Job ID: 4583443
Job Title: Part-Time Administrative Clerk
Company: Village of Oak Brook
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: $16 - $20 DOQ

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

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

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

Contact: Diana Maciejewski
Address: 1200 Oak Brook Road, Oak Brook, IL 60523
Phone: 6303685000
Job Description: The Village of Niles is seeking a highly motivated and creative part-time Teen Center Supervisor who enjoys working with teens. Responsibilities include assisting staff with ongoing programs; supervise teens at Teen Center, advertising & power point design and organizing and participating in trips, dances and community service experiences. Work Hours: 20 hours per week, Tuesday thru Friday, 2:00 - 7:00 p.m. with occasional late Fridays, Saturday and holiday hours. Salary $10 per hour. Equal Opportunity Employer, Male/Female

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

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

Contact: Katy Darr
Address: 1000 Civic Center Drive, Niles, IL 60714
Phone: 8475888000
Email: knd@vniles.com
Apply Online: http://www.vniles.com/jobs.aspx

Expires: 07/10/2016
Job ID: 4573206
Job Title: IT Systems Analyst
Company: Village of Streamwood
Job Type: Full Time
Degrees Wanted: Associates
 Majors Wanted: Computer Information Systems
Job Target: Any Job Target
Location: Streamwood, IL 60107
Salary: $65,251
Job Description: SQL design exp., BA/BS or AA + 2 yr. exp., MS Office and various programming platforms required. $65,251 + benefits. Send cover letter, resume and app. to
Human Resources, 301 E Irving Pk Rd, Streamwood, IL 60107. Job description and application at www.streamwood.org. EOE

**Job Requirements:** various programming platforms required

**Contact:** Karen Gray

**Address:** 301 E Irving Park Road, Streamwood, IL 60107

**Phone:** 630-736-3804

**Email:** kgray@streamwood.org

Expires: 07/10/2016

**Job ID:** 4573385

**Job Title:** Open Interviews Oak Park - All positions - Lou Malnati's

**Company:** Lou Malnati's

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

**Location:** Oak Park, IL 60302

**Salary:** Competitive hourly wage

**Job Description:** When: Every Wednesday in June Time: 1:00 pm -- 4:00pm Where: Lou Malnati’s -- Oak Park -- 1038 Lake St., Oak Park What to bring: *Please bring proof you are authorized to work in the United States. *An updated version of your resume Hiring for all positions: - Phone Workers - Hosts - Cashiers - Bus Staff - Kitchen Staff - Servers - Bartenders If you cannot attend please apply online at http://www.loumalnatis.com/application-form

**Application Instructions:** If you cannot attend please apply online at http://www.loumalnatis.com/application-form

**Contact:** Amy Petty

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

**Phone:** 847-562-1814

**Apply Online:** http://www.loumalnatis.com/application-form

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**Job ID:** 4579077

**Job Title:** Professional Nurse - RN

**Company:** Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine

**Job Type:** Part Time

**Degrees Wanted:** Certificate

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Wheaton, IL 60187

**Salary:** $28.30/HR DOQ

**Job Description:** As highly valued members of Marianjoy's care team, our nurses take a holistic approach to rehabilitation, focusing on the total needs of each patient - body, mind and spirit. Marianjoy's acute rehabilitation setting provides our nursing teams with an opportunity to
stay clinically advanced and simultaneously experience the rewards of rehabilitation. Marianjoy seeks experience in acute care, medical surgical or rehabilitation experience. The staff RN is responsible for the complete nursing process, which includes assessment, diagnosis, planning, implementation, teaching, evaluation and documentation of patient care from a patient's admission. Integrates contributions of interdisciplinary team to assure best possible outcomes are achieved. Supervises and maintains a professional relationship with unlicensed assistive personnel. Marianjoy provides competitive salaries and benefits that include continuing education support, an active inservice education program, tuition reimbursement and clinical ladder bonuses.

**Job Requirements:** Experience: Nursing degree from an accredited school of nursing is required. Current licensure to practice nursing in the state of Illinois is required. Knowledge: Analytical skills necessary to assess a patient's condition and utilize the nursing process and professional judgement in providing comprehensive patient care are required. Current CPR certification is required.

**Application Instructions:** Interested candidates should apply online at www.marianjoy.org

**Contact:** Lori Kramer

**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187

**Phone:** 630-909-7116

**Fax:** 630-909-6960

**Apply Online:** http://www.marianjoy.org

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**Expires:** 07/15/2016

**Job ID:** 4579078

**Job Title:** Cook I

**Company:** Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine

**Job Type:** Part Time, Seasonal

**Degrees Wanted:** Certificate, Diploma

**Majors Wanted:** Culinary Arts

**Job Target:** Any Job Target

**Location:** Wheaton, IL 60187

**Salary:** salary negotiable

**Job Description:** The Cook I is primarily responsible for the daily preparation, serving, and proper-portioned food for all patients, guests, sisters and employees in accordance with production sheets, standardized recipes, preparation methods (chopped, puree), portion control, time schedules and sanitary standards and to assure that the highest degree of quality care is maintained at all times. Specific Responsibilities: Food Production and Cooking: - Daily reviews dinner menu & production sheets - Prepares food items from scratch or convenience foods. - Dishes up cold food items, prepares salads and salad toppings, sandwiches and desserts. Sanitation: - Cleans and sanitizes food storage coolers, carts, warmers. - Performs daily, weekly and monthly cleaning as required. - Records and maintains all required sanitation logs/cleaning schedules, and signs off where required. Supplies: - Pulls needed food supplies from the freezer
and storeroom. - Stocks station as needed - Maintains health department standards. - Dates, labels, and rotates stored food, utilizing the FIFO method. (First in First out) - other job duties as assigned

**Job Requirements:** Education: Must have a High School or Equivalent (GED) or in lieu of High school diploma or GED, must have 3 years minimum from scratch cooking experience in a healthcare, restaurant or hotel setting. 6 months - 2 years: Culinary training Preferred Experience: Prior experience as a Cook or in food service is preferred, but not required. Certification: Illinois Department of Public Health Sanitation Certificate or able to obtain one within 6 months of employment. Knowledge: 1. Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. 2. Knowledgeable of HACCP procedures. 3. Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. 4. Hand and eye coordination necessary as well as agility and quickness. 5. Basic working knowledge of computer and internet. 6. Must be able to work effectively in a team setting. 7. Excellent customer service focus is required. 8. Ability to work well under stress is required. 9. The ability to provide a high level of customer service and to function as a team member is required. 10. Basic knife handling skills. 11. Basic cooking (i.e. grilling, steaming, toasting and boiling) & math skills. 12. Understanding and knowledge of safety, sanitation and food handling procedures

**Application Instructions:** Interested candidate should apply online at www.marianjoy.org

**Contact:** Lori Kramer

**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187

**Phone:** 630-909-7116

**Fax:** 630-909-6960
stock in work area. - Cleans and sanitizes patient meal service wares using mechanical dish machine. - Prepares nourishments (daily patient snacks) and delivers to unit pantries. - Takes inventory of items in tray line stock area and coolers. Completes inventory request form, retrieves inventory from main kitchen and returns items, placing on items on the shelves including rotation of stock, dating and labeling. - Gathers items and prepares floor stock request. - Removes previous day's perishable floor stock supply and replaces with fresh supplies as needed. - Cleans and sanitizes equipment in designated work area. - Records all required sanitation documents. - Daily rotation of stock, dating and labeling of prepared food items. - other duties as assigned.

**Job Requirements:**

*Education:* High School or Equivalent (GED) or In lieu of high school diploma must have 3 years of food service worker experience in a hospital setting, preferable in trayline or dish/pots position. 

*Certiﬁcation:* Beginning July 2015 Serve Safe Food Handlers certificate required. 

*Experience:* 6 months healthcare, restaurant, hotel or hospitality food service required. 

*Knowledge:* - Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. - Knowledgeable of HACCP procedures. - Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. - Hand and eye coordination necessary as well as agility and quickness. - Basic knowledge of computer and internet. - Excellent verbal and written communication skills are required. - Must be able to work effectively in a team setting. - Ability to interface well with staff and visitors is required. - Excellent customer service focus is required. - Ability to work well under stress is required.

**Application Instructions:** Interested candidates may apply on line at www.marianjoy.org

**Contact:** Lori Kramer

**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187

**Phone:** 630-909-7116

**Fax:** 630-909-6960

Expires: 07/15/2016

**Job ID:** 4579084

**Job Title:** Campus Security Officer

**Company:** Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine

**Job Type:** Part Time

**Degrees Wanted:** Diploma

**Majors Wanted:** Corrections/Law Enforcement/Armed Security

**Job Target:** Any Job Target

**Location:** Wheaton, IL 60187

**Salary:** Depending on qualiﬁcations

**Job Description:** The Campus Public safety Ofﬁcer monitors site activities to ensure a safe and secure environment exists for all individuals who live, work, visit or receive medical care on the campus (includes Marianjoy Hospital grounds and Our Lady of Angels grounds). The selected individual is also responsible for the garage garden level entrance desk on 2nd shift as assigned and assists visitors and guests of the hospital, to further ensure a secure environment. This
position is a supplemental staff position and does not have a regular work schedule. You may work a variety of shifts and days including weekends and holidays. Marianjoy provides competitive salaries and shift differentials for evening and weekend hours.

**Job Requirements:** Education: A high school diploma, or equivalent is required. The successful candidate must possess and maintain a valid State of Illinois Class D driver's license. He/She must be CRP and AED certified but the Marianjoy Security Dept. does offer the CPR/AED course in house by certified department instructor(s) Experience: Security related experience is preferred but not required. Knowledge: The ability to communicate both orally and in writing is necessary.

**Application Instructions:** interested candidates apply on line at marianjoy.org

**Contact:** Lori Kramer

**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187

**Phone:** 630-909-7116

**Fax:** 630-909-6960

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**Expires:** 07/15/2016

**Job ID:** 4580028

**Job Title:** Coding Compliance Specialist

**Company:** Blue Cross Blue Shield / Health Care Service Corporation

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors, Certificate

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Chicago, IL

**Salary:**

**Job Description:** BASIC FUNCTION: Under supervision, this position is responsible for researching and analyzing the medical records when there is a discrepancy in coding; validating the coding and supporting the department in the reporting of findings. This position audits medical records to ensure compliance with the organizations coding procedures and standards according to regulations from the Centers for Medicare & Medicaid Services (CMS). Reviews insurance payments and denials and recommends coding corrections. JOB REQUIREMENTS: *High School Diploma or GED. *CPC or CCS P Coding Certification *2 years of prior medical coding experience *Experience with process management *PC experience and skills to include Microsoft Word, Excel and Lotus Notes. *Verbal and written communication skills. *Analytical skills. PREFERRED JOB REQUIREMENTS: *Associate or Bachelor's degree *Experience in insurance or health care setting *Previous experience working on Risk Adjustment coding for either Medicare Advantage or Retail Exchange business

**Application Instructions:** Please apply to the website. In the keywords location place "#1010679" or type in "Coding Compliance Specialist" and the job will appear. Click on the job and follow the instructions to apply.

**Contact:**
**Job Title:** Lab Technician  
**Company:** Aerotek  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Applied Manufacturing, Chemistry, Culinary Arts, Science  
**Job Target:** Any Job Target  
**Location:** Chicago, IL 60609  
**Salary:** $13/hour  
**Job Description:**  
+ Will be taking samples: Brix (20-30 x's a day), pH, color variation  
+ Basic House Keeping 10% of the day  
+ Data Entry/Records keeping  
**Application Instructions:** If you are interested in this opportunity, please send your resume to bajohnso@aerotek.com as soon as possible. This position is very pressing and can start as soon as possible.  
**Contact:** Bailey Johnson  
**Address:** 18501 Maple Creek Drive Suite 150, Tinley Park, IL 60477  
**Phone:** 7082636595  
**Email:** bajohnso@aerotek.com

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**Job Title:** Certified Nursing Assistant  
**Company:** Marianjoy Rehabilitation Hospital: Northwestern Medicine  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Certificate, Diploma  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Wheaton, IL 60189  
**Salary:**  
**Job Description:** Marianjoy Rehabilitation Hospital is a 120-bed hospital in Wheaton, Illinois, that is dedicated to the delivery of rehabilitative medicine with a focus on Brain Injury, Neuromuscular, Orthopedic, Pediatrics, Spinal Cord, and Stroke. Founded in 1972 by the Wheaton Franciscan Sisters, the hospital is part of Marianjoy, Inc., a network of care that provides inpatient, comprehensive outpatient and subacute rehabilitation services. Throughout northern Illinois, our legacy of caring has helped us return patients to productive lives. The Certified Care Assistant (RCA) works under the direction and supervision of a professional
nurse. The RCA/CNA assists the patient with activities of daily living, transfers, mobility skills, skin, bowel and bladder programs, and maintains a clean, safe environment for the patient.

Specific Responsibilities The RCA/CNA is responsible for answering call lights, taking and documenting vital signs, computing input/output, assisting with feeding, monitoring the environment for any safety issues and for notifying the RN of any patient concerns. This position requires a significant amount of lifting and transferring of patients throughout the day.

Marianjoy provides competitive salaries and benefits that includes medical, dental, vision and life insurance, as well as, continuing education support and tuition reimbursement.

Job Requirements: Education: High School degree, or G.E.D. equivalent, is required. Certification from an accredited Nursing Assistant program is required. Must currently be on the IL CNA Registry and in good standing. Basic math skills are required. All applicants will be required to complete a basic math assessment. Physical: Lifting: Frequent transferring of adult customers weighing 100-300# with varying levels of independence from maximum assistance to minimal assistance Laundry bags weighing 30-50# on a daily basis. Lifting of wheelchair weighing 40-50# as needed. Push/Pull: Patients in wheelchairs, frequently throughout workday. Carts weighing 200#, occasionally.· Positioning patients frequently, throughout the day.

Contact: Tina Gameti
Address: 26W 171 Roosevelt Road, Wheaton, IL 60189
Phone: 630-909-7112
Email: nitina.gameti@wfhc.org
Apply Online: https://marianjoy.org

Expires: 07/15/2016
Job ID: 4580338
Job Title: Certified Nursing Assistant
Company: Marianjoy Rehabilitation Hospital: Northwestern Medicine
Job Type: Full Time, Part Time
Degrees Wanted: Certificate, Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Wheaton, IL 60189
Salary:

Job Description: Marianjoy Rehabilitation Hospital is a 120-bed hospital in Wheaton, Illinois, that is dedicated to the delivery of rehabilitative medicine with a focus on Brain Injury, Neuromuscular, Orthopedic, Pediatrics, Spinal Cord, and Stroke. Founded in 1972 by the Wheaton Franciscan Sisters, the hospital is part of Marianjoy, Inc., a network of care that provides inpatient, comprehensive outpatient and subacute rehabilitation services. Throughout northern Illinois, our legacy of caring has helped us return patients to productive lives. The Certified Care Assistant (RCA) works under the direction and supervision of a professional nurse. The RCA/CNA assists the patient with activities of daily living, transfers, mobility skills, skin, bowel and bladder programs, and maintains a clean, safe environment for the patient.

Specific Responsibilities The RCA/CNA is responsible for answering call lights, taking and
documenting vital signs, computing input/output, assisting with feeding, monitoring the environment for any safety issues and for notifying the RN of any patient concerns. This position requires a significant amount of lifting and transferring of patients throughout the day. Marianjoy provides competitive salaries and benefits that includes medical, dental, vision and life insurance, as well as, continuing education support and tuition reimbursement.

**Job Requirements:** Education: High School degree, or G.E.D. equivalent, is required.
Certification from an accredited Nursing Assistant program is required. Must currently be on the IL CNA Registry and in good standing. Basic math skills are required. All applicants will be required to complete a basic math assessment. Physical: Lifting: Frequent transferring of adult customers weighing 100-300# with varying levels of independence from maximum assistance to minimal assistance Laundry bags weighing 30-50# on a daily basis. Lifting of wheelchair weighing 40-50# as needed. Push/Pull: Patients in wheelchairs, frequently throughout workday. Carts weighing 200#, occasionally. Positioning patients frequently, throughout the day.

**Contact:** Tina Gameti
**Address:** 26W 171 Roosevelt Road, Wheaton, IL 60189
**Phone:** 630-909-7112
**Email:** nitina.gameti@wfhc.org
**Apply Online:** https://marianjoy.org

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**Expires:** 07/16/2016
**Job ID:** 4580993
**Job Title:** Staff Accountant
**Company:** WQRF-TV
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Associates, Bachelors
**Majors Wanted:** Accounting
**Job Target:** Any Job Target
**Location:** Rockford, IL 61101

**Salary:**

**Job Description:** Assist Business Manager in Accounting for multiple television stations including preparing general ledger journal entries and performing general ledger account reconciliations, prepare and submit monthly/quarterly/annual reporting to Corporate, calculate monthly sales commissions, perform monthly A/R balancing and daily remote deposit of checks, and assist with completion and review of the annual budget process.

**Job Requirements:** Experience with Microsoft Excel and Word Strong analytical/problem-solving skills with ability to manage multiple projects with competing priorities Proficiency with computers, telephones, copiers, scanners, fax machines, and other office equipment. Fluency in English Excellent communication skills, both oral and written

**Application Instructions:** Interested candidates should post their resume & cover letter when applying at our corporate website.

**Contact:** WQRF-TV WTVO-TV
Address: 1917 N Meridian Rd, Rockford, IL 61101
Phone: (815) 963-5413
Apply Online: http://nexstar.hua.hrsmart.com/hr/ats/Posting/view/1715

Expires: 07/16/2016
Job ID: 4581000
Job Title: News Producer
Company: WQRF-TV
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61101
Salary:

Job Description: WQRF/WTVO is seeking a FT newscast producer who ideally has eventual ambition to learn it all ... MMJ reporting, shooting and editing skills as well as producing skills. This is an entry-level training for someone who will aid in the writing and production of morning newscasts, including: Writing copy for news reports to go on-air and online. Supervising assigned newscasts, including managing rundowns, editing scripts and managing newscasts from production booth. Performs other duties as assigned Excellent communication and news comprehension skills needed. Some experience in a newsroom setting preferred, as well as a college degree, and proficiency with computers and other office equipment. Experience with Avid Inews a plus. Experience with digital editing equipment preferred as some editing may be required.

Application Instructions: Interested candidates should post their resume and cover letter when applying at our corporate website above.

Contact: WQRF-TV WTVO-TV
Address: 1917 N Meridian Rd, Rockford, IL 61101
Phone: (815) 963-5413
Apply Online: http://nexstar.hua.hrsmart.com/hr/ats/Posting/view/2450

Expires: 07/16/2016
Job ID: 4582345
Job Title: Caregiver/Home Health Aide
Company: ComForCare Home Care
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicagoland Area, IL
Salary: $10.00 - $13.00 per hour

Job Description: Provide non-medical home care to seniors in the home allowing them to stay in their home. We assist daily assistants and activities, to allow independence and personal integrity. 1 year experience preferred

Open Positions Locations - Park Ridge - Elmwood Park - Melrose Park - Schiller Park - Norwood Park - Edison Park - Mount Prospect - Desplaines - Hardwood Heights

Application Instructions: Please call for an appointment (847) 823-0800

Contact: Mickey Sons
Address: 1400 Renaissance Dr. Suite 103, Park Ridge, IL 60063
Phone: (847) 823-0800
Fax: (847) 692-6033

Expires: 07/16/2016
Job ID: 4585157
Job Title: Plant Manager
Company: TMA (The Technology & Manufacturing Association)
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary: Salary

Job Description: TMA member company, Transformer Manufacturers, located in Norridge, is looking for a talented Plant Manager to join our growing company! We are a Transformer, Coil, Custom Magnetics manufacturer. We are seeking a Plant Manager to drive continuous improvement and optimization of all processes and oversee all daily operations of the plant from production and manufacturing to ensuring policies and procedures are followed. The successful candidate will have the key skills to develop processes that will maximize stewardship, safety, quality and productivity. Responsibilities: Plan, organize, direct and run optimum day-to-day operations to exceed our customers' expectations Increase production, assets capacity and flexibility while minimizing unnecessary costs and maintaining current quality standards Be responsible for production output, product quality and on-time shipping Allocate resources effectively and fully utilize assets to produce optimal results Implement strategies in alignment with strategic initiatives and provide a clear sense of direction and focus Monitor operations and trigger corrective actions Share a trusting relationship with workgroup and recruit, manage and develop plant staff Collect and analyze data to find places of waste or overtime Commit to plant safety procedures Develop systems and processes that track and optimize productivity and standards, metrics and performance targets to ensure effective return on assets Confers with senior management to ensure that manufacturing objectives are being met Work with engineering to optimize drawings, work instructions, test procedures Stay up to
date with latest production management best practices and concepts

Requirements: Proven working experience as a Plant Manager  
Proven managerial experience  
Adequate knowledge of business and management principles (budgeting, strategic planning, resource allocation, human resources)  
Familiarity with industry standard equipment and technical expertise  
Knowledgeable of safety, quality, productivity, demand creation, inventory and stewardship processes  
Computer literacy  
Ability to create accountability and to lead by example  
Strong team building, decision-making and people management skills  
Fluent in Spanish a plus

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

https://tma.prevueaps.com/jobs/29365-17662.html

**Job Requirements:** Proven experience as Plant Manager  
**2 Year Degree**

**Application Instructions:** For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website. https://tma.prevueaps.com/jobs/29365-17662.html

**Contact:**

**Apply Online:** https://tma.prevueaps.com/jobs/29365-17662.html

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**Expires:** 07/17/2016  
**Job ID:** 4582713  
**Job Title:** Line Cook  
**Company:** Ted's Montana Grill  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Bolingbrook, IL 60440  
**Salary:** $10/hour and up  
**Job Description:** Prepare food from scratch daily following our signature recipes. Work in an organized, efficient and clean manner. Prepare and plate menu items to order working both individually and as a member of a team. Stock and clean assigned areas as necessary  
**Application Instructions:** Complete online application, we will contact you to schedule an interview. Or, come by and see what we're all about and speak with a manager to answer any questions.  
**Contact:** Jeff Hett  
**Address:** 623 E. Boughton Rd. Ste. 110, Bolingbrook, IL 60440  
**Phone:** 630-783-2493  
**Email:** tmg055@tedsmontanagrill.com  
**Apply Online:** http://www.tedsmontanagrill.com/careers_current_team.html

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**Expires:** 07/17/2016
Job ID: 4583206
Job Title: Embroidery Finishing/Trimmer
Company: StitchMine Custom Embroidery
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: $12-$14 hr

Job Description: Established custom Embroidery and Screen Printing Company in Glenview, IL is in need of a Full Time Embroidery Trimmer. Reporting to the Embroidery Manager, Machine Operator will process order that require embroidery or heat transfer application on a variety of products. This position requires hooping, loading, trimming, folder, inspecting and packing embroidery and/or heat transfer products. Machine observation during manufacturing must be done on a timely basis. Job requires repetitive movements and 75% to 95% of your day on your feet. This is a fast paced position requiring attention to detail and a positive attitude excellent attendance, ability to set-up and operates a commercial embroidery machine with various types of garments and fabrics. Our business hours are 9AM to 5PM. You must have the ability to work overtime as business needs require. Basic reading and writing communication skills are necessary in speaking and understanding English. Ability to stand and/or walk around for up to 7 hours a day. Ability to daily lift and transfer materials/boxes up to 35lbs. Responsibilities: * Commercial sewing or trade experience preferred * Pull orders and unpack garments to prepare for production * Remove all excess backing from the underside of the product * Finish out garments after production- trimming, folding, bagging and boxing * Fold and pack all items to the set standards unless the otherwise specified * Keep overall department clean- sweep floors, take out trash, pick up where needed * You must be able to count accurately, read a work order and fill out paperwork correctly * You will be standing on your feet all day * You must have reliable transportation to work * Attention to detail is very important * Ability to daily lift and transfer materials/boxes up to 35lbs. * Ability to perform frequent repetitive tasks such as bending * At the end of the day shut down all machines, blow off all machines and equipment, wipe down all tables, vacuum or sweep the floor A seasonal position is a great way to learn about our manufacturing process all while earning supplemental income. Whether you are a stay-at-home parent, a student, or just have some extra leisure time, we have a position suitable for you. Pay starts at $12.00 to $13.50 per hour. Start rate is negotiable based on prior relevant experience and work ethic. If you have a positive attitude, hard worker, reliable and willing to learn this could be the perfect position for you to learn a new trade. You must be self-motivated and detailed oriented and able to work in a fast-paced environment. We are a drug free work place and conducts pre-employment background screening. EEO.

Job Requirements: Attention to detail A good attitude Works well with others

Contact: Gary C Glenn
Address: 4344 Regency Dr, Glenview, IL 60025
Phone: 8472982285
Job Description: Mortgage Operations - Loan Processor - 1600003441 Description Under the direction of the Community Operations Leader, the Loan Processor is responsible for processing first mortgage transactions from the receipt of the file from the Community Operations Support Specialist to final Underwriting and Quality Assurance. This role is also accountable for validating all of the credit, income, asset and supplemental information used to qualify the prospective borrower for the loan requested. The Processor is responsible for producing the 1008 with accurate figures as to qualifying ratios and either submitting the loan to LP or the underwriter for a final approval. Furthermore, this individual must ensure all regulatory loan documents are provided to a borrower in a timely manner. The Loan Processor will schedule loan closing for all loans in their pipeline. 70%: Process first mortgage transactions * Responsible for managing assigned pipeline of 50+ loan transaction on a daily basis. * CLC Single Point of Contact to the Customer after the application has been taken and completed by the mortgage banker a.k.a. mortgage loan originator. Processor is responsible for gathering documentation to hand off complete file to Underwriting. Should borrower request changes to loan terms or have specific questions about the terms of the loan, the Processor refers borrower to the mortgage banker that originated to loan. o Completes the Welcome Call. o Collects the appropriate loan documentation required for the file, based on terms and conditions previously presented to the customer by the mortgage banker o Reviews the 10 Day Letter, which is then sent to and completed by the COS. o Confirms product requirements, loan terms, conditions and loan fees that were previously presented by the mortgage banker and agreed to by the borrower. o Confirms that all required loan conditions have been satisfied by the borrower, as well as, various third parties (as requested by the Underwriter). o Schedules loan closings for all deals in their pipeline. * Ensures the file meets the requirements outlined in the QA checklist. * Troubleshoot documentation related gaps issue that may have arisen during the loan origination process in order to submit a complete loan package upon which a lending decision can be made. * Ensure all loans in their pipeline are properly dispositioned. * Review submitted loan documentation in accordance BMO Harris lending policies and procedures. * Provides assistance to the Closing Department, when required. 30% Risk Management * Act in full compliance with Bank policy and external regulations to protect the Bank’s assets. * Monitor and ensure team member adhere to Mortgage Operations procedures. * Adhere to all
required lending policies, procedures and standards, including First Principles and BMO Harris’ Code of Business Conduct and Ethics. * Act in accordance with regulatory and compliance requirements that include, but are not limited to, Anti-Money Laundering and Terrorist Financing Reporting requirements, RESPA, Fair Credit Act, FCAC consumer provision requirements, and Privacy Act provisions in accordance with Bank policies and procedures. * Follow security and safeguarding procedures and apply appropriate due diligence in accordance with Bank policy for the prevention of loss due to fraud, robbery, counterfeiting, money laundering or defalcation. * Maintain the confidentiality of both customer and Bank information ensuring compliance with Bank Policies & Procedures. * Understand risks and take appropriate actions to mitigate risks as they relate to both the mitigation factors and the strengths that should be noted on the 1008 prior to submission. * Maintain the integrity of managing personal information in the process of evaluating the potential borrower, including all documentation, and any other requirements to maintain operational integrity. Qualifications University or Undergraduate degree preferred * H.S. Diploma or equivalent required * Minimum of 3 years of previous experience in processing first mortgage transactions * Excellent communication and relationship building skills * Customer centric * Excellent organization skills and ability to manage multiple priorities * Knowledge of real estate lending products, regulatory compliance and secondary market guidelines (FNMA/FHLMC/FHA). * Computer literate and strong familiarity with credit financial analysis techniques * Excellent judgment, logic and reasoning * In-depth pipeline management experience At BMO Harris Bank, we have been helping our customers and communities for over 130 years. Working with us means being part of a team of talented, passionate individuals with a shared focus on working together to deliver great customer experiences. We stand behind your success with the support you need to turn your potential into performance. To submit your application for this job, please go to: https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1600003441&lang=en_GB BMO Harris Bank is committed to an inclusive, equitable and accessible workplace. We are an Equal Opportunity Employer. By embracing diversity, we gain strength through our people and our perspectives. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status.

Application Instructions:
https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1600003441&lang=en_GB

Contact: Postings BMO
Address: 1200 E. Warrenville Road, Naperville, IL 60563
Apply Online: http://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1600003441&lang=en_GB

Expires: 07/17/2016
Job ID: 4583670
Job Title: Mortgage Closing Specialist - 1600003925
Company: BMO
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Naperville, IL 60563
Salary: DOE

Job Description: Mortgage Closing Specialist-1600003925 Under the direction of the Closing, Community Operations Leader this job is accountable for working in tandem with the borrowers, Mortgage Banker and Title Company to close first mortgage and tandem second mortgage transactions in accordance with bank policies and procedures. The Closing Specialist works with the title company, borrower and all other pertinent parties to coordinate the logistics of the closing. The Closing Specialist provides customer service during the closing process. The Closing Specialist works with the title company to distribute the closing document package and ensures all transactions are properly documented and authorized in accordance with bank program standards. Knowledge and Skills University or Undergraduate degree, or equivalent work experience Minimum of 3-5 years of closing experience Intermediate knowledge of standard first mortgage processing Computer literate and strong familiarity with credit financial analysis techniques Excellent communication and relationship building skills Excellent organization skills Ability to manage multiple priorities while multi-tasking Ability to manage and resolve conflict Excellent judgment, logic and reasoning Detail-oriented Previous pipeline management Key Accountabilities * 80% Close Residential First Mortgage Transactions Perform the loan closing function for a pipeline of transactions in accordance with bank policies and procedures, including the collection of loan closing conditions necessary for the closing and disbursement of a residential first mortgage transaction. Responsible for managing and reviewing assigned pipeline on a daily basis and escalating any concerns to management. Provide customer service to the borrower during the closing process. Review loan payoff figures and verify as accurate. Prepare closing package. Work with Title Company to distribute closing document package. Work with the title company to coordinate the logistics pertaining to the loan closing. Ensure all transactions are properly documented in accordance with bank program standards or ensure exception situations are properly documented and authorized. Follow up on any missing information or documentation. Assist team members when necessary to achieve productivity goals. Accurately troubleshoot or escalate issues that may arise during the closing process. * 20% Risk Management Act in full compliance with all Bank policies, directives/procedures and external regulations to protect the Bank's assets. Identify risks associated with mortgage loan files, escalating issues to manager. Adhere to all Service Level Agreements and performance guidelines. Ensure all necessary documentation is completed for all transactions. Handle all customer information with highest level of confidentiality and security. Project a professional and consistent image by adhering to organizations brand, corporate identity and standards at all times. Authorities To deliver on these accountabilities, the incumbent must have the following authorities: Information Access This position has authority to access and utilize customer and financial information Scope and Impact This job has direct impact on the achievement of key business unit objectives. Key numerical measures are as follows: Productivity: Close 60-80 loan transactions per month subject to change based on volume Product Offerings: More than 50Number of Staff: 0 direct reports Additionally, this role requires the individual to consistently contribute to their goal of Mortgage Operations while adhering to all bank defined policies for dress, attendance, continuing education and security directives. Qualifications * University or Undergraduate degree, or equivalent work experience Minimum of 3-5 years of closing experience Intermediate knowledge of standard first mortgage
processing Computer literate and strong familiarity with credit financial analysis techniques Excellent communication and relationship building skills Excellent organization skills Ability to manage multiple priorities while multi-tasking Ability to manage and resolve conflict Excellent judgment, logic and reasoning Detail-oriented Previous pipeline management At BMO Harris Bank, we have been helping our customers and communities for over 130 years. Working with us means being part of a team of talented, passionate individuals with a shared focus on working together to deliver great customer experiences. We stand behind your success with the support you need to turn your potential into performance. To submit your application for this job, please go to: https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1600003925&lang=en_GB BMO Harris Bank is committed to an inclusive, equitable and accessible workplace. We are an Equal Opportunity Employer. By embracing diversity, we gain strength through our people and our perspectives. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status.

Application Instructions:
https://bmo.taleo.net/careersection/2/jobdetail.ftl?job=1600003925&lang=en_GB

Contact: Postings BMO
Address: 1200 E. Warrenville Road, Naperville, IL 60563
Phone: 9999999999
Email: AonHewittSATTeam@aonhewitt.com

Expires: 07/18/2016
Job ID: 4578276
Job Title: Part-Time Package Handler
Company: FEDEX GROUND
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Carol Stream, IL 60188
Salary: $11.90/$11.40

Job Description: Responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers (PHs) may be assigned to or rotate through various areas and positions such as Loader, Unloader, Scan Weigh and Key (SWAK), Quality Assurance (QA), Facer, Switcher, etc.

Application Instructions: Currently hiring for the following shift: PreLoad 3:00am ($11.90 per hour) Tues-Sat Day 3:30pm ($11.40 per hour) Mon-Fri Twilight 6:00pm ($11.40 per hour) Mon-Fri Start times may vary depending on volume. Package Handler Application Process First Step: Attend a Sort Observation Tour. You must register online at www.watchasort.com prior to
attending. Second Step: Once a Sort Observation Tour is completed the candidate will receive the application through via email.

Contact: KARINA FLORES  
Address: 205 DELLA COURT, CAROL STREAM, IL 60188  
Phone: 630-916-5516

**Job ID:** 4584420  
**Job Title:** Home Health Aide - C.N.A - Full Time  
**Company:** Heartland Hospice  
**Job Type:** Full Time  
**Degrees Wanted:** Certificate, License  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Northbrook, IL 60062  
**Salary:** Competitive  
**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 therapy is currently searching for a full-time Home Health Aide to support their hospice patients in their homes. The Home Health Aide provides personal care (ADL’s) to patients to promote comfort and support. In return for your expertise, you will 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 require 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, High School Diploma or GED and reliable transportation  
**Application Instructions:** please apply online at jobs.hcr-manorcare.com  
**Contact:** Kristin Lueptow  
**Address:** 2100 Sanders Road, Northbrook, IL 60062  
**Phone:** 262-389-1882  
**Fax:** 888-819-6612  
**Apply Online:** http://jobs.hcr-manorcare.com/job/Northbrook-Home-Health-and-Hospice-Aide-Job-IL-60062/336329000/

**Expires:** 07/20/2016  
**Job ID:** 4584435  
**Job Title:** Registered Nurse Case Manager  
**Company:** Heartland Hospice  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Masters  
**Majors Wanted:** Nursing
Job Target: Any Job Target  
Location: Northbrook, IL 60062  
Salary: competitive  

Job Description: Hospice RN Case Manager Heartland Hospice of Northbrook is growing! We are seeking a full-time RN Case Manager to join our expanding team in the Northern Suburbs! Join a vibrant team of exceptional professionals and enrich the lives of those in need of care at the end of life. As a RN Case Manager, your ability to manage client care with specific knowledge and experience in bedside care, symptom management, crisis intervention and family intervention are feature assets for this high-profile nursing position. In this role you will manage a group of patients plan of care and provide clinical visits to them as needed out in the community. In addition to excellent written/verbal communication, problem solving and decision making abilities, our candidate has a demonstrated experience developing and maintaining rapport with patients and families, and the ability to work well with an interdisciplinary team. We offer a competitive compensation package that includes an attractive salary, flexible scheduling and competitive benefits. Interested candidates please apply online.  
EEO/Drug-Free Employer  

Job Requirements: A minimum of 6 months nursing experience within the past 3 years unless state regulations differ.. Travel is necessary on a daily basis.  
Application Instructions: please apply online at jobs.hcr-manorcare.com  
Contact: Kristin Lueptow  
Address: 2100 Sanders Road, Northbrook, IL 60062  
Phone: 262-389-1882  
Fax: 888-819-6612  
Apply Online: http://jobs.hcr-manorcare.com

Expires: 07/20/2016  
Job ID: 4584906  
Job Title: Gymnastics Coach  
Company: Park District of Oak Park  
Job Type: Part Time  
Degrees Wanted: None Required  
 Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Oak Park, IL 60302  
Salary: $10-$20/hour DOQ  
Job Description: Plan, teach and instruct girls and boys preschool and recreational gymnastics classes in a safe manner with a team focus.  
Application Instructions: To view full job description and to apply, go to www.pdop.org Job ID 1151,1150,1131  
Contact:
Apply Online: http://pdop.org

Expires: 07/20/2016
Job ID: 4585282
Job Title: Service Associate - Housekeeping
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary:

Job Description: Position Summary: This position will be responsible for all Housekeeping duties to include: patient rooms and non-patient care areas, floor mopping, cleaning and buffing utilizing necessary equipment, and other job duties as assigned per the needs of the department. Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The Service Associate demonstrates behavior consistent with the operating principles of Loyola University Medical Center and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

Job Requirements: Position Requirements: Minimum Education: Required: N/A Preferred: High School Diploma Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Licensure/Certifications: Required: N/A Preferred: Position Responsibilities: ROOM CLEANING: Performs daily and discharge cleaning of isolation and non-isolation patient rooms. AD HOC CLEANING: Perform unplanned/unscheduled cleaning functions throughout the day in response to spills, accidents, unexpected debris, etc. STOCK: Stocks equipment and supplies in patient rooms. BIO-HAZARDOUS WASTE HANDLING: Handles regular and bio-hazard waste and linen. PATIENT ASSISTANCE: Fills water pitchers and passes out snacks to patients as needed.

Contact:
Address: 2160 S. 1st Ave, Maywood, IL 60153
Apply Online: http://www.loyolamedicine.org/jobs

Expires: 07/20/2016
Job ID: 4585287
Job Title: Floor Technician
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL 60153

Salary:

Job Description: Performs daily cleaning, buffing and bonneting procedures in accordance with all facility training in assigned areas. Performs striping and waxing of floors and surfaces as assigned. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The Floor Technician demonstrates behavior consistent with the operating principles of Loyola University Medical Center and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes. Position Responsibilities: FLOOR CARE: Performs daily and project scheduled floor care procedures throughout the facility. AD HOC CLEANING: Perform unplanned/unscheduled cleaning functions throughout the day in response to spills, accidents, unexpected debris, etc. EQUIPMENT MAINTENANCE: Logs and tracks maintenance of all equipment. SPECIAL PROJECTS: Will assist in any special projects, new construction turnover, room refresh, etc.

Job Requirements: Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Preferred: 3 or more years of previous job-related experience

Contact:
Address: 2160 S. 1st Ave, Maywood, IL 60153
Apply Online: http://www.loyolamedicine.org/jobs

Expires: 07/20/2016
Job ID: 4585296
Job Title: Dietary Assistant
Company: Loyola University Medical Center
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary: Based on experience

Job Description: As a Dietary Assistant you'll perform a variety of tasks related to patient food service including processing orders: nourishment, supplements, tube feedings and requests for additional menu items. You'll interact with patients, nurses, dieticians and coworkers regarding dietary needs of patients and edits menu items for compliance with diet orders. In addition you'll assist with tray line activities when needed.
Job Requirements: Position Requirements: Minimum Education: none required, High School Diploma preferred Minimum Experience: none required If you're interested in this great opportunity and for more information please visit http://bit.ly/1q0AThd

Contact:
Address: 2160 S. 1st Ave, Maywood, IL 60153
Apply Online: http://www.loyolamedicine.org/jobs

Expires: 07/20/2016
Job ID: 4585515
Job Title: Team Leader - Aurora
Company: Feed My Starving Children
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60504
Salary:
Job Description: Function: Host and direct large volunteer groups of youth and adults in packaging Feed My Starving Children (FMSC) food product, creating a positive experience for volunteers. Perform general labor and warehousing tasks. Primary Duties & Responsibilities: * Greet volunteers, direct check-in, and educate volunteers on the FMSC story and mission. Adjust presentation delivery to each audience. * Instruct volunteers on how to package food product; monitor volunteers to ensure proper adherence to procedures. * Ask volunteers to donate through financial gifts and/or by purchasing products from the MarketPlace(tm) store. * Uphold workplace safety policies and procedures. * Uphold food safety and quality policies and procedures. * Maintain the flow of supplies and finished product around the packaging area and warehouse. * Label inventory, palletize boxes, wrap and strap pallets, and use a forklift and/or pallet jack. * Track and complete production reports for each volunteer shift. * Interact over the phone and in-person with registered volunteer groups to drive attendance, encourage fundraising efforts, and increase on-site donations. * Clean and maintain the orientation area, packing areas, restrooms, warehouse, etc. * Perform transactions for merchandise sales; restock retail inventory. * Lead a brief Christian prayer, inviting volunteers to pray over the packaged food. * Act as backup to the Warehouse Specialist/Assistant as needed. * Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC). * Perform other duties as assigned. Schedule & Details: * Part-time, non-exempt (hourly) position. Work location is in Aurora, IL. Reports to Site Supervisor. * Wage is $11.50/hour. * Regularly scheduled for 16-24 hours per week, subject to site staffing needs. * Initially scheduled for shifts on Thursdays and Fridays from 8:30am-5pm, and Saturdays from 1:30pm-10pm. Occasional Sunday and holiday availability required. * Expected to occasionally sub for other Team Leaders. Occasional trainings and meetings also required, e.g. Team Leader meetings occur on a weeknight once per month. * Will have consistent exposure to soy, a known allergen.
Job Requirements: Required Experience & Qualifications: * Must be 18 years of age or older. * Commitment to support, promote, and authentically communicate FMSC’s Christian mission and goals. * Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc. * Enthusiastic, team-oriented attitude. * Strong interpersonal and large-group communication skills, including demonstrated public speaking experience. Able to educate, persuade, and instruct large groups. * Experience asking for donations desired. * Assertive and able to coordinate and delegate. * Flexible, adaptable, and able to troubleshoot. * Able to perform responsibly, follow directions, and use good judgment and discretion. * Excellent organizational skills and attention to detail. * Able to respectfully communicate and work with diverse community groups varying in age, religious beliefs, ethnicity, ability level, etc.

Application Instructions: To Apply: Complete the online application at www.fmsc.org/apply. You may also upload a resume (not required). Position is open until filled.

Contact: Amanda Wheeler

Address: 742 E Park Avenue, Libertyville, IL 60048

Phone: 763-504-2919 (headquarters)

Email: hr@fmsc.org

Apply Online: http://www.fmsc.org/apply

Job ID: 4585591

School Job ID: BP / OCC

Job Title: Houseperson - Events ROS000625

Company: HYATT REGENCY O’HARE

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Rosemont, IL 60018

Salary:

Job Description: At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. The Houseperson - Events is responsible for setting up and breaking down all meeting spaces with tables/chairs/water, etc. This person must have good communication skills as well as the ability to lift moderate weight. This is a fast paced position. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Contact:
Address: 9300 Bryn Mawr Avenue, Rosemont, IL 60018
Phone: 8476634667
Fax: 8476634679

Job ID: 4586000
Job Title: Graphic Artist
Company: Edgewater Products Co. Inc
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: Depending on experience

Job Description: Graphic designer/ Project coordinator. Growing manufacturing company looking for a graphic designer/project coordinator. Our line is growing. Multi-tasking is our standard operating procedure. Must like fast paced environment, handling multiple jobs, be a self starter, managing schedules, taking direction, are an everyday reality. Must possess outstanding organizational skills and have excellent attention to detail. Will work directly with in/offsite sales staff/ product development and production. Brain storming meetings must be embraced. Illustrate/ create, Resize and Vectorize images Upload files FTP Coordinate with the production staff Designing Page layouts Typography Editing Photo's digital image manipulation Generating accurate proofs for platemaker. Communicating with outside vendors Maintain and organize a digital library Coordinate with printers of line cards and catalogs. Coordinate with freelance artists Currently Part time 24 to 32 hours. Could become full time Candidates may work on-site at our office or offsite unless required. This position is located in Melrose Park Illinois REQUIREMENTS - SKILLS & EXPERIENCE: 1-3 years’ experience working as graphic designer Strong working knowledge of Adobe Creative Suite 6 (Photoshop, Illustrator and InDesign) Basic knowledge of HTML/CSS Basic knowledge of CMS programs Must be self-motivated and able to meet quick deadlines Working knowledge of Dreamweaver Website development skill a plus Prepares files for print and troubleshoots problems Organize free-lance artists and files. Ability to manage multiple priorities projects and deadlines Enthusiasm, an eye for detail and a desire to work and grow with a talented team of professionals

Contact: Dave Rolf
Address: 3315 W North Ave, Melrose Park, IL 60160
Phone: 708-345-9200
Email: sales@edgewaterproducts.com

Expires: 07/26/2016
Job ID: 4584620
Job Title: POLICE OFFICER
**Company:** City of Des Plaines  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Des Plaines, IL 60016  
**Salary:** $66,900-$93,000  
**Job Description:** Police officer for the City of Des Plaines  
**Job Requirements:**  
- Must be 21-35 years old  
- Must be a U.S. Citizen  
- Must have a high school degree or GED as lowest level of education, higher is preferred  
**Application Instructions:** Applications are available at recruitment.iosolutions.com. Application deadline is July 26th, 2016.  
**Contact:** Kayla Hansen  
**Address:** 1420 Miner Street, Des Plaines, IL 60016  
**Phone:** 8473915486  
**Email:** khansen@desplaines.org  
**Apply Online:** http://recruitment.iosolutions.com  

**Expires:** 07/30/2016  
**Job ID:** 4583254  
**Job Title:** CNC Operator  
**Company:** A-1 Tool Corporation  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Applied Manufacturing, Welding  
**Job Target:** Any Job Target  
**Location:** Melrose Park, IL 60160  
**Salary:**  
**Job Description:** A1 Tool Corps is hiring talented CNC operators interested in joining a collaborative and creative-thinking team of makers. Come share our passion for building! **DO NOT E-MAIL RESUME!** **TO APPLY:** Please watch the video and fill out the form here: http://www.skillscout.com/a1cnc.html.  
**Application Instructions:** **DO NOT SEND RESUME!** **TO APPLY:** Please watch the video and fill out the form here: http://www.skillscout.com/a1cnc.html.  
**Contact:** Colette Ghunim  
**Address:** 1425 Armitage Ave, Melrose Park, IL 60160  
**Phone:** (708) 345-5000  
**Apply Online:** http://www.skillscout.com/a1cnc.html
Expires: 07/30/2016
Job ID: 4583257
Job Title: Mold Maker
Company: A-1 Tool Corporation
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: A-1 Tool Corps is hiring talented Mold Makers interested in joining a collaborative and creative-thinking team. Come share our passion for building! DO NOT E-MAIL RESUME! ** To apply, please watch the video and fill out the form here: http://www.skillscout.com/a1moldmaker.html

Application Instructions: DO NOT E-MAIL RESUME! ** To apply, please watch the video and fill out the form here: http://www.skillscout.com/a1moldmaker.html
Contact: Colette Ghunim
Address: 1425 Armitage Ave, Melrose Park, IL 60160
Phone: (708) 345-5000
Apply Online: http://www.skillscout.com/a1moldmaker.html

Expires: 07/30/2016
Job ID: 4585380
Job Title: Team Members
Company: Checkers Restaurant
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Maywood, IL
Salary:
Job Description: The Team Member delivers over the top guest experience while working in a variety of roles within the restaurant. Whether they are acting as the "Grill Guru", the "Fry Fanatic", or "Guest Service Specialist", they are focused on hot, fresh, flavorful food, and creating happy guests. Locations Hiring * Bellwood * Maywood * Broadview * Chicagoland areas

Application Instructions: Apply online at www.work4checkers.com
Contact: CC Lynch
Address: 1718 S. 1st Avenue, Maywood, IL 60153
Customer Service/Porter
Hollis Brothers Automotive Service
Part Time
None Required
Any Major
Any Job Target
Barrington, IL
$10/hour
Customer care, including check-in of cars being dropped off for service, process payments for repairs, etc. Daily cleaning of a 6 bay auto repair shop. Drive company vehicle to pickup parts, customers, etc. Close up shop every evening, following a checklist of items to be completed. This Part-time position is for 17.5 hours/week, Monday-Friday from 3:30pm-7:00pm. Potential for additional summer hours on Friday afternoons if desired.
Must have a warm and friendly personality. Must have a valid driver's license with a clean driving record. Ability to start immediately and continue on thru the summer and into the fall/winter.
Please contact Dave Hollis at 847-381-6691, M-F between 8-4.
David Hollis
250 E. Main Street, Barrington, IL 60010
847-381-6691
847-382-1860

City of Woodstock
Part-Time Front Desk Cashier
City of Woodstock
Part Time
None Required
Early Childhood Education
Any Job Target
Woodstock, IL 60098
$8.46
The City of Woodstock is seeking a part-time Front Desk Cashier with the Woodstock Recreation Center at 820 Lake Avenue. The position works up to 28 hours per
week, with possible scheduling for work periods that may include: Monday - Friday 4:30am - 9:00am, 8:00am - 3:00pm or 3:00pm - 9:00pm; Saturday and Sunday 7:00am - noon or Saturday and Sunday noon - 5:00pm.

**Job Requirements:** 1. High school diploma or equivalent. 2. Cash handling experience highly desirable. 3. Demonstrated experience in customer service and the ability to respond to customer service inquiries in a pleasant, mature fashion. 4. Ability to work scheduled days and times consistently throughout the year. 5. The ability to learn and use various computer software applications. 6. Excellent verbal communications in English required; Spanish language ability a plus. 7. Ability to obtain required CPR/First Aid/AED Certification within three months (training provided).

**Application Instructions:** An application for this position may be obtained from the City's website at www.woodstockil.gov

**Contact:** Jill May  
**Address:** 121 W. Calhoun St., Woodstock, IL 60098  
**Phone:** 815-338-1172

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**Expires:** 08/01/2016  
**Job ID:** 4577212  
**Job Title:** Limited Part-Time Play Room Attendant (2 Positions)  
**Company:** City of Woodstock  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:**  
**Job Target:** Any Job Target  
**Location:** Woodstock, IL 60098  
**Salary:** $8.25  

**Job Description:** The City of Woodstock is seeking limited part-time Play Room Attendants (2 positions) with the Woodstock Recreation Center at 820 Lake Avenue. Position works up to 18 hours per week, with possible scheduling for work periods that may include: Monday - Saturday mornings 7:45am - 11:00am, Monday - Friday 3:45pm - 8:00pm or Sunday 9:00am - 11:00am. NOTE: These are not seasonal positions: Ideally candidates should demonstrate commitment to year-round employment on a set schedule, preferably for a minimum of 1-2 years.

**Job Requirements:** 1. 16 years of age. 2. Ability to supervise children, serving as a positive example to them. Childcare/babysitting experience is preferable. 3. Ability to obtain required CPR/First Aid/AED Certification within 3 months (training provided). 4. Ability to respond to customer service inquiries in a pleasant, mature fashion.

**Application Instructions:** An application for these roles may be obtained from the City website at www.woodstockil.gov

**Contact:** Jill May  
**Address:** 121 W. Calhoun St., Woodstock, IL 60098  
**Phone:** 815-338-1172
Expires: 08/10/2016
Job ID: 4573249
Job Title: Housekeeper
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Plainfield, IL 60585
Salary: $10 an hour

Job Description: * Clean all properties to Kesap Clean Standards and to the client's and owners' custom instructions * Follow all direction given by the managers and owners. * Networking with potential employees and/or clients while on the job and in the field. * Put out company marketing as requested by the owners while on the job * Maintain a positive attitude and set the example for other employees * Adherence to and clear understanding of operating policies and procedures * Keeping all supplies in good repair and following company instruction on care of supplies * Inform Owners, Team Manager and Co Manager of all policy violations that occur on the team

Job Requirements: A professional image, calm demeanor, and effective communication skill set are required. Also, reliable transportation is required. Ambition, and a desire to grow and move up within the company are greatly preferred.

Application Instructions: Please email a cover letter/resume to kelly_brook@kesapclean.com.
Contact: Kelly Brook
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_brook@kesapclean.com
Job Description: As a New York Life Financial Advisor, you'll be offering high quality life insurance & financial products for insurance and retirement planning needs. You will also: - Build relationships with clients beyond a financial transaction basis - Develop and implement business and marketing plans - Prospect for potential clients - Discuss financial concerns and needs of individuals - Present potential financial solutions using our world class suite of products and services - Develop your professional skills and knowledge

Job Requirements: You do not need sales, business development, marketing or insurance experience to begin your road to success in this role! All you need is passion and a desire to make a difference. Our comprehensive training program will give you the tools you need to succeed and create the career success you envision. We are looking for people who possess the following background/characteristics: * 4-year degree * Highly self-motivated and self-disciplined with ability to work effectively with little or no supervision * Outgoing personality with the ability to develop relationships (i.e., "People Person") * Fearless, positive attitude and willingness to be accountable for results * Organized, detail-oriented and excellent time-management skills * Desire for continuous learning * Good communicator--excellent listening skills and ability to explain complex information in a simple and concise manner

Application Instructions: If you'd like to learn more, please send your resume to the email listed. Thank you.

Contact: Michelle Brenmark
Address: 3010 Highland Parkway Suite 700, Downers Grove, IL 60515
Phone: (630) 240-0683
Fax: (630) 964-2761
Email: Mbrenmark0b@ft.newyorklife.com

Expires: 08/14/2016
Job ID: 4577951
Job Title: Logistics Clerk
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: Interlake Mecalux, the US subsidiary of Mecalux, S.A., is among the leading companies in the storage systems market specializing in the design, manufacture, sale, and service of warehouse solutions. Interlake Mecalux has achieved substantial growth in recent years, more than tripling our sales from 2008 to present. As a result of this growth, we are seeking additional management to support our US company. We are hiring a Logistics Clerk to work out of our Melrose Park, IL facility. The Logistics Clerk role is responsible for preparing bills of lading, scheduling shipments, and maintaining relationships with carriers.
Responsibilities * Prepare accurate bills of lading and packing slips * Prepare ship schedule report daily * Develop LTL and Flat-bed carrier call list * Provide shipping status and order visibility information as required to both internal and external clients, monitoring ship information, closing of shipped orders, order status, etc. * Schedule outgoing shipments to successfully meet ship dates. * Conduct analysis on shipping quality incidents as needed * Maintain finished goods inventory ensuring accuracy * Maintain a clean and orderly shipping and receiving department * Provide daily, weekly, monthly, quarterly, and yearly shipping and inventory reports both promptly and accurately using AS400 and MS Excel. Requirements * Must be extremely self-motivated and able to work under minimal supervision * Strong computer skills including MS Word, MS Excel * Strong communication skills and excellent analytical aptitude * Developed customer service skills with a "whatever it takes" attitude while supporting and modeling the desired culture of Interlake Mecalux. * High School diploma or equivalent education and experience * Good understanding of shipping and receiving processes within a manufacturing environment.

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

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

Expires: 08/14/2016
Job ID: 4577954
Job Title: Technical Assistant
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Applied Manufacturing, Engineering Technology/Computer-Aided Design (CAD), Interior Design
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned
Requirements: * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred
Application Instructions: Please email your resume to hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 08/14/2016
Job ID: 4577957
Job Title: Customer Service Rep
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:

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

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

Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 08/14/2016
Job ID: 4577960
Job Title: Technical Product Specialist
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary: $28k-$40k
Job Description: PRINCIPAL RESPONSIBILITIES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Orchestrate regular project meetings internally with Sales and with customers when required * Provide product application and product orientation training to internal personnel and external customers in order to demonstrate Interlake Mecalux’s engineering and manufacturing capabilities. * Provide training, guidance, and support to customers, Area Market Managers, and Account Executives related to estimating/pricing procedures as well as order preparation activities * Utilize OPC to log and follow up on all leads and quotes that are given to the distributors and internal sales department. Follow established lead generation program guidelines. Monitor all lost projects identifying reason for loss and report back to Area Market Manager. * Visit customers and/or meet with customers as required. * Maintain weekly/monthly sales reports. * Teach and train new associates as they join Engineering, Customer Service, and Sales. * Develop strong professional relationships with key partners in our business, including Sales, Engineering, and Installations. * Resolve customer issues in a timely professional manner, always delivering a consistently high level of customer satisfaction. * Help to develop strategies for assigned territory utilizing organizational directives and sales and market trends to achieve business initiatives, maintain customer satisfaction, and meet customers' needs. * Help to evaluate distributor performance and identify distributor relationships that best meet business goals and objectives. REQUIREMENTS: * Self-motivated and able to work under minimal supervision. * Advanced level of proficiency in MS Excel and PowerPoint. * Familiarity with AutoCAD preferred, but not required. * Strong, polished communication skills. * Excellent analytical and technical aptitude. * Desire to learn about the Material Handling industry * A customer-focused and "whatever it takes" attitude.
Application Instructions: Please email your resume to Robin Yoder at hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999

Expires: 08/17/2016
Job ID: 4583027
Job Title: Technical Team Lead
Company: Vapor Bus International
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted:
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:
Job Description: Summary: Plan, directs, coordinate assembles, tests, and modifies prototype or custom electronic parts, systems, and apparatus to develop assembly methods and techniques for use by production workers by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. Reads blueprints, wiring diagrams, process sheets, and assembly and schematic drawings, and receives verbal instructions regarding work assignment. Aligns and assembles parts such as leads, coils, wires, tabs, and terminals into housing. Routes and laces cables. Installs components and parts such as switches, coils, transformers, relays, transistors, and semiconductor circuits on chassis, circuit boards, panels, and other units. Routes and attaches wires and connectors to form circuitry and connects assembly to power supply sources, switch panels, or junction boxes. Attaches hardware and seals assembly. Examines parts for defects such as pinholes or chips. Test operates unit to locate defects, measure performance, determine need for adjustment, and verify specified operation. Replaces defective components and wiring. Calibrates unit according to specifications. Enters information on production records, logs, and other report forms. Assembles prototype microelectronic units. Repairs defective units rejected by inspection or test personnel.
Job Requirements: Supervise up to 10 technical assemblers
Application Instructions: Send resume to mmurray@wabtec.com
Contact: Milicent Murray
Address: 1010 Johnson Drive, Buffalo Grove, IL 60089
Phone: 847-777-6429
Fax: 847-520-2225

Expires: 08/17/2016
Job ID: 4583083
Job Title: CNC Machine Set-up Operator
Company: Vapor Bus International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:
Job Description: Summary: Must have the ability to Set-Up Four different types of machines, preferably a combination of VMC's, HMC's, TMC's, Co2 Lasers, Fiber Laser, Break press and/or Robotic Welders. Produces machined parts by setting up, and operating computer numerical
control (CNC) machines; maintaining quality and safety standards; keeping records; maintaining equipment and supplies. Essential Duties and Responsibilities include the following. Other duties may be assigned. Knowledge of modifying 2D mill fixtures, turn and bore lathe jaws manually utilizing CNC controls readout. Capable of editing Programs Mills, Lathes, Break Press, Lasers and/or Robotic Welders by entering instructions, including zero and reference points; setting tool registers, offsets, compensation, and conditional switches; calculating requirements, including basic math, geometry, and trigonometry; proving part programs. Maintains specifications by observing drilling, grooving, and cutting, including turning, facing, knurling and thread chasing operations; taking measurements; detecting malfunctions; troubleshooting processes; sharpening and replacing worn tools; adhering to quality assurance procedures and processes. Maintains equipment by completing daily preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions. Sets-up aforementioned machines by installing and adjusting three- and four-jaw chucks, tools, attachments, collets, indicating vice or work piece, bushings, cams, gears, stops, bar feeders, cutting conditions, bending radius and bending pressure. Plans machining by studying work orders, blueprints, engineering plans, materials, specifications, orthographic drawings, reference planes, locations of surfaces, and machining parameters; interpreting geometric dimensions and tolerances (GD&T). Verifies settings by measuring positions, first-run part, and sample work pieces; adhering to international standards. Able to read micrometers and calipers. Maintains safe operations by adhering to safety procedures and regulations. Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs. Documents actions by completing production and quality logs. Updates job knowledge by participating in educational opportunities; reading technical publications. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ability to follow instructions, and management directive.

Job Requirements: Ability to work independently, lean manufacturing experience preferred.

Contact: Milicent Murray
Address: 1010 Johnson Drive, Buffalo Grove, IL 60089
Phone: 847-777-6429
Fax: 847-520-2225

Expires: 08/17/2016
Job ID: 4583095
Job Title: Assembler - Base Plate Nights
Company: Vapor Bus International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:

**Job Description:** Summary: Assemble and test multiple styles of front and rear bus door electrical and pneumatic actuators. Will need direct supervision from Team Lead and/or manager. Work from blueprints, electrical wiring diagrams and Process Standards Sheets (PSS), Team Leader and manager instructions, by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. Use computer to pull up latest drawing of actuator to be assembled. Using pneumatic tools, hand tools, electric tools and torque tools to attach and properly secure a wide variety of components and subassemblies to a base plate. Adjust components as needed and certify quality of assembly or sub-assembly. May fabricate components to be used in the final assembly such as teeter lever or engine housing or components. Some of these operations may involve light machining and light welding. Follows assembly drawings, Process Standard Sheet (PSS) instructions and verbal directions from Team Leader and supervisor. Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs. Documents actions by completing production and quality logs. Updates job knowledge by participating in educational opportunities; reading technical publications. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ability to follow instructions and management directive. Ensure a safe working environment, good housekeeping and 5's for your respective area and all of VBI.

**Contact:** Milicent Murray

**Address:** 1010 Johnson Drive, Buffalo Grove, IL 60089

**Phone:** 847-777-6429

**Fax:** 847-520-2225

**Expires:** 08/17/2016

**Job ID:** 4583106

**Job Title:** Assembler - Door Final Nights

**Company:** Vapor Bus International

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Buffalo Grove, IL 60089

**Salary:**

**Job Description:** Summary: Assembles prepared machined parts (stiles, rails, panels, and bars) into doors, according to prescribed patterns, by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. Spaces glue discharge pipes to correspond with dowel holes in stiles. Places stile on edge of glue tank and depresses pedal to fill dowel holes with glue. Drops glued stile horizontally with dowel holes up into jig on floor. Grasps rails and panels, in sequence, from stacks behind glue tank and aligns protruding dowels from each piece into glued holes of stile on floor. Taps pieces with maul to
start dowels into holes. Glues and places second stile over protruding dowel pins of rails and panels and drives assembly partially together with maul. Tips door on bottom edge and stacks door vertically against rack for removal to. Maintains safe operations by adhering to safety procedures and regulations. Maintains continuity among work shifts by documenting and communicating actions, irregularities, and continuing needs. Documents actions by completing production and quality logs. Updates job knowledge by participating in educational opportunities; reading technical publications. Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. Ability to follow instructions, and management directive. Ensure a safe working environment, good housekeeping and 5’s for your respective area and all of VBI

**Contact:** Milicent Murray  
**Address:** 1010 Johnson Drive, Buffalo Grove, IL 60089  
**Phone:** 847-777-6429  
**Fax:** 847-520-2225

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**Expires:** 08/17/2016  
**Job ID:** 4583113  
**Job Title:** Shipping & Receiving Material Handler  
**Company:** Vapor Bus International  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Buffalo Grove, IL 60089  
**Salary:**

**Job Description:** Summary: Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment by performing the following duties. Essential Duties and Responsibilities include the following. Other duties may be assigned. Compares identifying information and counts, weights, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment. Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons. Assembles wooden or cardboard containers or selects preassembled containers. Inserts items into containers. Nails covers on wooden crates and binds containers with metal tape. Stamps, stencils, or glues identifying information and shipping instructions onto crates or containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages. Routes items to departments. Examines outgoing shipments to ensure shipments meet specifications. Maintains inventory of shipping materials and supplies. Operates tier lift truck or uses handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area.

**Contact:** Milicent Murray  
**Address:** 1010 Johnson Drive, Buffalo Grove, IL 60089
Phone: 847-777-6429
Fax: 847-520-2225

Expires: 08/17/2016
Job ID: 4583120
Job Title: CNC Lathe Machine Operator - Nights
Company: Vapor Bus International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:

Job Description: Overview - Able to perform some of the operations to fabricate a paint ready base plate from flat steel stock or fabricate paint ready hinge and post assemblies from both bar stock and flat sheet metal stock or set-up and operate CNC equipment or fabricate teeter levers or bus door panels. Work for Team Lead instructions, Kanban cards, router, blueprints or flat screen monitor display, bend sequence charts and welding specifications. Education or Trade Knowledge - High School Diploma, some college or trade school preferred, works off of complicated drawings and specifications, basic computer skills, and blueprint reading skills, measuring tools etc. knowledge. Experience - 1 - 3 years CNC Lathe machine operations.

Application Instructions: call or email resume

Contact: Milicent Murray
Address: 1010 Johnson Drive, Buffalo Grove, IL 60089
Phone: 847-777-6429
Fax: 847-520-2225
Email: mmurray@wabtec.com

Expires: 08/17/2016
Job ID: 4583122
Job Title: Facility Maintenance
Company: Vapor Bus International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Buffalo Grove, IL 60089
Salary:
Job Description: Overview - Able to perform some offacilities maintenance such as carpentry, plumbing, mechanical, etc. Ability to perform general preventative maintenance on manufacturing machines. Education or Trade Knowledge - High School Diploma or equivalent, ability to use measuring instruments, understanding and ability to read simple drawings to build and fix components. Experience 1 - 3 year of manufacturing maintenance.

Application Instructions: call or email

Contact: Milicent Murray
Address: 1010 Johnson Drive, Buffalo Grove, IL 60089
Phone: 847-777-6429
Fax: 847-520-2225
Email: mmurray@wabtec.com

Expires: 08/20/2016
Job ID: 4585784
Job Title: Asset Protection Detective
Company: Macy's
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:

Job Description: The AP Detective's primary responsibility is to prevent the loss of company property while maintaining a safe business environment. Support store's efforts in providing the best customer service within a controlled environment so as to ensure maximum sales at the highest profit rate attainable. Under general supervision and established procedures, the LP Detective detects and apprehends shoplifters and dishonest employees. Principle Duties and Responsibilities: ** * Respond to customer and associate incidents to facilitate first aid and minimize company liability * Recover stolen merchandise and apprehend shoplifters and other people who commit fraud or other criminal acts against the company * Investigate criminal violations against the person or property of any customer or associate that is committed on company premises * Prepare prompt and complete reports relative to all theft incidents, merchandise recoveries, accident investigations, audits, and other activities as assigned by the Loss Prevention Manager * Have knowledge of and maintain strict compliance with the law and company policies concerning apprehensions, searches and seizures, and the preservation of evidence * Promote shortage awareness and theft deterrence among associates by conducting meetings and participating in training events * Successfully complete all security training requirements including CPR and First Aid and maintain personal certifications as required by law * Conduct audits to ensure sales department compliance to merchandise exposure standards and loss prevention * Testify in court concerning any case, criminal or civil, wherein the company is a party of interest to which the LP Store Detective is summoned * Works on special
assignments, investigations, and surveillance as directed by Store Loss Prevention Manager * Responds to alarm conditions at assigned store * Perform other duties as needed

**Application Instructions:** Please contact Asset Protection Manager Jason Zorena at 815-254-5337 or jason.zorena@macys.com if you are interested in applying. Once contacted, he can forward your information to the stores with open positions.

**Contact:** Jason Zorena  
**Address:** 3340 Mall Loop Drive, Joliet, IL 60431  
**Phone:** 815-254-5337  
**Email:** jason.zorena@macys.com  
**Apply Online:** http://macysjobs.com

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**Expires:** 08/20/2016  
**Job ID:** 4585786  
**Job Title:** Visual Security Officer  
**Company:** Macy's  
**Job Type:** Full Time, Part Time, Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** IL  
**Salary:**

**Job Description:** Overview: As a Visual Security Officer, you will be an integral part of Macy's ability to maintain our high level of service and safety. You will have the opportunity to work a flexible schedule including weekends. Your individual responsibilities will include deterring theft via visual observation as well as maintaining a safe business environment. Key Accountabilities: * Visually monitor customer traffic entering and exiting the store * Communicate suspicious activity to Asset Protection/Security Skills Summary: * Complete all Security training requirements and maintain personal certifications as required by law * Prior retail security experience preferred but not required * Ability to adapt to possible stressful and hostile situations * Ability to interact with customers positively and in a friendly and accommodating manner * Comfortable in using a PC, and open to learning new systems and applications * High School degree or equivalent and/or related Criminal Justice/Administration of Justice preferred This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

**Job Requirements:** Please contact Asset Protection Manager Jason Zorena at 815-254-5337 or jason.zorena@macys.com if you are interested. Jason will be able discuss what stores have open positions.

**Contact:** Jason Zorena  
**Address:** 3340 Mall Loop Drive, Joliet, IL 60431  
**Phone:** 815-254-5337
Email: jason.zorena@macys.com
Apply Online: http://macysjobs.com

Expires: 09/14/2016
Job ID: 4577302
Job Title: Construction Specialist
Company: Cornice & Rose International
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Barrington, IL 60010
Salary:
Job Description: See image http://i1215.photobucket.com/albums/cc518/sethery05/CR-job%20posting_zpsqnxslsnm.jpg
Contact: Seth Holmen
Address: 804 W. Roberts Road, Barrington, IL 60010
Phone: 8473027815
Email: seth.holmen@corniceandrose.com

Expires: 09/17/2016
Job ID: 4583134
Job Title: Clinical Interaction Specialist
Company: Xerox Care Integration Services
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Naperville, IL 60563
Salary:
Job Description: *DUTIES AND ESSENTIAL JOB FUNCTIONS* -Conducts calls with patients, reviews the case file and completes a medical interview to obtain the required information as designated by the TeleMed interview system. -Uses a consultative approach supported by medical knowledge and defined policies and procedures to uncover and collect information regarding conditions, treatment, medication usage, recovery etc. -The CIS has a focus on providing an excellent customer service experience to all patients, acting as an advocate for them by providing information about preventive care available through their insurance carrier. -Acts as a courteous, professional medical representative and customer advocate to obtain necessary information, document collected information efficiently and
credibly to ensure a complete and accurate medical interview is completed and filed with the insurance carrier. Demonstrates empathy and compassion when needed. -Responsible for following defined policies, procedures and standards for professional conduct, the CIS must perform within Quality standards to ensure consistent, accurate, professional patient interactions. -Acts in compliance with all HIPAA guidelines and standards of care in patient interactions. Uses good judgment, tact and compassion to handle the delicacy of exchanging personal health information and the nature of sensitive medical information. -Adheres to a designated work schedule and consistently works the schedule as expected in accordance with company attendance policy. -Maintains a consistent knowledge of all Client programs which he/she has been trained on. Willingly accepts additional training to expand skills to become capable of servicing a higher number of patients across varying client programs. -Accepts responsibility for actions and executes transactions with the knowledge that every interview is confidential and information obtained requires extreme accuracy as the information collected generates legal documents which are filed with the insurance carrier. -Works accurately and efficiently to maximize service to clients. Adheres to designated guidelines for phone availability and works to become highly proficient with client call transactions to assist the highest number of clients possible per day. -Takes ownership of patient issues, identified system or procedural issues which are creating a negative experience for the patient, are impacting their ability to perform the job efficiently or with the right level of quality. Communicates these issues through their CEM to ensure the issues are addressed. -Approaches the job with a focus on quality, customer satisfaction and completing cases each day with the objective to follow policies and procedures consistently while learning and becoming more and more efficient to complete the maximum number of patient interactions. -Works interactively with their CEM to discuss their own performance, obtain guidance as needed and grow their skills to continually achieve a higher level of quality. -Acts as an owner of the company and expects peers to follow company policies, procedures, standards for quality and standards for patient care. Addresses issues directly with peers who are not acting in the best interests of the Patient, the Team or XCIS OR informs their CEM of the issues.

Application Instructions: Visit www.xerox.com. Search for and apply under requisition numbers 16017209 or 16017273.

Contact: Peggy Collier
Address: 2135 City Gate Lane Suite 600, Naperville, IL 60563
Phone: 6307187889
Fax: 6307187908

Expires: 09/17/2016
Job ID: 4583819
Job Title: Seasonal Supervisor-Food Service, Scoops Restaurant
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary: $11.75/hr

Job Description: The Supervisor, Food Service Concessions at Scoops is responsible for assuring the quality of food, safety, sanitation, the quality of service, and cleanliness of the restaurant contributes to a quality guest experience and to the Society's overall revenue goals; and, directs staff in the performance of assigned duties. *Minimum nine (9) months relevant experience in a food service environment required* *Pay rate: $11.75/hour Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations. Walking around Brookfield Zoo can sure work up an appetite! During our busy season Scoops Ice Cream specializes in serving delightfully delicious ice cream treats. In addition to favorite dessert options, there is a sandwich board, pretzels, chips, other ala carte items, and a variety of beverages to select from. The primary duties and responsibilities include:

* Manage, supervise, and oversee all food preparation and production areas when a General Manager or Area Manager is not present or a principle component of the restaurant while a General Manager or Area Manager is present. Maintains high levels of guest satisfaction through proper training and adherence to Society policies, department standards, and procedures. Provide necessary feedback on staff performance and communicate performance to management. Administer breaks as required and communicate staffing issues to next-level supervisor/manager. * Maintain security of assigned Society equipment, assets, supplies, and general information. Strictly follow all food service cash handling procedures. Responsible for the accuracy of cash handling and inventory control and communicate issues to management. * Coach and train staff, including staff development for growth and expansion in their areas of expertise, streamline production, and cross-train staff for future growth. * Handle guest and employee concerns on the initial level and notify next-level supervisor in a timely manner of concerns and actions taken to resolve the matter. * Maintain effective communications with managers and staff to ensure timely food delivery, proper display of food, and superior quality of products and services are met. Maintain service standards and financial results while adhering to safety and sanitation procedures. * Maintain product and staffing levels at assigned location. This includes ordering, checklists, and station chart completion. * Assist General Manager or Area Manager in daily inventory control, end-of-month inventory counts, accurate recording of transfers and waste, and insure integrity of deliveries. * Other related duties as assigned. Brookfield Zoo is open every day--all year! Work shifts include all 7 days of the week: weekends, holidays, and regular weekdays throughout the year. Scheduled times vary between the hours of 8:00am until 7:00pm (10:00pm or later for special events) around regular Zoo operating hours. The Seasonal Supervisor-Food Service position highly prefers flexible availability to work any 5 out of 7 days each week. Works schedules are based on the needs of the operation and may be adjusted due to weather conditions. This position requires the ability to work non-standard hours including evenings, holidays, and weekends. This is a seasonal/temporary position for the 2016 season.

Job Requirements: Minimum nine months relevant experience in a food service environment required. * Strong customer service orientation required. * Must possess good communications and interpersonal skills. * Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. * Incumbent must be responsible, reliable, and conscientious. * Experience and/or ability to work and interact effectively with a
diverse, multicultural audience. The desirable qualifications include: * High School graduate or (GED) equivalent preferred. * Three months of Food Service supervisory experience preferred. * Basic computer skills a plus. * Multilingual ability, Spanish fluency a plus.

**Application Instructions:** Please visit our career center @czs.org/careers - req. ID 1175.

**Contact:** Wendy Larsen  
**Address:** 3300 Golf Road, Brookfield, IL 60513  
**Phone:** 708-688-8400  
**Apply Online:** http://czs.org/careers

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**Expires:** 12/20/2016  
**Job ID:** 4585315  
**School Job ID:** MVCC  
**Job Title:** Sales Associate & Sales Lead  
**Company:** Soma Intimates  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Burr Ridge, IL 60527  
**Salary:** $8.25 & up  
**Job Description:** A Soma career, your perfect fit! At Soma you will find the most amazing place to work, learn and grow. Home of the warmest personal service. We embrace women with luxurious, soft fabrics, innovative fashion and an always perfect fit.

**Application Instructions:** Please apply online: jobs.chicos.com/careers/soma  
**Contact:** Veronica Torgerson  
**Address:** 715 Village Center Drive, Burr Ridge, IL 60527  
**Phone:** 630-323-2618

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