and time restraints · Must also be able to work closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly · The Sales Coordinator may also be required to produce reports on progress within the department and outline any developed strategies to improve · Responsible for answering departmental calls and directing calls to appropriate party · Assists Engineering and Sales Departments on a daily basis · Assist with quality control documentation · Project management of engineering projects and responsible for providing status updates to appropriate departments and/or customers · Responsible for providing status of pending projects
to appropriate departments; sales, customer service Education / Training / Experience High school graduate or equivalent; College degree in related field preferred. One year of sales experience required. Bilingual (English/Spanish) preferred. Two years of general office/clerical work, equipment and procedures experience preferred. Knowledge of Microsoft Office required.

**Application Instructions:** Qualified Candidates please forward a resume to the hr email at hr@dieselradiator.com. Principals Only!

**Contact:** Daisy Cartagena/Madeline Hernandez

**Address:** 1990 Janice Avenue, Melrose Park, IL 60630

**Phone:** 7083777504

**Fax:** 7084010080

**Email:** hr@dieselradiator.com

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**Expires:** 07/17/2015

**Job ID:** 4060487

**Job Title:** Invoicing and shipping

**Company:** Alpina Manufacturing

**Job Type:** Part Time

**Location:** Chicago, IL 60707

**Salary:** $12-$15

**Job Description:** Entering invoices for frame orders, working with FEDEX and UPS online shipping software and helping sales team. Candidate needs fast, accurate typing and good organizational skills. Part-time flexible schedule. No travel or weekend work. Perfect for new graduate or part time student who is looking to grow with us. At least 1 year experience.

**Application Instructions:** Email your resume to Darius Augustine at darius@fastchangeframes.com

**Contact:** Darius Augustine

**Address:** 6460 West Cortland, Chicago, IL 60707

**Email:** darius@fastchangeframes.com

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**Expires:** 07/17/2015

**Job ID:** 4060546

**Job Title:** Picture Frames Sales

**Company:** Alpina Manufacturing

**Job Type:** Part Time

**Location:** Chicago, IL 60707

**Salary:** Competitive Salary

**Job Description:** Selling framing systems to the print graphics and advertising industry nationwide. Duties would include giving clients frame and pricing information, preparing quotes and providing outstanding customer services. Basic Mechanical and math needed to talk about sizes and measurements of frames. Word, Excel and Outlook familiarity needed. 1 year

experience

**Application Instructions:** E-mail your resume to Darius Augustine at darius@fastchangeframes.com

**Contact:** Darius Augustine

**Address:** 6460 West Cortland, Chicago, IL 60707

**Email:** darius@fastchangeframes.com

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**Expires:** 07/17/2015

**Job ID:** 4060594

**Job Title:** Administrative Assistant

**Company:** Metrasens Inc.

**Job Type:** Part Time

**Location:** Lisle, IL 60532

**Salary:** $12-$15 hr

**Job Description:** Part-time Administrative Assistant will be greeting visitors- providing support to sales reps. Answering phones, Calendar management, ordering office supplies. Other administrative duties as well as responding to customer inquiries. Some experience.

**Application Instructions:** E-mail your resume to Shequida Whitaker at swhitaker@metrasens.com OR fax to (630) 541-5733

**Contact:** Myriam Anderson OR Shequida Whita

**Address:** 22150 Western Ct. Suite 360, Lisle, IL 60532

**Fax:** (630) 541-5733

**Email:** swhitaker@metrasens.com

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**Expires:** 07/17/2015

**Job ID:** 4060611

**Job Title:** Telephone Interviewer

**Company:** Focuscope, Inc.

**Job Type:** Part Time

**Location:** Chicago/Oak Park, IL

**Salary:** Competitive Entry Level Hourly

**Job Description:** Pre-screen potential focus group survey participants. Conduct pre-screening questionnaires only - Absolutely no selling. Fast-paced position requires good attention to detail, high energy, dependability, ability to think as you are speaking with the respondents. 3 weeknight evenings from 5 - 9 pm PLUS Saturdays from 10 am - 2 pm.

**Job Requirements:** Seeking an articulate, dependable, energetic person with legible handwriting, who enjoys working with details. Experience with i-Pad and moderate computer familiarity a plus.

**Application Instructions:** Email, scan, or fax your resume or download our application from our website, www.focuscope.com. Please include your days and hours of availability, including
any ongoing commitments.

Contact: Linda Duffy
Address: 1100 Lake Street; Suite 60, Oak Park, IL 60301
Phone: (708) 453-5704
Fax: (708) 386-1207
Email: LDuffy@focuscope.com

Expires: 07/17/2015
Job ID: 4060680
Job Title: HCC Coder
Company: The Steely Group
Job Type: Full Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Medical Billing and Coding
Job Target: Any Job Target
Location: Chicago, IL 60607
Salary:

Job Description: The Medical Coder ensures appropriate documentation and data collection according to specific project or audit requirements. Primary focus is to audit medical record information to identify, collect, monitor, and document claims and encounter information as it pertains to CMS Risk Adjustment reimbursement, HEDIS quality indicators and other audit requirements. Job Responsibilities: * Performs retrospective and prospective audits of medical records to: verify appropriateness of the diagnosis and procedural codes reported by the PCP/Clinician; capture all quality indicators (HEDIS) and Medicare Risk Adjustment; identify any supporting documentation; * Identifies and addresses documentation and/or coding discrepancies in the medical record. * Performs ongoing training for PCPs, Clinicians and office staff on HCC coding and HEDIS coding based on audit findings. * Completes appropriate paperwork/documentation/system entry/storage and retention regarding claim/encounter diagnosis information for provider medical records, audits and other special projects. * Communicates findings to appropriate management staff. * Performs other tasks as assigned.

Application Instructions: Please e-mail resumes to kschaap@thesteelygroup.com
Contact: Kristen Schaap
Address: 1211 W 22nd St., Suite 303, Oak Brook, IL 60523
Phone: 8479574372
Email: kschaap@thesteelygroup.com

Job ID: 4060802
Job Title: Driver
Company: Renzenberger
Job Type: Full Time, Part Time
Location: Schiller Park, IL  
Salary: $10.50 hr  
Job Description: Transporting railroad crew to various work sites. Flexible hours and shifts available. Paid training Part-time and full-time available. Benefits including insurance and 401K.  
Application Instructions: http://www.renzenberger.com  
Contact: Micheal Green  
Address: 6620 S Lavergne Ave, Chicago, IL 60638  
Phone: (630) 206-4690  
Fax: (866) 752-6233  
Apply Online: https://www.renzenberger.com  

Expires: 07/18/2015  
Job ID: 4021227  
Job Title: General Office Assistant  
Company: Lexington Health Network and Merit Sleep Management  
Job Type: Full Time, Seasonal  
Location: Lombard, IL 60148  
Salary:  
Job Description: The General Office Assistant is responsible for providing clerical support such as filing, scanning, copying, data entry and numerous other administrative tasks. This is a temporary position ideal for college students on summer break.  
Job Requirements:  
*High School Diploma or equivalent education  
*Proficiency with Microsoft Office Suite  
Application Instructions: Please email resume with job title in the subject line to kimberly.malinowski@lexingtonhealth.com  
Contact: Kimberly Malinowski  
Address: 1300 S. Main Street Lombard, IL, Lombard, IL 60148  
Phone: 6307483727  
Email: kimberly.malinowski@lexingtonhealth.com  

Expires: 07/18/2015  
Job ID: 4021231  
Job Title: Marketing & Design Coordinator  
Company: Lexington Health Network and Merit Sleep Management  
Job Type: Full Time  
Location: Lombard, IL 60148  
Salary:  
Job Description: The Marketing and Design Coordinator is responsible for supporting the sales efforts of our business development team by designing, developing and implementing new creative promotional/marketing business activities, campaigns, collateral, social media, press
releases and other related sales support activities and materials.

**Job Requirements:** Minimum Requirements: *Associate's or Bachelor's Degree in Marketing, Graphic Design or related field *1-2 years relevant marketing/design experience is a plus but not mandatory *Proficiency with MS Excel, Word and PowerPoint and marketing tools such as Publisher, Photoshop, QuarkXPress, Adobe, InDesign and Illustrator.

**Application Instructions:** Please email resume with job title in the subject line to kimberly.malinowski@lexingtonhealth.com

**Contact:** Kimberly Malinowski

**Address:** 1300 S. Main Street Lombard, IL, Lombard, IL 60148

**Phone:** 6307483727

**Email:** kimberly.malinowski@lexingtonhealth.com

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**Expires:** 07/18/2015

**Job ID:** 4021237

**Job Title:** Managed Care / Contracting Specialist

**Company:** Lexington Health Network and Merit Sleep Management

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Lombard, IL 60148

**Salary:**

**Job Description:** The Managed Care / Contracting Specialist is responsible for assisting in payer contracting, relationship management, issues resolution, reimbursement analysis, contract implementation and other related services. This position provides an excellent opportunity for an experienced managed care professional seeking more responsibility, job diversity, greater experience and upward mobility.

**Job Requirements:** Minimum Requirements: *Bachelor's Degree in Accounting, Finance, Public Health or related field *Two (2) years of related contracting experience with solid understanding of reimbursement including CPT, ICD10, Medicare and Medicaid *Proficiency with MS Excel, Word and PowerPoint

**Application Instructions:** Please email resume with job title in the subject line to kimberly.malinowski@lexingtonhealth.com

**Contact:** Kimberly Malinowski

**Address:** 1300 S. Main Street Lombard, IL, Lombard, IL 60148

**Phone:** 6307483727

**Email:** kimberly.malinowski@lexingtonhealth.com

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**Expires:** 07/18/2015

**Job ID:** 4021239

**Job Title:** Sales Representative

**Company:** Lexington Health Network and Merit Sleep Management
Job Type: Full Time  
Location: Lombard, IL 60148  
Salary: 

Job Description: The Sales Representative is responsible for supporting the sales efforts of all products within an assigned Chicagoland territory by managing and growing relationships with physicians, hospitals, skilled nursing facilities, rehabilitation facilities and more. The ideal candidate will be a self-starter with strong sales and client service experience who is motivated by success and financial rewards.

Job Requirements: Minimum Requirements: *Associate's Degree or Bachelor's Degree  
*Minimum of 2 years prior sales experience *Healthcare industry experience a plus

Application Instructions: Please email resume with job title in the subject line to kimberly.malinowski@lexingtonhealth.com

Contact: Kimberly Malinowski  
Address: 1300 S. Main Street Lombard, IL, Lombard, IL 60148  
Phone: 6307483727  
Email: kimberly.malinowski@lexingtonhealth.com

Job ID: 4021266  
Job Title: Insurance Verification Representative  
Company: Lexington Health Network and Merit Sleep Management  
Job Type: Full Time  
Location: Lombard, IL 60148  

Job Description: The Insurance Verification Representative is responsible for verifying insurance coverage and eligibility with Medicare, Medicaid and commercial insurances for all services. Additional duties include obtaining pre-authorizations, contacting patients for payment and acting as a liaison between our clinical, scheduling/intake and financial teams.

Job Requirements: Minimum Requirements: *High school diploma or GED *One (1) year of experience in a healthcare business office environment *Prior insurance verification experience a plus

Application Instructions: Please email resume with job title in the subject line to kimberly.malinowski@lexingtonhealth.com.

Contact: Kimberly Malinowski  
Address: 1300 S. Main Street Lombard, IL, Lombard, IL 60148  
Phone: 6307483727  
Email: kimberly.malinowski@lexingtonhealth.com

Job ID: 4024084  
Job Title: Administrative Assistant  
Company: Larson Engineering, Inc.  
Job Type: Full Time
Majors Wanted: Office Assistant
Location: Chicago, IL 60661

Job Description: Larson Engineering's Chicago office is seeking an administrative assistant to provide clerical support to our curtain wall, mechanical, electrical and civil engineers. We are looking for an administrative assistant with experience answering phones and familiarity with Microsoft Word, Excel and Outlook. A self-starter with good communication and organizational skills is essential. Previous experience at an A/E/C firm a plus.

Job Requirements: * Exceptional word processing skills. * Ability to multitask. * Comfortable in a fast-paced environment.

Application Instructions: Send cover letter and resume to: employment-il@larsonengr.com

Contact:
Address: 118 S. Clinton Street Suite 250, Chicago, IL 60661
Email: employment-il@larsonengr.com

Expires: 07/22/2015
Job ID: 3976437
School Job ID: MVCC
Job Title: Medical Assistant - Part Time - Bilingual Polish Preferred
Company: Midwest Gastro Associates
Job Type: Part Time
Degrees Wanted: Diploma
Location: Burbank, IL
Salary: Based on Exp.

Job Description: Medical Assistant - Part time - to work in a busy doctor's office. Experience preferred not necessary. We will train. Salary based on experience.

Application Instructions: Fax resume to 630-827-0103 or email to miwestgastro@yahoo.com

Contact: Sandy T.
Address: 4901 W. 79th Street, Suite #1, Burbank, IL 60459
Phone: 630-827-0100 Ask for Sandy
Fax: 630-827-0103
Email: miwestgastro@yahoo.com

Expires: 07/22/2015
Job ID: 4025838
Job Title: Telephone Interviewer
Company: Fieldwork Inc
Job Type: Part Time
Location: Schaumburg, IL 60173
Salary: $9/hour
Job Description: Fieldwork Schaumburg, a local market research firm in Schaumburg is currently looking for Telephone Interviewers. The position is part-time (30 hours per week), entry level and pay starts at $9 per hour. Responsibilities entail calling consumers and businesses from a self-registered database and/or client provided lists, taking respondents through client’s screening questionnaires and qualifying them for market research focus groups and interviews. Some paperwork is involved when scheduling respondents. The recruitment supervisor or other management personnel may assign additional duties. For this position you must have excellent written and oral communication and exemplary customer service skills. Task and Skill Requirements: * Have an outgoing personality, an alert mind and the ability to adapt and cope with new situations * Ability to work well with a team and treat co-workers respectfully * Must possess ability to read and understand English * Good listening skills, for accurately recording information * Tactful, polite and friendly * Outgoing, confident and able to work alone * Accurate and honest when recording information * Able to keep information private Fieldwork is a nationwide company with opportunity for growth and movement throughout.

ABSOLUTELY NO SALES ARE INVOLVED!

Application Instructions: If you are interested in applying please email your resume or availability to: anthonym@schaumburg.fieldwork.com

Contact: Anthony Moreno
Address: 425 N. Martingale Drive Suite 2000, Schaumburg, IL 60173
Phone: 847-413-9040
Fax: 847-413-9062
Email: anthonym@schaumburg.fieldwork.com

Expires: 07/22/2015
Job ID: 4065011
Job Title: Production Technician
Company: Plastipak Packaging
Job Type: Full Time
Location: West Chicago, IL 60185
Salary:
Job Description: Plastipak offers rotating 12-hour shifts - working 15 out of 30 days - with opportunities for overtime. Setting up and operating high speed blow-molding machines, performing corrective and preventative maintenance on the machines, and making periodic checks of controls, temperatures and pressures, along with monitoring the quality of the bottles as they are being produced.

Application Instructions: Apply online.
Contact: Lesley Jenkins
Address: 1700 Western Dr, West Chicago, IL 60185
Phone: 630-231-7650
Apply Online: http://www.plastipak.com/careers

Expires: 07/22/2015
Job ID: 4065014
Job Title: Forklift Driver
Company: Plastipak Packaging
Job Type: Full Time
Location: West Chicago, IL 60185
Salary:

Job Description: Plastipak offers rotating 12-hour shifts - working 15 out of 30 days - with opportunities for overtime. Responsible for the efficient movement and storage of finished goods and for loading product for customer orders in adherence with Plastipak Packaging's standards and policies. Use of sit down and stand up forklifts for extended amounts of time. Responsible for documentation, effective communication, team work, use of computer systems, quality control, and maintaining a clean and orderly warehouse.

Application Instructions: Apply online.
Contact: Lesley Jenkins
Address: 1700 Western Dr, West Chicago, IL 60185
Phone: 630-231-7650
Apply Online: http://www.plastipak.com/careers

Expires: 07/25/2015
Job ID: 4071906
Job Title: Patient Appointment Coordinator
Company: Skills for Chicagoland's Future
Job Type: Full Time
Location: Burr Ridge, IL
Salary:

Job Description: UCMC is committed to a patient-centric, efficient health care delivery system that focuses on quality, safety, service, and operational excellence. The Patient Appointment Coordinator (PAC) will be assigned to specialty scheduling hubs and is the employee responsible for answering and responding to telephone calls received through the main telephone lines of the ambulatory practices. The Patient Appointment Coordinator will obtain, verify, and input demographic, insurance and referring physician information as required, document messages electronically using appropriate medical terminology, triage calls per protocol and assist callers in a manner consistent with the Ideal Patient Experience approach and philosophy. The Patient Appointment Coordinator will be accountable for achieving performance and service targets and metrics.

Job Requirements: * Excellent interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff and other customers * Exceptional customer service skills including the ability to use independent thinking, sound judgment and creativity when resolving customer issues * Associate or Bachelor's Degree preferred; High School Diploma required * Ability to balance multiple priorities and effectively handle challenging situations * Excellent verbal communication skills * Basic office skills including 35 wpm typing and 4500 key strokes an hour * Ability to accurately and efficiently
enter alpha numeric data on screen * Knowledge of basic medical terminology * Ability to use personal computers and select software applications including Epic * Successful completion of Cadence Scheduling system training and competencies

Contact: Kyle Clauss
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Apply Online: https://chk.tbe.taleo.net/chk01/ats/careers/apply.jsp?org=CCT&cws=48&rid=666

Expires: 07/25/2015
Job ID: 4071912
Job Title: Patient Service Coordinator
Company: Skills for Chicagoland's Future
Job Type: Full Time
Location: Chicago, IL
Salary:
Job Description: The Patient Service Coordinator functions as a staff member who, under the direction of the Patient Care Manager, provides support to the patient/significant others, physician, care and multidisciplinary teams, and additional care center staff to facilitate patient care within the patient care units. The Patient Service Coordinator maintains a clean, orderly work environment that is conducive to the provision and coordination of patient centered care.

Job Requirements: Education: High School diploma or equivalent required. Associate Business courses preferred. Other Job Qualifications: MUST BE BILINGUAL IN SPANISH AND ENGLISH

Contact: Kyle Clauss
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Email: recruiter@skillsforchicagoland.com
Apply Online: https://chk.tbe.taleo.net/chk01/ats/careers/apply.jsp?org=CCT&cws=48&rid=667

Expires: 07/27/2015
Job ID: 4070993
Job Title: Marketing Communications Specialist
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Associates
Location: Downers Grove, IL 60515
Salary: 25.00/ Hourly
Job Description: The Marketing Communication Specialist ensures the consistent message of the company brand an image. Create and maintain all print and digital marketing collateral, website content and other marketing communications as directed. Edit proposals, write web page
content, create and develop eNewsletter content, promotional materials and marketing campaigns. Act as project lead on specific marketing campaigns and other initiatives as assigned by Director. Monitor all marketing content including web content, sales collateral internal training tools, product sheets, etc., updating and creating new content as needed. Lead social media efforts incorporating best practices for posting/sharing content, monitor and reports on effectiveness, and strives for continuous improvement of impact. Work with outside agencies, vendors, and consultants as necessary.

**Job Requirements:** * Must have a degree in Marketing or related field. * Must be proficient in MS Office. * Proficiency with Adobe Creative Suite Software, specifically InDesign. * Knowledge and ability to maintain various social media platforms. * Previous experience with HTML, CSS, and eMail marketing client app is preferred. * Must be able to work independently.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

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

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**Expires:** 07/27/2015  
**Job ID:** 4070998  
**Job Title:** Marketing Customer Service Associate  
**Company:** The Hire Solution  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Lombard, IL 60148  
**Salary:** 14.00/ Hourly  
**Job Description:** Qualified candidate will answer incoming calls and greet visitors. Answer questions from prospects and customers regarding materials, lead times, status of orders, graphics file formats, etc. Develop quotations and proposals for company products and services using established pricing structures and guidelines. Inform customers when their orders are complete and arrange for pick up, shipment, or delivery. Maintain the company Facebook page and other social media sites as assigned.

**Job Requirements:** * 3 years of recent Marketing experience. * Proficient in MS Office. * Strong writing ability and excellent verbal communication skills. * Attention to detail, as well as analytical skills. * Ability to learn other software programs as needed.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net
Contact: Beatriz Armenta  
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181  
Phone: 630-953-7370  
Fax: 630-953-7380  
Email: barmenta@thehiresolution.net  
Apply Online: http://thehiresolution.net

Expires: 07/27/2015
Job ID: 4071002
Job Title: Marketing Manager
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Broadview, IL 60155
Salary: 50-55K BOE

Job Description: Qualified candidate will develop agent business plans, along with corporate marketing plans that include Internet marketing. Prepare and present reports to the executive team on program effectiveness and optimization. Generate performance reporting on each e-marketing channel. Analysis of web metrics to identify areas of opportunity to increase site efficiency. Conducts perpetual market research into the established and potential markets that are served or could be served by the company. Will work closely with the division managers and Vice Presidents to develop and implement sales and recruitment plans to measure performance in sales and profit areas.

Job Requirements: * Must have a four year degree in Business Administration area such as Marketing, Sales Management, Management or Transportation. * Must have a deep understanding of project management, schedules, budgets and work flow. * Fundamental understanding of software development and e-commerce applications. * Practical knowledge of email, display advertising, SEM and social media campaigns. * Must have experience with organic search and paid search. * Must have at least 3-4 years of recent marketing experience.

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

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

Expires: 07/27/2015
Job ID: 4072541
Job Title: Marketing Manager
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Broadview, IL 60155
Salary: 50-55K BOE

Job Description: Qualified candidate will develop agent business plans, along with corporate marketing plans that include Internet marketing. Prepare and present reports to the executive team on program effectiveness and optimization. Generate performance reporting on each e-marketing channel. Analysis of web metrics to identify areas of opportunity to increase site efficiency. Conducts perpetual market research into the established and potential markets that are served or could be served by the company. Will work closely with the division managers and Vice Presidents to develop and implement sales and recruitment plans to measure performance in sales and profit areas.

Job Requirements: * Must have a four year degree in Business Administration area such as Marketing, Sales Management, Management or Transportation. * Must have a deep understanding of project management, schedules, budgets and work flow. * Fundamental understanding of software development and e-commerce applications. * Practical knowledge of email, display advertising, SEM and social media campaigns. * Must have experience with organic search and paid search. * Must have at least 3-4 years of recent marketing experience.

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehireresolution.net

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

Expires: 08/15/2015

Job ID: 4058608
Job Title: Tool & Die Equity Opportunity
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time, Part Time
Location: Harwood Heights, IL 60706

Salary:
Job Description: Equity Opportunity for the Right Tool & Die Expert Do you have an appetite to own the business? Are you tired of working in a tired old shop? Do you want a piece of the
pie? Tell us about your experience - including your technical know-how and your people skills - that qualify you to lead our team! Tauber Brothers Tool & Die, located in Harwood Heights, has a stable workforce, solid business prospects, and a deep history of success in the metal stamping business. Tauber's owner is looking for a true partner who can serve as his "right hand" to continue the company's success story. Apply here, and tell us about yourself. For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. 
https://tma.prevueaps.com/jobs/15276-17662.html

Application Instructions: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/15276-17662.html

Contact:
Apply Online: https://tma.prevueaps.com/jobs/15276-17662.html

Expires: 10/07/2015
Job ID: 3689210
Job Title: Apple Store - Multiple Positions
Company: Apple Retail
Job Type: Part Time
Location: Chicago, IL 60290
Salary: Varies by Position

Job Description: Sales Specialist - Retail Customer Service and Sales Transform Apple Store visitors into loyal Apple customers. When customers enter the store, you're also the person who guides them -- advising, selling, and even setting up their new products. As an Apple Specialist, you help create the energy and excitement around Apple products, providing customer service solutions and getting products into customers' hands. Expert - Customer Service and Sales Lead Be at the heart of our reputation for extraordinary customer service. As an Apple Expert, you are a leader in sales, product knowledge, and solutions, and highly influential in how you engage with customers. And you get great satisfaction from helping people develop lifelong relationships with Apple every day. Business Specialist - Business Customer Service and Sales Connect business professionals and entrepreneurs with the tools they need. As an Apple Business Specialist, you introduce Apple solutions, technology, and services to business customers. You spend time on the sales floor, meeting first-time and current business customers and learning their needs. By engaging customers to think about the possibilities of Apple technology in their businesses, you help build success. Customer Support Service Specialist - Retail Customer Service Help visitors to the Apple Store get more out of our products by sharing knowledge and providing exceptional retail customer service. As an Apple Service Specialist, you get new owners started with the Mac or help customers with quick and efficient support for other Apple devices. By helping Apple build and maintain strong relationships with customers, you are instrumental to our success. Creative - Customer Training and Support? Share your skills and inspire creativity in every Apple Store visitor. As an Apple Creative, you provide customer training -- guiding small groups to learn or helping individuals get set up, get trained, and get going. Nothing gives you a greater thrill than empowering an individual to create something wonderful. Genius - Retail Technical Support Use your problem-solving and people skills to
ensure swift resolutions to technical problems of every kind. As an Apple Genius, you provide insightful advice and friendly, hands-on technical support to Apple customers in need. You maintain customers' trust in Apple as the skilled expert, troubleshooting and repairing products with style, speed and skill. Apple is an Equal Employment Opportunity Employer that is committed to inclusion and diversity. We also take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, protected veterans, and individuals with disabilities.

Application Instructions: apply online at - apple.com/jobs/us/retail

Contact: Colin Clover
Address: 1 Infinite Loop, Cupertino, CA 95014
Phone: 408-862-7103
Email: college_programs@apple.com
Apply Online: http://apple.com/jobs/us/retail

Expires: 10/14/2015
Job ID: 3961310
Job Title: Licensed Massage Therapist
Company: Elements Massage
Job Type: Part Time
Degrees Wanted: License
Location: Geneva, IL 60134
Salary:
Job Description: Elements Therapeutic Massage - Geneva is seeking licensed, insured, professional therapeutic massage therapists to join our team. Knowledge and desire to perform both Swedish and Deep Tissue massage techniques is required. Therapists are expected to help maintain cleanliness of therapy rooms and common areas, assist with client outreach and other support tasks. Experienced professionals as well as recent graduates are welcome to apply. We will invest in your personal and professional growth by providing ongoing training and other professional development activities and have designed these positions with you in mind.
Contact: Molly Sparks
Address: 507 S. 3rd Street, Geneva, IL 60134
Phone: 630-232-7335
Email: genevamgr@elementsmassage.com

Expires: 10/15/2015
Job ID: 3823632
Job Title: Teacher
Company: CRADLE TO THE CLASSROOM CHILDCARE
Job Type: Full Time, Part Time
Location: Maywood, IL 60153
Salary: open
Job Description: preschool teachers needed ASAP Infants 2-3 yr and 15m-2 yr Full and part time positions it is in Maywood IL please send resume to gtcradle@yahoo.com
Application Instructions: email resume gtcradle@yahoo.co,
Contact: Glenda Thomas
Address: 35 S. 19th Ave. unit 2, Maywood, IL 60153
Phone: 708-508-1032
Fax: 708-450-1427
Email: gtcradle@yahoo.com

Expires: 10/15/2015
Job ID: 3963792
Job Title: Hey Students
Company: Windows Plus Inc.
Job Type: Full Time, Part Time, Seasonal
Location: IL
Salary: 12+
Job Description: Are you energetic and enthusiastic? Can you talk to people easily? Do you want to be paid for your effort, not just your time? If you fit this description and want to make $25- $40 per hour - then I have a job for you! Windows Plus is continuing to grow their successful neighborhood marketing program. We are looking for experienced canvassing professionals, or even those with equivalent customer service or sales experience. Rookies with great attitudes and energy are also encouraged to apply. Appointment Setting, Direct marketing, Customer Service, Demonstrators
Application Instructions: Either call Jason @ 847-797-1000 or Send resume to jaygralik@yahoo.com
Contact: jason gralik
Address: 725 e dundee rd suite 203, arlington heights, IL 60004
Phone: 847-797-1000
Fax: 847-797-1002

Expires: 10/15/2015
Job ID: 3963869
Job Title: Appointment Setting
Company: Windows Plus Inc.
Job Type: Freelance, Full Time, Internship, Part Time, Seasonal, Volunteer
Location: IL
Salary: 11+ Bonuses
Job Description: Looking for a few energetic individuals to set appointments for our growing company. This is a ground floor opportunity to get involved with a company that will appreciate
your hard work, give you the experience you see, and have a great compensation plan!

**Application Instructions:** call Jason at 847-797-1000 or send your resume for consideration
jaygralik@yahoo.com

**Contact:** jason gralik

**Address:** 725 e dundee rd suite 203, arlington heights, IL 60004

**Phone:** 847-797-1000

**Fax:** 847-797-1002

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**Expires:** 10/15/2015

**Job ID:** 3963881

**Job Title:** Entry Level Positions

**Company:** Windows Plus Inc.

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

**Location:** IL

**Salary:** 12+ bonuses and overrides

**Job Description:** The owner of an established home improvement company is seeking an experienced individual with outstanding credentials in this industry. This person will be responsible for hiring new recruits as well as developing the existing sales force and marketing team. The proprietor wants to take a more passive role in his business and looking for the candidate that will be the right fit. If you are the right individual you will be offered a very lucrative compensation plan that can potentially include ownership in there departments.

**Application Instructions:** please send resume to jaygralik@yahoo or call 847-797-1000 for consideration

**Contact:** jason gralik

**Address:** 725 e dundee rd suite 203, arlington heights, IL 60004

**Phone:** 847-797-1000

**Fax:** 847-797-1002

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

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