Job ID: 4601475
Job Title: Nursing Job Fair July 12th
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE
Job Type: Full Time, Part Time
Location: ELK GROVE VILLAGE, IL 60007
Salary:

Job Description: NURSING OPEN HOUSE JOB FAIR Experienced RN's for Part-Time
NURSE AIDES FULL AND PART TIME No Experience required JULY 12, 2016 11A to 4P
Location: HCR Manorcare of Elk Grove Village 1920 Nerge Rd. Elk Grove Village, IL 60007
Ph: 847-301-0550 Please use the complimentary valet parking Join our team! We are a 5 Star
CMS and Joint Commission Certified Skilled Nursing and Rehab Facility www.hcr-

Job Requirements: NURSING OPEN HOUSE JOB FAIR Experienced RN's for Part-Time
NURSE AIDES FULL AND PART TIME No Experience required JULY 12, 2016 11A to 4P
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Application Instructions: NURSING OPEN HOUSE JOB FAIR Experienced RN's for Part-Time
NURSE AIDES FULL AND PART TIME No Experience required JULY 12, 2016 11A to 4P
Location: HCR Manorcare of Elk Grove Village 1920 Nerge Rd. Elk Grove Village, IL 60007
Ph: 847-301-0550 Please use the complimentary valet parking Join our team! We are a 5 Star
CMS and Joint Commission Certified Skilled Nursing and Rehab Facility www.hcr-

Contact: PATRICIA SULLIVAN
Address: 1920 NERGE ROAD, ELK GROVE VILLAGE, IL 60007
Phone: 847-301-0550
Fax: 847-301-0013

Expires: 07/13/2016
Job ID: 4601477
Job Title: Nursing Job Fair July 12th
Company: Manorcare Health Services
Job Type: Full Time, Part Time
Location: ELK GROVE VILLAGE, IL 60007
Salary:

Job Description: NURSING OPEN HOUSE JOB FAIR Experienced RN's for Part-Time
NURSE AIDES FULL AND PART TIME No Experience required JULY 12, 2016 11A to 4P
Location: HCR Manorcare of Elk Grove Village 1920 Nerge Rd. Elk Grove Village, IL 60007
Ph: 847-301-0550 Please use the complimentary valet parking Join our team! We are a 5 Star
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**Job Requirements:** NURSING OPEN HOUSE JOB FAIR Experienced RN's for Part-Time
NURSE AIDES FULL AND PART TIME No Experience required JULY 12, 2016 11A to 4P
Location: HCR Manorcare of Elk Grove Village 1920 Nerge Rd. Elk Grove Village, IL 60007
Ph: 847-301-0550 Please use the complimentary valet parking Join our team! We are a 5 Star
CMS and Joint Commission Certified Skilled Nursing and Rehab Facility www.hcr-

**Contact:** Patricia Sullivan

**Address:** 1920 Nerge Road, Elk Grove Village, IL 60007

**Phone:** (847) 301-0550

**Fax:** (847) 307-0013

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**Expires:** 07/16/2016

**Job ID:** 4582345

**Job Title:** Caregiver/Home Health Aide

**Company:** ComForCare Home Care

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

**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

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**Expires:** 07/16/2016

**Job ID:** 4585157

**Job Title:** Plant Manager

**Company:** TMA (The Technology & Manufacturing Association)

**Job Type:** Full Time

**Degrees Wanted:** Associates

**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.
- Be 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
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

Expires: 07/17/2016
Job ID: 4583206
Job Title: Embroidery Finishing/Trimmer
Company: StitchMine Custom Embroidery
Job Type: Full Time
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

**Fax:** 8472982285

**Email:** gary@stitchmine.com

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**Expires:** 07/17/2016

**Job ID:** 4583210

**Job Title:** Mortgage Operations - Loan Processor - 1600003441

**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 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
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: 4584037
Job Title: Teacher Type 04
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL
Salary:
Job Description: There are 2 positions available for a Type 04 Master Teacher for a Head Start classroom at our Head Start center. The Master Teacher is responsible for the overall academic teaching and assessment of preschool children ages 3-5. To support in their development for kindergarten readiness and partner with families to promote that success. Requirements * Illinois Type 04 certificate * Bachelor's degree in Early Childhood Education Candidate will be expected to follow established class curriculum and should have good computer skills, as well as the ability to meet paperwork deadlines. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,
Expires: 07/18/2016  
Job ID: 4584038  
Job Title: Bi-Lingual Clinician  
Company: Lutheran Social Services of Illinois  
Job Type: Full Time  
Location: Chicago, IL  
Salary:  
Job Description: NW side counseling center seeking Bi-lingual Clinician to provide individual, couples and family therapy to children, adolescents and adults. Requirements Master's Degree in Social Work or Counseling Psychology required. LCPC or LCSW required. Bi-lingual fluency in Spanish required. Hours are: two days a week, 11am - 7pm - two days a week, 1 pm - 9 pm and Fridays, 9 am - 5 pm. Competency in computers necessary to utilize Electronic Health Record. Lutheran Social Services of Illinois is an EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP,

Contact:  
Apply Online:  
http://www.aplitrak.com/?adid=Y21vbnRnb21lc3kuNjUwMDYuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 07/18/2016  
Job ID: 4584039  
Job Title: Receptionist/Secretary  
Company: Lutheran Social Services of Illinois  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Chicago, IL  
Salary:  
Job Description: Accepting resumes for a full time Receptionist/Secretary who is a team player in a highly visible position. Candidate should possess ability to provide professional, approachable customer service in a diverse atmosphere with reliability and dependability. Must be detail orientated, work at a steady pace, adapt quickly to a variety of office situations and demonstrate excellent communication skills in a clear comprehensive manner both verbally and in writing. Requirements Must have a high school diploma. Candidate must have knowledge of Microsoft Word, and have typing and general office skills. Candidate
must be able to communicate in a clear comprehensible manner. Background clearance, both criminal and CANTS. EOE. Key Words: Social Services, Human Services, Child and Family Services, Personal Care, Medical Health Services, Nursing, Family Therapists, Mental Health, Rehabilitation Services, Child and Youth Services, Services for Elderly, Services for Disabilities, Vocational Rehabilitation, Case Manager, Volunteer, Program Coordinator, Resident Assistance, Program Assistant, Community Support Specialists, Service Coordinator, Manager, Not for Profit, NonProfit, NFP.

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMzIwMDMuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 07/20/2016
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

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  
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
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
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
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
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
Expires: 07/20/2016
Job ID: 4585552
School Job ID: BP / OCC
Job Title: Cook 4 - ROS000639
Company: HYATT REGENCY O'HARE
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Description: In-depth skills and knowledge of all kitchen operations. Capable of producing a consistent product to meet and exceed guests' needs in a timely manner. On a daily basis must monitor food production, quality and consistency, staffing levels and department training. Skills and knowledge to include culinary education, cost control, communication skills, computer skills, organizational skills, guest contact experience and culinary teaching skills and knowledge. This person must be able to give direction in the hourly Sous' absence. Qualifications: Good Communication skills required. At least 4 years of previous line and fine dining experience preferred. Culinary degree or related hotel experience preferred. Able to work most stations of the kitchen. Primary Location: US-IL-Rosemont

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

Expires: 07/20/2016
Job ID: 4585581
School Job ID: BP / OCC
Job Title: Cocktail Server - Red Bar - ROS000638
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. Cocktail servers are responsible for submitting and presenting guest beverage selections. The right person will gain menu knowledge and give recommendations from our compilation of libations. Servers engage in casual conversation and must maintain an attractive setting. Their style and service attributes are key to creating the guest experience. 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.

Qualifications: A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills.

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


Expires: 07/20/2016
Job ID: 4585591
School Job ID: BP / OCC
Job Title: Houseperson - Events ROS000625
Company: HYATT REGENCY O'HARE
Job Type: Full Time
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

Expires: 07/20/2016
Job ID: 4585597  
School Job ID: BP / OCC  
Job Title: Valet Attendant ROS000640  
Company: HYATT REGENCY O'HARE  
Job Type: Full Time  
Location: Rosemont, IL 60018  
Salary:  

Job Description: The Back Lot/Valet Attendant is responsible for controlling the flow of cars going in and out of the parking garage to maximize revenue and ensure space for hotel guests. They are also responsible for assisting passengers during the loading and unloading process. Their primary responsibility is to safely and efficiently relocate guest automobiles designated parking locations. This role requires precise communication and coordination with the hotel guest services and knowledge of daily events. Good communications skills are necessary for this position. Knowledge of the surrounding area, customer service oriented, and cash handling experience is preferred. Qualifications: Good communication skills Knowledge of the surrounding area Customer service oriented Cash handling experience required Valid driver's license and clean driving record Ability to operate manual and automatic vehicles required Primary Location: US-IL-Rosemont  
Organization: Hyatt Regency O'Hare  
Pay Basis: Hourly  
Job Level: Full-time  
Job: Transportation  
Req ID: ROS000539  

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

Expires: 07/20/2016  
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

Job ID: 4591187
Job Title: Team Member
Company: Covered Affairs, INC
Job Type: Full Time, Seasonal
Location: River Grove, IL 60171
Salary: $12.00 - $15.00

Job Description: Our Team is looking for dedicated team member that can help in the delivery and assembly of our vast product line. This position would be available from June Through October with a focus on weekend work. This is a great opportunity to develop leadership skills in a fast paced work place. This is a part-time seasonal position. No experience necessary

Application Instructions: E-mail resume to sales@coveredaffairs.com
Contact: Kis Figura, Magdalena Figura
Address: 2642 Haymond Street, River Grove, IL 60171
Phone: (708) 452-8334
Fax: (708) 452-8310
Email: sales@coveredaffairs.com

Expires: 07/23/2016
Job ID: 4591245
Job Title: Team Leader
Company: Covered Affairs, INC
Job Type: Part Time, Seasonal
Location: River Grove, IL 60171
Salary: $15.00 - $17.00
**Job Description:** Our team is looking for dedicated team members that can help in the delivery and assembly of our vast product line. This position would be available from June through October with a focus on weekend work. This opportunity exist for those with clean licenses to be drivers of our fleet of vans and box trucks. Seasonal part-time position, no experience necessary.

**Application Instructions:** E-mail resume to sales@coveredaffairs.com

**Contact:** Kis Figura, Magdalena Figura  
**Address:** 2642 Haymond Street, River Grove, IL 60171  
**Phone:** (708) 452-8334  
**Fax:** (708) 452-8310  
**Email:** sales@coveredaffairs.com

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**Job ID:** 4584620  
**Job Title:** POLICE OFFICER  
**Company:** City of Des Plaines  
**Job Type:** Full Time  
**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

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**Job ID:** 4592969  
**School Job ID:** Oakton - EW  
**Job Title:** Houseperson - Events  
**Company:** Hyatt Place Chicago O'Hare Airport  
**Job Type:** Full Time  
**Location:** Rosemont, IL 60018

**Salary:**

**Job Description:** 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.

**Contact:**
Cook 4 (PT)
Hyatt Place Chicago O'Hare Airport
Part Time
Rosemont, IL 60018

In-depth skills and knowledge of all kitchen operations. Capable of producing a consistent product to meet and exceed guests' needs in a timely manner. On a daily basis must monitor food production, quality and consistency, staffing levels and department training. Skills and knowledge to include culinary education, cost control, communication skills, computer skills, organizational skills, guest contact experience and culinary teaching skills and knowledge. This person must be able to give direction in the hourly Sous' absence.

Contact:
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: 224-563-1800

Part Time Package Handler
UPS
Part Time
Palatine, IL 60074

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive an hourly rate of $10.15/hour. UPS part-time employees also receive an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to
take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $5,250 per year with a maximum lifetime benefit of $25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Application Instructions: www.upsjobs.com
Contact: Jeff Rodriguez
Address: 2100 N Hicks rd, Palatine, IL 60074
Phone: 847-705-6025
Email: jrodriguez@ups.com
Apply Online: http://www.upsjobs.com

Expires: 07/27/2016
Job ID: 4593473
Job Title: Security Guard
Company: Tony's Fresh Market
Job Type: Part Time
Location: Suburban area, IL
Salary:
Job Description: 1. Always watch the front of the store and the aisles, especially the liquor and the health and beauty items. 2. When cashiers are switching or making a money exchange, you are to escort them to and from the registers or to the service desk. (Security officers are not allowed to handle cash for any reason). 3. Any incident of theft should be reported first to the store manager and then to the police department. Fill out a theft report and make a copy of a photo id. If no photo id is available use the customer’s services camera. Fill out Criminal Trespass Form and attach it to the report. If an employee commits a theft, the incident will be handled internally by the manager. 4. Making sweeps around the entire store but be sure to get approval from manager. 5. Walk the parking lot and back of the store approximately every hour, making sure anyone who should not be there is escorted off the property. 6. Security Personnel are expected to dress and groom themselves in a way that is professional. Only approved uniforms and accessories are to be worn.
Job Requirements: position is part-time Some experience is a plus. Locations Hiring: - Versatile - North Riverside - Melrose Park - Boilingbrook
Application Instructions: Please apply online at www.tonysfreshmarket.com
Contact: Human Resource
Address: 1200 Bryn Mawr, Itasca, IL 60143
Apply Online: https://www.tonysfreshmarket.com

Expires: 07/27/2016
Job ID: 4593513  
**Job Title:** Caregiver  
**Company:** Private home Personal Care  
**Job Type:** Part Time  
**Location:** Northlake, IL  
**Salary:** $14- $18  
**Job Description:** Private home looking for some experience caregiver for elderly gentleman with dementia in his home. Prepare one meal a day and light housekeeping. This is more of a companionship situation as he is completely independent in all self-care. This position is part-time.  
**Application Instructions:** Please call Pat Chillemi for more information (708) 309-8225  
**Contact:** Pat Chillemi  
**Address:** 233 S. Edgewood Ave., Lombard, IL 60148  
**Phone:** (708) 309-8225  

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Expires: 07/28/2016  
Job ID: 4594935  
**Job Title:** Cake Decorator/ Front of House Support  
**Company:** Lezza Spumoni & Desserts, Inc.  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Baking and Pastry  
**Job Target:** Any Job Target  
**Location:** Elmhurst, IL  
**Salary:**  
**Job Description:** We are looking for a skilled cake decorator/front of house support person. Must be personable, energetic and passionate about decorating and baking. The position is full time with overtime opportunities, health benefits and vacation. If you possess these qualities than we want to speak with you! 2-3 years experience preferred.  
**Application Instructions:** Please e-mail your resume to kerry@lezza.com  
**Contact:** Kerry Cocco  
**Address:** 544 S. Spring Rd., Elmhurst, IL 60126  
**Email:** kerry@lezza.com  

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Expires: 07/28/2016  
Job ID: 4594936  
**Job Title:** Department Manager Training Program  
**Company:** Jewel-Osco  
**Job Type:** Full Time
Degrees Wanted: Associates
Location: IL
Salary:

Job Description: PURPOSE: To provide friendly, courteous and prompt customer service; to attain budgeted sales and profit goals of the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Departments; to train and supervise Department associates; to direct and participate in all Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities; to communicate with Store Director; to monitor and enforce government and Jewel regulations; to compile and place shop orders. ESSENTIAL JOB FUNCTIONS: * Assists and communicates with customers in a friendly, courteous and prompt manner; receives and records special customer orders via the telephone or in the store utilizing suggestive sales techniques. * Directs and participates in Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department activities, including receiving, designing, preparing, pricing, displaying, maintaining, and ordering product in order to maximize sales, earnings, and customer satisfaction in the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department and the store. Updates Department décor for seasonal merchandising. * Attains budgeted sales and profit goals of the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department. * Prepares weekly work schedule to ensure adequate coverage and service level, while adhering to weekly sales/labor rate. * Trains and supervises Department associates in all Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities, policies, and procedures. Reports incidents requiring discipline to the Store Director. * Evaluates performance and counsels Department associates. * Compiles Department orders and inventories; orders product from the warehouse and direct suppliers using an order guide or the telephone. * Communicates with Store Director on Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities. * Prepares and completes documentation required by the Company or Store Director. * Monitors, complies and enforces government and Jewel policies and procedures. * Prepares gift baskets, party trays, special orders, floral arrangements, and/or other Department items in keeping with Company merchandising plans, customer requests, and general aesthetic principals. OTHER FUNCTIONS: * Attends Company training meetings. * Performs other duties as assigned by Store Director. SKILLS, PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: * Ability to frequently reach, lift, and maneuver objects of varying dimensions and weights up to approximately 50 lbs. * Ability to stand for long periods of time, walk, move rapidly, bend, stoop, twist and turn frequently. Manual dexterity and good hand-eye coordination are necessary. * Exposure to approximately 150 degrees Fahrenheit while handling products in hot cases, 35 degrees Fahrenheit while handling products in cold cases, 28 degrees Fahrenheit while handling products in cooler. Working conditions consist of a temperature controlled store environment. * Available to work nights, weekends and holidays. * Ability to work outdoors. Please complete an online application at www.jewelosco.com. Jewel-Osco is an Equal Opportunity Employer.

Application Instructions: -Visit www.jewelosco.com -Click on 'Careers' - towards the bottom of the screen -Click 'Apply Now' for Retail Management Positions - To help sort through the list of openings, please search by "Trainee" in the Keyword box and then click 'Search for Jobs' - Select 'Apply Now' next to the Management Training position you are interested in. *When completing the application, please enter a valid email address.

Contact: Sarah Loptien
Address: 150 Pierce Road, Suite 200, Itasca, IL 60143
Phone: 630-948-6438
Fax: 630-948-6660
Email: sarah.loptien@jewelosco.com
Apply Online: http://www.jewelosco.com/our-company/employment-positions/

Expires: 07/28/2016
Job ID: 4595263
Job Title: AutoCAD Drafter
Company: Scientific Dust Collectors
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Any Job Target
Location: Alsip, IL 60803
Salary: $10-14/hr

Job Description: Scientific Dust Collectors is seeking a draftsman to be a part of the Engineering department. At SDC we fabricate and manufacture industrial dust collectors for companies across North America. This is a part-time or full-time entry-level position; hours are flexible. Job will include: CAD, calculations, and working directly with the manufacturing department. If interested, please e-mail or fax resume.

Application Instructions: If interested, please e-mail or fax resume.

Contact: Brian Mathews
Address: 4101 West 126th Street, Alsip, IL 60803
Phone: 7085977090
Fax: 7085970313
Email: bmathews@scientificdust.com

Job ID: 4596157
Job Title: Sales Consultant
Company: Best Buy Mobile
Job Type: Part Time
Location: Norridge, IL 60706
Salary:

Job Description: 100% of your time you will: * Provide personalized service and exceptional expertise for customers. * Handle all aspects of the sale including: customer contracts and warranties, customer payments, cash and credit card/check transactions. * Develop, maintain and communicate strong, up-to-date knowledge of wireless products, accessories, pricing plans and service features. What are the Professional Requirements of a Best Buy Mobile Sales Consultant? Basic Requirements: * 6 months of retail or customer service experience * 18 years of age or more
Application Instructions: Search store #2862
Contact: Sylvia Niewiarowski
Address: 4156 N Harlem Ave, Norridge, IL 60706
Phone: 7084560953
Email: Sylvia.Niewiarowski@bestbuy.com

Expires: 07/28/2016
Job ID: 4596167
Job Title: Lead
Company: Best Buy Mobile
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Radiologic Technology
Job Target: Any Job Target
Location: Norridge, IL 60706
Salary:

Job Description: As a Best Buy Mobile Lead Sales Consultant you will support the store manager in the day-to-day operation of the store. You will partner with the Store Manager to train and coach mobile staff to achieve business goals through execution of the Best Buy Mobile sales philosophy. Lead Sales Consultants provide solutions that create ease and add value, ensuring customers end-to-end needs are met by leveraging all channels including hardware, accessories, connections, content and services. They excel at selling products and services. As a trusted advisor and partner, they develop strong relationships with customers and bring them a little closer to family and friends by helping them close the gaps with technology. Sales Leads work closely with other employees to ensure no customer is ever left unserved or underserved. 70% of your time you will: * Engage customers using selling skills to build complex, connected solutions in a fast-paced, dynamic environment where customers feel supported and leave delighted. * Inspire customers by showing them what's possible with technology. * Use innovative training tools to stay current, confident and complete, driving profitable growth and achieving individual and department goals. 30% of your time you will: * Provide peer feedback and coaching to Sales Consultants to improve results and increase customer delight. * Perform other duties as assigned. What are the Professional Requirements of a Best Buy Mobile Lead Sales Consultant? Basic Requirements: * HS Diploma or Equivalent * 1 year of leadership or developmental coaching experience * 6 months sales/customer service related experience * At least 18 years of age Preferred Requirements: * Prior experience selling consumer electronics products * Associate degree and above in Business Management or related fields

Application Instructions: Search Store #2862
Contact: Sylvia Niewiarowski
Address: 4156 N Harlem Ave, Norridge, IL 60706
Phone: 7084560953

Job ID: 4583254
Job Title: CNC Operator
Company: A-1 Tool Corporation
Job Type: Full Time
Majors Wanted: Applied Manufacturing, Welding
Location: Melrose Park, IL 60160
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 E-MAIL 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
Location: Melrose Park, IL 60160
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
Location: Maywood, IL

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
Phone: (312) 709-3719
Apply Online: https://www.work4checkers.com

Expires: 07/30/2016
Job ID: 4598262
Job Title: Fitness Attendant
Company: Naperville Park District
Job Type: Part Time
Location: Naperville, IL 60540

Job Description: Overview: Under the general supervision of the Fitness Coordinator, the Fitness Attendant position is a part-time position responsible for providing outstanding customer service, check-in of members, monitoring the fitness floor and cleanliness of the fitness equipment and locker room. Essential Duties & Responsibilities: 1. Provide exceptional customer service by greeting, thanking and using member names. 2. Conduct tours for new and potential members. 3. Assist members with fitness equipment while concentrating on proper form. 4. Learn each machine, the purpose and muscles used. Educate members regarding fitness equipment. 5. Clean fitness equipment and organize the fitness floor. 6. Successfully operate computer software packages utilized by the Park District in order to assist customers. 7. Ensure confidential use of customer information, including health related paperwork and household account information. 8. Respond quickly to customer complaints or inquiries. 9. Monitor inventory of supplies and equipment. Report needed items to Fitness Coordinator or Activity Center Manager. 10. Respond appropriately to emergencies inside the facility and surrounding area. 11. Maintain a safe, clean and friendly environment for members and guests. 12. Demonstrate and support park district customer service standards. 13. Maintain a proactive approach to safety and risk management. Participate in the creation, implementation and evaluation of sound risk management policies and procedures. Report all accidents and incidents in a timely manner. Conduct timely accident investigations, complete accurate and timely accident and incident reports. Work collaboratively with the HR Department on claims. Is prepared for and cooperative during the loss control review process and PDRMA field visits. 14. Follow and model compliance with all District, State, Federal and departmental safety and risk management, personnel, administrative policies and procedures, ordinances and regulations. Other Duties and Responsibilities: * Other duties as assigned.
**Job Requirements:** Knowledge, Skills, and Abilities: * Knowledge of fitness basics. * Ability to demonstrate skills and techniques used in fitness and exercise conditioning. * Ability to communicate with and instruct adults and youth. * Demonstrate excellent communication skills (i.e., professional ability to attend to customer needs). * Demonstrate initiative and professionalism. * Ability to address complaints and resolve concerns as needed. Education and Experience: * High school diploma or equivalent. * A minimum of 19 years of age. * Possession of, or ability to obtain, CPR, AED and First Aid certification within three (3) months of date of hire. Special Considerations: * Ability to lift 45 lb weight plates. * Subject to modified/flexible work schedule.

**Application Instructions:** Select the Category for Fort Hill Activity Center to locate the position title and apply.

**Contact:** Human Resources

**Address:** 320 W. Jackson Ave., Naperville, IL 60563

**Phone:** No phone calls please

**Fax:** 630.848.5001

**Apply Online:** http://applitrack.com/napervilleparks/onlineapp/

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**Expires:** 07/30/2016

**Job ID:** 4598528

**Job Title:** Industrial Maintenance Technician II

**Company:** AECOM

**Job Type:** Full Time

**Majors Wanted:** Air Conditioning & Refrigeration, Applied Manufacturing, Industrial Electrician, Stationary Engineering

**Location:** Aurora, IL 60507

**Job Description:** AECOM is seeking a 2nd shift Industrial Maintenance Technician II in Aurora, IL! Typical work schedule is Monday-Friday, 2:30pm - 11:00pm; hours may vary based on business demand. The Industrial Maintenance Technician II is responsible for assisting higher level technicians in responding to work orders, providing service and feedback to the customer on all work orders, troubleshooting, and providing preventive maintenance on the buildings and facilities equipment, fixtures and systems in an industrial environment. Responsibilities include, but are not limited to, assisting higher level or specialized technicians with repairs to a wide variety of HVAC systems, electrical systems, control systems, lighting systems, steam systems, and overhead doors; troubleshooting and repairing lamps and lighting systems; and performing inspections, lubrication, cleaning, filter changes, repairs to office fixtures and furniture, etc. Must have the ability to understand and work safely with 3-phase electrical power circuits.

**Job Requirements:** Qualified applicants who are offered a position must pass a pre-employment substance abuse test. This position may require a valid Driver's License. This position does not include sponsorship for United States work authorization. This position will require the ability to obtain a security access badge at our client's location. This position may require various shifts, weekends, and alternative work schedules.
Application Instructions: To apply, please visit aecom.jobs: * Click the job title, then "APPLY NOW". * Click the "Apply to Job" box. * Click the button to "Create A Login" and proceed as directed. Please be sure to submit a resume to EVERY job you wish to pursue!

Contact: Jody Kirchgessner
Address: 411 Hamilton Blvd, Suite 1810, Peoria, IL 61602
Phone: 309-282-2382
Fax: 309-676-5068
Email: jody.kirchgessner@aecom.com
Apply Online: http://aecom.jobs/

Expires: 07/30/2016
Job ID: 4599380
Job Title: Childcare Attendant
Company: Naperville Park District
Job Type: Part Time
Location: Naperville, IL 60540
Salary: $8.50

Job Description: Overview: Under the direction of the Childcare Coordinator, the Childcare Attendant is responsible for supervising children in the Fort Childcare and Indoor Playground. Essential Duties & Responsibilities: 1. Provide a safe and welcoming environment by supervising and interacting with children ages 12 weeks to 11 years. 2. Communicate concerns and updates to parents in a tactful and discrete manner. 3. Prepare age appropriate activities and equipment for children. 4. Maintain cleanliness of the Fort Childcare area and Indoor Playground. 5. Maintain accurate records, including but not limited to child information sheet, usage and payroll. 6. Provide exceptional customer service; model and train on customer service standards. 7. Respond quickly to customer complaints or inquiries. 8. Notify Childcare Coordinator or Activity Center Manager of situations regarding the operation of the program such as broken equipment, equipment shortages, facility damages, disciplinary concerns and participant concerns. 9. Monitor inventory of supplies and equipment. Report needed items to Childcare Coordinator. 10. Respond appropriately to emergencies inside the facility and surrounding area. 11. Maintain a safe, clean and friendly environment for members and guests. 12. Demonstrate and support park district customer service standards. 13. Maintain a proactive approach to safety and risk management. Participate in the creation, implementation and evaluation of sound risk management policies and procedures. Report all accidents and incidents in a timely manner. Conduct timely accident investigations, complete accurate and timely accident and incident reports. Work collaboratively with the HR Department on claims. Is prepared for and cooperative during the loss control review process and PDRMA field visits. 14. Follow and model compliance with all District, State, Federal and departmental safety and risk management, personnel, administrative policies and procedures, ordinances and regulations. Other Duties and Responsibilities: * Assist with member retention and special events. * Available to substitute shifts as needed. * Other duties as assigned.

Job Requirements: Knowledge, Skills, and Abilities: * Demonstrate excellent communication skills (i.e., professional ability to attend to customer needs). * Demonstrate initiative and
professionalism. * Understand and implement child/staff ratios. * Ability to communicate with and instruct adults and children. * Ability to address complaints and resolve concerns as needed.

Education and Experience: * Experience in babysitting or childcare. * Minimum of 16 years of age and older. * Possession of, or ability to obtain, Infant CPR, AED and First Aid certification within three (3) months of date of hire. Special Considerations: * Ability to lift weight (45 lbs). * Subject to modified/flexible work schedule.

Application Instructions: Select the Category for the Fort Hill Activity Center to access the position and to apply.

Contact: Human Resources
Address: 320 W. Jackson Ave., Naperville, IL 60563
Phone: No phone calls please
Fax: 630.848.5001
Apply Online: http://applitrack.com/napervilleparks/onlineapp/

Job ID: 4588085
Job Title: Electrical Mechanical Maintenance Technician
Company: WestRock
Job Type: Full Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Electronics Technology, Industrial Electrician
Job Target: Any Job Target
Location: North Chicago, IL 60064
Salary: 21.17-30.50/hr
Job Description: Job Summary: Primary Duties - Providing safe and timely mechanical and electrical support, - Preventative maintenance, installation, service, repair, troubleshooting and resolution of multiple operating machines within a manufacturing industrial environment. - Mechanical and electrical experience, a familiarity with hydraulics and pneumatics and have basic troubleshooting experience with proven ability of machine repair. Preferred Qualifications: - 2 - 3 years of Electro-Mechanical Automation System Installation & Troubleshooting Experience. - An operational knowledge of automated industrial machinery which includes; motors, servos, pumps, drives, relays, 3 phase power, communication devices, industrial / electronic controls and power transmission systems. - A good understanding of hydraulic and pneumatic systems. - A strong PLC trouble shooting and problem solving ability with practical, mechanical & electrical aptitude. - Must be able to read and interpret both electrical and mechanical drawings. - Must be fully computer literate with Microsoft environment. - Excellent written and verbal communication skills. - Ability to work independently in a mature and professional manner. - Ability to work various shifts / overtime / days per week. - Corrugated background is a plus, but not required
Application Instructions: Apply online
Contact: Jeannine Carr
Address: 1900 Foss Park Ave, North Chicago, IL 60064
Phone: 815-463-4127
Fax: 678-728-2827
Email: jeannine.carr@westrock.com

Apply Online:
http://career4.successfactors.com/sfcareer/jobreqcareer?jobId=70832&company=RockTenn&username=

Expires: 08/23/2016
Job ID: 4590474
Job Title: Housekeeping Team Leader
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Location: Plainfield, IL 60585
Salary: Starting at $13 an hour

Job Description: * Meet and greet Clients when first entering a home. * Call Clients if running behind or early to a home to inform them of arrival time. * Insure all homes are cleaned to Kesap Clean standards by checking your work and work of the employees on site. * Insure that all homes are cleaned to the Client's specific custom standards by checking your work and work of the employees on site. * Administrative responsibilities associated with the team binder are complete and accurate. All Keys/Codes are returned at the end of the day. * Responsible for timely execution of work in homes and for following the contracted work guidelines. * Collecting Payment in a professional manor and insuring payment is made to the office. * Networking with potential employees and/or clients (flyering) while on the job and in the field. * Being a team player an participating in the success of the company through company initiatives. * Presenting clients with marketing materials in a professional manor. * Maintain a positive attitude and set the example for other employees. * Adherence to and clear understanding of operating policies and procedures. * Stacking Supplies completely each evening and insuring all supplies and specialty items are brought along each morning. * Keeping all supplies in good repair and following company instruction on care of supplies. * Keeping stockroom neat, clean and organized and keeping staff neat and organized throughout the day on the job. * Insuring that all employees on their team follow company standards by continually coaching and redirecting performance. * Managers will also be given other opportunities as they arise and are expected to act in the best interest of the company at all times.

Job Requirements: Experience is preferred, but not required. A professional appearance, calm demeanor and excellent communication skills. Also, a licensed, registered, well maintained and reliable vehicle is required.

Application Instructions: Please email cover letter/resume to kelly_hussey@kesapclean.com.

Contact: Kelly Hussey
Address: 14722 S Naperville Road, Suit 112, Plainfield, IL 60585
Phone: 815-618-4082
Email: kelly_hussey@kesapclean.com

Job ID: 4593356
Job Title: Security Technician  
Company: Imperial Surveillance, Inc.  
Job Type: Full Time  
Location: Arlington Heights, IL 60005  
Salary:  
Job Description: Install intrusion, CCTV, access control system, alarm systems.  
Contact: Jason Ruggiero  
Address: 1601 E. Algonquin Rd, Arlington Heights, IL 60005  
Phone: 847.375.0300  
Email: Jason@imperialcctv.com

Expires: 08/29/2016  
Job ID: 4597514

Job Title: Fall Nanny or Babysitter  
Company: College Nannies, Sitters, and Tutors  
Job Type: Full Time, Part Time, Seasonal  
Location: IL  
Salary:  
Job Description: Flexible Days, Great Experience! College Nannies, Sitters, and Tutors (CNS+T) is hiring responsible, outgoing individuals for a variety of childcare positions in the city and suburbs! - Hiring for FALL long term Nanny, flexible Sitter, and tutoring positions - Start now! Have fun and get paid for it! The safe and legal way. Apply at: https://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/ Facebook: https://www.facebook.com/NannyTutor/?fref=ts  
Contact: Stephanie Clark  
Address: 958 Harlem Ave., Glenview, IL 60025  
Phone: 847-998-5657  
Fax: 847-998-5697  
Email: Sclark@collegenannies.com  
Apply Online: http://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/

Job ID: 4597533  
Job Title: Fall Nanny or Babysitter  
Company: College Nannies, Sitters, and Tutors  
Job Type: Full Time, Part Time, Seasonal  
Location: IL  
Job Description: Flexible Days, Great Experience! College Nannies, Sitters, and Tutors (CNS+T) is hiring responsible, outgoing individuals for a variety of childcare positions in the city and suburbs! - Hiring for FALL long term Nanny, flexible Sitter, and tutoring positions - Start now! Have fun and get paid for it! The safe and legal way. Apply at:
Contact: Stephanie Clark  
Address: 958 Harlem Ave., Glenview, IL 60025  
Phone: 847-998-5657  
Email: Sclark@collegenannies.com  
Apply Online: http://www.collegenanniesandtutors.com/nanny/join/state/IL/office/16/

Expires: 08/30/2016  
Job ID: 4594714  
Job Title: Front Desk Assistant  
Company: Generation Law, Ltd.  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Location: Elmhurst, IL 60126  
Salary: $13/hour  
Job Description: Generation Law, Ltd is an estate planning and elder law firm located in Elmhurst, Illinois with extensive experience navigating the twists and turns of elder law issues. Our firm is committed to excellent customer service in every aspect of the process. We are seeking to fill a front desk administrative assistant position. We need a reliable, energetic, organized, and "welcoming" individual to fill this critical role in our firm. Some of the responsibilities of this crucial position include: * Greet clients and assist with conference room set up * Answer and screen telephone calls * Schedule appointments * Update client contacts * Provide assistance to other staff members * Scan and save documents to clients electronic file * Process incoming and outgoing mail * Assemble consumer guides and other marketing material * Empty trash, do light kitchen and other misc. housekeeping tasks * Edit documents * Other projects as assigned If you feel you can energetically jump into this front desk administrative position with both feet, and that you can provide the most important people in the office, our clients, with excellent care and patience, then please feel free to apply.  
Job Requirements: Some of the requirements for this position are: * Some customer service experience required * Willingness to learn new tasks quickly and effectively. * Ability to work full-time  
Application Instructions: Please email a copy of your resume to megan@generationlaw.com  
Contact: Megan Nutley  
Address: 747 N. Church Road, Suite B4, Elmhurst, IL 60126  
Phone: 630-782-1766  
Fax: 630-782-1225  
Email: megan@generationlaw.com

Expires: 08/31/2016  
Job ID: 4594735
Job Title: Team Members  
Company: Checkers Restaurant  
Job Type: Full Time, Part Time  
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  
Phone: (312) 709-3719  
Apply Online: https://www.work4checkers.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.

**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

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**Expires:** 09/22/2016

**Job ID:** 4589326

**Job Title:** Commercial Collections Specialist

**Company:** Brown & Joseph, Ltd.

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

**Location:** Itasca, IL 60143

**Salary:** $14.00 to $16.00 + Bonus

**Job Description:** We are not your typical collection agency. We DO NOT COLLECT CONSUMER DEBT. We are a commercial collection agency and are contracted by business to collect debt owed by other business. We were listed among "The Best Places to Work in Collections" because we provide challenging and rewarding work; in a competitive, professional and friendly environment that is second to none. We have a strong commitment to our industry, our colleagues, and our clients and are willing to work with the right candidates to help them unlock and maximize their full potential. Whether you are a seasoned collector, a recent graduate, or someone looking to make a career change and consider yourself an entrepreneur and like the idea of writing your own commission checks while establishing a career with a growing company in a growth industry, look no further. No experience necessary. We offer competitive salary, benefits, and paying well above the normal industry bonus plans. Work Schedule: 8:00 am - 5:00 pm. No nights, weekends, or holidays will be worked. Salary & Bonus: Salary ranges from $14.00 to $16.00 per hour based upon experience and knowledge. Monthly bonuses range for $300 to $5,000+ based upon performance. There is no cap on how much commissions you can earn. All based on your desire to make money and ability to negotiate and collect. Qualifications: None, as we provided extensive training on the art of collections and negotiations.

**Job Requirements:** Attention to detail and accuracy Ability to multi-task Aptitude for technology Skilled in Negotiations Articulate communication skills both verbally and in writing Time management skills Interpersonal Skills

**Contact:** Brad Hanen

**Address:** One Pierce Place, Suite 1225W, Itasca, IL 60143
Expires: 10/15/2016
Job ID: 4580337
Job Title: Certified Nursing Assistant
Company: Marianjoy Rehabilitation Hospital: Northwestern Medicine
Job Type: Full Time, Part Time
Degrees Wanted: Certificate, Diploma
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: 10/21/2016
Job ID: 4589812
Job Title: Independent Sales Representative
Company: THOMASNET
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: River Grove, IL 60171
Salary:

Job Description: This position will prospect for suppliers who are looking to grow their business with an online marketing program on THOMASNET.com. Research, appointment setting, in-person meetings as well as building proposals with a team of application engineers are all facets of this sales representative position. As an Independent Sales Representative with THOMASNET, you will receive: * Uncapped earnings potential: $70-90K potential in the first full year; six figure potential realistic in years 2, 3 and beyond * High commission payouts, plus quarterly/annual bonus offerings * Best in class support to grow your business We support Your Success with: * In-depth week-long product orientation * Knowledgeable Application Engineers to support your business * An established territory with accounts and prospects * Recognition and bonus potential for high-achievement * Detailed analytics to prove value to your customers * Ongoing field support

Job Requirements: We are looking for a self-starter/entrepreneur who is looking to build his or her own business. This person should be interested in helping small to medium sized businesses with their business challenges. Candidates should have a curious disposition and be able to learn from a proven sales process as well as enjoy building business relationships. An understanding of the online marketplace as well as an industrial background is desired. Many of our most successful associates had no prior sales experience before representing THOMASNET.com. People from all backgrounds - digital media, marketing, manufacturing, business development and many others - have thrived in the position.

Contact: Rita Lieberman
Address: 5 Penn Plaza, New York, NY 10001
Phone: 2126291532
Apply Online: http://www.GreatRepCareer.com

Expires: 10/29/2016
Job ID: 4597274
Job Title: Physical Therapist Assistant
Company: Marianjoy Rehabilitation Hospital: Northwestern Medicine
Job Type: Part Time
Degrees Wanted: Associates, Certificate
Location: Wheaton, IL 60187
Salary:
Job Description: Join the Marianjoy Registry team today! We offer registry opportunities at all locations: Palos Heights, Downers Grove, Elmhurst, Wheaton, Homer Glen, Oak Brook Terrace. We are seeking weekday and weekend registry team members. Additional information and details will be discussed during the prescreen. As a member of our registry team you will have an opportunity to work in outpatient, inpatient and subacute levels of care. As a Physical Therapist Assistant at Marianjoy, you will be part of an interdisciplinary team of skilled clinicians. You will utilize advanced clinical protocols to serve adult and pediatric patients in a variety of areas including brain injury, stroke, spinal cord injury, neuromuscular, orthopedic/musculoskeletal and pain management. The Physical Therapist Assistant assists with providing safe and effective physical therapy services to persons impaired by physical illness or injury, congenital or development disability and/or the aging process, under the direction and supervision of a licensed physical therapist in all practice settings. Marianjoy provides a premium hourly rate for this float position.

Job Requirements: Associate degree, accredited by an agency recognized by the Secretary of the United States Department of Education is required. Maintains license to practice as a Physical Therapist Assistant in the State of IL(or licensure application on file with the State Department of Professional Regulation), if required by state of practice. Maintains current CPR certification. Experience: Two to three years of previous work experience delivering physical therapy services in a program and environment similar to Marianjoy is preferred. Knowledge: Applicable treatment knowledge of preferred practice patterns related to various patient populations. Understanding of state, federal, and professional practice laws, regulations, and licensing requirements. Basic computer proficiency is required. Interpersonal: Above average written and verbal communication skills. Flexibility and ability to manage work in a changing environment.

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

Expires: 10/30/2016
Job ID: 4586664
Job Title: Line Therapist
Company: Skill Sprout LLC
Job Type: Internship, Part Time
Degrees Wanted: Diploma
Majors Wanted: Psychology
Job Target: Any Job Target
Location: IL, TX
Salary: hourly
Job Description: The Line Therapist's role is to provide quality care to clients receiving applied behavior analysis services. This position reports directly to a Board Certified Behavior Analyst for the region. Specific responsibilities include: * Provide direct services with Skill Sprout clients providing individualized one-on-one behavior interventions. Services will be delivered
in the child's home or onsite at the clinic. * Collect data, prepare materials and train other line therapist staff as directed by Skill Sprout Consultants. * Attend all team meetings and trainings and complete all necessary paperwork as directed by consultants or administrative staff. * Conduct themselves in a professional manner at all times when working with other Skill Sprout staff and clients or families. * Commit to and follow a weekly schedule with each assigned family. Appropriately documenting all time services. * Report directly to the Board Certified Behavior Analyst for the region. * Other tasks as assigned Job Requirements The requirements of the Line Therapist position are: * Must have access to internet and Microsoft Word * Must have their own transportation Qualifications The Line Therapist will have the following experience and attributes: * Pursing a Bachelors in Psychology, Sociology, Education, Occupational therapy, Speech/language therapy, Engineering, Social Work or Medicine. * Minimum G.P.A of 3.0 * Experience working with children with disabilities * Preferred experience with Applied Behavior Analysis Application Instructions: *Applications can be submitted online at our website at www.skillsprout.com. Please include your resume and a list of references. Contact: Heather Atkinson Address: 97 Eastgate Drive, Washington, IL 61571 Phone: 800-773-1682 Fax: 8007731682 Email: humanresources@skillsprout.com

Job ID: 4593252
Job Title: Order Filler
Company: New Era Optical
Job Type: Full Time, Part Time
Location: Chicago, IL 60630
Salary:
Job Description: Main Focus on accurate packing and shipping of optical products. Daily tasks for order fillers might include receiving and filling customer orders, picking merchandise from warehouse shelves, packing merchandise, and checking packed merchandise against written orders for accuracy. Order fillers may work as a part of a warehouse team and will need to be comfortable performing somewhat routine tasks indoors. Must be available Monday-Friday Flexible hours
Job Requirements: * Order fillers should also be able to remember where items are kept in a warehouse, remain calm and accurate under pressure, work well with others, and follow established procedure for the packing and shipment of items. * Must be functionally literate and capable of understanding and recognizing product numbers and line codes to insure proper retrieval of products for shipment, including identifying sequence of numbers and letters accurately and rapidly. * While performing the duties of this job the employee is regularly required to stand; walk; use hands and fingers to handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to climb or balance.
Application Instructions: Email current resume or Apply in person: New Era Optical 5575 North Lynch Ave Chicago, IL 60630

Contact: Michelle Sanks

Address: 5575 N. Lynch Ave, Chicago, IL 60630

Email: jobs@neweraopt.com

Expires: 10/31/2016

Job ID: 4596015

Job Title: Web Developer

Company: Scranton Gillette Communications, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors, Certificate

Location: Arlington Heights, IL 60005

Salary:

Job Description: Web Developer Cool job. Great career. Amazing benefits. Join a talented team that firmly believes cutting-edge website building should be fun! Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design, develop & maintain software, Drupal web sites, and web servers. We pride ourselves in a positive, productive working environment and passionate tech culture and we offer career tracks, nurtured by a talented team that firmly believes cutting-edge website building should be fun! Drupal. Responsive design. Content strategy. SEO. Client interface. If this makes your heart beat faster, you'll want to work in our website development boutique. Qualified candidates will possess: * Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML * Proficiency in a LAMP stack (Linux, Apache, MySQL) * Solid graphics skills * Source code control software and bug tracking systems * Drupal views, theming, and module development expertise * Bachelor's degree in Computer Science or equivalent professional license * Sense of humor a plus We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. For a career your friends will envy and your parents applaud, upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver

Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005

Phone: 8473911006

Fax: 8472981227

Email: humanresources@sgcmail.com

Apply Online: http://www.scrantongillette.com/current-openings

Expires: 10/31/2016
Job ID: 4596017
Job Title: Associate Editor
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Arlington Heights, IL 60005
Salary:
Job Description: Launch your career in B2B media! Recruiting for future full-time Associate Editors The Associate Editor is responsible for researching, writing and editing for the magazines, newsletters, websites and custom publishing projects. Participates in and edits video shoots. Assists other editorial and design personnel through layout and editing cycles Travels as requested or needed (up to 10%) to seminars, interviews, industry events and trade shows. The qualified candidate will have excellent writing, editing and interviewing skills, computer literacy in MAC environment and related software - InCopy a plus. 4 year degree in journalism or related discipline required. Previous media experience and familiarity with SEO preferred. Knowledge of HTML, production, printing and/or design is a plus. Located in Arlington Heights, a northwest suburb of Chicago, Scranton Gillette Communications (SGC/SGCHorizon) is a leader in business to business communications reaching over 1 million professionals monthly through our print, digital and custom media and live & virtual events. We offer a full benefits package which includes medical, dental and company paid life insurance, company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. For consideration upload your resume, must include a cover letter bullet pointing your relevant experience, to www.scrantongillette.com.
Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com
Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings

Expires: 10/31/2016
Job ID: 4596018
Job Title: Graphic Designer
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Visual Communication - Graphic Design/Graphic Arts
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:

Job Description: Scranton Gillette Communications, a leader in business to business communications has a current opening for a full-time Graphic Designer at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals over all communication platforms - print, electronic, web, custom, live and virtual events - through our seven business units. Coordinating with the promotions manager, our designers create web, email and print promotion materials for all business unit brands. Designers also create page layouts, design artwork for articles/departments, assist other editorial and design staff through layout and proofreading cycles for various brands. The qualified candidate will have excellent HTML design skills, proven proficiency in the Adobe Suite software (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat) and PowerPoint. Associates or Bachelor's degree in graphic design, visual communications (or related discipline) or comparable experience required. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburb Arlington Heights, accessible via the Metra Harvard line. Check us out on the web at www.scrantongillette.com. and apply on-line.

Application Instructions: Apply online http://www.scrantongillette.com/current-openings

Contact: Caryn Weaver

Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005

Phone: 8473911000

Fax: 8472981227

Apply Online: http://www.scrantongillette.com/current-openings

Expires: 10/31/2016

Job ID: 4596019

Job Title: IT Help Desk

Company: Scranton Gillette Communications, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Computer Information Systems

Job Target: Any Job Target

Location: Arlington Heights, IL 60005

Salary:

Job Description: Scranton Gillette Communications, a leader in business to business communications who reaches over 1 million professionals monthly through our print, websites, newsletters and other electronic media, seeks an IT Help Desk for our Arlington Heights office. This position is responsible for assisting in the administration, support, and upgrades of all computer hardware and all corporate software packages. This includes network systems (hardware & software), security, telecommunications, help desk operations and user phone support. The qualified candidate will possess proven knowledge of networking & computer hardware (Mac and PC) and have experience with Google plus and/or Google apps. Must have good verbal and written communication skills, 2 or 4 year college degree in computer science or
related discipline or equivalent work experience required. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Union Pacific Northwest line.

**Application Instructions:** For consideration apply on-line and upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

**Contact:** Caryn Weaver

**Address:** 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005

**Phone:** 8473911000

**Fax:** 8472981227

**Apply Online:** http://www.scrantongillette.com/current-openings

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**Expires:** 10/31/2016

**Job ID:** 4596023

**Job Title:** Marketing Assistant

**Company:** Scranton Gillette Communications, Inc.

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Journalism/Mass Communication, Marketing Management, Office Assistant

**Job Target:** Any Job Target

**Location:** Arlington Heights, IL 60005

**Salary:**

**Job Description:** Scranton Gillette Communications, a leader in business to business communications, is recruiting a Marketing Assistant at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other digital media. Under the direction of the Marketing Specialist, the Marketing Assistant will support all SGC/SGC Horizon brands in the administering, promoting, communication, coordination and creation of webinars, virtual tradeshows and other web events along with general administrative support. Implementing marketing and communication campaigns; implement and provide analytics of marketing campaign; develop and provide analysis of original market and customer research; develop content marketing programs; drive marketing objectives and marketing strategies The qualified candidate will have a college degree in Marketing, Advertising, Business Administration or related discipline. Strong writing and editing skills in print and electronic media with excellent interpersonal skills and communication skills required. Experience with or working knowledge of website development, basic HTML and graphic design a plus. Computer literacy in PC environment and related software required. We offer a full benefits package that includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in northwest suburban Arlington Heights, accessible via the Metra Union Pacific/Northwest line towards Harvard with a shuttle to and from the station.

**Application Instructions:** Upload your resume and a cover letter highlighting your qualifications for this position at www.scrantongillette.com
Contact: Caryn Weaver  
Address: 3030 W Salt Creek Lane, Suite 201 Suite 201, Arlington Heights, IL 60005  
Phone: 8473911000  
Fax: 8472981227  
Apply Online: http://www.scrantongillette.com/current-openings

Expires: 12/04/2016  
Job ID: 4601558  
School Job ID: MVCC  
Job Title: Medical Assistant  
Company: Illinois Institute of Technology  
Job Type: Full Time  
Degrees Wanted: Certificate, Diploma, License  
Location: Chicago, IL

Salary:

Job Description: Institution: Illinois Institute of Technology Location: Chicago, IL Category: Admin - Health and Medical Services Admin - Secretary and Administrative AssistantsPosted: 04/19/2016 Type: Full Time Job Category: Administrative Support Department: Student Health Center Location: IIT-Main Campus (MC), 3300 S. Federal, Chicago, IL Requisition Number: 0601972 GENERAL DESCRIPTION To assist in the daily function of the Student Health and Wellness Center (SHWC) by providing health support services for IIT students. Clinical services provided include assisting Nurse Practitioner(s) and Medical Doctor with care of students for illnesses and injuries, assisting with routine treatments, conduct lab tests, and maintenance of office records. This position will also have administrative responsibilities. Key Responsibility 1 Perform basic medical duties such as give injections, immunizations, draw blood and perform basic lab tests. The Medical Assistant will take medical histories and record student's vital signs. Prepare exam rooms and students for exam and procedures. Key Responsibility 2 Provide administrative support at the front desk. The MA will be responsible for answering phone, faxes, returning emails, data entry, communicating with students and making appointments. Excellent customer service skills required as more than 50% of the position will be at the front desk and/or with students. Key Responsibility 3 Responsible for coverage of extended hours, which includes all receptionist responsibilities. Key Responsibility 4 Available for community outreach and health education for student population. Communications: Communicate with students, parents, staff and faculty regarding Student Health and Wellness Center's policy and procedures. Communication may be written, electronic or verbal. Correspondence will also be maintained through outside vendors. Customer Service: Students are first priority at the Student Health and Wellness Center; they may call us, come in to our department or send emails. The Medical Assistant responsibility is to make sure they have the best service possible being the first line of contact. We hold the same standard for parent, faculty, staff and community members. Education & Experience: * Two years of customer service experience required. High School Diploma required. Associate or Bachelor's Degree preferred. * Good people skills, ability to communicate well verbally, written or electronically. * Data entry experience preferred. Preferred Skills: * Basic Word and Excel
skills required for data entry; good organization skills * Excellent customer service skills and verbal, written and interpersonal communication skills essential * Demonstrate time management and organizational skills; ability to move between tasks quickly and efficiently * Familiarity with HIPPA and FERPA regulations a plus Certifications & Licenses: Certification as Nurse Assistant or Medical Assistant required. 1-2 year experience as a Nurse Assistant or Medical Assistant in an ambulatory care center or college health setting preferred. Application Information Contact: Illinois Institute of Technology Online App. Form: https://www.iitri.iit.edu/applicants/Central?quickFind=52765

**Application Instructions:** Resume & Cover Letter required www.iitri.iit.edu/applicants/Central?quickFind=52765

**Contact:** Anita K. Opdycke, MSN, NP-C

**Address:** 10 W. 35th Street 3rd Floor, Chicago, IL 60616

**Phone:** 312-567-7553

**Fax:** 312-567-5702

**Email:** student.health@iit.edu

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**Expires:** 12/15/2016

**Job ID:** 4580338

**Job Title:** Certified Nursing Assistant

**Company:** Marianjoy Rehabilitation Hospital: Northwestern Medicine

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

**Degrees Wanted:** Certificate, Diploma

**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 the 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

**Job ID:** 4598866
**Job Title:** Graphic Design Intern
**Company:** Susan G. Komen for the Cure - Chicagoland Area Affiliate
**Job Type:** Internship, Part Time, Seasonal, Volunteer
**Location:** Chicago, IL 60631
**Salary:** Unpaid

**Job Description:** The Graphic Design Intern will assist the affiliate with various design needs for special events and overall affiliate marketing and messaging. Intern will work with staff to identify needs and fulfill requests. Primary Responsibilities: Intern will be responsible for working on graphics for the following items: * Chicago Mother's Day/Lombard Race for the Cure collateral; * Mission collateral; * Team Komen collateral; * Social Media graphics/marketing; * Website Graphics

**Job Requirements:** * Very comfortable working with Adobe Illustrator, In Design, and Photoshop. * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Quick learner with the ability to self-motivate. * Have strong computer skills, including strong experience Microsoft Offices (i.e. Word, Excel) * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

**Application Instructions:** To Apply: Please submit a cover letter and resume to Alex Hincks - Volunteer Programs, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

Contact: Alexandra Hincks
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 7734440061
Fax: 7734440061
Email: volunteer@komenchicago.org

**Expires:** 12/22/2016
**Job ID:** 4598872
**Job Title:** Volunteer Programs Intern
**Company:** Susan G. Komen for the Cure - Chicagoland Area Affiliate
**Job Type:** Internship, Part Time, Seasonal, Volunteer  
**Location:** Chicago, IL 60631  
**Salary:** Unpaid

**Job Description:** The Volunteer Programs Intern will assist with various duties particularly in the areas of recruiting, orienting, recognizing, evaluating and overall managing of Komen Chicago volunteers. There will also be opportunities to assist with managing volunteers for affiliate special events. Primary Responsibilities:  * Assist with recruiting and placing volunteers for the Lombard Race for the Cure  * Assist with recruiting volunteers and interns through web postings and attending recruitment fairs.  * Assist with Komen 101 - Volunteer Orientations with opportunities to enhance public speaking and training skills.  * Attend health fairs and special events as a Komen representative.  * Assist in communications (i.e. monthly Volunteer E-Newsletter)  * Assist in organizing corporate volunteer projects  * Data entry of volunteer information into V2 and Convio (donor database)

**Job Requirements:**  * Excellent communication, customer service and interpersonal skills.  * Public speaking skills, a plus  * Strong time-management, organizational and research skills.  * Quick learner with the ability to self-motivate  * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel)  * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

**Application Instructions:** To Apply: Please submit a cover letter and resume to Alex Hincks - Volunteer Programs, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the Subject of the email.

**Contact:** Alexandra Hincks  
**Address:** 8765 W. Higgins Road, Suite 401, Chicago, IL 60631  
**Phone:** 7734440061  
**Fax:** 7734440061  
**Email:** volunteer@komenchicago.org

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**Expires:** 12/22/2016  
**Job ID:** 4598877  
**Job Title:** Social Media Intern  
**Company:** Susan G. Komen for the Cure - Chicagoland Area Affiliate  
**Job Type:** Internship, Part Time, Seasonal, Volunteer  
**Location:** Chicago, IL 60631  
**Salary:** Unpaid

**Job Description:** The Social Media Intern will assist the Affiliate with social media including e-newsletter campaigns, Facebook, Twitter, website and other digital media. Primary Responsibilities:  * Research and create content for social media posts, including breast health/breast cancer awareness, education and news items  * Clarify objectives and track progress of social media growth  * Create social media calendar for upcoming months  * Research and report on new social media trends and services.  * Write new content for Komen Chicago Facebook, Twitter and other accounts to promote Komen's programs and drive website
traffic * Work with staff and social media virtual volunteers on training and social media updates

Job Requirements: * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Passionate about social media * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel) * Web and/or graphic design experience preferred * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university

Application Instructions: To Apply: Please submit a cover letter and resume to Alex Hincks - Volunteer Programs, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

Contact: Alexandra Hincks
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 7734440061
Fax: 7734440061
Email: volunteer@komenchicago.org

Expires: 12/22/2016
Job ID: 4598887
Job Title: Special Events Intern
Company: Susan G. Komen for the Cure - Chicagoland Area Affiliate
Job Type: Internship, Part Time, Seasonal, Volunteer
Location: Chicago, IL 60631
Salary: Unpaid

Job Description: The Race for the Cure Intern will assist with various projects focused on our (2) Race for the Cure events, primarily focusing on the Lombard Race for the Cure. The content will revolve around the area of special events, with opportunities to assist with event logistics, database management, mailings, social media marketing, sponsorship fulfillment, while responding to inquiries from the public about the Affiliate's Race for the Cure events. Primary Responsibilities: * Assist staff with event logistics, details, and planning for the Lombard Race for the Cure on September 18, 2016. * Track vendor information and event equipment. * Help coordinate and recruit teams including organizing Team Tailgate on race day. * Respond to event correspondence. * Assist with race participant recruitment which may include assisting in marketing strategies as well as contacting targeted Race participants via email/phone to cultivate relationships. * Other duties as assigned.

Job Requirements: * Must be able to attend the Lombard Race for the Cure on Sunday, September 18, 2016. * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Quick learner with the ability to self-motivate. * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel) * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university
Application Instructions: To Apply: Please submit a cover letter and resume to Alex Hincks - Volunteer Programs, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

Contact: Alexandra Hincks
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 7734440061
Fax: 7734440061
Email: volunteer@komenchicago.org

Expires: 12/22/2016
Job ID: 4598891
Job Title: Development Intern
Company: Susan G. Komen for the Cure - Chicagoland Area Affiliate
Job Type: Internship, Part Time, Seasonal, Volunteer
Location: Chicago, IL 60631
Salary: Unpaid

Job Description: The Development/Event Intern will assist the Development team with various fundraising areas particularly in the area of special events and event logistics, with opportunities to assist with corporate partnership outreach, donor communications, research projects, database management, mailings, event inventory and outreach for in-kind auction items. Primary Responsibilities: * Assist with Race for the Cure, Marathon for the Cure and Gala communications, logistics, volunteer and program support. * Assist with affiliate special events including, but not limited to Lombard Race for the Cure®, October Gala, Marathon for the Cure, Rally for the Cure, Bowl for the Cure, Wacoal Fit for the Cure®, Volley for the Cure® and Third Party events. * Assist with Lombard Race for the Cure, Marathon for the Cure and Inaugural October Gala fulfillment/activation and communication as needed. * Communicate with past and future donors via phone calls, e-mail and mailings. * Other duties as assigned.

Job Requirements: * Must be available Sunday, September 18th for the Lombard Race for the Cure. * Ability to work some evenings and weekends. Flexible scheduling preferred. * Excellent communication, customer service and interpersonal skills. * Strong time-management, organizational and research skills. * Quick learner with the ability to self-motivate. * Have strong computer skills, including strong experience in Microsoft Offices (i.e. Word, Excel, PowerPoint) * Must be enrolled as an undergraduate or graduate student or be a graduate of a college or university. * Must have a valid driver's license and be willing to drive to events.

Application Instructions: To Apply: Please submit a cover letter and resume to Alex Hincks - Volunteer Programs, at volunteer@komenchicago.org. Please put the intern job title and your first and last name in the subject of the email.

Contact: Alexandra Hincks
Address: 8765 W. Higgins Road, Suite 401, Chicago, IL 60631
Phone: 7734440061
Fax: 7734440061
Email: volunteer@komenchicago.org

Expires: 12/23/2016
Job ID: 4590704
School Job ID: MVCC
Job Title: Sales Associate & Store Support
Company: Talbots
Job Type: Part Time
Location: Orland Park, IL 60462
Salary: $8.25
Job Description: Sales Associate: Customer Service and stylist. Store Support: Shipping & Receiving and Clothing processing.
Application Instructions: Individuals may call if interested. Please apply within.
Contact: Talbots
Address: 14215 LaGrange Road, Orland Park, IL 60462
Phone: 708-403-5641
Fax: 708-403-5643

Expires: 12/29/2016
Job ID: 4596610
School Job ID: MVCC
Job Title: Caregivers
Company: Comfort Keepers
Job Type: Full Time, Part Time
Location: S.W. chicagoland, IL
Salary: $10.00 per hour
Job Description: Must be 21 yrs. old or older, own a reliable car and show proof of automobile insurance. You must be able to pass background checks. You must be dependable and genuinely care about seniors. We are hiring Caregivers to provide in-home care services for seniors and other adults. We can offer you a friendly work environment, competitive salary, flexible hours, and online continuing education. As A Comfort Keeper you will provide some or all of the following to our clients depending on their particular situation: light housekeeping medication reminders mobility assistance companionship cooking Laundry Bathing assist shopping transportation Live-In shifts available also.
Application Instructions: Please contact Diane at 708-598-1900 or come into the office.
Contact: Diane Wiecek
Address: 7225 W. 105th St. Suite 1, Palos Hills, IL 60465
Phone: 708-598-1900
Fax: 708-598-8650
Email: OakLawn@comfortkeepers.com
Expires: 12/29/2016
Job ID: 4597266
Job Title: COTA - Registry Occupational Therapy Assistant
Company: Marianjoy Rehabilitation Hospital: Northwestern Medicine
Job Type: Part Time
Degrees Wanted: Associates, Certificate
Location: Wheaton, IL 60189
Salary:

Job Description: Join the Marianjoy Registry team today! We offer registry opportunities at all locations: Palos Heights, Downers Grove, Elmhurst, Wheaton, Homer Glen, Oak Brook Terrace. We are seeking weekday and weekend registry team members. Additional information and details will be discussed during the prescreen. As a member of our registry team you will have an opportunity to work in outpatient, inpatient and subacute levels of care. Now hiring Physical Therapists, Physical Therapist Assistants, Occupational Therapists, Occupational Therapist Assistants, and Speech Language Pathologists for one or more of the following areas: Wheaton, Oakbrook Terrace, Elmhurst, Downers Grove, Palos Heights, Illinois. Marianjoy specializes in a brain injury, stroke, spinal cord injury, neuromuscular, orthopedic/musculoskeletal and pain management in both the adult and pediatric populations. The minimum requirement for registry status is 96 hours per year (the equivalent of 12 - 8 hour shifts). The work schedule and location vary based on needs and availability. We offer outstanding clinical orientation and support.

Job Requirements: Education: Degree from an accredited Occupational Therapy Assistant program, Illinois licensure/eligibility Current IL COTA licensure or license eligible. Current CPR certification is required Experience: Two to three years of previous work experience delivering occupational therapy services in a program and environment similar to Marianjoy is preferred. Knowledge: Applicable assessment and treatment knowledge of preferred practice patterns related to various patient populations. Understanding of state, federal, and professional practice laws, regulations, and licensing requirements. Basic proficiency with a computer keyboard is required.

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

Expires: 12/31/2016
Job ID: 4589494
Job Title: Department Coordinator
Company: Robert Bosch, LLC
Job Type: Full Time
Location: Mount Prospect, IL 60056
Salary:
Job Description: Job Description: -Provides senior level administrative support to business unit or shared services VP/SVP. -Organizes meetings, schedules appointments, makes travel arrangements, prepares presentations, screens calls and assesses caller/visitor needs for urgency, prepares confidential work, tracks and organizes work, and maintains filing system. -Maintains highly confidential and divisional/corporate files and records, and processes associate paperwork. -Provides customer service to callers/visitors and effectively addresses inquiries. -Basic budgetary/accounting responsibilities. -Tracks development of costs, manages and processes invoices and expense reports. Assists in project management with various projects and programs. -Maintains e-mail distribution lists and prepares adhoc reports. -Compiles, analyzes, and reports data. Coordinates key meetings and shows, i.e. annual, quarterly or vendor/distribution partner events. -Tracks and follows up on various activities and projects that impact department and maintains real time status. -Assists with general operations of the department Responsibilities: -Advanced Administrative experience supporting key managers and officers -Advanced communication skills with excellent telephone etiquette and a professional demeanor -Advanced computer skills and high levels of efficiency on MS Office products (Word, PowerPoint, Excel) etc. and scheduling software. -Strong analytical/numbers capability and experience compiling and analyzing data. -Accustomed to constantly changing, fast paced environment -Ability to collaborate with others to coordinate work activities -Ability to juggle multiple tasks, prioritize, shift gears, while ensuring quality work in a timely manner -Able to use independent judgement and make decisions related to job/work methods. -Independent self-starter that tries to anticipate needs, take initiative and implement ideas within parameters of job. -Able to contribute some ideas for improving the way work is performed or for cost containment

Contact: Beth Hempstead
Address: 1800 W. Central Rd, Mt. Prospect, IL 60056
Phone: 224-232-2644
Email: beth.hempstead@us.bosch.com

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