Job ID: 4143968
Job Title: Civilian Call Taker
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Diploma
Location: IL
Salary:

Job Description: Monitors and coordinates traffic from multiple telephone lines, including the TDD plus State Police radio and fax. Handles inquiries for directions and/or information from general public, other law enforcement bodies, and Authority personnel. Will enter incident information via the CAD computer for action by the Dispatch Center staff. Documents oversize vehicle information from toll plazas and updates other daily traffic information from the District 15 troopers in the field. Issues Citation, Warning and Motor Carrier inspection Books to District 15 Troopers.

Job Requirements: High school graduate or equivalent and the ability to type 40 words per minute. Successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Obtain IWIN and Law Enforcement Agency Data System (LEADS) certifications within the probationary period (six months) with LEADS re-certification every two years. Required to work rotating shifts, weekends and holidays. Be available to be on call 24 hours a day.

Application Instructions: To view full posting and apply, go to www.illinoistollway.com
Contact: Ginny Sanchez
Address: 2700 W Ogden Ave, Downers Grove, IL 60515
Phone: 630-241-6800 x2335

Expires: 08/26/2015
Job ID: 4143979
Job Title: Telecommunicator
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Diploma
Location: Downers Grove, IL 60515

Salary:

**Job Description:** To monitor and coordinate radio traffic from three main talk groups and many auxiliary talk groups. Forward information to State Police and Tollway Staff as appropriate. Dispatch emergency services to ensure public safety in a timely and efficient manner.

**Job Requirements:** High school graduate or equivalent is required. Ability to pass typing test with a score of at least forty (40) words per minute. Upon successful completion of typing test, individuals must then successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Must obtain IWIN and LEADS Certification within probationary period (six months) and re-certification every two (2) years. Work rotating shifts, weekends and holidays. Be on call 24 hours a day. Must have good verbal, written and communication skills. Successfully pass a complete background check. Receive and disseminate large volumes of information accurately and in a timely manner.

**Application Instructions:** To view full posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2335

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Expires: 08/26/2015

**Job ID:** 4144077

**Job Title:** Quality Manager

**Company:** Illinois Tollway

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Downers Grove, IL 60515

**Salary:**

**Job Description:** The Tollway Engineering Department is ISO Certified. As a part of this certification, the Engineering Department conducts audits to ensure that the processes and procedures are followed. This position's key responsibility is to implement, maintain and ensure compliance with the Tollway Engineering
Department's Quality Management System encompassing its policies, procedures and guidelines used to execute their capital improvement programs

**Job Requirements:** A bachelor's degree with a major in Engineering, Construction Management or Business Administration is required. · A minimum of 10 years' experience in program management and/or quality or construction-related experience is required. · Working knowledge of quality processes is required. · Excellent written, verbal, interpersonal and organization skills are required. · Ability to compile, analyze and synthesize data, summarize information, and create clear, concise, relevant and professional reports is required. · Strong computer skills including the ability to use Microsoft Word, Excel and Access for data analysis are required. · Working knowledge of design and construction project management is desired. · Must be comfortable working in both an office and field setting. · Must be able to handle potentially confrontational situations.

**Application Instructions:** To view full posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2335

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**Expires:** 08/26/2015

**Job ID:** 4153643

**Job Title:** Service Representative/Senior Service Representative

**Company:** BMO Harris Bank

**Job Type:** Part Time

**Location:** Chicago, IL

**Salary:**

**Job Description:** * As a high performing team member of BMO Harris Bank, the Service Representative (Teller) is accountable for delivering superior customer service that defines great customer experience, in performing a variety of basic banking services. The Service Representative is also accountable for referring prospects to Personal Bankers and other banking groups to deliver clarity (simplicity, guidance, and know-how) to our customers. * Service Representatives count, sort and package currency and coin quickly and accurately. Balance assigned cash drawer in accordance to Bank directives. Exhibit effective follow
through and ownership in every customer interaction. Provide training to new Service Representative, as applicable. Handling of special services, such as foreign money and collections. Accept and process customer transactions accurately and timely. * Provide professional, courteous and friendly customer service, greeting all customers promptly and pleasantly. Ensure name tags and dates are always displayed. Support professional bank image by ensuring care for the branch environment and appearance of the branch as well as personal appearance. Perform other administrative tasks as needed. Attend all branch meetings. * Identifies customer needs and matches needs with appropriate product or service, utilizing opportunities to suggest or cross-sell other bank products and services. Makes qualified referrals to other team members including other lines of business. Meets or exceeds all personal referral goals as defined. Participates in all training relative to bank products and services. Supports bank's community involvement and participates in community activities as required. * Identifies risks associated with regulatory compliance, overdraft authority and bank secrecy act. Adheres to all bank policies, directives and procedures. Ensures all required documentation is completed for all transactions. Ensures all security measures are followed. Manages and adheres to cash drawer limits set by the bank.

**Job Requirements:** Knowledge Preferred: * 1 year of cash handling or customer service experience * High school diploma or equivalent Skills: * Ability to develop customer relationships. * Ability to make sound transactional decisions to ensure policies and directives are met. * Ability to accurately understand and respond appropriately when interacting with customers, co-workers and management. * Ability to take responsibility for personal performance and development. At BMO Harris Bank, we have been helping our customers and communities for over 130 years. Working with us means being part of a team of talented, passionate individuals with a shared focus on working together to deliver great customer experiences. We stand behind your success with the support you need to turn your potential into performance. To find out more visit our website at www.bmoharris.com/careers. BMO Harris Bank is committed to an inclusive, equitable and accessible workplace. We are an Equal Opportunity Employer. By embracing diversity, we gain strength through our people and our perspectives. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

**Application Instructions:** Please send resume to Catherine.Moser@aonhewitt.com. Please also plan to attend special Career Days
for this role on 8/26 and 8/27 to meet recruiters and hiring managers. Email Catherine.Moser@aonhewitt.com for details.

**Contact:** Catherine Moser  
**Address:** 200 E Randolph Street, Chicago, IL 60601  
**Phone:** 312-381-4804  
**Email:** catherine.moser@aonhewitt.com

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**Job ID:** 4144106  
**Job Title:** Network Manager -Cisco  
**Company:** Illinois Tollway  
**Job Type:** Full Time  
**Degrees Wanted:** Diploma  
**Location:** Downers Grove, IL 60515  
**Salary:**

**Job Description:** The Network Manager works as a hands on manager supervising subordinates and participating in work required to build and maintain the network infrastructure that supports the day to day business operations of the Tollway. This position is also responsible for providing end user technical support and assistance. The Network Manager will manage and participate in network design, installation, configuration, monitoring, and troubleshooting network infrastructure equipment, telecommunication systems and network security infrastructure. Will act as lead technician, manager and escalation point for Network Specialists and Network Technicians. Will manage and supervise the Network Specialists and Network Technicians.

**Job Requirements:** High School diploma or GED equivalent is required. - Minimum of five (5) years working experience with Cisco IOS is required. - Minimum of three (3) years experience working in a network management position with team lead responsibilities and supervising others is required. - Associates Degree or 48 semester credit hours or 72 quarter credit hours in Computer Science or related fields and/or 7 years equivalent work experience with Cisco Enterprise Networks is preferred. - A main function of this position is to travel to various Tollway facilities during regular work hours as well as subject to being "on-call". This is accomplished by incumbents use of a vehicle to travel to and from respective sites. Additionally reports to Central Administration as necessary. Visits of Tollway facilities may include meeting with Tollway
employees and/or contractors. Therefore, a valid Drivers License is required at the time of application. - Must be able to lift 50 pounds - Must have the ability to work overtime as required including during off hours / holidays / weekends - Must participate in 24x7x365 scheduled support rotation - Must carry Tollway issued cellphone for on-call support and for response to calls/incidents before or after shift hours / weekends / holidays. - Should have knowledge of routing protocols such as OSPF, EIGRP, & BGP, as well as switching technologies such as VLANS, Trunking - Should have working knowledge of Internet connectivity, and VPN, IPSEC, port forwarding - Should have skills in WAN technology like SONET, Frame Relay, Leased Lines, OC3, and VRF and wireless - Cisco Certified Network Professional (CCNP) active certification is preferred. - Background/experience in network monitoring is preferred. - This position is salaried and may not be eligible for overtime. - Must pass a written exam with a 50% or higher in order to qualify for an interview.

**Application Instructions:** To view full posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2335

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**Expires:** 08/27/2015

**Job ID:** 4144125

**Job Title:** Plaza Supervisor

**Company:** Illinois Tollway

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Location:** Downers Grove, IL 60515

**Salary:**

**Job Description:** This position is responsible for managing all Plaza operations and provides supervision to all employees assigned to the Plaza. Responsible for all manual toll collection at assigned plaza. Includes but not limited to security, compliance of policies and procedures, plaza fund, transition of funds to money truck personnel. Administers Collective Bargaining Agreement (CBA) fairly and equitably. Schedules all assigned Toll Collectors. Verifies Toll Collector time and
attendance record for accuracy each pay period. Recommends and applies discipline when warranted.

**Job Requirements:** Associates Degree or a minimum of two years of college level courses, or a minimum of five years experience as a Collector in Charge (CIC) or similar supervisory experience is required. A Bachelors Degree is desired. A minimum of four (4) years management experience in a cash handling environment or a minimum of five years experience as a Collector in Charge (CIC) is required. Prefer experience in union environment implementing CBAs. Exceptional oral and written communication skills are required. Excellent knowledge of Microsoft Word, Excel and Outlook is required. Excellent interpersonal, organizational and analytical skills are required, with the ability to maintain the highest level of confidentiality. Candidates must pass the written exam with a score of (75%) seventy-five percent or above to be eligible for an interview. This position requires availability (24) twenty-four hours a day (7) seven days a week, including weekends, nights and holidays and the ability to work at more than one plaza in a shift if required.

**Application Instructions:** To view full posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez

**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515

**Phone:** 630-241-6800 x2335

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**Expires:** 08/28/2015

**Job ID:** 4135000

**Job Title:** Youth Services Assistant

**Company:** Midlothian Public Library

**Job Type:** Part Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Art, Business Management, Computer Science, Early Childhood Education, Intercultural Studies, Music, Psychology, Social and Political Science, Speech/Communications, Speech/Theatre, Visual Communication

**Job Target:** Any Job Target

**Location:** Midlothian, IL 60445

**Salary:** $10.85 per hour, and 3 paid pe
Job Description: We are looking for a dynamic, creative, and enthusiastic team member to join our Youth Services Department. If you can't get enough of The Very Hungry Caterpillar and Diary of a Wimpy Kid, and want to instill a love of learning in kids and tweens, this position is a great fit for you! The person in this position wears many hats, including promoting the children's collection, reference and reader's advisory services, presenting storytime and other programming, potential outreach, and special projects. Applicants should be team players who advocate for literacy, community, and diversity. Desired skills: -exceptional customer service -comfort using technology -knowledge of children's books and movies -flexibility -love of learning -interpersonal, written and oral communication -experience working with children and families -ability to work independently and collaborate on a team -bilingual a plus!/Candidatos bilingues es una ventaja! -students working towards a LTA or MLIS degree are strongly encouraged to apply Requirements: Associate's Degree or its demonstrated equivalent. One year experience working with children and/or the public desired. Must be flexible with scheduling and be open to working evenings and some Saturdays. Please e-mail a resume and cover letter to Katie Clausen, Head of Children's Services, at kclausen@midlothianlibrary.org by August 28.

Contact: Katie Clausen
Address: 14701 S. Kenton Avenue, Midlothian, IL 60445
Phone: (708) 535-2027
Fax: Midlothian Public Library
Email: kclausen@midlothianlibrary.org

Expires: 08/30/2015
Job ID: 4141510
Job Title: Executive Assistant I
Company: City of Chicago
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Accounting, Financial Services
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
**Job Description:** ESSENTIAL DUTIES: * Relieves the Managing Deputy Commissioner/Deputy of clerical and administrative type functions including overseeing the work of other administrative office support staff in the executive office * Demonstrates organizational skills, implementing administrative work procedures to ensure office of the Managing Deputy Commissioner/Deputy runs smoothly and efficiently * Screens visitors and telephone calls; takes messages and uses judgment in forwarding calls to appropriate personnel for response and resolution * Maintains the Managing Deputy Commissioner's/Deputy's calendar and schedules appointments; schedules meeting rooms and manages meeting arrangements and logistics * Briefs and prepares Managing Deputy Commissioner/Deputy for meetings * Relays requests for information and directives from the Managing Deputy Commissioner/Deputy to departmental staff and provides status reports * Provides summaries of incoming mail, meeting requests and other items requiring the Managing Deputy Commissioner's/Deputy's attention and response * Takes dictations and transcribes; takes notes at meetings and prepares summaries * Reviews correspondence and other materials requiring Managing Deputy Commissioner's/Deputy's signature before presenting for signature * Maintains confidentiality of all materials and files * Communicates with departmental managers, city official and external customers to apprise the Managing Deputy Commissioner/Deputy on the status of various projects or of critical issues * Demonstrates ability to use MS Word and Excel in typing a variety of correspondence and creating spreadsheets and databases to maintain and track information, Microsoft Access, a plus * Prepares Power Point materials including charts and presentations * Conducts research and prepares correspondence in response to inquiries or information requests for the Managing Deputy Commissioner's/Deputy's signature * Works on special projects and handles special assignments as directed by Managing Deputy Commissioner/Deputy * Makes travel and hotel arrangements and prepares paperwork for travel reimbursements * And, other job related duties as assigned

**CHICAGO DEPARTMENT OF AVIATION**

Location: Administration Building, 10510 W. Zemke Road, Chicago Shift: Monday - Friday Hours: 8:30 AM - 4:30 PM

**Job Requirements:** A Bachelor's Degree from an accredited college or university, an Accounting background strongly preferred, plus one year of work experience performing secretarial and/or administrative support functions; or an equivalent combination of education, training and experience. Must be able to demonstrate skill in using MS Word, Excel and PowerPoint software. Excellent organizational and communication skills required.
Application Instructions: Interested applicants, please send resume to: ExecutiveAssistant.MFZ@cityofchicago.org.

Contact: Michael Zonsius

Address: Administration Building - Finance Division 10510 W. Zemke Road, Chicago, IL 60666

Phone: 773-686-3433

Email: ExecutiveAssistant.MFZ@cityofchicago.org

Expires: 08/31/2015

Job ID: 4122705

Job Title: Veterinary Technician

Company: L&L Veterinary, Ltd. and The Cat Clinic

Job Type: Full Time

Location: Flossmoor, IL 60422

Salary: Commensurate with experience

Job Description: We are looking for an experienced, upbeat, motivated veterinary assistant who enjoys working with animals in a feline, canine, and exotic animal practice. Applicant should have experience with and a proficient working knowledge of: * Hospital and office procedures and standards * Animal handling and restraint * Preventive care protocols * Surgical preparation and assistance * Laboratory procedures * Radiology procedures * Assisting with standard examination procedures * Pharmacology * Hospital sanitation * Providing client education

Job Requirements: * All applicants must be at least 18 years of age. * All applicants must possess a High school diploma or equivalent and must be proficient in math, reading comprehension, and writing skills. * A minimum of 1 year, hands-on, experience in a veterinary hospital is required. * Associate's or Bachelor's degree from an AVMA accredited veterinary technology program, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. * The eligible candidate must have flexible hours and be willing to work evenings and Saturdays.

Contact: Joseph Lizzadro

Address: 19850 Kedzie Ave., Flossmoor, IL 60422

Phone: 630-730-2614
Email: Jobs@LLVet.Net

Expires: 09/01/2015
Job ID: 4152407
Job Title: Secretary III (IT)
Company: Illinois Tollway
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:

Job Description: The Secretary III reports directly to the Enterprise Information Services Manager along with the three (3) Project Managers, the Data Center Operations Manager, and the Web Development Manager. The incumbent occasionally provides functional supervision over various clerks in the department to ensure that work is being completed and that the objectives of the department are being met. The Secretary III must be able to work well under pressure to ensure smooth operation on a day-to-day basis. The incumbent monitors and updates the Manager's calendar and advises him/her of any conflict of dates and times. This function results in a harmonious daily routine. Travel arrangements are made by the incumbent for department personnel at various times. This position requires the incumbent to sit in on important departmental meetings as needed, taking notes and transcribing them for distribution to all personnel required. This incumbent orders supplies through the use of the SUN System. Confidentially ranks high in this position, as personnel related reports and salary statistics comes across the incumbent's desk frequently and he/she is often called upon to maintain security. Incumbent prepares correspondences in a timely manner as directed by the Department Manager. Always keeping abreast of deadline requirements. Rough drafts must be turned into finished documents as directed. Incoming paperwork is prioritized by the incumbent to expedite the handling of requests and reports by the Manager. Various reports are generated by the incumbent, usually on a monthly basis. Many of these reports are created with the utilization of our in-house computer systems. The proper interpretation and follow-up of direct instructions by the Manager requires the Secretary III to
occasionally oversee various projects/requests to ensure that all work is done accurately and is carried out as requested by the Manager.

**Job Requirements:** High School graduate or equivalent is required. Three (3) years Secretarial experience is required. Must be proficient in Microsoft Word, Excel, Outlook and Power Point. Excellent verbal and written communication skills are required. Excellent organizational skills are required. Must be able to pass a typing test at 50 WPM in order to qualify for an interview.

**Application Instructions:** To view posting and apply, go to www.illinoistollway.com

**Contact:** Ginny Sanchez
**Address:** 2700 W Ogden Ave, Downers Grove, IL 60515
**Phone:** 630-241-6800 x2335

**Expires:** 09/02/2015
**Job ID:** 4123615
**Job Title:** Drafter/ Designer
**Company:** Interlake Mecalux, Inc.
**Job Type:** Full Time
**Degrees Wanted:** Associates

**Job Target:** Any Job Target
**Location:** Melrose Park, IL 60160
**Salary:**

**Job Description:** PRINCIPAL RESPONSIBILITES: * 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

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**Expires:** 09/02/2015

**Job ID:** 4123617

**Job Title:** Technical Assistant

**Company:** Interlake Mecalux, Inc.

**Job Type:** Full Time

**Degrees Wanted:** Associates


**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: 09/02/2015
Job ID: 4123618
Job Title: Inside Sales Assistant
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: 09/02/2015
Job ID: 4123620
Job Title: CNC Laser Operator
Company: Equipto Electronices Corp
Job Type: Full Time
Location: Aurora, IL 60506
Salary:

Job Description: Perform duties to set up and operate CNC laser machine to cut sheet metal stock to specified dimensions. Work from prints, job specifications, computer program, basic job information sheet, bills of material and instructions: * Plan jobs, review job packet to determine material needs, job specifications, computer programming procedures and verify customer drawing with company drawing. * Pull material from stock and move to machine area. * Download and review program for completion and accuracy and notify Engineering department of discrepancies and required program changes. * Load material, enter machine operation instructions, run and check first piece to ensure job specifications are maintained. * Monitor operations, load and unload machine and inspect parts for defects and missing operations. * Check required machine preventive maintenance needs and notify department supervisor. * Check for wear and adjust focal point
as required. * Prepare quality assurance inspection sheets as required. * Move finished parts to next operation. * Replace and hook up various gas cylinders as required. * Deburr finished material as specified. Use forklift truck, deburring machine, sheet lifter, venire caliper, tape measure and hand tools. Follow safety rules and keep work area in a clean and orderly condition. Perform other related duties as assigned.

Application Instructions: Please email resume
Contact: Melissa Pickert
Address: 351 Woodlawn Ave, Aurora, IL 60506
Phone: 6309063236
Fax: 6308975314
Email: melissa@equiptoelec.com

Expires: 09/02/2015
Job ID: 4123678
Job Title: System Assembly and Support Specialist
Company: Show Sage LLC
Job Type: Full Time
Location: Franklin Park, IL 60131
Salary:
Job Description: Show Sage, a growing and fast-paced audio-visual technology company, is seeking a motivated person to serve as a system specialist in support of the company's day-to-day operations. The responsibilities of this full-time role include: -- Assembling servers and related hardware in response to customer orders -- Preparing and testing software images for the company's hardware offerings -- Performing testing and other QA activities on customer orders prior to shipping -- Establishing and maintaining benchmarking metrics for the company's hardware offerings -- Packing customer orders and preparing shipping information -- Providing technical support to customers and maintaining the corresponding service ticket documentation -- Troubleshooting and repairing customer equipment received through the company's RMA process -- Conducting internal R&D projects to help further the company's product offerings -- Working with suppliers to return and replace defective components -- Supporting inventory management activities such putting away inventory receipts, tracking withdrawals and cycle counting -- Maintaining the company's inventory of rental equipment --
Routinely evaluating key components for end-of-life status and identifying candidate replacements -- Other tasks as requested by company management

**Job Requirements:** The ideal applicant will possess the following skills: -- Knowledge of computer design, components and assembly -- Knowledge of Microsoft Windows installation and tuning -- Knowledge of high-end graphics cards and their control software -- Experience designing and building high-end PC gaming systems -- Proficiency in troubleshooting and resolving hardware, software and digital media issues -- Proficiency in designing, executing and documenting test plans either for troubleshooting issues or conducting R&D activities -- Proficiency in Microsoft Word, Excel and PowerPoint -- Knowledge of and proficiency with setting up shipments through the FedEx and UPS web sites -- Strong verbal and written communication skills -- Exceptional organizational and coordination skills Qualifications important to the company include: -- Completion of relevant post-secondary technology courses; Associates degree or better preferred -- Prior hands-on experience building and troubleshooting personal or gaming computers -- A passion for solving problems and providing customer service, both internal and external -- The ability to proactively identify tasks to be completed and the self motivation to take initiative -- A strong orientation toward team work and helping others -- Ability to travel to customer sites, sometimes on short notice -- Experience in the A-V industry and with media servers are strong pluses Show Sage LLC is an Equal Opportunity Employer.

**Contact:** James V. Testa

**Address:** 11111 Franklin Ave, Franklin Park, IL 60131

**Phone:** 810-714-5601

**Fax:** 810-222-2898

**Expires:** 09/02/2015

**Job ID:** 4123973

**Job Title:** Full & Part Time Assistant Teachers Needed

**Company:** Elk Grove Township Community Day Care Center

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

**Degrees Wanted:** Associates, Certificate

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience

**Job Description:** Great job opportunity at a great place! Full & Part Time Assistant Teachers needed immediately at our NAC Accredited Day Care Center located in Elk Grove Village. DCFS Background Check & Physical with TB test required. Gateway Registry Membership & the following trainings are required and must be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome, & Welcoming Each & Every Child. EOE. If you are an enthusiastic educator that knows quality child care is important in the lives of children please email your resume and transcripts.

**Application Instructions:** Please email resume and transcripts to egtdcc@aol.com or contact Linda Neil @ 847-439-5577

**Contact:** Linda Neil
**Address:** 711 Chelmsford Lane, Elk Grove Village, IL 60007
**Phone:** 847-439-5577
**Fax:** 847-439-5584
**Email:** egtdcc@aol.com

Expires: 09/02/2015
Job ID: 4124522
Job Title: Hospitality Manager
Company: Villa St. Benedict
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted:
Job Target: Any Job Target
Location: Lisle, IL 60532
Salary: 35,000

**Job Description:** RESPONSIBILITIES: Assist the Culinary Director in a variety of areas such as new server orientation, training and coaching to assure quality service in all campus dining areas. Scheduling of servers, bartenders and staff for catering events. Approve payroll, do staff performance appraisals and counsel servers on appearance and performance when necessary to meet service standards. Prepare floor plans for dining rooms and communicate assigned stations to...
servers. Oversee take out orders. When on shift print daily menus, assist servers, and oversee side work after dining room closes. Assist with ordering items for the department and doing inventory. Participates in food committee meetings, interdisciplinary meetings and resident meetings. Assist with special functions as directed. Follow established safety, security and sanitation practices.

**Job Requirements:** Associate degree required, preferably in Hospitality. 2-3 years experience in a food/beverage setting with at least one year supervisory experience. Computer experience in Microsoft software and point of sale software required.

**Application Instructions:** Fax, email, or drop of resume/application. Fax 630-725-7016 Email cdmoore@villastben.org Drop off 1920 Maple Ave, Lisle, IL

**Contact:** Crystal Moore
**Address:** 1920 Maple Avenue, Lisle, IL 60532
**Phone:** 630-725-7019
**Fax:** 630-725-7016
**Email:** cdmoore@villastben.org

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**Expires:** 09/02/2015
**Job ID:** 4124605
**Job Title:** MH Clinician On Call
**Company:** Lutheran Social Services of Illinois
**Job Type:** Part Time
**Degrees Wanted:** Masters
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Chicago, IL 60625

**Salary:**

**Job Description:** The on-call MH Clinician flexes into the MH Clinician position on a part-time as needed basis. Position in a team-based environment providing assessment, care planning and counseling services to adult clients in need of mental health or substance use treatment. Intervention focuses on engaging difficult-to-engage clients using the emergency room over routinized community care or walk-ins from the community. Also provides clinical support to other staff.
**Job Requirements:** Requirements Master's Degree in social services and LCSW licensure required. CADC or one year experience working with substance abuse interventions preferred. EOE.

**Contact:**

**Apply Online:** http://www.lssi.org/employment-job-details.php?id=538&idpartenaire=20014

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**Expires:** 09/02/2015  
**Job ID:** 4124818  
**Job Title:** Production Coordinator  
**Company:** Quantum  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Business Management, Business Support Specialist, Marketing Management, Marketing/Sales, Visual Communication - Graphic Design/Graphic Arts  
**Job Target:** Any Job Target  
**Location:** Morton Grove, IL 60053  
**Salary:** $35,000 Annually  

**Job Description:** The Production Coordinator is responsible for efficiently and accurately assisting in writing up and managing all aspects of offset, digital print, mailing, distribution jobs as well as the coordination of stock needed for the jobs. Production Coordinator is responsible for helping ensure that all of the jobs they are helping manage meet or exceed client quality expectations, deadlines and existing service level agreements.

**Job Requirements:** Detail oriented Computer literate Hard worker Career oriented

**Application Instructions:** Call 847-967-3600 Ext 6332 or ask for Frank Springer...leave a message if I don't pick up. Need to provide your up to date resume.

**Contact:** Frank Springer  
**Address:** 6511 Oakton, Morton Grove, IL 60053  
**Phone:** 847-967-3600 Ext. 6332
Job ID: 4126106

Job Title: Representative - Employee Service Center

Company: Skills for Chicagoland’s Future

Job Type: Full Time

Degrees Wanted: Bachelors

Location: Chicago, IL

Salary:

Job Description: · Supports Tier 1 by serving as subject matter expert for Defined Contribution Plans, Employee and Labor Relations, General Benefits, Health and Welfare programs and plans, Compensation, Payroll, Deferred Compensation, HRIS/HR Applications, Organizational Development, Training and Workspace or office equipment-related needs · Provides superior customer service to all employees by promptly responding to employee inquiries, achieving established customer service and performance related measures · Interprets standard, administrative procedures and practices, escalating non-routine matters to appropriate individuals · Supports escalated transactional activities in support of inquiries related to Employee and Labor Relations, HR Technology, HR Policy and Benefits Administration · Provides critical coverage for Tier 1 functions as needed · Achieve 100% regulatory and SOX compliance · Increase annual overall customer service performance · Meet department’s training goals · Meet expectations for processing HR "back-office" processes in a timely, efficient and accurate manner · Respond to inquiries from co-workers at all levels of the organization in an efficient and accurate manner

Job Requirements:

Education · Bachelor of Arts/Science preferred

Knowledge/Skills · Knowledge of Performance Management required · Passion for Service required · Resolves Conflict required · Drives for Results required · Employee Focused · Customer Focused · Communication skills required · Microsoft Office Proficiency required · Adaptability skills preferred · Negotiation/Consensus Building preferred · Analytical Thinking skills preferred

Experience · Minimum 3 years of customer service or call center support required · Minimum 3 years in any or all of the following areas strongly preferred: Contribution Plans, Employee and Labor Relations, General Benefits, Health and Welfare programs and plans, Compensation, Payroll, Deferred Compensation, HRIS/HR Applications, Organizational Development, Training and Workspace · Minimum 2 years of escalation and conflict resolution experience required · Functional experience with internal HRIS systems required · Microsoft Office
experience required Other · Must be legally authorized to work in the United States for any employer without sponsorship · Successful completion of interview required to meet job qualifications · Reliable, punctual attendance is an essential function of the position

Contact: Talent Acquisition Team
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=470

Expires: 09/03/2015
Job ID: 4126108
Job Title: Sales Associate - Old Navy
Company: Skills for Chicagoland's Future
Job Type: Full Time
Location: Chicago, IL
Salary:
Job Description: Sellebrity Attitudes You are passionate about fashion and apparel and love our products You build relationships and want to be part of a winning team You take pride in yourself, your work and the success of your store You work with drive and energy showing that you have a desire to make a difference You love your community and actively work to make it better You take initiative, anticipate needs, and solve problems quickly and efficiently Sellebrity Behaviors Promote our product and encourage everyone to do the same Listen to the customer and observe non-verbal cues to anticipate service needs Offer product suggestions and add on additional items when engaging with customers Demonstrate a sense of urgency and pride while executing tasks and processes Maintain a clean and safe environment that prevents loss and minimizes risk Keep our product folded, sized, in-stock and our visual elements maintained on the salesfloor Return go-backs from the fitting room to the salesfloor Welcome customers to the fitting room and keep the area neat, clean and organized at all times Engage in genuine conversation while completing cashwrap transaction processes quickly and accurately Keep all cashwrap supplies in stock and organized Understand and follow all company-defined policies and procedures
Job Requirements: At least 1-2 years of retail sales experience Ability to effectively communicate with customers and team members Ability to lift and carry up to 50 pounds Ability to effectively maneuver around the salesfloor and stockroom Ability to demonstrate strong customer focused service on and off the salesfloor Ability to work a flexible schedule to meet the needs of the business Ability to work with/around cleaning chemicals Providing our customers with an optimal shopping experience is our #1 priority. This job description intends to describe the general nature and level of work people assigned to this job.

Contact: Talent Acquisition Team
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=636

Expires: 09/03/2015
Job ID: 4126114
Job Title: Sales Associate - Paradies Shop - O'Hare Airport
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: Diploma
Location: Chicago, IL
Salary:

Job Description: · Role models our First Class Service expectations, ensuring a positive shopping experience. · Maintain sales goals by meeting or exceeding the expectations of our programs. · Shop maintenance to include a neat and organized selling area, continuously cleaning shelves, counters and fixtures to create an easy to shop environment. · Prepares daily replenishment orders and ensures that the shops are stocked appropriately. · Partner with store team to ensure all merchandise is properly priced and take corrective action when it is not. · Ability to process all point of sale transactions to include: sales, returns, discounts, opening and end of shift procedures promptly and within company guidelines. · Possess ability to utilize product information to enhance customer knowledge and loyalty.
Job Requirements: POSITION QUALIFICATIONS: · One to Two years prior Retail Sales or Customer Service experience. · Must have strong customer service and effective communication skills. · Works with a consistent sense of urgency. · Able to prioritize and handle several projects at once. · Must be a self-starter and be able to work with minimal instruction. · Able to adapt to changing priorities and unexpected situations. · Accurate with attention to detail. · Must be a team player and successfully juggle and complete multiple priorities. EDUCATION AND/OR EXPERIENCE: · High school diploma or GED. · Ability to work any schedule - morning, evening, week days, weekends and holidays. · Ability to walk long distances at a brisk pace. · Ability to pass Federal Criminal Background Investigation.

Contact:
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=363

Expires: 09/03/2015
Job ID: 4126123
Job Title: Shift Lead
Company: Skills for Chicagoland's Future
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: As a Shift Lead, you develop and enhance your leadership abilities and are an indispensable asset to our Walgreens store team. Shift Leads are the liaison between management and non-management team members. You are a key part of ensuring excellent customer service is delivered to our customers, as well as provide leadership to team members by communicating tasks from the store manager, coaching on warehouse and vendor orders, and handling day-to-day cash functions. You have the tools, training, and guidance available to lead
team members and support store management, giving you the opportunity to serve a vital role in our front-end team.

**Job Requirements:**
- Requirements: *One year of prior retail work experience*
- Must be fluent in reading, writing, and speaking English (Except in Puerto Rico)*
- Requires willingness to work flexible schedule, including evening and weekend hours*
- Prefer knowledge of store inventory control

**Contact:**
**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=648

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**Expires:** 09/03/2015
**Job ID:** 4126125
**Job Title:** Speciality Claims Adjuster
**Company:** Skills for Chicagoland's Future
**Job Type:** Full Time
**Degrees Wanted:** Diploma
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Chicago, IL
**Salary:**

**Job Description:** Uses the business unit's computerized system to ask appropriate information and understand the customer's issues. Gathers specific details. Approves or denies claims based on the information given by the servicer, terms and conditions of the warranty and the paperwork provided by the contract holder. Researches and analyzes documents for accuracy regarding the type of claim and coverage. Educates the customer on policies, procedures and warranty coverage. Negotiates with outside contractors to provide the best possible cost to the customer and the company. Completes correspondence to customers, clients and service repair companies seeking additional information or explanation of claim payment or denial information via verbal or written communication. Documents solutions and other information in computer system. Receives escalated customer
calls from Customer Service Department Representatives regarding claim status or disputes. Ensures completion of claim by remaining focused on the claim and displaying enthusiasm, sincerity and professionalism when responding to the customer's requests and questions. Verifies with Supervisor or Manager any questions or concerns when escalated issues arise. May preform other duties as assigned.

**Job Requirements:** Texas Property and Casualty License. Excellent customer service skills. Ability to work with all levels of staff and management. Ability to communicate effectively and professionally, strong verbal and written communication skills. Excellent active listen skills. Broad knowledge of business unit's products, warranties and policies. Basic mathematical skills. Ability to interact professionally with internal and external contacts. Ability to manage time and utilize good judgment and initiative in organizing and prioritizing workload. Basic negotiation and persuasion skills allowing one to solve problems and negotiate reasonable claim decisions.

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**Phone:** 312-906-7200
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