Job ID: 4272204
School Job ID: MVCC
Job Title: Insurance Specialist I
Company: Metra
Job Type: Full Time
Degrees Wanted: Diploma
Location: Chicago, IL 60601
Salary:

Job Description: Posting Period November 10-24, 2015 Insurance Specialist I Posting No. 308
SUMMARY OF DUTIES Reporting directly to the Director of Risk Management, the Insurance Specialist I will assist with the collection of information regarding railroad operations from various departments for insurance reviews and prepare documentation for domestic and international insurance marketing efforts including the preparation of spreadsheets, exhibits, and documents in support of Metra's applications and submissions for commercial insurance coverage. Prepare and maintain necessary accountability reports. Maintain insurance databases for tracking Certificates of Insurance for Metra vendors. Contact Certificate of Insurance providers for compliance with Metra's insurance requirements. Provide loss notification to insurers as required by insurance policies. Prepare check requests and process invoices. Provide backup support in the analysis of insurance coverage necessary for railroad projects including rights of entry, professional services contracts, and railroad station construction projects. Perform other related duties as needed to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS? Must possess a high school diploma or GED. Some college preferred. ? In addition to #1, must have a minimum of one (1) year of experience in law, insurance or general business. ? Extensive experience (create and manipulate) in Microsoft Word, Excel, and PowerPoint. Proficient with Outlook. ? Knowledge of commercial insurance preferred. ? Knowledge of new CMS/Medicare regulations and reporting requirements preferred. ? Knowledge of Railroad Retirement Board (RRB) and supplemental benefits plans preferred. ? Knowledge of the Riskmaster database preferred. ? Must have good verbal and written communication skills. ? Must have good interpersonal skills in order to interact with insurers, brokers, all levels of staff, external groups, and organizations. ? Must be able to work with sensitive information and maintain strict confidentiality. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661
Application Instructions: See Job Description for detailed application instructions.
Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937

Expires: 11/24/2015
Job ID: 4272215
School Job ID: MVCC
Job Title: DBE Compliance Specialist
Company: Metra
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60601
Salary:

Job Description: *REVISED Posting Period November 10-24, 2015 DBE Compliance Specialist Posting No. 217 SUMMARY OF DUTIES Reporting directly to the DBE Senior Director, the DBE Compliance Specialist will administer the compliance functions of the OBDCR Department to ensure compliance with FTA policies and procedures. Ensure the development of the Disadvantage Business Enterprise (DBE) policies and maintain the process to manage assigned federal funded/local funded contract awards to confirm compliance with the United States Department of Transportation (USDOT) Administration Regulation 49 CFR and 26 CFR. Review and monitor Federal Transit Administration (FTA) assisted contracts and subcontractor utilization report to identify potential problems meeting a DBE commitment. Provide assistance to compliance issues for investigations and solutions and report violations of regulations to the Senior Director. Attend pre-bid, pre-proposal and pre-construction meetings. Prepare contractor compliance requirements documentation for pre-bid, pre-proposal and pre-construction meetings. Analyze bids/proposals submitted to ensure compliance with participation goals or good faith efforts. Perform other related duties as needed to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS ? *Bachelor's degree in Business Administration, Public Administration, Audit, Finance, Accounting OR in lieu of degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in one of the following fields; contract compliance, contract management, compliance regulation, program administration or procurement. ? *In addition to #1, must have four (4) years in one of the following fields; contract compliance, contract management, compliance regulation, program administration or procurement. ? *Able to interpret, apply and monitor polices regarding contract compliance. ? Proficient in Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, and Outlook. ? Excellent verbal and written communication skills and organizational skills. ? Able to work with sensitive information while maintaining strict confidentiality. ? Possess strong interpersonal skills. ? *Able to manage multiple projects and analyze moderately complex
processes. *Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

**Application Instructions:** See detailed application instructions in Job Description.

**Contact:** Human Resources

**Address:** 547 West Jackson Blvd., Chicago, IL 60661

**Phone:** 312-322-4070

**Fax:** 312-322-8937

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**Expires:** 11/24/2015

**Job ID:** 4272230

**School Job ID:** MVCC

**Job Title:** Manager - IT Support

**Company:** Metra

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Posting Period November 10-24, 2015 Mgr. IT Support Posting No. 309

**SUMMARY OF DUTIES** Reporting to the Director, Network Services, the Manager IT Support is responsible for managing the team that provides end user technology support for Metra's workforce. This includes receiving, completing, tracking and reporting of both problems and new service requests from Metra personnel involving technology (hardware and software), analyzing ticket trends and root cause assessment and correction. Responsible for computing equipment inventory and planning and executing end user computing equipment refreshes. Manage all software and hardware deployments for Metra's Point of Sale system, supporting ticket sales at the downtown and outlying stations. Manage Metra's end user IT inventory, ensuring proper tracking, acquisition and disposal. Collaborate with Network Operations to establish and maintain an appropriate configuration management process and database. Manage the recruiting, onboarding and work assignments of interns assigned to IT Support (usually 3 positions). Perform other related duties as needed to meet the ongoing needs of the organization.

**MINIMUM ACCEPTABLE QUALIFICATIONS** Bachelor's degree OR in lieu of degree, any
combination of education and experience may be substituted for the required degree that equals four (4) years in information technology. In addition to #1, must have eight (8) years in information technology with at least three (3) years in incident and problem management related to end user support including hardware and software provisioning and deployment. Must have five (5) years direct or indirect supervisory experience with technicians, specialists, and/or consulting groups that includes three (3) of the following responsibilities: day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, conflict management, budgeting, hiring, disciplinary and/or termination decisions. Must have experience in acquiring, implementing, and supporting end user computing devices. (5) Experience with applications implementation, and user support activities preferred. Demonstrated skills to evaluate current and emerging technology trends and develop reliable system recommendations. Strong interpersonal and human relations skills. Effective verbal and written communication skills. Strong analytical and problem-solving skills along with effective, professional decision-making skills. Effective organizational and leadership skills. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Contact: Human Resources  
Address: 547 West Jackson Blvd., Chicago, IL 60661  
Phone: 312-322-4070  
Fax: 312-322-8937

Expires: 11/24/2015  
Job ID: 4272250  
School Job ID: MVCC  
Job Title: Mgr. Mechanical PTC  
Company: Metra  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Location: Chicago, IL 60601  
Salary:  
Job Description: Posting Period November 10-24, 2015 Mgr. Mechanical PTC Posting No. 296 SUMMARY OF DUTIES Reporting directly to the Senior Director Mechanical Capital
Projects, the Manager, Mechanical PTC will manage all aspects of the Mechanical Positive Train Control (PTC) installation and testing of on-board PTC system equipment and ensure Federal Railroad Administration (FRA) safety certification. Develop on-board PTC for Metra rolling stock and technical documentation of specifications and standards to support the implementation on rolling stock. Oversee Metra general foreman and shop crafts performing the installation of on-board equipment. Collaborate with the Engineering department PTC staff, other departments, consultant system integrator and other commuter transit agencies to establish best PTC design and installation practices. Support system configuration management development and review system design and specifications. Manage material requisitioning, budget, Quality Management Plan (QMP) evaluation, and costs estimates. Develop installation schedules for Metra rolling stock and coordinate with district officers, consultants and contractors. Recommend system improvements and develop documents for FRA, Illinois Commerce Commission (ICC), Illinois Department of Transportation (IDOT) and other agencies as needed. Perform other related duties as needed to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS

- Must have Bachelor’s degree in Mechanical, Electrical/Electronic Engineering or in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in railroad mechanical operations.
- In addition to #1, must have eight (8) years of experience in railroad mechanical operations or railroad manufacturing which includes locomotive PTC system support system and project management.
- Three (3) years of direct or indirect supervisory experience that includes day-to-day employee management, assigning tasks, providing guidance and training, monitoring performance, conflict management, budgeting, hiring, disciplinary and/or termination.
- Knowledge of FRA PTC rules and regulations and Title 49, CFR 238.
- Considerable knowledge of railroad mechanical, PTC and cab signal system operating principles.
- Ability to read and comprehend mechanical/electrical drawings and schematics.
- Excellent verbal/written communication, analytical and organizational skills.
- Proficient in Microsoft Office Suite.
- Title 49, CFR Part 238 Certification required.
- Must possess and maintain a current valid driver’s license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

OTHER IMPORTANT INFORMATION

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-4070
Fax: 312-322-8937
Price: 11/24/2015

**Job ID:** 4272275

**School Job ID:** MVCC

**Job Title:** DBE Certification Specialist

**Company:** Metra

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** *REVISED Posting Period November 10-24, 2015 DBE Certification Specialist Posting No. 202 SUMMARY OF DUTIES Reporting directly to the Senior Director, Business Diversity and Civil Rights, the DBE Certification Specialist will review and investigate Disadvantaged Business Enterprise (DBE) certifications and/or renewal applications. Conduct on-site interviews in accordance with federal regulations; conduct field investigations; and make recommendations on businesses meeting certification eligibility requirements. Prepare written correspondence to the U.S. Department of Transportation Office of Civil Rights. Implement day-to-day certification administrative duties; maintain certification tracking system of DBE applications and update materials, forms and agendas. Participate in outreach events and conduct technical assistance/training to aid small businesses in their certification efforts. Perform other related duties as needed to meet the ongoing needs of the organization. MINIMUM ACCEPTABLE QUALIFICATIONS * Bachelor's degree in Business Administration, Economics, Audit, Finance, Accounting OR in lieu of degree, any combination of education and experience may be substituted for the required degree that equals four (4) years in one of the following fields; DBE/MWBE certification, auditing or financial auditing. * In addition to #1, must have four (4) years in one of the following fields; DBE/MWBE certification, auditing or financial auditing. * Able to interpret, apply and monitor polices in administering the DBE program. * Proficient in Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, Access and Outlook. * Possess strong skills in analyzing financial documents, such as tax returns, balance sheets and personal net worth statements. * Excellent verbal and written communication skills and organizational skills. * Able to work with sensitive information while maintaining strict confidentiality. * Must have strong interpersonal skills. * Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability,
assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

**Application Instructions:** If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

**Contact:** Human Resources

**Address:** 547 West Jackson Blvd., Chicago, IL 60661

**Phone:** 312-322-4070

**Fax:** 312-322-8937

**Expires:** 11/27/2015

**Job ID:** 4273579

**School Job ID:** MVCC

**Job Title:** Storekeeper

**Company:** Metra

**Job Type:** Full Time

**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Posting Period November 12-27, 2015 Storekeeper Posting No. 310

SUMMARY OF DUTIES Reporting directly to the Section Chief of Materials, the Storekeeper will coordinate the overall operation of the storehouse, which includes the integrity, security and accuracy of the inventory. Supervise contract employees, conduct safety meetings and handle all personnel concerns. Order non-inventory materials and services, and monitor stocking levels and shortages. Analyze inventory needs in conjunction with Directors, Foremen and Materials Management personnel. Operate forklift truck and other storehouse equipment to load, unload, pick-up, and deliver material. Receive and sign for material, catalog it and collaborate with Procurement and Accounts Payable to discuss and resolve problems. Input data into computer. Select and issue material in response to requests, transfers, restocking and back orders. Perform cycle counting, adds new line items to storage areas and monitors integrity of the inventory. This position is issued a company cell phone and requires flexible availability including non-operating hours, weekends, and holidays. This position is subject to 24/7 on-call status. Perform other related duties as assigned to meet the ongoing needs of the organization.

MINIMUM ACCEPTABLE QUALIFICATIONS

- High School graduate or equivalent.
- Must possess two (2) years of warehouse experience.
- Basic knowledge of coach, locomotive, and engineering material, equipment and parts.
- Able to type 25 wpm.
- Possess good verbal and written communication skills.
- Possess and maintain a valid class "C" driver's license and forklift certification OR be able to be certified within the 30-day qualification period.
- Experience supervising contract personnel in a Railroad or other transportation based storehouse or warehouse environment is preferred.
- Experience with RMIS and Global PO systems preferred.
- Able to lift 50lbs waist high. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the
organization, ensuring compliance with applicable safety rules and regulations. OTHER IMPORTANT INFORMATION Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrar.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

**Application Instructions:** If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrar.com

**Contact:** Human Resources

**Address:** 547 West Jackson Blvd., Chicago, IL 60661

**Phone:** 312-322-4070

**Fax:** 312-322-8937

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**Expires:** 11/30/2015

**Job ID:** 4263974

**Job Title:** Licensed Exempt Coordinator

**Company:** SAL Family and Community Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Moline, IL 61265

**Salary:** 12.50-14.50

**Job Description:** EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for in-home child care providers * Provide support to in-home child care providers * Produces necessary reports and projections to administrative personnel * Visits home providers on regular (established) basis, documenting needs, improvement, and quality of care * Facilitates awareness and attainment of Quality Rating System levels * Implements procedures and controls to ensure program integrity * Initiates and completes Outcomes measurement tool in the homes quarterly * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate

**Job Requirements:** Associate's (Bachelor's degree preferred) in Early Childhood Education, Child Development, Social Work, or related field

**Application Instructions:** Apply online at skipalong.org and view the full job description.

**Contact:** Monique Maynard
Expires: 11/30/2015
Job ID: 4263985
Job Title: Home Network Coordinator
Company: SAL Family and Community Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Moline, IL 61265
Salary: $13-15
Job Description: EXAMPLES OF ESSENTIAL FUNCTIONS: * Collaborates with existing agencies and coordinates services for home providers * Enrolls clients; completes necessary paperwork * Counsels families seeking child care * Produces necessary reports and projections to administrative personnel * Visits home providers on regular, established basis; documenting quality of care and regulating compliance * Facilitates attainment of quality rating system levels * Implements procedures and controls to ensure program integrity * Initiates and completes Outcomes measurement tool in the homes annually * Provides training opportunities for home providers that align with Quality Rating Systems and other topics as appropriate
Job Requirements: Associates or Bachelor's degree in Early Childhood Education or related field or significant experience in family day care and demonstrated competence in the administrative and human relations skills needed.
Application Instructions: View the full job description and apply online at www.skipalong.org/careers.
Contact: Monique Maynard
Address: 4210 44th Avenue, Moline, IL 61265
Phone: 309-764-3724
Fax: 309-764-3744

Expires: 11/30/2015
Job ID: 4268829
Job Title: Environmental Education Instructor
Company: Lake County Forest Preserves
Job Type: Seasonal
Location: Libertyville, IL 60048
Salary: $9.00-$13.00

**Job Description:** SUMMARY: The Environmental Education Instructor position is designed to build a foundation to the professional fields of environmental education and interpretation. The duties include teaching programs for: school groups, scouts, summer day camps, and public programs. Program topics may include voyageurs, lake or fish ecology, prairies, food chain, nature restoration, animal adaptations, and geology. ESSENTIAL FUNCTIONS: Conducts environmental education, youth stewardship education, or outdoor skills programs for children and adults in various preserves throughout the District, and occasionally outside the County. Provides input and assists with the development of new programs and related materials including PowerPoint presentations, posters, handouts, laminated pictures, crafts, costumes, etc. This position interacts in many ways with the public such as interpreting natural history and District operations and policies for the general public in person and by telephone. Organize and inventory educational supplies and equipment used for environmental education and outdoor skill programs. Makes suggestions on equipment and supply purchases. Responsible for maintenance and feedings of reptiles, amphibians, raptors, and invertebrates. Assists with special events. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting. Performs lifting tasks up to 50 pounds.

**Job Requirements:** Two years of course work in biology, natural resources, education, or a related field. Teaching experience preferred. Must have enthusiasm and respect for people, teaching, and the environment. Education and communication skills necessary to present educational programs for large and small groups of children and adults. Ability to operate audio-visual equipment and word processing software. Upon employment, must successfully complete and obtain certification in American Red Cross CPR and First Aid. Ability to be flexible and work with a variety of personalities and work environments. Instructors work one weekend day per week and some evenings. Must possess a valid Drivers' License.

**Application Instructions:** Interest in Forest Preserve employment can be expressed by submitting a Forest Preserve Employment Application. Applications are accepted online at www.LCFPD.org or can be picked-up at our offices located at 1899 West Winchester Road, Libertyville, IL. Completed application must be submitted by Monday, November 30, 2015. Applications are accepted only for posted positions.

**Contact:** Andrea M Rhodes
Address: 1899 West Winchester, Libertyville, IL 60048
Phone: (847)968-3276
Fax: (847)968-3177
Apply Online: http://www.lcfpd.org/jobs/

**Expires:** 12/01/2015
**Job ID:** 4257578
**Job Title:** Film Crew
Company: AMC Yorktown
Job Type: Full Time, Part Time, Seasonal
Location: Lombard, IL 60148
Salary: 8.25

Job Description: Cross trained and scheduled in Box Office, Cashier, Usher, Runner and Guest Services. PURPOSE Create a strong, favorable first impression for guests, maximize sales of products & services, and enforce admission policies. MINIMUM QUALIFICATIONS? Ability to provide guests with fast and friendly service? Excellent oral communication skills? Accurate math and cash handling skills PREFERRED QUALIFICATIONS? Minimum of six months of register experience? Minimum of six months of sales experience ESSENTIAL FUNCTIONS Deliver the best possible out-of-home entertainment experience. Deliver the GuestFirst principles of friendly, helpful, clean, and fast. Maximize revenue and guest participation in Company programs and services using effective sales techniques. Enforce movie ratings system courteously and effectively. Utilize "zero tolerance" policy in regards to ID checking. Complete ticket purchase transactions by greeting each guest, identifying sales/service needs, reading a computer screen and operating a keyboard, touch screen or dispensing manual tickets, completing credit card transaction or collecting cash and making change accurately, completing a MovieWatcher transaction, and thanking the guest. Ensure security of box office cash and tickets at all times. Direct business calls to - or take messages for - members of management in a professional manner. Answer guest questions courteously and accurately, or quickly direct them to the appropriate resource. Complete appropriate opening and closing duties; perform routine daily box office maintenance duties. Maintain proper level of change in cash drawers with assistance of supervisors. Distribute assisted moviegoing equipment; explain how to use properly and ensure equipment is fully functioning. Prepare MovieWatcher applications. Review MovieTickets.com/Fandango for correct show information. Maintain regular personal attendance for all scheduled shifts to ensure timely performance of duties. Uphold AMC's Business Practices and ensure compliance with company programs and policies. Follow all necessary procedures to ensure a safe environment for associates and guests. Perform additional duties from time to time as assigned by supervisors. Keep box office clean and well organized at all times. Ensure all guests comply with alcohol policies. Monitor and prevent alcohol consumption by minors. Ensure that alcohol is consumed in designated areas only. Ensure that guests do not leave the building with alcoholic beverages. Notify a manager or Supervisor immediately when a guest is violating theatre alcohol policies. EQUIPMENT Computer point-of-sale terminal (which includes a monitor, keyboard, touch screen and printer), manual ticket dispenser, head set, telephone, calculator, currency discriminator ENVIRONMENT ? Stand, walk, lift, twist, and bend on a frequent basis. ? Box Office and Guest Services - Vary in size, may be fully enclosed, and are usually carpeted; Temperatures are generally moderate. ? Interior Work Areas - Moderate temperatures; Moderate to hot temperatures in the concession stand; Interior flooring may be carpet, tile, and/or concrete; Auditorium floors are either stepped or sloped; Associate may encounter wet or slippery floor surfaces. UNIFORM Provided by Theatre: Black t-shirt, nametag Provided by Associate: Black pants, black shoes

Application Instructions: Go to amctheatres.com/careers to apply. Hit the theatre crew button. Select the job and apply.
Contact: Sarah Spahn
Address: 80 Yorktown Shopping Center, Lombard, IL 60148
Phone: (630) 495-0012
Email: sspahn@amctheatres.com
Apply Online: http://amctheatres.com/careers

Expires: 12/01/2015
Job ID: 4257591
Job Title: Cook
Company: AMC Yorktown
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management, Culinary Arts, Human Resource Management
Job Target: Any Job Target
Location: Lombard, IL 60148
Salary: Scale

Job Description: PURPOSE Prepare menu items that meet the Food and Beverage standards of fresh, appetizing, and properly prepared. Ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with recipes and guidelines established by the Kitchen Manager. Maintain a clean, sanitary, and safe work area in a fast paced environment. MINIMUM QUALIFICATIONS ? Ability to stand on feet for an extended period of time. ? Ability to ascend and descend stairs. ? Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. ? Ability to lift up to 50 pounds and move it 75 yards on a regular basis. ? Ability to cook food to recipe standards. ? Working knowledge of U.S. measurements, weight and volume. ? Ability to work in a fast-paced environment. PREFERRED QUALIFICATIONS ? Proficiency in kitchen operations and execution. ? Completion of basic food handling training and local or state mandated certification(s). ? Ability to follow instructions on safe use of all chemicals/cleaning materials. ? Ability to work effectively with supervisors and co-workers with minimal supervision. ? Ability to meet deadlines. ? Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting. ESSENTIAL FUNCTIONS ? Ensure delivery of the GuestFirst principles: friendly, helpful, clean, and fast. ? Follow all procedures to ensure that the Facility is clean, safe, and in good repair for both associates and guests. ? Ensure delivery of the best possible out-of-home entertainment experience by preparing meals that will be fresh, appetizing, and properly prepared. ? Maintain communication with other cooks to assemble food orders within established average ticket time and to prepare several different orders simultaneously. ? Adhere to recipes to ensure consistent food quality and presentation. ? Answer questions courteously, accurately, and quickly. ? Perform required sanitation procedures as established by Kitchen Manager. ? Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. ? Uphold cleanliness standards and ensure proper sanitation of
entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. ? Perform all additional tasks and responsibilities as assigned. ? Uphold AMC’s Business Practice Standards and ensure compliance with company programs. ? Maintain regular personal attendance for all scheduled shifts. TOOLS AND MACHINES USED Convection and microwave ovens, Turbo-Chef, fryers, grills, warmers, mixers, walk-in coolers and freezers, dishwashers, various utensils, sharp objects or location-specific tools as appropriate.

ENVIRONMENT ? Interior Work Areas - moderate to hot temperatures and high humidity in the kitchen areas. Associate may encounter wet or slippery floor surfaces. Cool to cold temperatures in the walk-in refrigerator and freezer. REPORTS TO Theatre management.

UNIFORM Provided by Theatre: Black t-shirt, nametag
Provided by Associate: Black pants, black shoes

Application Instructions: Go to amctheatres.com/careers. Click on Theatre Crew Select job and apply!

Contact: Sarah Spahn
Address: 80 Yorktown Shopping Center, Lombard, IL 60148
Phone: (630) 495-0012
Email: sspahn@amctheatres.com

Apply Online: http://amctheatres.com/careers

Expires: 12/01/2015
Job ID: 4271596
Job Title: Sales Advisor
Company: H&M
Job Type: Full Time, Part Time
Location: North Riverside, IL 60546
Salary:

Job Description: Job Responsibility including but not limited to: Customer Service * Provide excellent direct and indirect customer service according to H&M standards and meet the 5 basic demands on the selling floor, in the fitting room and at the cash point * Answer phones courteously and promptly Job Knowledge * Actively work with garments, including processing, stocking, replenishing, folding, hanging, displaying and merchandising per H&M guidelines, to maximize selling opportunities * Ring on the register, report and handle all required transactions, issue receipts and pack merchandise * Unload delivery truck, receive, open and unpack merchandise and label merchandise with security tags Efficiency * Execute reductions, price changes, transfers and cash register routines * Utilize established H&M policies and procedures to assist in loss prevention and safety for the store and partner with store management as needed Team Player * Work effectively with team members to ensure the selling floor, cash point, fitting rooms and stockroom are clean and well maintained per H&M's store standards * Adhere to H&M values and internal standards policies and procedures contained in the H&M Employee Handbook

Contact: Eddie Rocha
Job Title: Barista
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60601
Salary:

Job Description: Key Responsibilities: Radiating Positive Energy and ResponsibiliTEA by:
* Acknowledging and welcome each customer with a friendly smile and guiding each customer through the Argo Signature Service experience (including by not limited to: sampling of products, menu introductions and explanations, making eye contact with guests when preparing and serving food and drinks, etc.)
* Providing a fun, memorable and efficient experience for each customer, while educating them on the nutritional benefits and flavor profiles of each of our signature drinks, tea varietals and food items, one cup at a time!
* Maintaining a calm demeanor during periods of high volume or unusual events to keep store operating to standard and to set a positive example for the team
* Passionately producing food displays with flair that accurately and elegantly showcase our selection of fresh baked pastries, sandwiches and food goods.
* Maintaining the freshness of all Argo food products by following Argo's product shelf life standards and par baking techniques.
* Following Department of Health, safety and sanitation guidelines for all foods and beverages (maintains a clean bar and food prep station).
* Learning and following Argo Tea's cash control policies and proper cash handling guidelines.

Demonstrating a Commitment to Attentiveness and Passion by:
* Respecting customers by exhibiting a sense of urgency and working quickly with purpose, always one customer, one cup at a time!
* Helping to create and maintain a clean, inviting and vibrant environment for Argo customers and fellow TEAmembers (duties include but are not limited to: sweeping/mopping/sanitizing/keeping the bathrooms clean/maintaining clean retail, counter and display cases, etc.)
* Exuding warmth and confidence when approaching and educating each customer. Quickly and calmly resolving any issues directly with guests who are unhappy with their food and/or drink selection.
* Preparing all drink and food items while maintaining a high level of standards, following Argo product preparation and serving techniques, and recipe and measurement guidelines.
* Keeping up to date on and promoting all product information, communications, advertising, focuses and goals.
* Assisting in welcoming and familiarizing new TeaMembers with the café; modeling the behavior expected from fellow TeaMembers, while continuing to promote the customs and principles of Argo Tea.

Establishing Open Communication by:
* Genuinely thanking and appreciating each customer who enters the café
* Maintaining a positive environment for customers and fellow TEAmembers.
* Identifying each customer's interests by guiding them through the ordering process, offering samples and actively listening in order to pair a customer's tastes with a matching Argo drink and food item.
* Contributing to positive TEAmwork by communicating effectively, respectfully and professionally with all Argo TeaMembers and customers. * Arriving to work punctually, following proper uniform and personal hygiene guidelines. * Upholding and following all Handbook guidelines while supporting good morale and TEAm spirit. * Possessing a complete understanding of company policies, philosophy and passion.

**Job Requirements:**

Job Requirements: * High school diploma or GED preferred * Previous retail sales, restaurant or food service experience preferred with strong emphasis on safe and speedy food and drink preparation, and hospitable service. * 25 hours / 4 days a week minimum availability commitment with a flexibility to work opening or closing shifts as needed. (café hours vary depending on location but can run between 5am-11pm Monday-Sunday) * Friendly/approachable demeanor, strong communication and people skills, problem solving and creative skills * Ability to work in a fast-paced environment, ability to multi-task. * Knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving and creative skills; desire to contribute with innovative ideas * Willingness to travel to events throughout the city and surrounding suburbs to work as an Argo Ambassador (as needed). * Willingness to embrace and support the Argo values of SustainabiliTEA, CreativiTEA, QualiTEA, CommuniTEA, DiversiTEA, and ChariTEA!

**Application Instructions:** www.argotea.com/careers

**Contact:** Samantha Rush
**Address:** 16 W Randolph, Chicago, IL 60601
**Phone:** 773-649-5742
**Fax:** Argo Tea
**Email:** hr@argotea.com

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

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**Expires:** 12/02/2015
**Job ID:** 4258163
**Job Title:** Store Leader-OHare Airport
**Company:** Argo Tea
**Job Type:** Full Time
**Location:** Chicago, IL 60601

**Salary:**

**Job Description:** Key ResponsibiliTEAs: Operator: * Demonstrates the ability to observe and manage the café workflow, effectively delegate tasks and support the TEAm on every shift to expedite and enhance the Argo experience for our customers * Has a focus on safety and sanitation throughout the cafe and addresses problem areas with a sense of urgency * Enforces and follows Argo Tea's cash control policies and ensures the TEAm follows the cash handling policy * Utilize management information tools, analyze financial reports to identify and address trends/issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and opportuniTeas for improvement * Own your
store. Follow Argo Tea's facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Utilize management information tools, analyze financial reports to identify and address trends/ issues in store performance, constantly review store environment and key business indicators to identify problems, concerns, and opportuniTeas for improvement * Own your store. Follow Argo Tea's facilities guidelines, while working with your TEAm to maintain store excellence and ensure a clean, safe and comfortable environment * Assist District Manager in conducting systematic performance and quality control evaluations (tests, audits, etc) to ensure that every TeaMembers consistently meets Argo Tea standards on product knowledge, quality and consistency * Apply accurate forecasts to your store's staffing levels by utilizing succession and labor planning tools, coordinate and maintain staffing levels according to the labor budget, follow sampling and labor deployment model * Enforce and follow the company's system of guidelines, policies, processes and procedures to achieve operational excellence in the store * Manage the TEAm of shift supervisors by delegating certain operational responsibilities, communicating their roles and expectations, coaching on building and managing their teams, etc * Maintain awareness, follow and enforce the loss prevention, security and safety guidelines Leader: * Ensures a positive work environment for all TeaMembers by soliciting feedback, listening to input, demonstrating commitment, and providing consistent communication * Leverages the power to "make it right" in order to ensure that every customer leaves happy * Coach and enforce excellence among the TEAm; role model genuine and creative selling skills, merchandising and signature service * Motivate your TEAm to understand and support Argo Tea's passion and vision of SustainabiliTea * Develop, train and promote creative up-selling and cross-selling skills, always role model Signature Service * Always be available to your TEAm, create an open-door and fun culture * Identify and develop future Argo leaders from within your TEAm, create and execute individual-specific action plans aimed to increase TeaMembers' performance * Offer continuous coaching, conduct timely performance evaluations * Set the high standards! Model behavior wanted from others, demonstrating commitment and promoting the culture, values and passion of Argo Tea * Promote and support the TEAm spirit across the company, not just your store Merchant: * Works diligently to always "get to yes" in dealing with customer interactions by solving problems and using creative solutions to unusual requests or issues * Models and ensures genuine and creative Signature Service, up-selling, and cross-selling skills throughout all areas of the café * Shows attention to detail in ensuring the product displays are clean, organized, and stocked during their shift on every shift * Ensures a high impact experience by enforcing Argo's standards of in-store pulse sampling, as well as outside sampling initiatives Entrepreneur: * Is passionate about what they do! Embraces and supports our values, culture and dedication to SustainabiliTea, CreativiTea, QualiTea, CommuniTea, DiversiTea, and ChariTea and maintaining a healthy lifestyle * Is responsible for setting sales goals for the shift, including asking questions to gain an understanding what has been done before they arrived and what they need to do to drive shift goals * Is an Argo Ambassador and participates in CommuniTea marketing programs to consistently highlight Argo as a strong brand in the neighborhood * Be sales and opportuniTeas-driven! Utilize the company's marketing guidelines to increase the store's traffic, create quarterly business development calendar and implement local area
marketing programs to establish the store as a community participant, understand customer needs and the needs of the local community. * Keep current on all product information, communications, promotions and the status of the merchandise; communicate all pertinent information to the T/EAm

**Job Requirements:** Requirements: * High school or GED (Bachelor's Degree preferred) * Minimum three years of progressively responsible foodservice or retail management experience * Strong sales and marketing background * Knowledge of the retail environment, ability to manage the workflow in a fast-paced environment, multi-task, and delegate * Ability to supervise and motivate others while acting as a role model, knowledge of supervisory practices and procedures * Financial and general business acumen * Strong customer service experience, knowledge of customer service techniques and high quality consciousness * Effective communication, problem solving, planning, organizational & creative skills; desire to contribute with innovative ideas * Open availability, ability to work a 50 hour workweek * Ability to take direction and constructive criticism. * Ability to handle confidential and sensitive information * Support for Argo Tea's passion

**Application Instructions:** www.argotea.com/careers

**Contact:** Samantha Rush
**Address:** 16 W Randolph, Chicago, IL 60601
**Phone:** 773-649-5742
**Fax:** Argo Tea
**Email:** hr@argotea.com

**Apply Online:** http://www.argotea.com/careers
Help and daily skills for participants, including feeding and changing, when necessary; * Attend to specific dietary restrictions of participants; * Attend mandatory orientation, meetings and in-services as scheduled and required; * Complete required paperwork including but not limited to program planning, evaluations and attendance forms, Accident/Incident reports, applicable safety forms and timesheets; * Provide guidance and supervision for staff and volunteers; * Supervise and evaluate job performance of part-time staff and volunteers; * Dispense medications following proper dispensing procedures; * Demonstrate dependability, punctuality and promptness; and * Maintain and provide quality customer service towards parents, staff, participants and the general public. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

**Job Requirements:** * Must be 21 years old; * Possess a valid driver's license; * Drive agency vans or other vehicles; * Transport individuals, luggage and equipment; * Secure participants who use wheelchairs in agency vehicles with the appropriate tie down method; * Lift and transfer participants individually and/or as part of a team; * Push participants in wheelchairs; * Serve as a Program Assistant as required; * Gather, load, transport, and set up equipment; * Supervise individuals with disabilities; and * Know the whereabouts of participants at all times.

**Application Instructions:** All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

**Contact:** Darleen L Negrillo  
**Address:** 3105 MacArthur Blvd, Northbrook, IL 60062  
**Phone:** 847-509-9400  
**Email:** dnegrillo@nssra.org  
**Apply Online:** http://www.nssra.org/jobs

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**Expires:** 12/02/2015  
**Job ID:** 4261355  
**Job Title:** Market Research In-Store Interviewer / As Needed  
**Company:** Focuscope, Inc.  
**Job Type:** Part Time  
**Location:** Chicago and Suburbs, IL  
**Salary:** $20.00 per hour  
**Job Description:** Administer in-store interviews about customer perceptions, likes and dislikes, etc. on an AS-NEEDED basis. This is an ongoing, but very sporadic, position. Interesting work for friendly, articulate people. Generous hourly pay rate along with compensation for travel and meal. Training is provided.

**Job Requirements:** Seeking dependable, articulate, friendly candidates. Must be able to work 4-5 consecutive hours plus travel during weekday hours, typically afternoon/early evening. Prefer candidates have their own transportation. Business Casual attire required (ie: khakis, polo shirt) - no gym shoes.
Application Instructions: Email, scan, or fax your resume; or download our application from our website. Please include your days and hours of availability, including any ongoing commitments. Please indicate if you have your own transportation.

Contact: Linda Duffy  
Address: 1100 Lake Street; Suite 60, Oak Park, IL 60301  
Phone: (708) 386-5086 Ext. 104  
Fax: (708) 386-1207  
Email: LDuffy@focuscope.com

Expires: 12/03/2015  
Job ID: 4259755  
Job Title: Kitchen/Hospitality  
Company: Salerno's On The Fox  
Job Type: Full Time, Part Time  
Location: IL  
Job Description: Dishwasher Server Etc  
Application Instructions: Come in to apply!

Contact: Tessa Harrison  
Address: 320 N Second St, St. Charles, IL 60174  
Phone: 6305847900  
Email: Tessa.rose32@gmail.com

Expires: 12/03/2015  
Job ID: 4259960  
Job Title: Delivery Drivers - Naperville  
Company: Lou Malnati's  
Job Type: Full Time, Part Time  
Location: Naperville, IL 60540  
Salary:  
Job Description: Responsibilities include but are not limited to: -Assemble assigned delivery orders. -Map out assigned delivery route. -Deliver orders in a timely yet safe manner. -Greet and interact with customers in a friendly helpful and efficient manner. -Accept payment and make change. -During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. -Any other responsibilities as may be assigned. Qualifications: -Submit a two-year driving history documented by MVR or drivers license. -Meet driving requirements per our insurance company's standards. -Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. -Car must be clean, safe and well maintained. -Exemplary hospitality skills (friendly, courteous, anticipate the needs of our
customers and exceed them). -Ability to work varied hours/days including holidays. -Ability to work extra days and hours when circumstances required. -Delivery driver experience a plus. 
Benefits: -Flexible schedules. -Paid training. -Competitive pay. Hourly wage plus tips and delivery fee. -Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). -Free meals while working, 50% discount on food when not working. -Full-time and part-time hourly non-exempt employees receive Holiday Pay. -Safety rewards. -Family culture and fun work environment!

Application Instructions: If you are interested in becoming part of the Malnati family apply at 131 West Jefferson Avenue, Naperville, IL or apply online at www.loumalnatis.com/open-positions!

Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Expires: 12/03/2015
Job ID: 4260051
Job Title: Customer Service
Company: Lakeshore
Job Type: Full Time
Location: Buffalo Grove, IL 60089
Salary: 13/hour

Job Description: Lakeshore is looking to build a pool of candidates for a variety of Corporate Administrative and Customer Service Positions with our Fleet Management and Logistics client out in NORTHBROOK, IL AND BUFFALO GROVE. Typical positions are similar to the one below: Position: Administrative / Customer Service Location: Northbrook Pay rate: Starting at $13/hour Hours: Monday-Friday 8-5 *Must be open to temporary/contract roles* Work environment is business casual
Responsibilities: - Minimum of 1-2 years in an office setting (administrative coordinator, administrative assistant, etc) - Customer Service experience required - Fleet Management, Driver Services or Logistics Experience HIGHLY preferred - Phone correspondence and follow-up - Email correspondence and follow-up - Invoicing or financial transaction experience preferred - Excel spreadsheet work - Data entry and database management - Organizing, paperwork, filing, other clerical duties - Assisting customers with any inquiries or issues - Must be comfortable speaking to individuals over the phone - Must be detail-oriented and willing to commute to Northbrook or Buffalo Grove - Must be available to start work immediately - Training will be provided* Requirements Length: Indefinite / Open ended assignments (no end date) - Looking for the right person with the right dynamic! - Could be 1 month, 3 months, could be 9 months, could be endless! - Looking for someone to show optimism and truly show what they've got! - MUST BE OPEN TO CONTRACT/TEMP WORK! Are you open to these things and to being a part of our pool? If so, please send your most recent resume!

Contact: Nadine Tadros
Address: 1 N Franklin Suite 950, Chicago, IL 60606
Fax: Lakeshore
Email: ntadros@livinglakeshore.com

Expires: 12/03/2015
Job ID: 4260052
Job Title: Office Assistant
Company: Lakeshore
Job Type: Full Time
Location: Northbrook, IL 60062
Salary: 13/hour
Job Description: Lakeshore is looking to build a pool of candidates for a variety of Corporate Administrative and Customer Service Positions with our Fleet Management and Logistics client out in NORTHBROOK, IL AND BUFFALO GROVE. Typical positions are similar to the one below: Position: Administrative / Customer Service Location: Northbrook Pay rate: Starting at $13/hour Hours: Monday-Friday 8-5 *Must be open to temporary/contract roles* Work environment is business casual Responsibilities: - Minimum of 1-2 years in an office setting (administrative coordinator, administrative assistant, etc) - Customer Service experience required - Fleet Management, Driver Services or Logistics Experience HIGHLY preferred - Phone correspondence and follow-up - Email correspondence and follow-up - Invoicing or financial transaction experience preferred - Excel spreadsheet work - Data entry and database management - Organizing, paperwork, filing, other clerical duties - Assisting customers with any inquiries or issues - Must be comfortable speaking to individuals over the phone - Must be detail-oriented and willing to commute to Northbrook or Buffalo Grove - Must be available to start work immediately - Training will be provided* Requirements Length: Indefinite / Open ended assignments (no end date) - Looking for the right person with the right dynamic! - Could be 1 month, 3 months, could be 9 months, could be endless! - Looking for someone to show optimism and truly show what they've got! - MUST BE OPEN TO CONTRACT/TEMP WORK! Are you open to these things and to being a part of our pool? If so, please send your most recent resume!

Contact: Nadine Tadros
Address: 1 N Franklin Suite 950, Chicago, IL 60606
Fax: Lakeshore
Email: ntadros@livinglakeshore.com

Expires: 12/03/2015
Job ID: 4260071
Job Title: seasonal sales
Company: Swarovski
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60502
Salary: 10.00/hr+

Job Description: Looking for people to work over Black Friday and/or through the holidays! Positions include: cashier, line control, stocking and sales.

Application Instructions: Please send an email advising if you are interested in seasonal or permanent employment. We are looking to get Black Friday help in process now!

Contact: Julie Mervis
Address: 1650 Outlets Boulevard, Aurora, IL 60504
Email: julie.mervis@swarovski.com
Apply Online: http://www.swarovski.com/retailcareers

Expires: 12/03/2015
Job ID: 4260119
Job Title: PHP Developer
Company: VTEKH INC
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Masters
Majors Wanted: Computer Science
Job Target: Any Job Target
Location: Schaumburg, IL 60173
Salary: $55,000

Job Description: Job Description of PHP Developers: VTekh is looking for Full time PHP developers ( Fresher's/Experienced ) in Chicago, IL * Strong knowledge in PHP with MYSQL * Good knowledge in HTML, CSS, Java Script, J Query and Ajax If you are interested please call me at 847 844 9991 ext 34 or email your resume to careers@vtekh.com

Application Instructions: If you are interested please call me at 847 844 9991 ext 34 or email your resume to careers@vtekh.com

Contact: Hareesh V
Address: 915 North Plumgrove Rd Ste A, Schaumburg, IL 60173
Phone: 847 844 9991 ext: 34
Fax: 847 844 9993
Email: careers@vtekh.com

Expires: 12/03/2015
Job ID: 4260121
Job Title: .Net developer
Company: VTEKH INC
Job Type: Full Time
Degrees Wanted: Bachelors, Masters
Majors Wanted: Computer Science
Job Target: Any Job Target
Location: Schaumburg, IL 60173
Salary: $55,000

Job Description: Job Description of .Net Developers: VTekh is looking for Full time .Net developers ( Fresher's/Experienced ) in Chicago, IL * Strong knowledge in .Net with SQL
Server. * Good knowledge in HTML, CSS, Java Script, J Query and Ajax If you are interested please call me at 847 844 9991 ext 34 or email your resume to hareesh@vtekh.com

**Application Instructions:** If you are interested please call me at 847 844 9991 ext 34 or email your resume to hareesh@vtekh.com

**Contact:** Hareesh V  
**Address:** 915 North Plumgrove Rd Ste A, schaumburg, IL 60173  
**Phone:** 8478449991 ext:34  
**Fax:** 847 844 9993  
**Email:** careers@vtekh.com

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**Expires:** 12/03/2015  
**Job ID:** 4260356  
**Job Title:** Process Tech/Lab Assistant  
**Company:** giant finishing  
**Job Type:** Full Time, Internship, Part Time  
**Location:** Wood Dale, IL 60191  
**Salary:** $10+  

**Job Description:** Running sample metal parts in a lab to achieve different finishes. You would be responsible for loading and unloading machines with different abrasives and chemicals to achieve a wide variety of metal finishes. Opportunity to branch into inside/outside sales is available.

**Job Requirements:** Help assemble equipment along with multiple errands. We are a small family owned business that has been around for 25+ years and are in a very niche market. Small handful of companies do what we do in the entire world.

**Application Instructions:** Take a look @ the website and watch the YouTube videos. If interested in being part of a unique team then Email resume.

**Contact:** mark oryszczak  
**Address:** 263 Richert Road, Wood Dale, IL 60191  
**Phone:** 708-343-6900  
**Email:** mark@giantfinishing.com

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**Expires:** 12/03/2015  
**Job ID:** 4261007  
**Job Title:** Spanish Speaking Receptionist  
**Company:** Kempster, Corcoran, Quiceno& Lenz-Calvo, LTD.  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Office Assistant
Job Target: Any Job Target  
Location: Chicago, IL 60604  
Salary: 30,000 + Benefits  
Job Description: Spanish Speaking full-time receptionist position at law firm focusing primarily on immigration. Prior office administrator receptions experience a plus. Must be detail oriented, friendly and have Associates degree.  
Application Instructions: Please e-mail you're resume to hiringcommittee@klc-ltd.com  
Contact: Hiring Committee  
Address: 332 S. Michigan Avenue, Suite 1428, Chicago, IL 60604  
Email: hiringcommittee@klc-ltd.com  

Expires: 12/03/2015  
Job ID: 4261136  
School Job ID: RVC-HEALTH  
Job Title: Ultrasonographer  
Company: Swedish American  
Job Type: Part Time  
Degrees Wanted: Certificate  
Location: Rockford, IL 61104  
Salary:  
Job Description: CPR certification required Registered or registry eligible by ARDMS  
Performs ultrasonic imaging and related procedures in one of the following areas: OB/GYN, abdomen and vascular studies demonstrating anatomy for interpretation/intervention by a licensed practitioner applying sonic energy. Provides appropriate patient care and exercises professional judgement ensuring successful completion of procedure. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited School of Diagnostic Medical Sonography. Registered (or registry eligible) by the American Registry of Diagnostic Medical Sonography in abdominal, OB/GYN and clinically competent in Carotid and Venous Doppler Sonography. Current CPR certification. Physics registry. Knowledge of anatomy and physiology. Ability to establish effective working relationships and clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Willingness to accept responsibility.  
Application Instructions: Apply Online  
Contact: Human Resources  
Address: 1401 E. State St., Rockford, IL 61104  
Phone: 779-696-4400  
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm
Expires: 12/03/2015
Job ID: 4261172
School Job ID: RVC-HEALTH
Job Title: Ultra sonographer - Belvidere Hospital
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate
Location: Belvidere, IL 61008
Salary:
Job Description: CPR certification required IL Department of Nuclear Safety license
Registered or registry eligible by ARDMS Performs ultrasonic imaging and related procedures
in one of the following areas: OB/GYN, abdomen and vascular studies demonstrating anatomy
for interpretation/intervention by a licensed practitioner applying sonic energy. Also performs
x-ray examinations and stores clinical diagnostic radiographic images as directed and for
interpretation by a licensed practitioner utilizing x-ray energy and computer processing
techniques. Provides appropriate patient care and exercises professional judgement ensuring
successful completion of procedure. Participates in continuous quality improvement activities
and educational experiences in support of departmental philosophy and objectives, as well as,
Health System initiatives. Other duties as assigned which may include, but not limited to,
EKG's, phlebotomy, accuchecks, vital signs, patient ambulation. Updates RN with timely
information regarding status of patient. Graduate of an accredited School of Diagnostic Medical
Sonography. Completion of accredited Radiologic Technologist program. Experience as a
hospital radiographer preferred. Minimum one year of Ultrasonography experience is preferred.
Registered (or registry eligible) by the American Registry of Diagnostic Medical Sonography in
abdominal, OB/GYN and clinically competent in Carotid and Venous Doppler Sonography.
Current license from the Illinois Department of Nuclear Safety, accreditation and registration
from the American Registry of Radiologic Technologists (ARRT.) Current CPR certification.
Completion of US registry within, but not over, 2 years from the date of hire.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 12/03/2015
Job ID: 4261203
Job Title: Receptionist
Company: Laura E. Loya-Frank, M.D.S.C
Job Type: Full Time, Part Time
Location: Melrose Park, IL 60160
Salary:
Job Description: Looking to hiring Bilingual Receptionist with computer experience.
Application Instructions: Please come in person to apply
Contact: Laura E. Loya-Frank
Address: 154 N. Broadway, Melrose Park, IL 60160
Phone: 708-343-8512

Expires: 12/03/2015
Job ID: 4261219
Job Title: Medical Biller
Company: Laura E. Loya-Frank, M.D.S.C
Job Type: Full Time, Part Time
Majors Wanted: Medical Billing and Coding
Location: Melrose Park, IL 60160
Salary:
Job Description: Looking to hiring bilingual person with billing and coding with some up to 1 year experience.
Application Instructions: Come in person to apply.
Contact: Laura E. Loya-Frank
Address: 154 N. Broadway, Melrose Park, IL 60160
Phone: 708-343-8512

Job ID: 4263943
Job Title: Team Leader - Schaumburg
Company: Feed My Starving Children
Job Type: Part Time
Location: Schaumburg, IL 60173
Salary:
Job Description: Function: Host and direct large volunteer groups of youth and adults in packaging Feed My Starving Children (FMSC) food product, creating a positive experience for volunteers. Perform general labor and warehousing tasks. Primary Duties & Responsibilities: * Greet volunteers, direct check-in, and educate volunteers on the FMSC story and mission. Adjust presentation delivery to each audience. * Instruct volunteers on how to package food product; monitor volunteers to ensure proper adherence to procedures. * Ask volunteers to donate through financial gifts and/or by purchasing products from the Marketplace(tm) store. * Uphold workplace safety policies and procedures. * Uphold food safety and quality policies and procedures. * Maintain the flow of supplies and finished product around the packaging area and
warehouse. * Label inventory, palletize boxes, wrap and strap pallets, and use a forklift and/or pallet jack. * Track and complete production reports for each volunteer shift. * Interact over the phone and in-person with registered volunteer groups to drive attendance, encourage fundraising efforts, and increase on-site donations. * Clean and maintain the orientation area, packing areas, restrooms, warehouse, etc. * Perform transactions for merchandise sales; restock retail inventory. * Lead a brief Christian prayer, inviting volunteers to pray over the packaged food. * Act as backup to the Warehouse Specialist/Assistant as needed. * Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC). * Perform other duties as assigned. Schedule & Details: * Part-time, non-exempt (hourly) position. Work location is in Schaumburg, IL. Reports to Site Supervisor. * Wage is $11.50/hour. * Regularly scheduled for 16-24 hours per week, subject to site staffing needs. *initially scheduled for shifts on Saturdays and 2-3 additional weekday and/or weeknight shifts. Saturday and occasional Sunday and holiday availability required. * Expected to occasionally sub for other Team Leaders. Occasional trainings and meetings also required, e.g. Team Leader meetings occur on a weeknight once per month. * Will have consistent exposure to soy, a known allergen. **Job Requirements:** Required Experience & Qualifications: * Must be 18 years of age or older. * Commitment to support, promote, and authentically communicate FMSC’s Christian mission and goals. * Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc. * Enthusiastic, team-oriented attitude. * Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade, and instruct large groups. * Experience asking for donations desired. * Assertive and able to coordinate and delegate. * Flexible, adaptable, and able to troubleshoot. * Able to perform responsibly, follow directions, and use good judgment and discretion. * Excellent organizational skills and attention to detail. * Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc. **Application Instructions:** To Apply: Download the application at www.fmsc.org/employmentapplication. Send the completed application to hr@fmsc.org. Type "Team Leader-SC" & your name into the email subject line. You may also include a resume (not required). Position is open until filled. **Contact:** Amanda Wheeler **Address:** 742 E Park Avenue, Libertyville, IL 60048 **Phone:** 763-504-2919 (headquarters) **Email:** hr@fmsc.org **Job Title:** Account Executive **Company:** Colonial Life **Job Type:** Full Time **Degrees Wanted:** Diploma, License
Location: Hillside, IL 60162
Salary:

**Job Description:** the position that is available is business to business consulting. You would be speaking with business owners and presidents of companies on a daily basis, marketing/consulting the idea to bring Colonial Life into their work place, since it is all payroll deducted. I am looking for someone with strong communication skills. For the compensation, both positions are all based on your performance with a 65% advance and bonuses paid out every week, year to day bonus paid every month and quarter to date paid every quarter. It ends up looking like a salary at the end of the day because you always see a steady stream of income. We also have a 10k90 which is a $1,500 bonus for the first 90 days starting with Colonial Life. On average our consultants make $50-$70k in the first year.

https://player.vimeo.com/video/138638229

**Application Instructions:** The application will be filled out after the interview.

**Contact:** Lourdes Martinez
**Address:** 4410 W. Roosevelt Rd. Suite 204, Hillside, IL 60162
**Phone:** 708-299-5859
**Email:** lourdes.martinez@coloniallife.com

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**Job ID:** 4263999
**Job Title:** dental assistant
**Company:** Westchester family dental
**Job Type:** Part Time
**Location:** Westchester, IL 60154
**Salary:** 10-13 hr. based on experience

**Job Description:** part time dental assistant with light front desk...willing to train....flexible with days and time also

**Application Instructions:** email resume to drambrosinoo@hotmail.com or fax to 708-562-7657

**Contact:** raffaele ambrosino
**Address:** 4 Westbrook corp. center, Westchester, IL 60154
**Phone:** 708-562-5621
**Fax:** 708-562-7657
**Email:** drambrosinoo@hotmail.com

**Apply Online:** http://www.westchesterfamilydental.net

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

https://www.collegecentral.com/triton