Job ID: 4418908
Job Title: Job Fair - On Spot Interviews
Company: College Nannies, Sitters, and Tutors
Job Type: Full Time, Part Time, Seasonal
Location: Glenview, IL 60025
Salary:

Job Description: Help build stronger families by joining the CNT team as a Nanny or Sitter! CNT IS HOSTING A JOB FAIR at our Glenview Center! Location: 958 Harlem Ave, Glenview, IL 60025 Date: March 18th, 2016 Time: 10AM-12, 1PM-4 Can't make it: Call us at 847-998-5657 CNT is hiring responsible, outgoing individuals for a variety of childcare positions in the city and suburbs! + Flexible hours + CNT finds and screens our families for you + Legal employment, we take care of taxes/workers compensation + Great experience and much more! To learn more about CNT and our positions, please check out our website at: https://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/

Contact: Stephanie Clark
Address: 958 Harlem Ave., Glenview, IL 60025
Phone: 847-998-5657
Email: Sclark@collegenannies.com
Apply Online: http://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/

Expires: 03/21/2016
Job ID: 4428130
Job Title: Part-Time/Seasonal Mechanic Assistant
Company: Village of Oak Brook
Job Type: Part Time, Seasonal
Location: Oak Brook, IL 60523
Salary: $15.00 ? 18.00 DOQ

Job Description: The Village of Oak Brook is currently accepting applications for the position of Part-Time/Seasonal Mechanic's Assistant. This position involves conducting general vehicle maintenance under the supervision of the department mechanic. The position will be required to perform routine maintenance on light and medium duty vehicles. They will also be required to perform general maintenance on department equipment and facilities. The successful candidate will demonstrate a working knowledge of automotive and hand power equipment. The successful candidate must work independently, operate specialized motor vehicles and equipment as well as assist other Public Works departments/divisions in their daily and emergency operations. The position will also assist in snow plowing and snow removal in emergency situations and activities as well as other duties as assigned.

Job Requirements: Graduation from high school with diploma, experience with hand and power tools. Knowledge of occupational hazards involved and safety precautions necessary in automotive repair work along with ability to repair vehicles and equipment under the direction of Public Works
Staff. Additionally, the successful candidate will demonstrate professionalism, multi-tasking abilities, consistent attendance as well as a strong dedication to customer service.

**Application Instructions:** To apply please submit via email an employment application to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org or apply online at: http://www.oak-brook.org/Jobs.aspx?UniqueId=94&From=All&CommunityJobs=False&JobID=PartTimeSeasonal-Mechanic-Assistant-56

**Contact:**
**Address:** 1200 Oak Brook Road, Oak Brook, IL 60523
**Phone:** 6303685000
**Email:** resume@oak-brook.org


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**Expires:** 03/21/2016
**Job ID:** 4431798
**School Job ID:** MVCC
**Job Title:** Budget Analyst II
**Company:** Metra
**Job Type:** Full Time
**Degrees Wanted:** Bachelors
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** IL

**Salary:**

**Job Description:** Budget Analyst II Posting No. 430 Posting Period: March 8 - 21, 2016
Summary of Duties The Budget Analyst II will complete complex financial and operational analysis related to the operations of the Northeast Illinois Regional Commuter Railroad Corporation (NIRCRC) and the Purchase of Service Contract commuter railroads. Track financial, operation and headcount information related to the NIRCRC railroads and Purchase of Service Carrier railroads. Maintain databases for cost studies, variance analysis and budget preparation. Research performance variations from the approved budget, monitor financial trends and conditions, and assist in developing financial forecasts. Provide technical analysis and present variation findings and results, both in writing and/or verbally, to the budget division staff on a regular and project specific basis. Assist in the completion of detailed presentation materials for senior management and the Board. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree in Finance, Accounting or a related discipline. 2. Must have a minimum of four (4) years experience in fiscal analysis, budgeting, accounting and automated financial reporting systems. Some experience in the transportation industry is desirable. 3. Must have knowledge of budgetary administration, control and monitoring. 4. Ability to perform financial, statistical,
comparative analyses of budgetary documentation and data and make sound conclusions and recommendations. 5. Excellent verbal and written communication, organizational and presentation skills. 6. Proficient in Microsoft Office Suite and have advanced experience in Excel, including pivot tables and financial modeling. 7. Able to work effectively with limited supervision. 8. Ability to exercise sound independent judgment within established guidelines.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metrar.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-8918
trends and conditions, and assist in developing financial forecasts. Provide technical analysis and present variation findings and results, both in writing and/or verbally, to the budget division staff on a regular and project specific basis. Assist in the completion of detailed presentation materials for senior management and the Board. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications 1. Bachelor's degree in Finance, Accounting or a related discipline. 2. Must have a minimum of four (4) years experience in fiscal analysis, budgeting, accounting and automated financial reporting systems. Some experience in the transportation industry is desirable. 3. Must have knowledge of budgetary administration, control and monitoring. 4. Ability to perform financial, statistical, comparative analyses of budgetary documentation and data and make sound conclusions and recommendations. 5. Excellent verbal and written communication, organizational and presentation skills. 6. Proficient in Microsoft Office Suite and have advanced experience in Excel, including pivot tables and financial modeling. 7. Able to work effectively with limited supervision. 8. Ability to exercise sound independent judgment within established guidelines. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. To apply for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to the following email. Please be sure to list the job title in the subject line of your email. E-mail: jobs@metra.com Qualified candidates must be legally authorized to be employed in the United States. Metra does not provide sponsorship for employment visa status (e.g., H-1B or TN status) for this employment position. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, gender identity, disability or any protected categories, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Contact: Human Resources
Address: 547 West Jackson Blvd., Chicago, IL 60661
Phone: 312-322-8918

Expires: 03/26/2016
Job ID: 4434795
Job Title: Community Worker Center for College Access and Success (CCAS
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL
Salary: $15.00
**Job Description:** Community Worker Center for College Access and Success (CCAS)

Qualifications: * One year experience in work related to the job to be performed (Each position requires a background check.) Departmental Screening: Bachelor's degree required. Graduate degree or coursework preferred Experience working with youths (6th - 12th grades) in youth service organizations and/or Chicago schools Special interests and/or talents that can be incorporated into after-school activity for students Sensitivity and commitment to the needs of families in schools serving low income families Good communication and interpersonal skills Proficiency in using Word 2010 or Excel Familiarity with Chicago's Austin neighborhood preferred Salary: $15.00 per hour

**Hours:** To Be Determined (Hours may vary depending on departmental needs)

**Appointment:** 60%

**Responsibilities:** This position provides assistance in development and implementation of after-school, before-school, Saturday and summer programs for students and parents at BTB schools. Work collaboratively with Site Managers at assigned school(s) to coordinate student outreach and program planning. Help facilitate collaboration with partner organizations.

**Job Requirements:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume Official transcript(s)

You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, affirmative action form, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 3/25/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.

**Application Instructions:** Application Deadline: A current employment application, affirmative action form, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 3/26/2016. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.sucss.illinois.gov/updates.aspx
Contact: Tom Blackwell  
Address: 55555 North Bernard, Chicago, IL 60625  
Phone: (773) 442-5200  
Fax: (773) 583-3108  
Apply Online: http://www.succs.illinois.gov/updates.aspx  

Expires: 03/27/2016  
Job ID: 4427631  
School Job ID: ivcc  
Job Title: Security Analyst/Systems Administrator  
Company: Illinois Valley Community College  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Computer Information Systems  
Job Target: Any Job Target  
Location: Oglesby, IL 61348  
Salary: see job description  

Job Description: Job Summary: The Security Analyst/Systems Administrator will assist/or perform the installation and maintenance of network operating systems and server equipment, as well as advise and implement security best practices, and be responsible for the day to day system security and operations of the College's Linux, Windows, and VMWare systems. Working Conditions: Office Environment Salary Range: Level 9, Exempt, $37,253 to $49,670 annually  

Job Requirements: Qualifications: Bachelor of Science degree in computer science -OR- an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired. Two years of experience required: (1) working with network management software and network monitoring; (2) in systems and/or network security; (3) working with one or more of the following: vSphere, Windows Server and Linux operating systems in an Active Directory environment with experience in system administration; and (4) working with LAN/WAN protocols. Application Instructions: Application Procedure: Complete online application by clicking on the "Apply" link shown above and include a cover letter specifically addressing how your qualifications meet the duties and responsibilities outlined in the job description, resume, and applicable (unofficial) transcripts. A full job description is attached. Open until position is filled; however, please submit application materials by Sunday, March 27, 2016 for full consideration. AA/EOE  

Contact: Glenna Jones  
Address: 815 N. Orlando Smith Road, Oglesby, IL 61348  
Phone: 815.224.0426  
Fax: 815.224.1437
Apply Online: https://phl.applitrack.com/ivcc/onlineapp/

Expires: 03/31/2016  
Job ID: 4417019  
Job Title: Inside Sales  
Company: Chicago Industrial Equipment, Inc  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockdale, IL 60436  
Salary: 35-50000  

Job Description: Chicago Industrial Equipment, Inc. (CIE) located in Rockdale, IL, is one of the largest equipment wholesalers in aerial work platforms, telehandlers, and forklifts is seeking a candidate for an entry level sales position to join our team. CIE is a family owned business that has been a leader in the industry for over 45 years. Candidate needs to be a people person, an outgoing personality, competitive by nature, have a strong inter-drive without supervision, be a "horse trader" by nature, strong desire to be in the business world, and need to have excellent phone skills. Also, must have strong computer skills (Microsoft Word, Excel, and Outlook), marketing skills, excellent communication skills, organizational skills, strong interpersonal skills, and the ability to handle multiple tasks simultaneously and prioritize accordingly. Knowledge of the industry and mechanical skills are preferred but not required if capable of learning. Employee will be required to operate aerial work platforms, telehandlers, and forklifts after properly trained. CIE offers competitive compensation for qualified candidate. If you are interested in starting a very fun and rewarding career, please email resumes to Nate Olson nate@chicagoindustrial.com for review.

Contact: Nate Olson  
Address: 600 Oakwood Ct, Rockdale, IL 60436  
Phone: 815-744-8811  
Email: nate@chicagoindustrial.com

Expires: 03/31/2016  
Job ID: 4417025  
Job Title: Looking for Caring Infant Teachers  
Company: Bright Horizons Family Solutions  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors, Certificate  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target  
Location: DuPage & Cook County, IL
Salary:

**Job Description:** Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine's "100 Best Companies to Work For." Now hiring in Downers Grove, Wheaton, Western Springs and Hoffman Estates! As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in the design and implementation of a developmentally appropriate curriculum and work collaboratively to maintain positive relationships with parents, children, coworkers, and clients.

**Requirements:** *High School Diploma/GED required *Must meet state requirements for education and experience *Additional center/school requirements may apply Preferred Requirements: *Related early childhood education/child development college course work *CDA *Working towards an Associate's or Bachelor's early childhood education/child development or related degree *12 months of professional teaching experience Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

**Application Instructions:** Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County or Illinois-Cook County

**Contact:**

Email: colleen.fogel@brighthorizons.com

Apply Online: https://www.brighthorizons.com/careers

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Expires: 03/31/2016
Job ID: 4417029
Job Title: Early Childhood Education Teachers-All Age Groups
Company: Bright Horizons Family Solutions
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Itasca, IL 60143
Salary:
**Job Description:** Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine's "100 Best Companies to Work For." Now Hiring in Wheaton! Interview Night scheduled for January 12, 2016 at 6:30 p.m. RSVP to colleen.fogel@brighthorizons.com. Additional details will be emailed back to you. As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in the design and implementation of a developmentally appropriate curriculum and work collaboratively to maintain positive relationships with parents, children, coworkers, and clients.

**Requirements:**
* High School Diploma/GED required
* Must meet state requirements for education and experience
* Additional center/school requirements may apply
* Related early childhood education/child development college course work
* CDA
* Working towards an Associate's or Bachelor's early childhood education/child development or related degree
* 12 months of professional teaching experience

Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers. For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

**Application Instructions:** Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County

**Contact:**

**Email:** colleen.fogel@brighthorizons.com

**Apply Online:** https://www.brighthorizons.com/careers

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**Expires:** 03/31/2016  
**Job ID:** 4417037  
**Job Title:** Hiring Twos Teachers with Heart  
**Company:** Bright Horizons Family Solutions  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Associates, Bachelors, Certificate  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Itasca, IL 60143  
**Salary:**
Job Description: Partner with parents, develop in emergent curriculum, and experience the wonders of children... It's all in a day's work at Bright Horizons! Now hiring Twos Teachers in Oakbrook, Western Springs and Wheaton! Discover the rewards of accompanying young children through their unique world of exploration, excitement, and delight. At Bright Horizons, we recognize the talents of dedicated, creative, and hardworking people who care passionately about children, families, and each other. Make a difference in the life of a young child at one of FORTUNE magazine’s "100 Best Companies to Work For." As a teacher, you will have the opportunity to make a difference in the lives of children by providing them with a safe and nurturing environment that encourages their social, emotional, physical, and intellectual development. You will work with a talented team of diverse teachers and assist in the design and implementation of a developmentally appropriate curriculum and work collaboratively to maintain positive relationships with parents, children, coworkers, and clients. Requirements: *High School Diploma/GED required *Must meet state requirements for education and experience *Additional center/school requirements may apply Preferred Requirements: *Related early childhood education/child development college course work *CDA *Working towards an Associate's or Bachelor's early childhood education/child development or related degree *12 months of professional teaching experience Our benefits include a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at http://www.brighthorizons.com/careers For more information about this position or other exciting opportunities at Bright Horizons, please visit www.brighthorizons.com/careers or contact Colleen Fogel at colleen.fogel@brighthorizons.com. Bright Horizons is an Equal Employment Opportunity/Affirmative Action Employer committed to diversity in our workplace.

Application Instructions: Go to www.brighthorizons.com/careers Then to Search Jobs and Apply Then to Illinois-DuPage County or Illinois-Cook County

Contact:
Email: colleen.fogel@brighthorizons.com
Apply Online: https://www.brighthorizons.com/careers

Expires: 03/31/2016
Job ID: 4417076
Job Title: C N A
Company: The Fountains at Crystal Lake
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Crystal Lake, IL 60012
Salary: 10.50 on up
Job Description: The Fountains at Crystal Lake is looking for extraordinary people to join our staff of caregivers/CNA's. The Fountains at Crystal Lake is a Senior Living Retirement
community, serving Independent, Assisted and Memory Care Residents. We are located on 30 acres in a beautiful wooded setting at 965 N. Brighton Circle, Crystal Lake Illinois. We currently are accepting applications for CNA/Caregiver position that we have available for our 3:00 pm to 11:00 pm shift. Currently we are hiring full time for this position. If you have a desire to work with the Senior population we are looking for you. Assisted Living experience a plus. Wages start at $10.50 per hours depending on experience. The Fountains at Crystal Lake is an equal opportunity employer. 

**Job Requirements:** You do not need to have your CNA certificate, however it is preferred. Caregivers with experience may also apply.

**Application Instructions:** Fax resume or come in any time and fill out an application.

**Contact:** Patty Mills

**Address:** 965 N. Brighton Circle, Crystal Lake, IL 60012

**Phone:** 815-477-6579

**Fax:** 815-455-2142

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**Expires:** 03/31/2016

**Job ID:** 4417101

**Job Title:** Waiters/Waitress

**Company:** The Fountains at Crystal Lake

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Crystal Lake, IL 60012

**Salary:** 8.25 and up

**Job Description:** The Fountains at Crystal Lake is looking for extraordinary people to join our staff in Dining Services. The Fountains at Crystal Lake is a Senior Living Retirement community, serving Independent, Assisted and Memory Care Residents. We are located on 30 acres in a beautiful wooded setting at 965 N. Brighton Circle, Crystal Lake Illinois. We currently are accepting applications for Server position that we have available for our 7:00 am to 1:00 pm shift. Currently we are hiring Part time for this position. Also available would be 3:30 pm to 6:00 pm shift and occasional weekends. If you have a desire to work with the Senior population we are looking for you. Assisted Living experience a plus. Wages start at $8.25 per hour depending on experience. Please apply thru Indeed. You can also stop in and fill out an application we try to do on the spot interviews. You can also call to set up an interview appointment. The Fountains at Crystal Lake is an equal opportunity employer.

**Job Requirements:** Experience with the Senior population a plus. Assisted Living Experience a plus.

**Application Instructions:** Fax resume to 815-455-2142 or stop in during regular business hours to fill out an application. You can also email pmills@watermarkcommunities.com for additional information.
Contact: Patty Mills  
Address: 965 N. Brighton Circle, Crystal Lake, IL 60012  
Phone: 815-477-6579  
Fax: 815-455-2142

Expires: 03/31/2016  
Job ID: 4417188  
Job Title: CNC Operators Lynx and Miyano  
Company: Deltrol Fluid Products  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Bellwood, IL 60104  
Salary:

Job Description: Deltrol Fluid Products Physical Job Description Lynx Turning Machine Set-up Person and Operator Department/Division/Section: 215/DFP/MACHINING DEPARTMENT Hours Available: Monday-Friday 6:30am - 3pm, 3-11pm . Job Summary: Lynx Turning Machine Operator Essential Functions: Be able to read English, understand and execute company prints, drawings and instructions to operate Lynx Machine(s) and drill presses. Be able to check parts on a frequent basis to ensure accuracy and quality. Qualifications/Requirements: Understand and ability to use precision measuring equipment. Understand standard CNC Turning Machine practices, tooling and operation of Lynx equipment. Familiarity with drilling/machining equipment is preferred but not required. Be able to read blueprints and perform basic trigonometry and geometry calculations. Sensory Requirements: Vision and Hearing are required to perform these duties. Environmental: Current conditions are air conditioned and heated. Air conditioning is not required for the operation of this equipment. Education/Experience/License Requirements: CNC turning machine experience is required. Understand and able to use precision measuring equipment. Understand standard CNC turning machine practices, tooling and operation of CNC turning equipment. Be able to read blueprints and perform basic trigonometry and geometry calculations. Be able to read G-code programs is not necessary, but a plus. Language Skills: Basic English language skills. Must be able to communicate with supervisor. Mathematical Skills: Must be able to perform basic trigonometry and geometry calculations required. Reasoning Ability: Must have the necessary skills to evaluate and make proper adjustments to continue to produce quality parts and troubleshoot machining issues. Work Environment: Industrial machine shop environment with machine oils, solvents and potentially hazardous chemicals. Physical Demands: Bending, lifting (34 lbs. max, 1.375 steel hex bar 6ft.), standing, walking, pushing, pulling on occasion.

Application Instructions: Please send resume to the email address for consideration.

Contact: Lisa Sparks  
Address: 3001 Grant Ave, Bellwood, IL 60104
Phone: 708-240-7709
Fax: 708-547-0026
Email: hr@deltrolfluid.com

Expires: 03/31/2016
Job ID: 4417275
Job Title: Home Health Aide
Company: Heartland Hospice
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: 
Job Target: Any Job Target
Location: Frankfort, IL 60423
Salary: 
Job Description: Heartland Hospice a subsidiary of HCR ManorCare that provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy is currently searching for a full-time Home Health Aide to support their hospice patients in their homes. The Home Health and Hospice Aide provides personal care to patients to promote comfort and support. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. We required 1 year of C.N.A experience, current IL C.N.A. certification, High School Diploma or GED and reliable transportation.

Job Requirements: 1 year of C.N.A experience, High School Diploma or GED and reliable transportation
Contact: Kristin Lueptow
Address: 20960 Frankfort Square Road, Suite C, Frankfort, IL 60423
Phone: 262-389-1882
Fax: 888-819-6612

Expires: 03/31/2016
Job ID: 4417331
Job Title: Paid Clinical Research Studies
Company: Asthma and Allergy Center of Chicago, SC
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: River Forest, IL, IL
Salary:

**Job Description:** The Asthma and Allergy Center of Chicago is currently conducting Clinical Trials for Asthma, COPD and Dust Mite allergy. To volunteer for a clinical research study you may call our office at 708-366-9300 or go to our website www.research4health.com All study participants will receive at no cost; lung function testing, physical exam, study medication and compensation for time and travel.

**Contact:** Noemi Mendoza

**Address:** 7420 Central Ave, Suite 2020, River Forest, IL 60305

**Phone:** 708-366-9300

**Fax:** 708-366-9310

**Email:** na.mendoza@att.net

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**Expires:** 03/31/2016  
**Job ID:** 4417484

**Job Title:** Driver Courier

**Company:** UNI-CARRIER, INC.

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

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** DARIEN, IL 60561

**Salary:** 12.00/hr + / -

**Job Description:** Ideal for full & part-time students !!! Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.,; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY..... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)

**Job Requirements:** PASS D.O.T. physical Valid ILL. D. L.

**Application Instructions:** APPLY in person ONLY: UNI-CARRIER, INC. 1000 N. Fronatge Rd.-Ste. A DARIEN East of Cass Ave. NORTH of I-55

**Contact:**

**Address:** P.O. BOX 794, westmont, IL 60559

**Phone:** (630)434-7000

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**Expires:** 03/31/2016  
**Job ID:** 4417485
Job Title: SALES REPRESENTATIVE--female or male
Company: UNI-CARRIER, INC.
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Darien, IL 60561
Salary: competitive

Job Description: We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL. driver li., over 23 years of age, well groomed, write, read & speak english as primary language. We offer good benefits, and salary commensurate with experience, will train right candidate. Please apply to; unicarrier@aol.com

Contact: UNI-CARRIER, INC.
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000

Expires: 03/31/2016
Job ID: 4418014

Job Title: Part Time Program Staff and Drivers
Company: Northern Suburban Special Recreation Association
Job Type: Part Time, Seasonal, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: 10.00 - 14.00 an hour

Job Description: NSSRA is looking for creative, enthusiastic and motivated Program Staff, Inclusion Companions and Drivers for recreational programs for people with disabilities in Chicago's northern suburbs. Interested applicants should enjoy helping/assisting our participants that range in age from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the quality of life of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying sports and recreation!!!! These positions are ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Want to make a difference in someone's life, everyday * Are highly motivated and enthusiastic Program Staff must be 16 year of age. No prior experience needed. We provide training for all our employees. Drivers must be 21 years of age, have a valid Illinois driver's license, pass a pre-employment physical, drug test and maintain a driving record with no more than one moving violation in the past 12 months. Drivers operate agency vehicles to transport participants and assist in care of the vehicles. All drivers need to be
able to work programs. All positions are part-time and work schedules may range from a
minimum of 1 hour per week up to 28 hours per week. Scheduling is assigned by program
season, and hours are flexible and can be adjusted per season. Reliable transportation is required
to ensure attendance at all scheduled programs. When committing to work a program you must
be able to work all meeting dates for entire season. Northern Suburban Special Recreation
Association (NSSRA) offers more than 800 programs and events during the year and serves
approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance,
cooking and other areas. Participants range in age from 3-99. Programs are offered at park
district facilities, school, and other locations throughout the northern suburbs. Ready to have
fun? Complete an online application at www.nssra.org/jobs to be scheduled for an interview.
NSSRA is an Equal Opportunity Employer.

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

Expires: 03/31/2016
Job ID: 4418089
Job Title: Database Assistant
Company: Cure SMA
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: Based on experience

Job Description: The Database Assistant is an integral member of the dynamic Cure SMA
team. Using Blackbaud’s LCRM and Luminate Online databases, the Assistant is responsible for
the accurate recording and processing of all donor gifts, sponsorships and registrations, prepares
requisite reports to ensure accuracy of information, and produces acknowledgment letters, tax
receipts and tribute notification letters. The Assistant reports to the IT Manager to maintain data
integrity across multiple databases, and ensures accuracy of database records in order to support
the Cure SMA team in achieving its annual fundraising goals.

Job Requirements: Minimum Education: High School/GED Equivalent Job Experience: At
least 2-3 years of data entry or administrative assistant experience; non-profit experience
preferred but not required Demonstrated Competencies: Quick data entry skills balanced with
strong accuracy and attention to detail. Strong organizational and prioritization skills. Maintains
positive and professional demeanor and demonstrate credibility, integrity, and confidentiality.
Strong working knowledge of Word, Excel and Outlook. Strong computer skills, including the
ability to create mail merges and spreadsheets with basic formulas. Ability to work in a fast-
paced environment and follow directions, policies and procedures. Ability to apply common
sense and critical thinking to carry out instructions. Good oral and written communication skills. Ability to balance data. General understanding of gift coding structures and general ledger concepts.

Application Instructions: Cover letter, resume and salary history required.
Contact: Human Resources
Address: 925 Busse Road, Elk Grove Village, IL 60007
Email: Human.Resources@curesma.org

Expires: 03/31/2016
Job ID: 4418119
Job Title: Graphic Designer - Part Time
Company: Cure SMA
Job Type: Part Time
Degrees Wanted: Associates
Majors Wanted: Visual Communication - Graphic Design/Graphic Arts
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: Based on experience
Job Description: The graphic designer will create effective, high-quality materials, both print and online, for a growing national non-profit organization. The graphic designer will be responsible for conceptualization, layout, and timely and efficient edits, and will work with communications manager to ensure all pieces produced adhere to brand standards and meet set communications goals. Schedule is variable based on project load, with an estimated average of 20-25 hours per week.

Job Requirements: Job Experience: At least 3 years of graphic design experience. Non-profit or healthcare experience a plus, but not required. Demonstrated Competencies: Adobe Creative Suite, particularly Photoshop and InDesign. Microsoft PowerPoint Basic knowledge of HTML and CSS coding. Java coding skills a plus. Ability to grasp complex topics and translate those topics into graphics and visuals Ability to understand and follow branding guidelines. Ability to proofread content and follow style guidelines. Ability to manage multiple projects at once.

Application Instructions: Cover letter, resume, salary history and link to your online portfolio required.
Contact: Human Resources
Address: 925 Busse Road, Elk Grove Village, IL 60007
Email: Human.Resources@curesma.org

Expires: 03/31/2016
Job ID: 4418362
Job Title: Phone Worker - Lincolnwood
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Lincolnwood, IL 60712
Salary: Competitive hourly wage

Job Description: Responsibilities include but are not limited to: - Take phone orders correctly per Malnati standards. - Knowledge of the menu/description of food and prices. - Proper functioning/working knowledge of computer system. - Effective communication with Kitchen, Cashier and other phone workers. - Greet callers promptly, courteously, efficiently and in a friendly manner. - Close conversation/order effectively by following all Malnati procedures. - Package food order(s) for customers, which includes flipping pizzas, boxing pizzas and packaging other delicious food items. - Stock carryout supplies/food. - Any other responsibilities as may be assigned. Qualifications: - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - Paid training. - Competitive pay. - 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 interested please apply at http://www.loumalnatis.com/open-positions or in person at 6649 N Lincoln Ave, Lincolnwood IL 60712

Contact: Eileen Sexton
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016
Job ID: 4418364
Job Title: Delivery Driver - Lincolnwood
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Location: Lincolnwood, IL
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: - 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 interested please apply online at http://www.loumalnatis.com/open-positions or in person at 6649 N Lincoln Ave, Lincolnwood IL 60712

**Contact:** Eileen Sexton

**Address:** 3685 Woodhead Drive, Northbrook, IL 60062

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/open-positions

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**Expires:** 03/31/2016

**Job ID:** 4418369

**Job Title:** Bus Staff - Evanston

**Company:** Lou Malnati’s

**Job Type:** Part Time

**Location:** Evanston, IL 60201

**Salary:** Competitive hourly wage & tips

**Job Description:** Responsibilities include but are not limited to: - Prepare, set and clean tables according to Malnati standards. - Wrap leftovers for customers. - Clean dining room, walls, furniture, ceilings etc. - Provide assistance to our dining room servers when necessary. - Any other responsibilities as may be assigned. Qualifications: - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - 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 interested please apply online at http://www.loumalnatis.com/open-positions or in person at 1850 Sherman Ave, Evanston, IL 60201

**Contact:** Eileen Sexton

**Address:** 3685 Woodhead Drive, Northbrook, IL 60062

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/open-positions
Expires: 03/31/2016  
Job ID: 4418374  
Job Title: Delivery Drivers - Evanston  
Company: Lou Malnati’s  
Job Type: Part Time  
Location: Evanston, IL 60201  
Salary: Competitive hourly wage & tips  
Job Description: Delivery Driver 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. * Advancement opportunities (89% of our current store managers started their career at Lou Malnati’s as a staff member!). * Insurance -medical, dental, prescription drug, vision, life, accident, STD, LTD, AD&D & FSA to exempt and non-exempt employees who work 37 or more hours. * Domestic Partner Benefits. * 401(k) with generous match. * Annual vacation check paid to eligible full-time hourly non-exempt employees. * 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 interested please apply online at http://www.loumalnatis.com/open-positions or in person at 1850 Sherman Ave, Evanston, IL 60201  
Contact: Eileen Sexton  
Address: 3685 Woodhead Drive, Northbrook, IL 60062  
Phone: 847-562-1814  
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016  
Job ID: 4418376  
Job Title: Bus Staff - Lincolnwood  
Company: Lou Malnati’s  
Job Type: Full Time, Part Time  
Location: Lincolnwood, IL 60712
Salary: Competitive hourly wage & tips

Job Description: Responsibilities include but are not limited to: - Prepare, set and clean tables according to Malnati standards. - Wrap leftovers for customers. - Clean dining room, walls, furniture, ceilings etc. - Provide assistance to our dining room servers when necessary. - Any other responsibilities as may be assigned. Qualifications: - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - 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 interested please apply online at http://www.loumalnatis.com/open-positions or in person at 6649 N Lincoln Ave, Lincolnwood IL 60712

Contact: Eileen Sexton
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016

Job ID: 4418408

Job Title: Phone Worker - Old Irving
Company: Lou Malnati's
Job Type: Full Time, Part Time
Location: Chicago, IL 60641
Salary: Competitive hourly wage

Job Description: Responsibilities include but are not limited to: - Take phone orders correctly per Malnati standards. - Knowledge of the menu/description of food and prices. - Proper functioning/working knowledge of computer system. - Effective communication with Kitchen, Cashier and other phone workers. - Greet callers promptly, courteously, efficiently and in a friendly manner. - Close conversation/order effectively by following all Malnati procedures. - Package food order(s) for customers, which includes flipping pizzas, boxing pizzas and packaging other delicious food items. - Stock carryout supplies/food. - Any other responsibilities as may be assigned. Qualifications: - Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers). - Ability to work varied hours/days including holidays. - Ability to work extra days and hours when circumstances require. Benefits: - Paid training. - Competitive pay. - 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 interested please apply online at http://www.loumalnatis.com/open-positions
Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016
Job ID: 4418414
Job Title: Delivery Driver - Old Irving
Company: Lou Malnati’s
Job Type: Full Time, Part Time
Location: Chicago, IL 60641
Salary: Competitive hourly wage & tips
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: - 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 interested please apply online at http://www.loumalnatis.com/open-positions
Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Apply Online: http://www.loumalnatis.com/open-positions

Expires: 03/31/2016
Job ID: 4418435
Job Title: Customer Service Representative
Company: Stericycle
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary:

Job Description: Under immediate direction, maintains sound customer relationships by handling questions and concerns with speed, accuracy and professionalism. Provides timely response of customer inquiries up to and including pick-ups, billing, payments, product orders, etc., and all other aspects of a customer's needs. * Using excellent communication and multitasking skills, responds timely to customer inquiries and process requests, according to established standards with attention to style, tone, and manner of communication, received through the automated ADC system, mail, or email regarding inquiries on invoices, payments, and collections as outlined by the Customer Service Manager, positioning Stericycle products and services to customers. Must be able to research customer issues and find workable solutions. * Provides feedback to management on ways to increase efficiencies and the effectiveness of servicing customer's needs. * Performs necessary record keeping activities. * Performs other related duties as required or requested. Position Requirements * High school diploma or GED required. * Six or more months of general office experience, preferably in a customer service environment, or the equivalent in related work experience. * Demonstrates the ability to type a minimum of 40 wpm. * Demonstrates general knowledge of Windows PC, Microsoft Word and Excel, and Outlook, CIB, Tower, and BSA. * Demonstrates strong organizational and interpersonal communication skills. Ability to handle complex and demanding situations tactfully when dealing with customers and assist other team members with problem resolutions.

Contact: Mary Paulus
Address: 4010 Commercial Dr., Northbrook, IL 60062
Phone: 847-943-6484
Email: mary.paulus@stericycle.com
Apply Online: http://careers.stericycle.com/jobsearch/job-details/customer-service-representative/16262/

Expires: 03/31/2016
Job ID: 4418536
Job Title: Tire Maintenance Technician /Mechanic - Hinsdale, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Hinsdale, IL
Salary:
**Job Description:** Firestone Complete Auto Care is currently hiring for Tire Maintenance Technician /Mechanic - Hinsdale, IL

**Responsibilities:**
* Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical
* Change oil and/or transmission fluid and filters
* Install batteries and checks electrical systems
* Install and perform tire maintenance
* Install parts which include shock absorbers and exhaust systems
* Road test vehicles

**Job Requirements:**
* Demonstrate the ability to learn basic mechanical tasks
* A high level of motivation and energy and strong customer service skills
* Must have a valid driver's license

We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care

We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone.

Every day, in every store, with every teammate and every customer....We promise to care.

**Our Purpose**
To be the most trusted provider of automotive care in every neighborhood we serve.

We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Tamara 312-915-5184

**Application Instructions:**
PLEASE SUBMIT YOUR APPLICATION ONLINE THROUGH OUR CAREER SITE

**Contact:**

Apply Online: http://bridgestoneretail.jobs/

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**Expires:** 03/31/2016  
**Job ID:** 4418828  
**Job Title:** Cashier/Floor Associate  
**Company:** Ebel's Ave Hardware  
**Job Type:** Full Time, Part Time  
**Location:** Elmhurst, IL 60126  
**Salary:** $10.00 - $12.00 hr.

**Job Description:** We are looking for cheerful personable people who enjoy working with the public! Must be available weekends. No experience needed!

**Application Instructions:** Please come in person to apply

**Contact:**  
Karen Hench  
Address: 1028 S. York Rd., Elmhurst, IL 60126  
Phone: (630) 279-1117

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**Expires:** 03/31/2016  
**Job ID:** 4418848
Job Title: Center Director
Company: Safari Childcare
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Palatine, IL 60067
Salary: 40+K

Job Description: Ensuring total quality management throughout the center by upholding the highest health, safety, and cleanliness standards in order to facilitate a positive, supportive environment for students, families, and teachers. Promoting Safari Childcare through: potential customer tours, community events, networking with businesses and chambers, and location-based promotions. Bonus plan is primarily based upon enrolling children into the center. Establishing and maintaining strong customer relationships with current and potential customers. Sales, customer service and strong follow-up skills are essential in order to be successful in this position. Those who are patient, organized, and enjoy helping people will thrive in this position. Managing your staff by: mentoring, leading and training teachers as well as terminating staff who are not performing in the best interest of the children. Supervising the implementation of a developmentally-appropriate curriculum with an emphasis on literacy, math, science, and first-grade readiness. Evaluating the classroom structure, daily schedule, and teacher’s interaction with students, and in some instances dis-enrolling bullies, if necessary, to protect the other students.

Contact: Michele Klasky
Address: 1524 W. Algonquin Rd., Palatine, IL 60067
Phone: 847-991-3090
Fax: 847-991-0355
Email: laurahaas@safarichildcare.com
Apply Online: http://www.appone.com/MainInfoReq.asp?R_ID=1211171

Expires: 03/31/2016
Job ID: 4418849
Job Title: Assistant Teacher
Company: Safari Childcare
Job Type: Full Time, Part Time
Degrees Wanted: Diploma
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: IL
Salary:
**Job Description:** As an Assistant Teacher you will assist the Lead Teacher in all classroom functions, implement lesson plans, tend to children's needs, maintain room design, adhere to health and safety procedures. We are hiring for all 11 of our locations: Army Trail, Belvidere, Bensenville, Cary, East Dundee, Palatine, Highland Park Mt Prospect (2 locations), McHenry and Streamwood.

**Job Requirements:** Please visit www.safarichildcare.com to fill out an application!

**Contact:** Michele Klasky
**Address:** 1524 W. Algonquin Rd., Palatine, IL 60067
**Phone:** 847-991-3090
**Fax:** 847-991-0355
**Email:** laurahaas@safarichildcare.com
**Apply Online:** http://www.appone.com/MainInfoReq.asp?R_ID=1211175

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**Expires:** 03/31/2016
**Job ID:** 4418851
**Job Title:** Lead Teacher
**Company:** Safari Childcare
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates, Bachelors
**Location:** Chicagoland, IL

**Salary:**

**Job Description:** Early Childhood Teachers Make a difference in children's lives! Passionate about teaching kids to read? Write? Walk? Learn? If so, we want you to join our team! We are now hiring for all 11 of our family-owned locations: Mount Prospect (2 locations), Highland Park, Bensenville, East Dundee, Palatine, Streamwood, Hanover Park, McHenry, Cary, and Belvidere! Manage your own classroom... teach kids to love learning... encourage interaction with peers... and above all LOVE THEM! Safari childcare implements a thematic curriculum, focuses on individualized care for each student, a

**Application Instructions:** Once on our website Safarichildcare.com click on careers, then on the application link. We look forward to hearing from you.

**Contact:** Michele Klasky
**Address:** 1524 W. Algonquin Rd., Palatine, IL 60067
**Phone:** 847-991-3090
**Fax:** 847-991-3055
**Email:** laurahaas@safarichildcare.com
**Apply Online:** http://www.appone.com/MainInfoReq.asp?R_ID=1211174

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**Expires:** 03/31/2016
**Job ID:** 4418914
**Job Title:** Sales Associate - Part-time
Company: Kensie  
Job Type: Part Time  
Location: Rosemont, IL 60018  
Salary: TBD  

**Job Description:** This position requires previous retail sales, or face-to-face customer services experience. Must be available nights, weekends, and holidays. This is a part time job between 10-15 hours per week. Must be outgoing, responsible, good work ethic, and open to training and coaching. We would like someone with 1 year experience in customer services/retail experience.

**Application Instructions:** Please e-mail your resume at KensieRosemontIL@kensieretail.com to be consider

**Contact:** Mia Cameli  
**Address:** 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018  
**Phone:** (847) 678-7585  
**Email:** KensieRosemontIL@kensieretail.com

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**Expires:** 03/31/2016  
**Job ID:** 4419043  
**Job Title:** Manager in Training- Part-time  
**Company:** Kensie  
**Job Type:** Part Time  
**Location:** Rosemont, IL 60018  
**Salary:** BOE  

**Job Description:** This position needs at least one to three years of experience in fashion retail environment. Must be a key holder or sales lead currently. Must be available to work weekends, holidays, and Monday - Wednesday availability. This is part-time with 15 - 20 hours per week. Salary based on experience and availability. We would like someone with 1 year or more of experience in management.

**Application Instructions:** Please e-mail your resume at KensieRosemontIL@kensieretail.com

**Contact:** Mia Cameli  
**Address:** 5220 Fashion Outlets Way Fashion Outlets of Chicago, Rosemont, IL 60018  
**Phone:** (847) 678-7585  
**Email:** KensieRosemontIL@kensieretail.com

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**Expires:** 03/31/2016  
**Job ID:** 4419080  
**Job Title:** Cashier  
**Company:** Real Urban BBQ  
**Job Type:** Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: OakBrook, IL
Salary: $10.00 - $11.00
Job Description: Looking for A.M and P.M cashiers. Able to work register money exchanges some small food duties outgoing & friendly interacting with customers. Both full-time and Part-time positions availability.
Application Instructions: To apply you can call to make an app't at (630) 908-4380 or e-mail your resume at jim@realurbanbbq.com or come in person.
Contact: Jim Janisch
Address: 2119 Clearwater Drive, OakBrook, IL 60523
Phone: (630) 908-4380
Email: jim@realurbanbbq.com

Expires: 04/01/2016
Job ID: 4420270
Job Title: Store Manager
Company: L.W.N. (Love it. Want it. Need it.)
Job Type: Full Time
Location: Rosemont, IL
Salary:
Job Description: Job Title: Store Manager > Company: L.W.N. > Retail Store Manager > L.W.N. - Fashion Outlets of Chicago Rosemont, IL > > L.W.N (Love It. Want It. Need It) is an emerging fashion jewelry brand > rooted in the belief that fashion should be affordable as well as fun. > L.W.N offers a unique and exciting ever changing assortment of high > quality fashion jewelry in an atmosphere that exudes glamour. At L.W.N > we sell an experience, not just fashion jewelry. > > We are currently seeking a fashion forward Manager that is looking to > not only be part of a new business venture but also to act as an > L.W.N. > brand ambassador. As an L.W.N. store manager you will be directly > responsible for the day to day operations as well as all additional > aspects pertaining to the management of a single retail location. As a > manager you will also be responsible for fostering an exciting > interactive store atmosphere that is focused on providing the highest > level of customer service. > > Essential Responsibilities include but are not limited to: > > Hiring, training and developing a team of sales associates who fully > embody the L.W.N. spirit. > Providing training in the areas of customer service, product > knowledge, inventory control and operations. > Managing schedules and payroll functions along with store opening and > closing procedures. > Implementing process and procedures regarding inventory management, > loss prevention, price changes, transfers and sales. > Selling! > Providing exceptional customer service in a fun yet professional > manner while maintaining quality relationships with customers as well > as the staff. > Upholding company policies and procedures. > Implementing key marketing initiatives
and promotions in order to > develop increased brand awareness, positioning and store traffic. > Providing constant sales training. > Maintaining store presentation and upholding visual merchandising > initiates in order to create a compelling store environment. > Achieving and or exceeding monthly sales goals on a consistent basis. > Creating a unique and memorable in store experiences for our customers. > Conduct ongoing reviews and assessments of employee performance. > Embracing and cultivating L.W.N's culture. > > > Qualifications: > > 2 years of retail management experience with a proven track record of results. > A college degree is desired, not required > Communication and leadership skills along with the ability to > effectively communicate with the home office. > Excellent organizational skills and attention to detail as well as the > ability to manage multiple priorities. > Considerable knowledge of retail systems, HR practices and retail operations. > Exceptional customer service and interpersonal skills. > Strong merchandising skills with the ability to drive the business > through creativity and extensive fashion jewelry knowledge. > Must be available for a flexible work schedule including, days, > evenings, weekends and holidays. > Ability to speak a second language would be appreciated but is not > required. Mandarin is a plus. > > Compensation: > > Salary with store bonus potential > Merchandise Discount

Contact: Catie Coscino
Address: 5220 Fashion Outlet Way, Suite 8110, Rosemont, IL 60018
Phone: 847-233-0332
Email: Contactus@shoplwn.com

Expires: 04/01/2016
Job ID: 4420378
Job Title: Bilingual Phlebotomist- Mobiles Central, North & South
Company: LifeSource Chicagoland's Blood Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Pharmacy Technician
Job Target: Any Job Target
Location: Chicago, IL
Salary:
Job Description: Position Summary: Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good Manufacturing Practices and safety guidelines. Language skills must include the ability to read, write, and speak English and Spanish effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements.
Job Requirements: Education and Training: * High school diploma or equivalent required * Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required * 1 year
customer service experience required * Knowledge of medical terminology preferred Work Experience: * 1 year customer service experience * Phlebotomy experience preferred * Knowledge of medical terminology preferred Required Skills: * Ability to work without direct supervision. * Demonstrated fluency (written and spoken) in English and Spanish * Ability to work/participate in a team environment. * Ability to perform phlebotomy * Ability to multi task * Basic computer literacy * Valid driver's license and acceptable driving record consistent with ITxM policy * Language skills must include the ability to read, write, and speak English and Spanish effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements.

**Application Instructions:** Apply for consideration.

**Contact:** DeShawn Bell-Ross

**Address:** 5505 Pearl Street, Rosemont, IL 60018

**Phone:** (412) 209-7247

**Apply Online:** [http://www.lifesource.org/us/work-for-us/](http://www.lifesource.org/us/work-for-us/)

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**Expires:** 04/01/2016

**Job ID:** 4420388

**Job Title:** Phlebotomist - Lake Bluff CDC, Norridge CDC & Westmont CDC

**Company:** LifeSource Chicagoland's Blood Center

**Job Type:** Full Time

**Degrees Wanted:** Diploma

**Location:** Rosemont, IL 60018

**Salary:**

**Job Description:** Determines potential blood donor eligibility, performs phlebotomies and post donation activities. Maintains a high donor retention rate by practicing excellent customer service techniques and technical skills. Supports the achievement of the company's goals by following organizational and departmental policies and procedures to ensure compliance with regulatory agencies and in accordance with current Good Manufacturing Practices and safety guidelines.

**Job Requirements:** * High school diploma or equivalent required * Medical Assistant, Certified Medical Assistant, Emergency Medical Technician, Licensed Practical Nurse, Phlebotomy certification OR 1 year Phlebotomy experience required * 1 year customer service experience required * Knowledge of medical terminology preferred * Ability to work without direct supervision. * Ability to work/participate in a team environment. * Ability to perform phlebotomy * Ability to multi task * Basic computer literacy * Valid driver's license and acceptable driving record consistent with ITxM policy * Language skills must include the ability to read, write, speak English effectively and follow oral and written instructions consistent with policies and procedure, SOPs or other requirements. Physical Demands/Work Environment: Required to spend the majority of the workday bending, standing, walking, talking, hearing and using hands. Must be able to work in a variety of sites with varying accessibility. Required to lift up to 50 pounds and able to assist in lifting donor(s). Close vision and peripheral vision required as well as the ability to focus on detailed tasks and paperwork.
Employee is exposed to blood or blood products 100% of the workday. OSHA Category I: position whose task/duties will put them at risk for exposure to blood and other potentially infectious materials, therefore, universal/standard precautions required. Moderate noise level. Required to travel to different donor centers and/or mobile drive locations to perform tasks as assigned with short notice. Must be flexible with hours and days worked.

**Application Instructions:** Apply directly to our website for further consideration.

**Contact:** DeShawn Bell-Ross  
**Address:** 5505 Pearl Street, Rosemont, IL 60018  
**Phone:** (412) 209-7247  
**Apply Online:** http://www.lifesource.org/us/work-for-us/

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**Expires:** 04/01/2016  
**Job ID:** 4420784  
**Job Title:** Now Hiring Full Time Lead Assistants  
**Company:** Elk Grove Township Community Day Care Center  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Elk Grove Village, IL 60007  
**Salary:** based on experience  

**Job Description:** Now hiring Full Time Lead Assistant Teachers at our NAC Accredited Day Care Center in Elk Grove Village. MUST BE DCFS TEACHER QUALIFIED. Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.

**Application Instructions:** Please email resume and transcripts to egtdcc@aol.com or call 847-439-5577 for additional information.

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

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**Expires:** 04/01/2016  
**Job ID:** 4420794  
**Job Title:** Now Hiring Assistant Teachers  
**Company:** Elk Grove Township Community Day Care Center
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Elk Grove Village, IL 60007
Salary: based on experience

Job Description: Now hiring Part-Time Assistant Teachers at our NAC Accredited Day Care Center in Elk Grove Village. Morning and afternoon shifts available (perfect for a college student!). Duties include assisting the Classroom Teacher in providing a warm and nurturing environment in which the children can grow physically, emotionally, socially, and intellectually. DCFS Background Check & Physical with TB Test required. If interested please email your resume and transcripts to egtdcc@aol.com or call (847) 439-5577 for additional information. EOE.

Application Instructions: Please email resume and transcripts to egtdcc@aol.com or call 847-439-5577 for additional information.

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

Expires: 04/06/2016
Job ID: 4428070
School Job ID: Oakton - EW
Job Title: Call Center Representative - Bilingual
Company: EHR & Practice Management Consultants
Job Type: Full Time
Location: Skokie, IL 60077
Salary:

Job Description: The Call Center Representative - Bilingual Spanish job works out of office located in Skokie, IL. Expected work hours are somewhat flexible, flexibility in scheduling to accommodate business needs including. The Call Center Representative - Bilingual Spanish job provides service and information to customers regarding all a special program that Medicare patients qualify for, you will be calling on behalf of local doctors' offices that have retained our services. This position also supports this programs to schedule the patient for in-office visits at the doctor's office for routine and preventative appointments. Accurately complete and submit all patient communications as well as record notes to customer accounts to provide detailed account and communication history. Follow defined policies and procedures to provide a consistent level of excellent customer service. Make outbound calls to patients regarding the Medicare Program. Efficiently access multiple electronic systems such as electronic health records using a pc to provide complete process of educating the patient and scheduling the in-
office patient appointments. Other related duties and projects, as assigned, to support business needs.

**Job Requirements:** Required Qualifications: Basic skills required for the Call Center Representative - Bilingual Spanish job: * Call Center Experience * One to two years in a customer service role or relevant experience required; prior call center experience required * Demonstrated ability to learn quickly and willingness to obtain functional knowledge and understanding of company products * Superior telephone etiquette * Excellent listening skills and ability to articulate ideas * Ability to understand and respond clearly to customers in a dynamic, fast-paced environment while promoting quality image of EHRPMC * Positive attitude and ability to adapt to changing environment * Basic computer skills required; Microsoft Word, Excel and Access preferred * Excellent communication skills, both verbal and written * Demonstrated ability to work in a team environment to improve the delivery of service to internal and external customers * Bilingual in Spanish Preferred Qualifications: Retail/Call Center experience preferred Education: Verifiable High School diploma or GED is required.

**Application Instructions:** If interested in applying, please email your resume to contact@ehrpmc.com or call 1-800-367-0212

**Contact:** Vanessa Bisceglie
**Address:** 5100 W Jarlath, Skokie, IL 60077
**Phone:** 8473220139

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**Expires:** 04/06/2016
**Job ID:** 4428656
**Job Title:** Shuttle Driver (CDL Required)
**Company:** Sheraton Chicago O'Hare Hotel
**Job Type:** Full Time, Part Time
**Location:** Rosemont, IL 60018
**Salary:** $10.45 + Tips Union Position

**Job Description:** Drives minibus, van, or lightweight truck to transport guests, clients, or company personnel by performing the following duties. Drives vehicle from individual or central loading area to airports, or other destinations according to assigned schedule. Assists passengers into and out of vehicle. Assist with loading and unloading baggage. Operates radio or similar device to communicate with base station or other vehicles to report status of service. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required. $10.45 + Tips Union Position

**Application Instructions:** To apply e-mail your resume to hr@sheratonchicagoohare.com on the subject line please indicate the position that you are applying for. You may also fax your resume to (847) 699-3523 Or apply in person to the address above.

**Contact:** Human Resources
**Address:** 6501 Mannheim Road, Rosemont, IL 60018
**Fax:** (847) 699-3523
Email: hr@sheratonchicagoohare.com

Expires: 04/06/2016
Job ID: 4428672
Job Title: Restaurant Servers
Company: Sheraton Chicago O'Hare Hotel
Job Type: Full Time, Part Time
Location: Rosemont, IL 60018
Salary: $7.91 + Tips Union Position

Job Description: Provide friendly, courteous and efficient quality presentation of food and beverage service to all guest. Serve food and beverage items, clean and set up tables in the outlet and perform other food service related duties, including general cleaning and set up.

Job Requirements: Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Application Instructions: To apply e-mail your resume to hr@sheratonchicagoohare.com on the subject line please indicate the position that you are applying for. You may also fax your resume to (847) 699-3523 Or apply in person to the address above.

Contact: Lara Hernandez
Address: 6501 Mannheim Road, Rosemont, IL 60018
Fax: (847) 699-3523
Email: hr@sheratonchicagoohare.com

Expires: 04/06/2016
Job ID: 4428691
Job Title: Front Desk Agent
Company: Sheraton Chicago O'Hare Hotel
Job Type: Full Time, Part Time
Location: Rosemont, IL 60018
Salary: $13.00 hr.

Job Description: Greet and welcome guests upon arrival. Register guests into the computer, verifying reservation, address, and credit information. Promote the Starwood Preferred Guest Program and provide recognition and benefits to all present members. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Application Instructions: To apply e-mail your resume to hr@sheratonchicagoohare.com on the subject line please indicate the position that you are applying for. You may also fax your resume to (847) 699-3523 Or apply in person to the address above.

Contact: Human Resources
Address: 6501 Mannheim Road, Rosemont, IL 60018  
Fax: (847) 699-3523  
Email: hr@sheratonchicagoohare.com

Expires: 04/06/2016  
Job ID: 4428889  
Job Title: HEAD LIFEGUARD (LIFEGUARD II)  
Company: Swim Chicago Southland  
Job Type: Full Time, Seasonal  
Location: Chicago, IL 60601  
Salary: $14.90 - $24.52

Job Description: GENERAL: Under close supervision of the Aquatics Manager performs professional duties in ensuring effective performance of lifeguard functions, at various aquatic centers throughout Chicagoland and surrounding suburbs. DUTIES: Assists in training, scheduling and appraising lifeguards. Ensures that life saving certification is current and that all lifeguards are fully competent in performing water rescue procedures and coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers and to enforce all safety rules. Performs all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary. Ensures that swimmers are well supervised in the pool and on decks. Fills in for lifeguards as necessary. Orient new lifeguards to job duties and responsibilities. Ensures that all lifeguards are current on their training and certifications. *-- Schedules, coordinates and conducts inservice training. Ensures that lifeguards are fully competent in first aid, CPR, and all water rescue techniques. *-- Assists with the scheduling of lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. *-- Ensures that lifeguards perform in accordance with established safety regulations and policies. Keeps the management well informed of pool maintenance needs including cleaning, chemical adjustments, and repairs. Inventories and recognizes when supplies or equipment need to be ordered and communicates the needs to the Aquatics Manager. Interfaces with patrons regarding concerns, problems, or any other significant issues. Provides input and feedback while responding to problems. Ensures that aquatic programs are occurring as desired and assists with the overall management of swimming events. Performs related duties as required.

Job Requirements: Education and Experience: Must be at least 18 years of age. -- Must be a high school graduate or equivalent. -- Ability to pass a Center prepared water test. -- Must be willing to work mornings, mid-day, evenings, weekends, and holidays. Necessary Knowledge, Skills and Abilities: Working knowledge of lifesaving techniques including backboard rescue. -- Strong swimming and life saving abilities. -- Ability to communicate effectively with patrons, supervisors, and other employees. -- Ability to remain alert, attentive, and responsible.

Contact: Bob Welch  
Address: 20462 Matteson Ave, Matteson, IL 60443  
Phone: 708-SWIM-411  
Fax: 630-206-1236
Email: employment@swimchicagosouthland.com
Apply Online: http://www.scsjobs.info

Expires: 04/07/2016
Job ID: 4429998
Job Title: Inside Sales / Home Loan Advisor
Company: Royal United Mortgage
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Schaumburg, IL 60173
Salary: $30K Base + Bonus

Job Description: Congratulations on your College Graduation. Are you having difficulty figuring out exactly what you want to do now? Do you have a need to start earning right away? Do You Like the Idea of Helping People Make Decisions That Positively Impact Their Lives? Do You Like the Idea of Working in a High Energy Environment Surrounded by Great People Like Yourself? Do You Like the Idea of Working for a Company that Supports Your Personal Growth and Success? Then take the time to research Royal United Mortgage; named one of Indy's top places to work 5 years in a row. We are seeking Great People for our Home Loan Advisor position. Royal United Mortgage offers the following benefits: * An opportunity to determine your income level based on your results and quality of work * No Cold calling - an opportunity to work with customers who expect you to call them * New Hire and Ongoing Training Programs - both classroom and mentor to student curriculums * Multiple career growth and development opportunities * Fun, energetic workplace * Tuition Reimbursement programs * Full Benefits Plan which includes: o 401k o Medical o Dental o Vision o Life Insurance o S/L Disability o Gym Membership paid for And so much more

Job Requirements: * Bachelor's Degree required * Ability to multi-task and work independently while paying attention to detail * Strong listening, analytical thinking, planning, prioritization and execution skills * Ability to work in a high energy, high-pace environment and maintain your focus * Exceptional verbal and written communications skills

Contact: Anitra Carter
Address: 1300 E. Woodfield Rd. Suite 201, Schaumburg, IL 60173
Phone: 317-664-7228
Fax: 317-664-7228
Email: Recruiting@royalunitedmortgage.com

Expires: 04/07/2016
Job ID: 4430631
Job Title: Sales
Company: Smithereen Company
Job Type: Full Time
Location: IL 60714
Salary:

Job Description: Smithereen Pest Management is an industry leader and has been solving Chicagoland's pest problems for over 125 years. Building strong relationships on trust, communication, and results makes Smithereen not only an invaluable partner unmatched in the pest management industry but a great place to work. Company Benefits Offered: * Competitive compensation * Car allowance * Bonus and commission earnings * Medical insurance, dental insurance, vision plan, life insurance * 401K plan with company match, paid vacation days, paid personal days. Smithereen is an equal opportunity employer and promotes diversity through a culture of inclusion and opportunity. We are a drug free environment. * The branch salesperson will report directly to the Sales Director * Sales person will obtain inspections and sell pest control services and products within an assigned geographic territory via lead and prospecting * Sales person will familiarize themselves with current customers and management companies that Smithereen already provides service for, in order to obtain inspections and sell services to properties Smithereen does not currently service * Will attend and participate in weekly branch staff meetings * Will attend biweekly corporate sales meetings * Will attend tradeshows as assigned (possibly weekend dates) * Will meet sales goals and projections as directed from the Sales Director * Will assist and/or oversee the initial services of larger or sensitive accounts that the salesperson has sold * Develop monthly, quarterly, and annual sales strategies and projections * Will continue to educate themselves in sales techniques and aspects of the pest control industry * Duties as assigned * Ability to generate and produce sales proposals * Interact positively and maintain a professional relationship with their respective service departments * General computer knowledge is necessary * Will need to update business calendar on a regular basis and input sales information into the Smithereen database * Ability to climb a 6 foot ladder * Ability to stoop, bend and crawl to access various areas during sales inspections

Contact: Cheryl Lipowski
Address: 7400 N. Melvina Ave, Niles, IL 60714
Phone: 8476470010 x 1004
Fax: 8476470606

Expires: 04/07/2016
Job ID: 4430639
Job Title: Part Time Teller
Company: Crown Services, Inc
Job Type: Part Time
Location: South Holland, IL 60473
Salary: 9/hr

Job Description: Teller position at a credit union office- customer service, cash handling, general office duties such as filing, faxing and answering phones.

Job Requirements: Must be available to work part time hours. Must comply with drug and background and credit report screening
Application Instructions: submit resumes to chicago-burbank@crownservices.com

Contact: Jim Poling
Address: 5417 W. 79th Street, Burbank, IL 60459
Phone: 708-229-1188
Fax: 7082291188
Email: chicago-burbank@crownservices.com

Expires: 04/07/2016
Job ID: 4430826
Job Title: Crew Manager
Company: Skills for Chicagoland's Future
Job Type: Full Time
Location: Chicago, IL 60666
Salary:

Job Description: Give yourself a competitive advantage by applying to this role through Skills for Chicagoland's Future (Skills). Skills is a nonprofit organization that partners with organizations across the Chicagoland area to place unemployed and underemployed job seekers into companies. These employers are committed to hiring talent through Skills. Why utilize Skills for Chicagoland's Future as one of your job search sources? Skills is free for job seekers. Any job seeker who Skills determines is a match for the role is interviewed by a member of Skills' Talent Acquisition Team and provided with additional insights into the role. As you move through the hiring process, Skills is your advocate with the hiring company. Hiring Company America's Dog is a Chicago family business, 3 generations of family owned and operating restaurants around town. America's Dog has become a dream come true serving a consistent product made from higher quality ingredients in a clean, fresh cool space that celebrates America's passion (and my family's) for the Great American Road Trip! Position Description Lead and direct employees through their daily routines and interact with customers to make sure that they have a satisfactory experience. Act as quality control, ensuring customer satisfaction through training employees properly and adhering to company policy. The Crew Manager reports directly to the Assistant General Manager & General Manager Schedule * Monday to Sunday Shifts: 5am-12pm, 3pm-11pm * Hours: 40 hrs/week Location O'Hare Airport - terminal concourse Qualifications * Cash handling experience required * Open schedule availability * Ability to commute to O'Hare Airport * Food Service Management experience required Duties and Responsibilities Manage employees to ensure they perform a variety of tasks, such as: * Preparing the food * Stocking supplies. * Serving. * Charging people for their food. * Handling cash, credit cards, and a cash register. * Cleaning tables and counters. * Resetting tables. * Greeting customers and answering questions.

Application Instructions: Click the link to be re-directed to Skills' website to apply.

Contact: Joseph White
Address: 191 N. Wacker Drive, Suite 1150, Chicago, IL 60606
Phone: 312-906-7200
Email: jwhite@skillsforchicagoland.com
Apply Online: https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=CCT&cws=48&rid=701

Expires: 04/07/2016
Job ID: 4431234
Job Title: Child Care Teacher
Company: A Step Up Career Academy Center
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Lansing, IL 60438
Salary: $10-$14/hr.
Job Description: Must have at 1 year experience in a child Care Center working with children between the ages of six weeks to 12 years old, specifically with 2 to 3 year old. - Experienced in nurturing children by developing and providing educational programs and keeping parents informed. - Experience in classroom management, arts & crafts, structured activities, and lesson planning. - Must be able to meet DCFS requirements - Must be sensitive and mature individual who is able to relate well with both children and adults. - CPR certified is a plus. - Must have high school diploma or equivalent and at least 30 college credit hours with six of them in early childhood education and/or working towards obtaining an Associate Degree in Early Childhood Education. - Full-time work hours 7:45 am to 4:45 pm and 8:45 am to 5:45 pm.
Application Instructions: For immediate consideration Fax Resume to (708) 474-2015 Attn: Shawny/Tasha Williams Or e-mail your resume to asuhumanresources@yahoo.com
Contact: Tasha or Shawny
Address: 2745 Bernice Rd., Lansing, IL 60438
Fax: (708) 474-2015
Email: asuhumanresources@yahoo.com

Expires: 04/07/2016
Job ID: 4431307
Job Title: Janitorial Manager
Company: JS Cleaning Service
Job Type: Full Time
Location: IL, IN
Salary: 23000 yearly
Job Description: 1) Supervises and coordinates activities of workers engaged in janitorial services. 2) Assigns janitorial work to employees, following material and work requirements. 3) Inspects work performed to ensure conformance to specifications and established standards. 4)
Records personnel data on specified forms. 5) Recommends personnel actions, such as hires and discharges, to ensure proper staffing. 6) Confers with staff to resolve production and personnel problems. 7) Trains workers in janitorial methods and procedures and proper operation of equipment. 8) Issues janitorial supplies and equipment to workers to ensure quality and timely delivery of services. 9) Structure marketing campaigns to find buyers for new securities. 10) Travel within an assigned area which includes Chicago land area, South Bend, In and Indianapolis, In areas.

**Job Requirements:** Must be willing to be on call 24 hours a day Must be willing to go above and beyond "call of duty" Must be willing to work as a janitorial worker

**Application Instructions:** Please send your resumes to the above address. Emails sent without resume will not be considered. Serious candidates only

**Contact:** Jeremy Boule

**Address:** 1490 Merrimac Ln, Hanover Park, IL 60133

**Phone:** (708) 603-9049

**Email:** j_scleaningservice@yahoo.com

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**Expires:** 04/08/2016

**Job ID:** 4431780

**Job Title:** Certified Nursing Assistant (CNA)

**Company:** Presence Health

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Nurse Assistant

**Job Target:** Any Job Target

**Location:** Northlake, IL 60164

**Salary:** $10.72-$16.62 per hour

**Job Description:** SUMMARY The Certified Nursing Assistant (CNA) - Senior Services performs various duties under the direction and supervision of a professional licensed nurse to assist the nursing staff in meeting patient/resident treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. ESSENTIAL DUTIES AND RESPONSIBILITIES 1. Provides direct patient/resident care as assigned by the licensed nurse and communicates patient's response. 2. Performs routine procedures e.g. blood glucose monitoring, vital signs, heights, weights, intake and output and the collections of urine, stool and sputum specimens. 3. Documents care per departmental standards in electronic medical record. 4. Assists with patients’ activity and providing a safe environment. 5. Observes patients/residents while performing delegated tasks and reports significant findings regarding safety, personal needs and changes in patient's condition to the licensed nurse.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Education and/or Experience High School diploma required. Previous experience in senior services preferred. Computer
Skills Knowledge of EPIC preferred. Certificates, Licenses, Registrations Certified Nursing Assistant with a current Illinois License required. Basic Life Support (BLS) certification required.

**Contact:** Stephanie Kujat  
**Address:** 2433 N Harlem Ave, Chicago, IL 60607  
**Phone:** 7737927044  
**Email:** stephanie.kujat@presencehealth.org

**Expires:** 04/08/2016  
**Job ID:** 4431957

**Job Title:** Court Attendant  
**Company:** Park District of Oak Park  
**Job Type:** Seasonal  
**Location:** Oak Park, IL 60302  
**Salary:** $9.25/hour

**Job Description:** This is a seasonal position from March through October 2016. Responsible for maintaining an inviting, positive, and safe environment at the Park District's sport courts. The Attendant is expected to be visible and engaged in daily activities in and around the park, center and sport courts. The Attendant effectively communicates and enforces Park District rules, regulations and policies to park visitors while opening and closing facilities, maintaining equipment and organizing response to accidents and incidents. Job ID #1092

**Application Instructions:** To view full job description and to apply, go to [www.pdop.org](http://pdop.org)

**Contact:**  
**Apply Online:** [http://pdop.org](http://pdop.org)

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**Expires:** 04/08/2016  
**Job ID:** 4431960

**Job Title:** AquaMobile Traveling Swim Instructor / Lifeguard  
**Company:** AquaMobile Swim School  
**Job Type:** Part Time, Seasonal  
**Location:** Chicago, IL

**Salary:**

**Job Description:** Job Description: AquaMobile Swim School is looking for experienced and qualified swimming instructors and lifeguards to teach private swim lessons at clients' home swimming pools and/or provide at-home event lifeguarding within their surrounding geographical area. We currently have part-time swim instructor and lifeguard positions available through the rest of the 2016 Spring/Summer season. We pay very competitive wages from $25-35/hr depending on level of swim experience and offer flexible hours as instructors work based on their own availability. Swim instructors and lifeguards will travel to clients' home swimming pools within the travel radius you indicate in Chicago and surrounding areas
including Aurora, Rockford, Joliet, Naperville and surrounding areas. AquaMobile also serves cities in Florida, Georgia, Texas, Arizona, Nevada, California, Washington, Colorado, New York, New Jersey, North Carolina, South Carolina, Massachusetts, Connecticut, Pennsylvania, Tennessee, Utah, Virginia, & Ontario Qualifications / Job Requirements: - Minimum 2-3 years swim instructor experience - CPR + First Aid Certification - Reliable and ability to work well independently - Excellent communication and interpersonal skills - Access to a car and swimming/lifeguarding/teaching equipment - Lifeguarding certification needed for lifeguarding gigs How to Apply: Apply online by filling out the application form at www.aquamobileswim.com/career

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

Expires: 04/08/2016
Job ID: 4431979
Job Title: Lead Facility/Court Attendant -Part-Time
Company: Park District of Oak Park
Job Type: Part Time
Location: Oak Park, IL 60302
Salary: $11.00/hour
Job Description: Responsible for maintaining an inviting, positive, and safe environment at the Part District's community centers, playgrounds, sport courts, ball fields, splash pads and Rehm trains. The Attendant is expected to be visible and engaged in daily activities in and around the park, center and sport courts. Job ID #1093

Application Instructions: To view full job description and to apply, go to www.pdop.org

Contact:
Apply Online: http://pdop.org

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

https://www.collegecentral.com/triton