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
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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
CMS and Joint Commission Certified Skilled Nursing and Rehab Facility www.hcr-
Job Requirements: NURSING OPEN HOUSE JOB FAIR Experiences 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-manorcare.com People. Strength. Commitment.

Contact: Patricia Sullivan

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

Phone: (847) 301-0550

Fax: (847) 307-0013

Expires: 07/19/2016

Job ID: 4606716

Job Title: Program Service Aide

Company: Northeastern Illinois University

Job Type: Full Time, Part Time

Location: Chicago, IL

Salary: $14.16 - $21.80 per hr.

Job Description: Position: Program Services Aide Financial Aid Qualifications: 24 semester hours of college course work in or closely related to the social or behavioral sciences Or 24 months of work experience and/or training that provided a knowledge of human behavior by having demonstrated through public contact the ability to cope with a variety of people, (such as complaint clerk, salesperson, or receptionist) Or Any combination of college course work or training and/or work experience that equals 24 months (Each position requires a background check.) Salary: $14.16 - $21.80 per hour Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs) Appointment: 100% Responsibilities: This position will develop, implement and evaluate recruitment and outreach programming for the Student Employment Office; facilitates employment opportunities for the Federal Job Location and Development Program in the Student Employment Office by way of job fairs and promotions in College Central Network; prepares, refers and arranges interviews for community service employment opportunities; follows up with off campus employers and students while maintaining records that need to be reflected in Financial Aid reporting (e.g. FISAP).

Job Requirements: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Form Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions,
please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current employment application, statement of annuitant status form, affirmative action form, cover letter, resume, and official transcript(s) must be submitted by the close of business 7/19/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation. 

Application Instructions: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu

Contact: Tom Blackwell
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108
Apply Online: http://www.neiu.edu/about/program-services-aide

Expires: 07/19/2016
Job ID: 4606717
Job Title: Admissions and Records Representative
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Location: Chicago, IL
Salary: $14.77 per hour
Job Description: TWO POSITIONS Position: Admissions and Records Representative Enrollment Services Qualifications: High School graduation or equivalent Three years of work experience involving collegiate admissions, records' analysis work or records' management, or 120 semester credit hours or a Bachelor's degree, or A combination of work experience and education that totals three years (Each position requires a background check.) Salary: $14.77 per hour Hours: Monday - Friday, 8:30 a.m. - 4:30 p.m.; some evenings, 11:00 a.m. - 7:00 p.m.; One Saturday or Sunday per Semester (Hours may vary depending on departmental needs) Appointment: 100% Responsibilities: This position performs complex analytical work involving student records and transcript to determine admissibility based on established admissions criteria. Evaluate high school and transfer credit coursework, determine transferability, enter courses into Banner degree audit system. Outstanding attention to detail and shared responsibility for the quality of data entered on Recruiter CRM and Banner. Provide policy and status information to prospective students, current students, high school guidance
counselors, university faculty, administrative staff, and other colleges and universities. Researches and responds to or refers admission related problems for resolution.

**Job Requirements:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Form Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Form. You must complete, sign and date the application, affirmative action form and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State of Illinois University Civil Service website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, statement of annuitant status form, affirmative action form, resume, cover letter and official transcript(s) will be accepted through the close of business 7/19/16. Northeastern Illinois University is an Equal Opportunity/Affirmative Action Employer and invites applications from Women, Minorities, Veterans and Persons with Disabilities, as well as Other Qualified Individuals. Northeastern Illinois University positions are contingent upon the University's receipt of its State of Illinois appropriation.

**Application Instructions:** To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu

**Contact:** Tom Blackwell  
**Address:** 5555 North Bernard, Chicago, IL 60625  
**Phone:** (773) 442-5200  
**Fax:** (773) 583-3108  
**Apply Online:** http://www.neiu.edu/about/admissions-and-records-representative-0

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**Expires:** 07/19/2016  
**Job ID:** 4610061  
**Job Title:** Account Technician II  
**Company:** Northeastern Illinois University  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Accounting
Job Target: Any Job Target
Location: Chicago, IL
Salary: $14.50 - $14.80 per hour

Job Description: Account Technician II Controller's Office Qualifications: 2 years of work experience performing duties comparable to the Account Technician I; (or) 9 semester hours of college course work in accounting; (or) 90 semester hours of college course work in any curriculum, (or) any combination of work experience and college course work that amounts to 2 years. Departmental preferences: Excellent oral communication skills Excellent organizational skills The ability to prioritize workload Excellent time management skills The ability to multi-task Each position requires a background check. Salary: $14.50 - $14.80 per hour Hours: Monday through Friday, 8:30 a.m. - 4:30 p.m. (Hours may vary depending on departmental needs) Appointment: 100% Responsibilities: This position provides the auditing and verification of accounts payable documents which requires accuracy and attention to details involving knowledge of accounting principles and the fiscal policies of the University and the State of Illinois. Perform necessary clerical and accounting tasks. Match invoices to correct purchase orders, prepare authorization paperwork for departments, and process payments.

Job Requirements: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Affirmative Action Form Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application, Affirmative Action Form and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application, Affirmative Action Form and Statement of Annuitant Status Form. You must complete, sign and date the application and annuitant form, affirmative action form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application, affirmative action form and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at http://www.sucss.illinois.gov/updates.aspx for general information. NEIU Employment Services reserves the right not to consider any application on the basis of incomplete information/documents, delay in submission, and disqualifications under the rules of State Universities Civil Service System. Employment Services, however, assures that your application will be duly reviewed on the basis of the classification(s) in which you qualify and, accordingly, will inform you of their decision. Application Deadline: A current application, affirmative action form, statement of annuitant status form, official transcript(s), resume and cover letter must be submitted by the close of business 7/19/16. NORTHEASTERN ILLINOIS UNIVERSITY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER AND INVITES APPLICATIONS FROM WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES, AS WELL AS OTHER QUALIFIED INDIVIDUALS. NORTHEASTERN ILLINOIS UNIVERSITY’S POSITIONS ARE CONTINGENT UPON THE UNIVERSITY’S RECEIPT OF ITS STATE OF ILLINOIS APPROPRIATION.

Application Instructions: To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement
of Annuitant Status Affirmative Action Form Cover letter Resume www.neiu.edu by the close of business 7/19/16.

Contact: Tom Blackwell
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Fax: (773) 583-3108
Apply Online: https://www.neiu.edu/about/account-technician-ii-1

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Expires: 07/27/2016
Job ID: 4609548
Job Title: Clerk Typist
Company: Village of Niles
Job Type: Part Time
Location: Niles, IL 60714
Salary: $12.00/hr

Job Description: The Village of Niles has an immediate opening for a part-time Clerk Typist working in the Community Development Department at the Administration Building. Responsibilities include: * Answering phones; * Servicing residents/contractors at the front counter; * Scheduling inspections and appointments for staff. Ideal candidate would have strong administrative and organizational skills; strong written and verbal communication skills; proficiency in Word and Excel; telephone etiquette and interpersonal skills. High school diploma or equivalent is required. Hours are 19 hours per week, afternoons, with an hourly salary of $12.00. Equal Opportunity Employer, Male/Female

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

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

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Expires: 07/31/2016
Job ID: 4599731
Job Title: Shop Technician
Company: Carlson Heating, Cooling and Electric
Job Type: Full Time
Location: Glenview, IL 60026
Salary: $15 - $20 per hour
Job Description: Duties include inventory control, staging installation equipment setup, delivery of parts to technicians in field and shop repairs. Entry position leading to advancement.

Application Instructions: Please fax resume to 847-729-0155 or email: Paul@callcarlson.com

Contact: Paul Buffington
Address: 3340 West Lake Ave., Glenview, IL 60026
Phone: 8477290123
Fax: 8477290155
Email: Paul@callcarlson.com

Expires: 07/31/2016
Job ID: 4600639
Job Title: HVAC/R Technician IV (135233BR)
Company: AECOM
Job Type: Full Time

Degrees Wanted: None Required
Majors Wanted: Stationary Engineering
Job Target: Any Job Target
Location: Decatur, IL 62526
Salary: Competitive, full benefits

Job Description: AECOM is seeking a 1st shift HVAC/R Technician IV in Decatur, IL! Typical work schedule is 7am - 3:30pm on either Tuesday-Saturday or Sunday-Thursday; hours may vary based on business demand. Successful candidates are self-motivated, "go to" resources for HVAC and refrigeration issues! The HVAC/R Technician IV is responsible for providing an advanced level of expertise in responding to work orders, troubleshooting, and providing preventive maintenance on HVAC-related equipment in an industrial environment. Responsibilities will include, but are not limited to, performing preventative/corrective maintenance to a wide variety of facility related equipment. Must have the ability to diagnose and troubleshoot ventilation equipment, pumps, fans, chillers, rooftop AHU’s, DX split systems, compressors, refrigeration, etc. in an industrial environment. Strong mechanical and electrical skills are required, as is the ability to work safely with 3-phase power up to and including 480V. Must be able to troubleshoot and diagnose electrical circuits ranging from 24V AC/DC and up, including lighting and load centers. The HVAC/R Technician IV also responds and provides service and feedback to the customer on hot and cold calls while utilizing Automated Building Controls training. General Maintenance of equipment will also be required.

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 http://aecom.jobs/jobs/?location=illinois&q=peohr * 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  
**Apply Online:** [http://aecom.jobs/jobs/?location=illinois&q=peohr](http://aecom.jobs/jobs/?location=illinois&q=peohr)

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**Job ID:** 4602235  
**Job Title:** Accounts Payable  
**Company:** Paramount-EO  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Accounting, Accounting & Business Administration, Office Assistant  
**Job Target:** Any Job Target  
**Location:** Woodridge, IL 60517  
**Salary:**  
**Job Description:** We are looking for a reliable team player to join our main branch in Woodridge. You would be scanning, posting and reconciling statements and answering calls as needed. You would be billing some accounts, balancing and coding documents. Helping in check runs and sending out documents. An aptitude for figures and a willingness to learn are key. We offer a competitive salary and generous benefits.  
**Contact:** Sue Sterling  
**Address:** 1000 Davey Rd Suite 100, Woodridge, IL 60517  
**Phone:** 708-345-0000  
**Email:** sue.sterling@paramont-eo.com  

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**Expires:** 08/04/2016  
**Job ID:** 4602414  
**Job Title:** Insurance Account Representative  
**Company:** RD Carlson Insurance Inc  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Evanston, IL 60202  
**Salary:** $14/hr + commissions  
**Job Description:** State Farm Agent's office is seeking an Insurance Account Representative to provide customers with insurance and financial solutions. This individual would be responsible for the following: · Responding to leads generated through State Farm's website, internet lead
generators, and referral programs · Gathering information from customers and generating insurance quotes for prospective customers · Communicating features and benefits of products in a manner that will allow potential customers to understand the product's value in protecting against risks or helping realize financial goals · Establishing customer relationships and following up with customers as needed · Listening actively and suggesting solutions that would best serve customers' needs · Initiating sales calls to customers who may benefit from having a particular product or service · Cultivating relationships with local businesses to encourage marketing or referral programs · Conducting insurance and financial reviews to explain coverages and verify that current coverage is appropriate · Entering policy changes as needed

**Job Requirements:** Requirements: · Excellent communication skills (oral, written, & listening) · Enthusiasm for the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams · Ability to effectively relate to a customer · Organizational skills · Self-motivated · Customer-focused · Property & Casualty license (must be able to obtain) · Life & Health license (must be able to obtain)

**Application Instructions:** To review a full job description and apply, please visit http://johntylercarlson.sfagentjobs.com. Phone calls regarding this position will not be accepted.

**Contact:** Denise Cross
**Address:** 829 Main Street, Evanston, IL 60202
**Email:** denise@johntylercarlson.com
**Apply Online:** http://johntylercarlson.sfagentjobs.com/jobs/127808/apps/new

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**Job Title:** Pharmacy Tech
**Company:** Jewel Food Store
**Job Type:** Part Time
**Degrees Wanted:** None Required
**Majors Wanted:** Pharmacy Technician
**Job Target:** Any Job Target
**Location:** Melrose Park, IL 60160

**Salary:**

**Job Description:** Assisting customers in pharmacy, as well as assist pharmacists. Answering phones and ringing up customers’ orders.

**Application Instructions:** Apply online at www.jewelsosco.com

**Contact:** HR
**Address:** 800 W. North Ave, Melrose Park, IL 60160
**Apply Online:** https://www.jewelsosco.com

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**Expires:** 08/04/2016
**Job ID:** 4602538

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**Expires:** 08/04/2016
**Job ID:** 4602755
**Job Title:** Systems Fabricator  
**Company:** Semler Industries  
**Job Type:** Full Time, Part Time  
**Location:** Franklin Park, IL 60131  

**Salary:**

**Job Description:** Main Objective: The purpose of this position is to fabricate and assemble custom-designed, high quality liquid handling and fluid purification systems. The position requires good mechanical practices and craftsmanship to meet and exceed our customers' expectations in regards to quality and performance. Accountable For: 1. Using welding, piping, electrical wiring, and other mechanical skills to complete all assemblies per engineering drawings, designs, and as directed by the plant operations manager. 2. Perform work in a safe and efficient manner, to complete jobs within the estimated number of labor hours as determined by supervisor. Minimum Requirements: 1. At least 2 years of mechanical training, or the equivalent in work experience. 2. Must have a valid driver's license. 3. Follow any written or verbal instructions and be able to speak and write in English. 4. Strong working knowledge of shop math. 5. Know how to use basic measuring tools i.e. tapes. 6. Have a good mechanical aptitude. While there is the requirement of 2 years of mechanical training or the same in work experience, we do provide training and assistance in particular techniques to allow you the opportunity to learn new, and improve existing skills. Compensation: 1. Competitive starting salary 2. 401(k) and profit-sharing plan 3. Health and dental plans 4. Short and long-term disability insurance plans

**Application Instructions:** SEMLER INDUSTRIES, INC. Profile 3800 North Carnation Street Systems Fabricator Franklin Park, IL 60131-1202 http://www.semlerindustries.com Fax: (847) 671-7686 E-mail: hr@semlerindustries.com

**Contact:** HR  
**Address:** 3800 N. Carnation Street, Franklin Park, IL 60131  
**Phone:** 847-671-5650  
**Fax:** (847) 671-7686  
**Email:** hr@semlerindustries.com  
**Apply Online:** https://www.semlerindustries.com

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**Expires:** 08/05/2016  
**Job ID:** 4603307  
**Job Title:** Staff Accountant  
**Company:** Bison Gear & Engineering  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Accounting  
**Job Target:** Any Job Target  
**Location:** Saint Charles, IL 60174  
**Salary:**
**Job Description:** Duties include but are not limited to: * Prepare and maintain monthly and yearly accounting schedules. * Prepare and record monthly journal entries, as assigned. * Reconcile bank and general ledger accounts on a timely basis and identify action necessary to resolve differences or corrections. * Perform monthly close of A/R and A/P, create and distribute files and reports as well as perform A/R and A/P roll-forwards on a monthly basis. * Enter new assets in Fixed Asset (F/A) software (FAS), organize supporting documents, create depreciation schedule, prepare and record all appropriate journal entries. * Update and reconcile monthly capital addition summary report. * Reconcile F/A detail to general ledger, perform any necessary cleanup activities. * Support Controller with various monthly analysis schedules and cross train on Controller tasks: account analyses, JE's and bank reconciliations * Distribute monthly financial reports to department Vice Presidents. * Accounts Payable responsibilities include vouchering invoices, matching checks, filing and vendor problem research. * As part of our Accounting Team, cross-trained/backup support for Payroll and Accounts Receivable functions. * Recommend process improvements and efficiencies. * Assist with other accounting related projects, as required.

**Job Requirements:** Required Skills: * Excellent organizational and time-management skills. * Excellent problem solving ability and willingness to learn new tasks. * Strong written and verbal communication skills. * Intermediate level knowledge of Excel and Word. Experience with Sage MAS500 is a plus. Required Education and Experience: * Bachelor's degree in Accounting or related field. * 3-5 years of accounting experience, working with General Ledger, Accounts Payable, Accounts Receivable, Payroll and complex reconciliations.

Bison Gear strives to meet the needs of our employees in part by offering excellent compensation benefits including: * Competitive salary + 401(k) match * On-site fitness center and health clinic * Comprehensive benefit plans * Business casual work environment We are proud to be an Equal Opportunity Employer. Bison Gear recognizes and endorses the Manufacturing Skills Standard Council (MSSC) certification, and the National Career Readiness Certification (NCRC), an ACT Workeys credential. As part of our efforts to provide a safe and productive environment and hire talented and qualified associates, we maintain a drug-free workplace and perform pre-employment substance abuse testing and background investigations.

**Application Instructions:** To be considered, please submit your cover letter and resume, including salary requirements to: http://www.jobs.net/j/JeDF9MKk?idpartenaire=20011 No Calls Please For information about our company visit our website at http://www.bisongear.com Equal Opportunity Employer: Disabled/Veterans

**Contact:** Sylvia Wetzel
**Address:** 3850 Ohio Ave, St. Charles, IL 60174
**Phone:** 630-377-4327
**Fax:** 630-377-6777

**Expires:** 08/05/2016
**Job ID:** 4603504
**Job Title:** Patient Care Technician
**Company:** Presence Health
**Job Type:** Full Time
**Degrees Wanted:** Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Evanston, IL 60202
Salary: $10.72-$16.62 per hour

Job Description: ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Provides direct patient/resident care as assigned by the licensed nurse and communicates patient's response.
2. Performs routine procedures e.g. blood glucose monitoring, vital signs, heights, weights, intake and output and the collections of urine, stool and sputum specimens.
3. Documents care per departmental standards in electronic medical record.
4. Assists with patients' activity and providing a safe environment.
5. Observes patients/residents while performing delegated tasks and reports significant findings regarding safety, personal needs and changes in patient's condition to the licensed nurse.

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

Contact: Cheryl Johnson
Address: 2433 N Harlem Ave, Chicago, IL 60607
Phone: 773-344-6904
Email: cjohnson@presencehealth.org

Expires: 08/05/2016
Job ID: 4603596
School Job ID: Oakton - EW
Job Title: Greeter - O'H American Grill
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Greeters are responsible for welcoming and creating the first impression for guests. These individuals have the ability to influence the overall restaurant experience by their interactions that include providing table accommodations and offering menu recommendations. Greeters may be the final point of contact and have the ability to ensure guest satisfaction. If you have worked as a restaurant host or restaurant hostess, your skills are invaluable to the position of Greeter at Hyatt. Your restaurant job experience will give you the tools to be successful as a restaurant Greeter at Hyatt. 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.

**Application Instructions:** A true desire to satisfy the needs of others in a fast paced environment. * Refined verbal communication skills. This is a great opportunity to use your restaurant host or restaurant hostess job experience to begin a career at Hyatt. For immediate consideration for this hostess job, Click Apply Now and complete an application for the Greeter position on the Hyatt Careers Site!

**Contact:**

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


**Expires:** 08/05/2016
**Job ID:** 4603619
**School Job ID:** Oakton - EW
**Job Title:** Perks Attendant
**Company:** Hyatt Place Chicago O'Hare Airport
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Any Major
**Job Target:** Any Job Target
**Location:** Rosemont, IL 60018
**Salary:**

**Job Description:** Cashiers are responsible for processing forms of payment for goods and services to include room charges, credit card and cash. Cashiers are the final point of contact for the experience and have the ability to ensure guest satisfaction. 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. This is not your typical career opportunity. This is the Hyatt Touch.

**Job Requirements:** A true desire to satisfy the needs of others in a fast paced environment.

**Contact:**

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

**Apply Online:** [http://jobsearch.hyatt.com/rosemont-il/perks-attendant-full-time/6F75976B1A6044FCACB3451F80B4DF7F7/job/](http://jobsearch.hyatt.com/rosemont-il/perks-attendant-full-time/6F75976B1A6044FCACB3451F80B4DF7F7/job/)

**Expires:** 08/05/2016
**Job ID:** 4603636
School Job ID: Oakton - EW
Job Title: Server - O'H American Grill
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

Job Description: Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you! At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met—they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: 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. To search for other hotel jobs visit http://hyatt.jobs. You're more than welcome.

Job Requirements: QUALIFICATIONS: * A true desire to satisfy the needs of others in a fast paced environment. * Refined verbal communication skills. * Must have physical stamina to lift moderate amounts of weight. * Ability to stand for long periods of time.

Application Instructions: This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

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


Expires: 08/05/2016
Job ID: 4603647
School Job ID: Oakton - EW
Job Title: Cocktail Server - Red Bar
Company: Hyatt Place Chicago O'Hare Airport
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.

**Job Requirements:** QUALIFICATIONS: A true desire to satisfy the needs of others in a fast-paced environment. Refined verbal communication skills.

**Contact:**  
**Address:** 6810 Mannheim Rd., Rosemont, IL 60018  
**Phone:** 224-563-1800  
**Apply Online:** http://jobsearch.hyatt.com/rosemont-il/cocktail-server-red-bar/BFDA3320897E4B3897C093AADAA7F1D6/job/  

**Expires:** 08/05/2016  
**Job ID:** 4603664  
**School Job ID:** Oakton - EW  
**Job Title:** Valet Attendant  
**Company:** Hyatt Place Chicago O'Hare Airport  
**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. Valet Attendants welcome and create the first impression upon guest arrival. This may include assisting the passengers during the loading and unloading process. Their primary responsibility is to safely and efficiently relocate guest automobiles to designated parking locations. This role requires precise communication and coordination with the hotel guest services and knowledge of daily events. 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.

**Job Requirements:**  
* A true desire to satisfy the needs of others in a face paced environment.  
* Valid drivers license and clean driving record.  
* Refined verbal skills.  
* Ability to operate manual and automatic vehicles.

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

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**Expires:** 08/05/2016  
**Job ID:** 4603676  
**Job Title:** Maintenance Mechanic  
**Company:** Smithfield Foods  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Saint Charles, IL 60174  
**Salary:** see job description  
**Job Description:** Position Summary: Smithfield Foods Packaged Meats Division is currently looking for a Maintenance Mechanic at our dry sausage manufacturing facility in St. Charles, Illinois. Key Accountabilities: Industrial maintenance mechanic performs routine, pro-active, corrective and preventative maintenance in a commercial consumer packaged goods facility. Must be able to work second shift or third shift (2:00pm. until 10:30pm or 10:30pm to 7am) with frequent weekend overtime.  
* Provides emergency/unscheduled repairs of production equipment during production and performs scheduled maintenance repairs of production equipment during machine service.  
* Prepares and sets up machinery for scheduled production runs.  
* Performs mechanic skills including, but not limited to, mechanical, electrical, pneumatic and hydraulic troubleshooting and repair of packaging and production machines.  
* Reads and interprets equipment manuals and work orders to perform required maintenance and service  
* Comply with OSHA Safety and Health rules.  
* Perform other duties as assigned or needed.  

**Wage Structure:** (testing is required at each leveling) Entry Level: $21.40 per hour Level 1: $23.55 per hour Level 2: $25.20 Master Mechanic: $27.65 per hour

**Job Requirements:** Disclaimer This position description is not intended, and should not be construed to be, an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended, however, to be an accurate reflection of those principle job elements essential for making decisions related to job performance, employee development and compensation. As such, the incumbent may perform other duties and responsibilities as required.
Application Instructions: Qualified candidates for the position must apply on-line at www.smithfieldfoods.com/careers or email your resume to: slaing@smithfield.com.

Contact: Steven W. Laing
Address: 410 Kirk Rd., St. Charles, IL 60174
Phone: (630) 549-2206

Expires: 08/05/2016
Job ID: 4603687
Job Title: ENTRY-LEVEL PRODUCTION WORKER OPENINGS
Company: Smithfield Foods
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary: see job description

Job Description: Qualified individuals must have a High School Diploma or equivalent (GED), possess excellent verbal communication skills. This position requires working on production line in a fast paced environment with very good attention detail. Successful candidates must be willing to work up to 8.5 hours a day/6 days a week (as required). You will be material handling food products in a production environment (hand packing, peeling, labeling, etc.), using a powered industrial hand truck, feeding a machine, sorting product, checking quality, machine helper and various production support activities as assigned. Prior manufacturing or warehouse experience preferred. Must be able to lift up to 65 lbs. and preferably have forklift certification. Starting wage will be $14.40/hour. After 9 months: $15.15 per hour, after 18 months: $17.15 per hour.

Application Instructions: Send your Resume to: slaing@smithfield.com Fax:630-549-2276 Smithfield Packaged Meats Division, 410 Kirk Rd., St. Charles, IL 60174 NO WALK INS OR PHONE CALLS!

Contact: Steven W. Laing
Address: 410 Kirk Rd., St. Charles, IL 60174
Phone: (630) 549-2206

Expires: 08/05/2016
Job ID: 4603928
Job Title: Barista-O'Hare
Company: Argo Tea
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers
Expires: 08/05/2016
Job ID: 4603929
Job Title: Team Leader-O'Hare
Company: Argo Tea
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
Job Description: Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly * They are essential leaders within the cafes * Ensures a positive work environment for all TEAmembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication * Motivates and models positive behavior within the café * Is sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 30 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm
Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603930
Job Title: Assistant Store Manager-O'Hare
Company: Argo Tea
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
Job Description: Assistant Store Leader Position: * An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the café. * Essential leaders focusing on sales and profits of the café * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAmembers within the café * Responsible for setting sales goals and managing all TEAmembers to ensure that all tasks are completed * Be sales and opportunitea-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, and Vision Insurance * Ongoing leadership development * 401K * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603931
Job Title: Store Manager-O'Hare
Company: Argo Tea
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60666
Salary:
Job Description: Store Leader Position: * An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. * Drive results though great communication amongst the management team and through their constant focus on developing the TEAm. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations * Responsible for setting sales goals and ensuring they are met * Create solutions by problem solving on unusual requests or issues * Owning your store! Promote the Argo brand. * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, Vision, Life Insurance * Ongoing leadership development * 401K * Stock Option potential * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603932
Job Title: Barista
Company: Argo Tea
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:
Job Description: Barista Position: * Argo Baristas are energetic, responsible, attentive, passionate, and communicative. * Our brand ambassadors who forge positive relationships with customers * Informative on tea products through a week long training program * Acknowledging and welcoming each customer with a friendly smile and guiding each customer through the Argo Signature Service experience * Working quickly with purpose, always one customer, one cup at a time * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 25 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603933
Job Title: Team Leader
Company: Argo Tea
Job Type: Full Time, Part Time
Degrees Wanted: None Required
 Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:

Job Description: Team Leader Position: * An Argo Team Leader is dedicated to keeping the team focused and engaged in operating the shift and ensuring the café operation run smoothly * They are essential leaders within the cafes * Ensures a positive work environment for all TEAmembers by soliciting feedback, listening to input, demonstrating commitment and providing consistent communication * Motivates and models positive behavior within the café * Is sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Hourly plus Tips * TEAmembers 30hrs/week are eligible for Health, Dental, and Vision Insurance * 401K * Transportation Discounts * Product discounts Hours: * 4days/week; 30 hours/week (Part-time, Full-time) * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603934
Job Title: Assistant Store Manager
Company: Argo Tea
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:

Job Description: Assistant Store Leader Position: * An Argo Tea Assistant Leader equivalent to a store manager is a leadership role that partners with the Store leader to achieve business objectives for the cafe. * Essential leaders focusing on sales and profits of the café * Manage all team leaders by delegating operational responsibilities through open communication. * Motivates and ensures positive work environments for all TEAmembers within the café * Responsible for setting sales goals and managing all TEAmembers to ensure that all tasks are completed * Be sales and opportuniTEAs-driven! * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, and Vision Insurance * Ongoing leadership development * 401K * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: http://www.argotea.com/careers

Expires: 08/05/2016
Job ID: 4603935
Job Title: Store Manager
Company: Argo Tea
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Chicago, IL 60601
Salary:

**Job Description:**
Store Leader Position: * An Argo Store Leader equivalent to Store Manager is the leader of the café and is focused on successful operation of the café through a focus on people, sales, and profits. * Drive results through great communication amongst the management team and through their constant focus on developing the TEAm. * Utilize management information tools, analyze financial reports in order to improve store operations * Coach and enforce excellence amongst the TEAm through continuous coaching and performance evaluations * Responsible for setting sales goals and ensuring they are met * Create solutions by problem solving on unusual requests or issues * Owning your store! Promote the Argo brand. * Committed to our passions of CommuniTEA, DiversiTEA, ChariTEA, QualiTEA, SustainabiliTEA, and CreativiTEA. * Benefits: * Salary plus bonus potential * Sick time and paid vacation time * Eligible for Health, Dental, Vision, Life Insurance * Ongoing leadership development * 401K * Stock Option potential * Transportation Discounts * Product discounts Hours: * 5days/week; 50 hours/week Full-Time * Flexibility to work opening or closing shifts as needed (5am-11pm Monday-Sunday) NOTE: This job description should not be construed to contain every function/responsibility that may be required to be performed by an employee in this job. Associates are required to perform other related functions as assigned.

Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Apply Online: [http://www.argotea.com/careers](http://www.argotea.com/careers)

Expires: 08/05/2016
Job ID: 4603962
School Job ID: Oakton - EW
Job Title: Beverage Manager
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:

**Job Description:**
This person may be responsible for all beverage service within the hotel. Responsibilities may include interviewing, training, forecasting and scheduling.
Contact:
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: 224-563-1800
Apply Online: http://jobsearch.hyatt.com/rosemont-il/beverage-manager/23FB656AB0004C50A75305F0169BC59E/job/

Expires: 08/05/2016
Job ID: 4603968
School Job ID: Oakton - EW
Job Title: Assistant Outlets Manager
Company: Hyatt Place Chicago O'Hare Airport
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: The responsibilities for this position could include, but is not limited to, assisting in managing all food/beverage outlets within the hotel. May be responsible for staffing, scheduling, and training of staff as well as coordinating special events.

Contact:
Address: 6810 Mannheim Rd., Rosemont, IL 60018
Phone: 224-563-1800
Apply Online: http://jobsearch.hyatt.com/rosemont-il/assistant-outlets-manager/16A3A28E70C64E95883885F34601498F/job/

Expires: 08/05/2016
Job ID: 4604479
Job Title: Program Facilitator
Company: Girl Scouts of Greater Chicago and Northwest Indiana
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Woodridge, IL 60517
Salary: $12.50/hour
Job Description: Working directly with children ages 5-17, the Program Facilitator is responsible for delivering Girl Scout programs through workshops, day camps, and overnights. Examples of programs are: Financial Literacy and Entrepreneurship, Healthy Living, STEM, Arts, Travel, and Cultural Awareness. Facilitation of programs includes managing supplies and
equipments and collecting feedback. The Program Facilitator is also expected to increase program attendance by cultivating relationships with constituents. This is a part-time position with total hours at 20/week. Candidates must be able to work 2:30 p.m. - 6:00 p.m. for after-school programming and office hours.

**Job Requirements:** - 1-2 years of formal or informal teaching/youth programming experience - must enjoy working with youth in grades K-12 - aptitude for public speaking and improvisational skills - candidate must have the ability to collaborate and work on multiple projects with little or no supervision with an ever-changing team of co-facilitators

**Application Instructions:** We encourage a fun and casual work environment at the Girl Scouts of Greater Chicago and Northwest Indiana, and are looking for people who are passionate about our mission. If you are a natural leader who enjoys working with children and who likes making learning fun, this position is perfect for you!

**Contact:** Marissa Colgate

**Address:** 20 S. Clark St. Suite 200, Chicago, IL 60603

**Phone:** 3129126309

**Fax:** 3129126309

**Email:** mcolgate@girlscoutsgcnwi.org

**Apply Online:**

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**expires:** 08/05/2016  
**Job ID:** 4604864  
**Job Title:** Customer Service / Tax Research  
**Company:** CoreLogic  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Diploma  
**Location:** Elgin, IL 60124  
**Salary:** hourly  

**Job Description:** The Tax Researcher conducts research of tax data and process tax payments. Extracts and compiles data into documents and reports, using a variety of tools. Works on assignments that are of moderate scope, where sound judgment is required in resolving issues or in making recommendations. Processes and researches a high volume of issues, where issues are typically more complex that requires moderate knowledge of customer and company requirements. Makes outbound phone calls to taxing authorities to procure data. May perform a variety of clerical functions within Tax Services to ensure timely procurement and accurate payment of taxes.

**Job Requirements:**  
* High School Diploma or equivalent  
* 2 years related experienced (college education may count for related experience)  
* Verbal and written communication skills  
* Good customer and listening skills  
* Intermediate computer skills required to retrieve, query, create and update documents and spreadsheets containing basic formulas and formatting  
* Attention to detail  
* Ability to work independently and maintain tight deadlines  
* Tenacity for solving detailed issues  
* Analytical skills and good judgment  
* Knowledge of company/client applications/system/requirements

**Application Instructions:** Apply online
Contact: Arlene Bulucianu  
Address: 40 Pacifica, Irvine, CA 92618  
Phone: 9492141491  
Fax: 9492141491  
Email: abulucianu@corelogic.com

Apply Online:  

Expires: 08/06/2016  
Job ID: 4605428  
Job Title: Sr. Billing Clerk  
Company: Quantum Color Graphics, LLC  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Majors Wanted: Accounting, Mathematics  
Job Target: Any Job Target  
Location: Morton Grove, IL 60053  
Salary: $18-$20 hour  
Job Description: Sr Biller will be responsible for processing completed jobs that are ready to be billed. As part of this process, you will be working closely with project managers and sales persons to reconcile associated costs including postage and freight in order to produce the final invoice.

Job Requirements: Good math aptitude Ability to meet deadlines Excellent communication skills Good data entry skills

Application Instructions: Submit resume to resume@quantumgroup.com or fax 847-967-3610

Contact: Chris Vodnansky  
Address: 6511 Oakton Street, Morton Grove, IL 60053  
Phone: 847-967-3600  
Fax: 847-967-3610  
Email: chrisv@quantumgroup.com

Expires: 08/06/2016  
Job ID: 4605547  
Job Title: Infant/Toddler Teachers Assistant  
Company: Kingdom Kids Early Learning  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Early Childhood Education  
Job Target: Any Job Target
Location: Maywood, IL 60153  
Salary: $8.25- $9.00 hr.
Job Description: Full-time position with teaching support. The candidate will work to support head teacher. The class has teaching strategies creative curriculum. This is a great carrying place to work.
Application Instructions: Please e-mail your resume to Gayla Walker
Contact: Gayla Walker
Address: 1212 Madison, Maywood, IL 60153
Email: newhire.kingdomkids@gmail.com
Apply Online: http://www.nkcckingdomkids.com

Expires: 08/06/2016
Job ID: 4605554
Job Title: Driver
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Location: Rosemont, IL 60018
Salary: $11.00/Hr.
Job Description: This position transports guests to O'Hare International Airport or to hotel from Airport in a prompt and courteous manner and assists guests with luggage while boarding and offloading of the vehicle.
Job Requirements: This position requires a CDL class C Driver's License with Passenger endorsement
Application Instructions: Please reference requisition #: R121728
Contact: Raquel Rhea
Address: 10233 West Higgins Road, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016
Job ID: 4605555
Job Title: Room Attendant - Holiday Inn
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: 10.50

Job Description: In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Job Requirements: Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

Application Instructions: Please apply online. Use keyword search R121683

Contact: Raquel Rhea
Address: Holiday Inn Chicago O'Hare Rosemont 10233 W. Higgins Rd, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016
Job ID: 4605557
Job Title: Hotel Night Auditor
Company: Holiday Inn & Suites Chicago O'Hare Rosemont
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Accounting & Business Administration, Business Management, Small Business Management
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary: $13.00

Job Description: The Night Auditor will balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assisting the preparation of all reports relevant to daily revenues. He/She will transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. You will act as hotel system liaison during night hours and perform all Guest Service Representative functions as required; you may assist in booking room reservations; answering hotel phone calls and notifying guests of message. You may also assist with other duties as assigned.
Job Requirements: Requirements include a High School Diploma or equivalent plus some customer service experience and some college is preferred. You will be required to work nights, weekends, and/or holidays. This job requires the ability to perform the following: - Carrying or lifting items weighing up to 50 lbs. - Moving about the public areas. - Communicating with other people - Handling objects, products and computer equipment - Bending, stooping, kneeling Other: - Reading and writing abilities are utilized often when compiling departmental records, or guest registration and reservation information. - Basic mathematical skills are used frequently. Basic computer skills are used to enter and collect data, and to report systems problems or issues with financial systems in the hotel.

Application Instructions: Reference Requisition #R121756

Contact: Raquel Rhea
Address: 10233 West Higgins Road, Rosemont, IL 60018
Phone: 847-954-8621
Fax: 847-954-8628
Email: raquel.rhea@ihg.com
Apply Online: http://www.careers.ihg.com

Expires: 08/06/2016
Job ID: 4605603
Job Title: AquaMobile Traveling Swim Instructor / Lifeguard
Company: AquaMobile Swim School
Job Type: Part Time, Seasonal
Location: Chicago, IL 60604
Salary: $26-$40+/hr

Job Description: AquaMobile Swim School is looking for experienced and qualified swimming instructors and lifeguards to teach private swim lessons at clients' home swimming pools and/or provide at-home event lifeguarding within their surrounding geographical area. We currently have part-time swim instructor and lifeguard positions available through the rest of the 2016 Spring/Summer season. We pay very competitive wages from $26-$40+/hr depending on level of swim experience and offer flexible hours as instructors work based on their own availability. Swim instructors and lifeguards will travel to clients' home swimming pools within the travel radius you indicate in Chicago and surrounding areas including Aurora, Rockford, Joliet, Naperville and surrounding areas. AquaMobile also serves cities in Florida, Georgia, Texas, Arizona, Nevada, California, Washington, Colorado, New York, New Jersey, North Carolina, South Carolina, Massachusetts, Connecticut, Pennsylvania, Tennessee, Utah, Virginia, & Ontario

Job Requirements: Qualifications / Job Requirements: - Minimum 2-3 years swim instructor experience - CPR + First Aid Certification - Reliable and ability to work well independently - Excellent communication and interpersonal skills - Access to a car and swimming/lifeguarding/teaching equipment - Lifeguarding certification needed for lifeguarding gigs
**Application Instructions:** How to Apply: Apply online by filling out the application form at www.aquamobileswim.com/career

**Contact:** Diana Goodwin

**Address:** 9181 Bayberry Bend #203, Fort Myers, FL 33908

**Phone:** 888-950-7946

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**Expires:** 08/06/2016

**Job ID:** 4605627

**Job Title:** Toddler Teacher

**Company:** Kingdom Kids Early Learning

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Maywood, IL 60153

**Salary:** $10.00 hr.

**Job Description:** Full-time position with teaching toddlers. Candidates will be working as the head teacher, with support from a teacher’s assistant. The class has teaching strategies-creative curriculum. This is a great caring workplace. 2-3 years preferred.

**Application Instructions:** Please e-mail your resume to Glayla Walker at newhire.kingdomkids@gmail.com

**Contact:** Gayla Walker

**Address:** 1212 Madison, Maywood, IL 60153

**Email:** newhire.kingdomkids@gmail.com

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**Expires:** 08/06/2016

**Job ID:** 4605643

**Job Title:** Infant Teacher

**Company:** Kingdom Kids Early Learning

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Maywood, IL 60153

**Salary:** $10.00 per hr.

**Job Description:** Seeking a candidate to work in an infant as head infant between ages 6 weeks to 23 months. This position is a head infant teacher teaching infants. This position is full-time, 2-3 years preferred.

**Application Instructions:** To be considered please e-mail your resume to Glayla Walker at newhire.kingdomkids@gmail.com
Contact: Gayla Walker  
Address: 1212 Madison, Maywood, IL 60153  
Email: newhire.kingdomkids@gmail.com

Expires: 08/06/2016  
Job ID: 4606482  
Job Title: Orn Metal Fabricator & Installer  
Company: Mueller Ornamental Iron Works  
Job Type: Full Time  
Location: Elk Grove Village, IL 60007  
Salary:

Job Description: High end Ornamental Metals Company in NW Suburbs is looking for detail oriented individual with the ability to layout rails, stairs & fencing work, Mig & Tig welding on ferrous and nonferrous metals, grinding and finishing work a must. Blacksmith work a plus. Must have a valid driver’s license, Drug free environment, Salary based on experience. Must have at least 4-5 years of experience

Application Instructions: Please e-mail your resume to mueller@ornamental.com  
Contact: Rob Mueller or Lynn Parquette  
Address: 655 Lively Blvd., Elk Grove Village, IL 60007  
Phone: (847) 758-9941  
Fax: (847) 758-9945  
Email: mueller@ornamental.com

Expires: 08/06/2016  
Job ID: 4606501  
School Job ID: ivcc  
Job Title: Warehouse Worker  
Company: Advantage Logistics  
Job Type: Part Time  
Location: Oglesby, IL 61348  
Salary: 12.00 start  
Job Description: selection of general merchandise/health and beauty care items, palletizing of product for shipments  
Job Requirements: Approximately 24 hours per week  
Contact: Mary Boogemans  
Address: 501 N. Mallick Road, Oglesby, IL 61348  
Phone: 8158835718  
Fax: 8158835745  
Apply Online: http://supervalu.com
Expires: 08/06/2016
Job ID: 4606617
Job Title: Inside Sales/ Customer Service
Company: Precision Steel Warehouse Inc.
Job Type: Full Time
Location: Franklin Park, IL 60131
Salary: $12 - $14 D.O.Q
Job Description: Candidates will be talking with customers by phone, entering orders in computer, Checking status of previous orders when customer requests information. Responsible for maintaining & improving work relationships with key acct. Assigner. 1 year experience preferred.
Application Instructions: To be consider, please e-mail your resume to Ed Schenkenfelder at eschenkenfelder@psteel.com
Contact: Ed Schenkenfelder
Address: 3500 N. Wolf Road, Franklin Park, IL 60131
Phone: (847) 455-7000
Fax: (847) 455-1341
Email: eschenkenfelder@psteel.com

Expires: 08/06/2016
Job ID: 4606620
Job Title: Receptionist
Company: A&G Dermatology
Job Type: Full Time
Location: Chicago, IL
Salary: $11 + hr.
Job Description: Seeking Receptionist in a medical office. Duties Include: - Answering phones, take detailed based messages - Defer medical questions to physician - Check patients in - Collect Co-pay - Schedule appointments and follow appointments Candidate must be a team player and able to communicate clearly.
Application Instructions: Please Fax resume to (773) 237-7350 or call to schedule an appointment (773) 237-6666
Contact: Lou Fridrich
Address: 1733 N harlem Ave. 1733 N Harlem Ave., Chicago, IL 60707
Phone: 773-237-6666
Fax: 773-237-7350

Expires: 08/06/2016
Job ID: 4606630
Job Title: Office Clerk
Company: Modern Printing Colors
Job Type: Part Time
Location: Broadview, IL 60155
Salary:
Job Description: Seeking Part-time office clerk with some accounting background. Some experience up to a year.
Application Instructions: Please e-mail your resume to Suresh Mahajan at modern@moderncolors.com
Contact: Suresh Mahajan
Address: 1951 W. 21st. St., Broadview, IL 60155
Fax: (708) 681-5679
Email: modern@moderncolors.com

Expires: 08/07/2016
Job ID: 4606529
School Job ID: ivcc
Job Title: Director of Nursing Programs
Company: Illinois Valley Community College
Job Type: Full Time
Degrees Wanted: Masters
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Oglesby, IL 61348
Salary: See Job Description
Job Description: Position Summary: Provide strong leadership to the Nursing, Certified Nursing Assistant, and Phlebotomy program staff, including full-time and part-time faculty, through course development, curriculum improvement, and maintenance of required records. The Director of Nursing will perform any duties required to maintain good standing with the Accreditation Commission for Education in Nursing and Illinois Department of Financial & Professional Regulation. Salary Range: Level 10, Exempt, $60,000 to $75,000 annually.
Job Requirements: Qualifications: Master's Degree or higher with a major in Nursing; two years of experience as an instructor in a nursing education program; two years of experience in clinical nursing practice; currently licensed as a registered professional nurse in Illinois; proven teaching, administrative, and leadership abilities strongly preferred.
Application Instructions: Application Procedure: Complete online application by clicking on the "Apply" link shown above and include a cover letter specifically addressing how your qualifications meet the duties and responsibilities outlined in the job description, resume, and applicable (unofficial) transcripts. A full job description can be found on this site. Open until position is filled; however, please submit application materials by Sunday, August 7, 2016 for full consideration. AA/EOE
Contact: Glenna Jones  
Address: 815 N. Orlando Smith Road, Oglesby, IL 61348  
Phone: 815.224.0426  
Fax: 815.224.1437  
Apply Online: https://www.applitrack.com/ivcc/onlineapp/

Expires: 08/07/2016  
Job ID: 4607105  
Job Title: Assembly/Repair Technician  
Company: Fagor Automation Corp.  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)  
Job Target: Any Job Target  
Location: Elk Grove Village, IL 60007  
Salary: TBA  
Job Description: Entry level position. Training in all aspects of the position will be available to successful candidate. Experience in wiring from schematics, soldering of electrical connectors, cable assembly & cable bundles. Knowledge of basic electronics and PC repair is a plus. Mechanical aptitude is an asset, but not a requirement. Potential advancement to troubleshooting & repair. No travel position. We offer a competitive salary, comprehensive benefits, medical, dental and optional 401k.  
Application Instructions: If you are a well-motivated person and can work independently with little supervision, please e-mail your resume to Human Resources at hr@fagor-automation.com  
Contact: Human Resources  
Address: 2250 Esres Avenue, Elk Grove Village, IL 60007  
Email: hr@fagor-automation.com

Expires: 08/07/2016  
Job ID: 4607132  
Job Title: Front Desk for Doctor's Office  
Company: A&H Family Med P.C.  
Job Type: Part Time  
Location: Niles, IL 60714  
Salary: Negotiable  
Job Description: Dependable, responsible, energetic person that is detail-oriented. Answering phones, greeting patients, scheduling patients, registering patients, data entry, etc. Excellent customer service skills. Experience with Word, internet, scanning documents, etc. Ability to multi-task a plus. Medical office experience not required. Willing to learn new tasks. Flexible hours. Will train. Send CV to aandhstaff@yahoo.com
Contact: Grace H. Akiens, MD  
Address: 8780 W. Golf Road Suite 100, Niles, IL 60714  
Phone: 847-297-2181  
Fax: 847-297-0248  
Email: aandhstaff@yahoo.com

Expires: 08/07/2016  
Job ID: 4607930  
Job Title: Maintenance Mechanic- All shifts available (1st, 2nd, 3rd)  
Company: West Liberty Foods  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Bolingbrook, IL 60440  
Salary: Based on Experience  
Job Description: Maintenance Mechanic is responsible for supporting production by maintaining operation of machinery and mechanical equipment. Troubleshooting mechanical and basic electrical systems in order to maintain and repair equipment. Primary Responsibilities: Complete daily preventative maintenance and daily tasks. Assist and become an active member of the HAZMAT team. Read and understand mechanical and electrical diagrams and technical repair manuals. Troubleshoot and repair mechanical breakdowns in a timely matter. Apply knowledge of occupational hazards and necessary safety precautions applicable to maintenance work. Operate lifts and material handling tools as needed. Visually inspect and test machinery and equipment as needed. Able to adapt to fast pace work environment. Other duties as assigned. Job Requirements: Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical field in an industrial or manufacturing setting is preferred. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools. Must be able to work extended hours and weekends if needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to climb ladders and do work on aerial work platforms as needed. West Liberty Foods is an Equal Opportunity Employer.  
Application Instructions: Check out our website for available positions and apply online!

Contact: Kimberly Kubaitis  
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440  
Phone: 6306792499  
Email: Kim.Kubaitis@WLFOODS.COM  
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 08/07/2016  
Job ID: 4607932  
Job Title: Maintenance Utilities Refrigeration Technician- 3rd Shift
Company: West Liberty Foods  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Bolingbrook, IL 60440  
Salary:  

Job Description: Job Description  
Maintenance Utilities Refrigeration Technician is responsible for maintaining, operating, inspecting and repairing various types of ammonia refrigeration equipment, boiler equipment, well equipment, air compressor system and HVAC equipment and also testing and maintaining the chemical systems used in the refrigeration system and in the boiler systems. Will assist in the Waste Water Treatment area of Utilities as needed. Primary Responsibilities  
Perform PMs and repairs on compressors, condensers, evaporators, pumps, vessels, valves, and other machinery included in the ammonia refrigeration equipment.  
Replacement of defective mechanical and manual valves. Maintain control of the water treatment system and associated chemicals. Replace defective fan motors. Remove ice buildup from evaporator drain pans, investigate the cause and correct the problem. Work in motor room, freezer, and blast cell areas. Drain oil from ammonia system. Fill out daily reports. Remove and reinstall ammonia compressors. Perform motor alignments by use of dial caliper indicators. Compressor and pump shaft seal replacements. Perform oil and ammonia sampling for analysis on a regular schedule. Work directly with all refrigeration contractors, electricians, and pipe fitters when they are working on the ammonia refrigeration system to ensure that they are following all of the company safety policies, and meeting work standards. Inspect and maintain the ammonia detection system. Ensure that all ammonia system safeguards are functioning properly at all times. Check integrity and tolerances by the use of a micrometer. Troubleshoot electrical problems. Ability to write SOPs, pump-down procedures, LOTO procedures. Remove and install 3 phase motors. Layout, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment and repairs and replaces gauges, valves, pressure regulators, and related equipment. Other routine work such as hanging plastic and handling roof concerns as needed. Participate in an active role on the HAZMAT team utilizing expert knowledge of the Utilities Department. Assist the PSM Coordinator to ensure maintenance and compliance with WLF PSM Program by following guidelines and standards in place. Other duties as assigned.  
Job Requirements  
Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical/refrigeration/utilities field in an industrial or manufacturing setting is preferred. Able to successfully complete Ammonia Technician Operator Level 1 and 2 will be required. Working knowledge of ammonia refrigeration system is a must. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools Must be able to work extended hours and weekends as needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to climb ladders and do work on aerial work platforms as needed. Must have a valid driver's license. Must be able to read and interpret P& ID drawings. Must be able to work in all types of conditions including cold work in the winter time and hot work in the summer time. West Liberty Foods is an Equal Opportunity Employer.  
Contact: Kimberly Kubaitis  
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440  
Phone: 6306792499
Email: Kim.Kubaitis@WLFOODS.COM
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 08/07/2016
Job ID: 4607933
Job Title: Maintenance Utilities Refrigeration Technician- 2nd Shift
Company: West Liberty Foods
Job Type: Full Time
Degrees Wanted: Associates
Location: Bolingbrook, IL 60440
Salary:

Job Description: Job Description Maintenance Utilities Refrigeration Technician is responsible for maintaining, operating, inspecting and repairing various types of ammonia refrigeration equipment, boiler equipment, well equipment, air compressor system and HVAC equipment and also testing and maintaining the chemical systems used in the refrigeration system and in the boiler systems. Will assist in the Waste Water Treatment area of Utilities as needed. Primary Responsibilities Perform PMs and repairs on compressors, condensers, evaporators, pumps, vessels, valves, and other machinery included in the ammonia refrigeration equipment. Replacement of defective mechanical and manual valves. Maintain control of the water treatment system and associated chemicals. Replace defective fan motors. Remove ice buildup from evaporator drain pans, investigate the cause and correct the problem. Work in motor room, freezer, and blast cell areas. Drain oil from ammonia system. Fill out daily reports. Remove and reinstall ammonia compressors. Perform motor alignments by use of dial caliper indicators. Compressor and pump shaft seal replacements. Perform oil and ammonia sampling for analysis on a regular schedule. Work directly with all refrigeration contractors, electricians, and pipe fitters when they are working on the ammonia refrigeration system to ensure that they are following all of the company safety policies, and meeting work standards. Inspect and maintain the ammonia detection system. Ensure that all ammonia system safeguards are functioning properly at all times. Check integrity and tolerances by the use of a micrometer. Troubleshoot electrical problems. Ability to write SOPs, pump-down procedures, LOTO procedures. Remove and install 3 phase motors. Layout, assemble, install, and maintain pipe systems and related hydraulic and pneumatic equipment and repairs and replaces gauges, valves, pressure regulators, and related equipment. Other routine work such as hanging plastic and handling roof concerns as needed. Participate in an active role on the HAZMAT team utilizing expert knowledge of the Utilities Department. Assist the PSM Coordinator to ensure maintenance and compliance with WLF PSM Program by following guidelines and standards in place. Other duties as assigned. Job Requirements Associate Degree or equivalent in a related field is preferred. 2 years of experience in mechanical/refrigeration/utilities field in an industrial or manufacturing setting is preferred. Able to successfully complete Ammonia Technician Operator Level 1 and 2 will be required. Working knowledge of ammonia refrigeration system is a must. Basic computer skills including MS Office and L2L. Must be able to lift up to 50 pounds. Must be able to provide own hand tools Must be able to work extended hours and weekends as needed. Ability to adjust quickly to changing demands. Must be able to work with limited supervision. Must be able to cover other days and weekends as needed. Must be able to
climb ladders and do work on aerial work platforms as needed. Must have a valid driver's license. Must be able to read and interpret P& ID drawings. Must be able to work in all types of conditions including cold work in the winter time and hot work in the summer time. West Liberty Foods is an Equal Opportunity Employer.

Contact: Kimberly Kubaitis
Address: 750 S. Schmidt Rd., Bolingbrook, IL 60440
Phone: 6306792499
Email: Kim.Kubaitis@WLFOODS.COM
Apply Online: http://CAREERS.WLFOODS.COM

Expires: 08/08/2016
Job ID: 4608184
Job Title: Child Welfare Specialist
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Marion, IL
Salary:
Job Description: Lutheran Social Services of Illinois is seeking to hire full-time Child Welfare Specialist-Intact positions to provide case management services to children and families in our Foster Care and Intact Preservation Programs. These positions are based out of the Marion office serving multiple county regions. Requirements The ideal candidate must have a BSW plus 2 years subsequent experience or a Bachelor's degree in related human services filed with 3 years’ experience. Child Welfare Specialist Employee Licensure preferred. Reliable transportation required with a valid driver's license and proof of automobile liability insurance. Please list 3 professional references when sending resume. 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
Application Instructions: Application URL: http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMzQzNzYvNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuMzQzNzYvNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 08/08/2016
Job ID: 4608187
Job Title: FT & PT Crisis Counselor/CCM
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL 60290
Salary:

Job Description: A Full-time position is available for a Crisis Counselor who will prescreens patients in crisis in a busy hospital emergency room or Welcoming Center and provides open access to support for human service needs like food insecurity, resource assistance, emergency housing, transportation assistance, etc. Intervention focuses on clinical assessment, appropriate referrals to community resources, engaging difficult-to-engage clients using the emergency room over routinized community care. Requirements * Bachelor degree in Psychology/Social Work/Human Services is required (Master's degree preferred). Preferred one year experience working with mentally ill patients, counseling, crisis intervention, case management and/or substance abuse. Overnight and weekend availability required. 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

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuOTYyODAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:

Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuOTYyODAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Expires: 08/08/2016
Job ID: 4608188
Job Title: FT & PT Evening Crisis Counselor/CCM
Company: Lutheran Social Services of Illinois
Job Type: Full Time
Location: Chicago, IL 60290
Salary:

Job Description: A FT & PT Evening positions are available for a Crisis Counselor who will prescreens patients in crisis in a busy hospital emergency room or Welcoming Center and provides open access to support for human service needs like food insecurity, resource assistance, emergency housing, transportation assistance, etc. Intervention focuses on clinical assessment, appropriate referrals to community resources, engaging difficult-to-engage clients using the emergency room over routinized community care. Requirements * Bachelor degree in Psychology/Social Work/Human Services is required (Master's degree preferred). Preferred one year experience working with mentally ill patients, counseling, crisis intervention, case management and/or substance abuse. Overnight and weekend availability required. 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

Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNjQyMTAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ

Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNjQyMTAuNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Expires: 08/08/2016
Job ID: 4608189
Job Title: On-Call Evening Crisis Counselor/CCM
Company: Lutheran Social Services of Illinois
Job Type: Part Time
Location: Chicago, IL 60290
Salary:
Job Description: On-Call Evening positions are available for a Crisis Counselor who will prescreens patients in crisis in a busy hospital emergency room or Welcoming Center and provides open access to support for human service needs like food insecurity, resource assistance, emergency housing, transportation assistance, etc. Intervention focuses on clinical assessment, appropriate referrals to community resources, engaging difficult-to-engage clients using the emergency room over routinized community care. Requirements * Bachelor degree in Psychology/Social Work/Human Services is required (Master's degree preferred). Preferred one year experience working with mentally ill patients, counseling, crisis intervention, case management and/or substance abuse. Overnight and weekend availability required. 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
Application Instructions: Application URL:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNDkxNzkxNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Contact:
Apply Online:
http://www.aplitrak.com/?adid=Y21vbnRnb21lcnkuNDkxNzkxNDk3NkBsc3NpLmFwbGl0cmFrLmNvbQ
Expires: 08/10/2016
Job ID: 4608537
Job Title: Professional Nurse - RN
Company: Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
Job Type: Part Time
Degrees Wanted: Certificate
Location: Wheaton, IL 60187
Salary: $28.30/hr. DOQ
Job Description: As highly valued members of Marianjoy's care team, our nurses take a holistic approach to rehabilitation, focusing on the total needs of each patient - body, mind and spirit. Marianjoy's acute rehabilitation setting provides our nursing teams with an opportunity to stay clinically advanced and simultaneously experience the rewards of rehabilitation. Marianjoy seeks experience in acute care, medical surgical or rehabilitation experience. The staff RN is
responsible for the complete nursing process, which includes assessment, diagnosis, planning, implementation, teaching, evaluation and documentation of patient care from a patient's admission. Integrates contributions of interdisciplinary team to assure best possible outcomes are achieved. Supervises and maintains a professional relationship with unlicensed assistive personnel. Marianjoy provides competitive salaries and benefits that include continuing education support, an active in-service education program, tuition reimbursement and clinical ladder bonuses.

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

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

Contact: Lori Kramer
Address: 26W171 Roosevelt Road, Wheaton, IL 60187
Phone: 630-909-7116
Fax: 630-909-6960
Apply Online: http://www.marianjoy.org

Expires: 08/10/2016
Job ID: 4608538
Job Title: Cook I
Company: Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
Job Type: Part Time, Seasonal
Degrees Wanted: Certificate, Diploma
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Wheaton, IL 60187
Salary: salary negotiable

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

Education: Must have a High School or Equivalent (GED) or in lieu of High school diploma or GED, must have 3 years minimum from scratch cooking experience in a healthcare, restaurant or hotel setting. 6 months - 2 years: Culinary training Preferred

Experience: Prior experience as a Cook or in food service is preferred, but not required.

Certification: Illinois Department of Public Health Sanitation Certificate or able to obtain one within 6 months of employment. Knowledge: 1. Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. 2. Knowledgeable of HACCP procedures. 3. Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. 4. Hand and eye coordination necessary as well as agility and quickness. 5. Basic working knowledge of computer and internet. 6. Must be able to work effectively in a team setting. 7. Excellent customer service focus is required. 8. Ability to work well under stress is required. 9. The ability to provide a high level of customer service and to function as a team member is required. 10. Basic knife handling skills. 11. Basic cooking (i.e. grilling, steaming, toasting and boiling) & math skills. 12. Understanding and knowledge of safety, sanitation and food handling procedures

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

**Contact:** Lori Kramer
**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187
**Phone:** 630-909-7116
**Fax:** 630-909-6960

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**Expires:** 08/10/2016
**Job ID:** 4608539
**Job Title:** Food Service Worker I
**Company:** Marianjoy Rehabilitation Hospital, now part of Northwestern Medicine
**Job Type:** Part Time, Seasonal
**Degrees Wanted:** Certificate, Diploma
**Majors Wanted:** Culinary Arts
**Job Target:** Any Job Target
**Location:** Wheaton, IL 60187
**Salary:** Salary negotiable

**Job Description:** Part time: every Thursday 5:30a-2p & every other weekend Saturday 5:30a-2p Sunday 6a-2:30p, holidays
Specific Responsibilities: - Collects and delivers dishware from required locations. - Cleans soiled pots; cleans and sanitizes all eating, serving utensils and trays. - Returns sanitized items to designated areas. - Assist in transporting food to and from kitchens. - Takes out garbage, breaks down cardboard and places in appropriate receptacles. - Assembles tray line with prepared food and beverages. - Assembles patient's trays according to patient meal ticket. - Delivers and retrieves prepared meal carts/patient trays in nursing units. - Retrieves, clears, and cleans utility carts from nursing units. - Maintains and rotates appropriate stock in work area. - Cleans and sanitizes patient meal service wares using mechanical dish machine. - Prepares nourishments (daily patient snacks) and delivers to unit pantries. - Takes inventory of items in tray line stock area and coolers. Completes inventory request form, retrieves inventory from main kitchen and returns items, placing on items on the shelves
including rotation of stock, dating and labeling. - Gathers items and prepares floor stock request. - Removes previous day's perishable floor stock supply and replaces with fresh supplies as needed. - Cleans and sanitizes equipment in designated work area. - Records all required sanitation documents. - Daily rotation of stock, dating and labeling of prepared food items. - Other duties as assigned.

**Job Requirements:** Education: High School or Equivalent (GED) or In lieu of high school diploma must have 3 years of food service worker experience in a hospital setting, preferable in trayline or dish/pots position. Certification: Beginning July 2015 Serve Safe Food Handlers certificate required. Experience: 6 months healthcare, restaurant, hotel or hospitality food service required. Knowledge: - Capable of dealing effectively with supervisory and non-supervisory personnel as well as patients and visitors. - Knowledgeable of HACCP procedures. - Ability to read and understand written and oral instructions in order to follow directions for tasks assigned. - Hand and eye coordination necessary as well as agility and quickness. - Basic knowledge of computer and internet. - Excellent verbal and written communication skills are required. - Must be able to work effectively in a team setting. - Ability to interface well with staff and visitors is required. - Excellent customer service focus is required. - Ability to work well under stress is required.

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

**Contact:** Lori Kramer
**Address:** 26W171 Roosevelt Road, Wheaton, IL 60187
**Phone:** 630-909-7116
**Fax:** 630-909-6960

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**Expires:** 08/10/2016
**Job ID:** 4609924
**Job Title:** Secretary/Paralegal
**Company:** Lulay Law Offices
**Job Type:** Full Time, Part Time
**Location:** Naperville, IL 60563
**Salary:** 10-13$ per hour

**Job Description:** We are offering 10-13$ per hour depending on skills and experience. Spanish Speaking a plus. Job is working as assistant to personal injury litigation lawyer, phone calls, letters, calculating and organizing medical bills, summarizing and organizing medical records, follow ups and scheduling of matters, etc. Office is in Naperville 1 mile from Route 88 and Naperville Road so easy access from anywhere. Pace bus stop nearby. Job would be full time. No health or other benefits at present.

**Application Instructions:** Please e-mail resume. michael@lulaylaw.com

**Contact:** Michael Lulay
**Address:** 2323 Naperville Rd. Ste. 220, Naperville, IL 60563
**Phone:** (630) 588-8700
**Fax:** (630) 588-8775
**Email:** michael@lulaylaw.com
Expires: 08/10/2016
Job ID: 4609946
Job Title: Restaurant General Manager
Company: Leona's Restaurants
Job Type: Full Time
Degrees Wanted: Bachelors, Diploma, Masters
Majors Wanted: Culinary Arts, Restaurant Management
Job Target: Any Job Target
Location: Chicago, IL 60626
Salary:
Job Description: A fine dining Italian Restaurant based in Chicago, IL is hiring a General Manager. Job requirements: * Passion for hospitality and energetic personality * Excellent people management, communication and organizational skills * Knowledge of Labor Laws, Health Codes, Safe Food Handling and Sanitation, safety and security system procedures * Must thrive in a fast paced team environment * Must be able to work 45-55 hours work week
Responsibilities: * Identify staffing needs, manage scheduling and control labor costs * Develop, coach, supervise and motivate the team * Ensure exceptional customer service and quality at all times * Manage Inventory and place orders with vendors * Ensure food, safety & labor standards are met * Perform administrative duties and conduct regular performance reviews, including required reporting, necessary audits and sales-building plans.
Application Instructions: Please send your resume along with the cover letter for consideration.
Contact: Natalia
Address: Several locations across Chicago, Chicago, IL 60626
Phone: 2248300328

Expires: 08/30/2016
Job ID: 4606337
Job Title: Inclusion Aid
Company: Elmhurst Park District
Job Type: Part Time
Location: Elmhurst, IL 60126
Salary: $9.00 an hour or more depending on experience
Job Description: * To assist in providing recreational programs for children and adults with special needs in a safe environment. * Assist in providing recreational activities for special populations in a variety of community based programs. * Assist participants with activities and with any accommodations needed.
Contact: Erica Brady
Address: 615 N. West Ave., Elmhurst, IL 60126
Phone: 630-993-8676
Email: ebrady@epd.org

Expires: 09/06/2016
Job ID: 4605142
Job Title: Entry-Level Position with Potential for Advancement
Company: Kesap Clean
Job Type: Full Time
Degrees Wanted: Diploma
Location: Plainfield, IL 60544
Salary: Starting at $10 an hour

Job Description: Grow, and develop with our expanding company! Work with your leaders to
develop the skills and experience you want for your future! Full time employees are offered
Fully Paid medical and dental benefits after 90 days as well! We are expanding our window
washing division. And these entry-level positions, therefore, has great potential to grow into
leadership roles! Window Cleaners travel in a company truck to both commercial and
residential locations. They clean both the inside and outside of the windows, many times
including tracks, screen, sills, and frames. Other items may require cleaning as well. Primary
responsibilities are as follows: * Clean all properties to Kesap Clean Standards and to the
client's and owners' custom instructions * Networking with potential employees and/or clients
while on the job and in the field. * Put out company marketing as requested by the owners while
on the job

Job Requirements: A professional image, calm demeanor, and an effective communication
skill set are required. *Should not be afraid of heights. *Must be able to lift more than 25lbs
*Must speak English *Must be eligible to work in the US. (EEO)

Application Instructions: Please email a cover letter/resume to kelly_brook@kesapclean.com.
Please state for which position you are applying.

Contact: Kelly Brook
Address: 14722 S Naperville Road, Suite 112, Plainfield, IL 60544
Phone: 8152629547
Fax: 8152629547
Email: kelly_brook@kesapclean.com

Expires: 09/07/2016
Job ID: 4607966
Job Title: Rec Station Leader
Company: Elmhurst Park District
Job Type: Part Time
Location: Elmhurst, IL 60126
Salary:

**Job Description:** *To supervise and instruct participants. *Supervise children in a well-organized, quality and varied recreational and relaxed program offering activities in the areas of arts and crafts, drama, sports and games, outdoor recreation, field trips, special events, socialization, and quiet activities.

**Job Requirements:** *Some high school education with 6 months relevant experience. *Valid Illinois driver's license. Rate of Pay: Starting at $9.00 an hour Hours: *Monday through Friday from 7:00 am - 8:30 am and/or 3:00 pm - 6:00 pm throughout the school year.

**Contact:** Angela Perry
**Address:** 615 N. West Ave., Elmhurst, IL 60126
**Phone:** 630-993-8678


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**Expires:** 09/10/2016
**Job ID:** 4609458
**Job Title:** Nanny PT (Exp with Autism)
**Company:** College Nannies and Tutors of South Naperville
**Job Type:** Part Time

**Degrees Wanted:** Certificate
**Majors Wanted:** Early Childhood Education, Nurse Assistant, Nursing
**Job Target:** Any Job Target
**Location:** Naperville, IL 60540

**Salary:**

**Job Description:** Attends to children in a professional manner and communicates well with children, family and CNT Performs a variety of age appropriate tasks, including but not limited to: * Dressing, feeding, bathing, overseeing play, preparing food * Managing behavior, cleaning up after children, providing entertainment and creative, fun activities that are appropriate and applicable * Driving children to/from activities, school or other if required with specific placement Assists in development and learning of new skills for children Helps with domestic activities related to the care of the children assigned in placement Works as a partner with the family as a trusted role model for the children Submits online/mobile Timesheets for work within 24 hours of completion Maintains updated availability via online/mobile Calendar as directed by local CNT office

**Job Requirements:** At least one year certificate from a college or technical school or currently enrolled in higher education institution Child development knowledge and skills: has a minimum of three months experience related to care of children or child development in an applicable field Ownership of a cell phone and consistent internet access are required for regular communication Is physically able to move and engage with children, can hear, see and communicate effectively

**Contact:** Janene Marshall-Gatling
**Address:** 7555 Wakefield Dr, Darien, IL 60561
**Phone:** 630 219 1175
Apply Online: https://www.collegenanniesandtutors.com/NapervilleSouthIL/join

Expires: 09/15/2016
Job ID: 4604502
Job Title: Nursing School Student w/ Certified Nurse Assistant Experty
Company: Private Entity
Job Type: Full Time, Part Time
Degrees Wanted: Associates
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Bellwood, IL 60104
Salary: 16.00 per Hour
Job Description: Looking for two Nursing School Students with Certified Nurse Assistant (CNA) experience, full time and part time, to work eight hours a day preferably include weekends. The position pays $16.00 per hour, before taxes. Taxes will be withheld. Responsibilities includes: bed bath, catheter management, Bed exercises, Preparing food including puree food, feeding and G tube feeding, transferring from bed to wheelchair, extensive chair exercises, laundry & cleaning. Person has to be hygiene conscious to clean after themselves and the patient. Person must be punctual, honest and hardworking with clear background.

Job Requirements: Looking for two Nursing School Students with Certified Nurse Assistant (CNA) experience, full time and part time, to work eight hours a day preferably include weekends. The position pays $16.00 per hour, before taxes. Taxes will be withheld. Responsibilities includes: bed bath, catheter management. Bed exercises, Preparing food including puree food, feeding and G tube feeding, transferring from bed to wheelchair, extensive chair exercises, laundry & cleaning. Person has to be hygiene conscious to clean after themselves and the patient. Person must be punctual, honest and hardworking with clear background.

Contact: Khosrow Rad
Address: 309 Bohland Ave., bellwood, IL 60104
Phone: 708-544-1940
Fax: FNR Architects
Email: faroutline@hotmail.com

Expires: 11/09/2016
Job ID: 4609822
School Job ID: MVCC
Job Title: Work on Election Day
Company: Cook County Clerk's Office
Job Type: Part Time
Location: IL
Salary:

Job Description: The cook county clerk is looking to hire thousands of election judges to handle the surge of voting expected on November 8th. Election Judges earn $175 Equipment Managers earn $325 Bilingual judges always needed! Apply at http://cookcountyclerk.com/work Cook County Clerk David Orr's Office

Application Instructions: Apply at: http://cookcountyclerk.com/work

Contact: Cook County Clerk David Orr's Office
Address: 69 W. Washington, Chicago, IL 60602

Apply Online: http://www.cookcountyclerk.com/work

Expires: 12/07/2016
Job ID: 4607271
School Job ID: MVCC
Job Title: Criminal Investigator/Special Agent Position (DEA)
Company: Drug Enforcement Administration
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60604

Salary:

Job Description: DEA Spans the Globe An Offer of a Challenging Career The Drug Enforcement Administration is seeking individuals for Special Agent positions. DEA Special Agents conduct criminal investigations and prepare for the prosecution of major violators of the drug laws of the United States. Review the questionnaire below to see if you meet the Minimum requirements to be a Special Agent with the DEA. The Drug Enforcement Administration (DEA) is now accepting applications for the Criminal Investigator/Special Agent position. Please note that the hiring process has changed. See information below for instructions on how to apply: The process has changed....the DEA will no longer post the Special Agent Vacancy Announcement on WWW.USAJOBS.GOV. The process will now begin with each Division Recruitment Coordinator. Here are a few things to consider before you apply: 1. The applicant must reside within the Chicago Field Division (Illinois; Indiana; Minnesota; North Dakota; Wisconsin). For applicants outside of the Chicago Field Division you must go through your divisional office. Please see WWW.DEA.GOV for information on other field divisions. 2. The applicant will need to be available for approximately 8 days of testing/processing (not consecutive). This process will take some sacrifice on the part of the applicant. If the applicant's job/current situation does not allow for flexibility, the applicant may want to wait and apply at another time. 3. The applicant will undergo a Written Assessment; Panel Interview; Medical Examination; Physical Task Test; Psychological Assessment; Urinalysis Drug Screening; Polygraph Examination; Full-Field Background Investigation; with the Final Hiring Decision made by DEA Headquarters. 4. The applicant must be willing to relocate. 5. As a Special Agent you will be required to carry a firearm. 6. Please read the minimum requirements to become a Special Agent with the DEA. If you wish to apply, the first step of the application process is to send a paper copy of your updated resume and an unofficial copy of your transcripts via U.S. MAIL to the address listed below. Please make sure the resume contains your current address,
email, and contact information. Once selected to continue in the process you will be contacted by the recruiter. Any applications submitted to this email will not be considered. DEA Recruitment Coordinator 230 S. Dearborn St., Ste. 1200 Chicago, IL 60604 312-353-7875

**Job Requirements:** Section I YOU HAVE A BACHELOR’S DEGREE YOU ARE A U.S. CITIZEN YOU HAVE A CURRENT, VALID DRIVER’S LICENSE YOU ARE BETWEEN 21 AND 36 YEARS OF AGE YOU ARE WILLING TO ACCEPT ASSIGNMENTS ANYWHERE IN THE UNITED STATES YOU ARE PHYSICALLY FIT YOU ARE ABLE TO PASS A BACKGROUND INVESTIGATION AND OBTAIN A TOP SECRET SECURITY CLEARANCE YOU HAVE NEVER BEEN CONVICTED OF A FELONY OR A CRIME OF DOMESTIC VIOLENCE YOU HAVE NEVER USED ANY ILLEGAL DRUGS BEYOND EXPERIMENTAL USE OF MARIJUANA IF YOU MEET ALL OF THE CRITERIA IN SECTION I, PLEASE CONTINUE TO SECTION II Section II DO YOU HAVE A BACHELOR’S DEGREE IN CRIMINAL JUSTICE/POLICE SCIENCE, FOREIGN LANGUAGE (WITH FLUENCY VERIFIED) IN SPANISH, RUSSIAN, HEBREW, ARABIC, NIGERIAN, CHINESE OR JAPANESE, ACCOUNTING, FINANCE, ECONOMICS, COMPUTER SCIENCE/INFORMATION SYSTEMS, OR MECHANICAL/ELECTRICAL/TELECOMMUNICATIONS ENGINEERING WITH A 2.95 GPA OVERALL OR A 3.5 IN YOUR MAJOR OR A 2.95 IN THE FINAL TWO YEARS OF STUDY OR ONE YEAR OF GRADUATE STUDY OR DO YOU HAVE A BACHELOR’S DEGREE WITH A 2.95 GPA OVERALL OR A 3.5 GPA IN YOUR MAJOR OR 2.95 GPA IN THE FINAL TWO YEARS OF STUDY OR ONE YEAR OF GRADUATE STUDY AND AT LEAST THREE YEARS OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE OR DO YOU HAVE A GRADUATE DEGREE AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE IF YOU DO NOT MEET ANY OF THE ABOVE CRITERIA IN SECTION II, DO YOU HAVE ANY OF THE FOLLOWING ONE YEAR OF SUBSTANTIVE LAW ENFORCEMENT EXPERIENCE MILITARY OFFICER EXPERIENCE A PILOT’S LICENSE AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE FLUENCY IN A FOREIGN LANGUAGE (OTHER THAN ENGLISH) AND AT LEAST ONE YEAR OF SUBSTANTIVE PROFESSIONAL/ADMINISTRATIVE OR LAW ENFORCEMENT EXPERIENCE SOME OTHER COMBINATION OF EDUCATION AND EXPERIENCE MAY BE QUALIFYING. PLEASE SPEAK TO A RECRUITER FOR MORE INFORMATION For Questions, Contact the Special Agent Recruiter at 312-353-7875

**Application Instructions:** Please see detailed application instructions above in the job description.

**Contact:** Human Resources

**Address:** 230 S. Dearborn Street Suite 1200, Chicago, IL 60604

**Phone:** 312-353-7875

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**Expires:** 07/11/2017

**Job ID:** 4609461

**Job Title:** Registered Nurse / RN / Licensed Practical Nurse / LPN

**Company:** BrightStar Care
Job Type: Full Time, Part Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Nursing
Job Target: Any Job Target
Location: IL

Job Description: Registered Nurse / RN / Licensed Practical Nurse / LPN Des Plaines - Park Ridge - Mt. Prospect - Arlington Heights - Palatine - Schaumburg - Hoffman Estates - Elk Grove - Elgin - St. Charles - Geneva - Batavia - Aurora - DeKalb - Sycamore (and all surrounding areas) Part Time and Full Time Positions Available! Join the BrightStar Healthcare team and be appreciated again. We have several part time and full time assignments available for one-on-one private duty care, school nurse, office, or clinical settings. If you're looking for flexibility in your work environment, this is the perfect opportunity for you! Positions available throughout the Chicago suburbs. Our continued growth throughout the Chicago area has created new and exciting job opportunities for experienced Nurses to fill a variety of full time, part time, and visit assignments. Work for a locally owned company that is focused on quality of care and truly values its employees. We offer flexible scheduling options, a wide variety of cases, and a state-of-the-art on-line scheduling system for 24 hour employee access. Join the BrightStar team and be appreciated again! JOB REQUIREMENTS Registered Nurse / RN / Licensed Practical Nurse / LPN EDUCATION and/or EXPERIENCE * Requires current licensure in the state * Will perform general LPN or RN duties in a private duty, school, or clinical setting

Application Instructions: Apply online: careers.peopleclick.com/careersscp/client_brightstar/external/search.do

Contact: Jennifer Asevedo
Address: 650 E. Algonquin Rd. Ste 301, Schaumburg, IL 60173
Phone: 847-925-0818
Fax: 847-925-1318
Apply Online: http://www.brightstarcare.com/schaumburg/

Expires: 07/11/2017
Job ID: 4609466
Job Title: Certified Nursing Assistant
Company: BrightStar Care
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Nursing
Job Target: Any Job Target
Location: IL
Salary: 10.50 hourly
Job Description: Join a leader in the home health care industry that provides RN oversight on each and every case - no matter how small. Each independently owned BrightStar location makes more possible for the community it serves. If providing compassionate, high quality care is your passion, BrightStar has an opportunity for you. Certified Nursing Assistant / CNA Job Duties include: Provide client care according to approved Plan of Care Assist clients with personal care and hygiene Provide transportation as required Assist in providing a safe environment for client Comply with all documentation and record keeping requirements Certified Nursing Assistants / CNAs will enjoy the following Benefits: Weekly pay Flexible shifts Weekend and live-in opportunities Facility & private home environments Free continuing education APPLY ONLINE TODAY! JOB REQUIREMENTS Certified Nursing Assistant / CNA Certified Nursing Assistant / CNA Job Requirements include: CNA certification 1 year experience Valid driver's license Reliable car / auto insurance Clean background and criminal record


Contact: Jennifer Asevedo
Address: 650 E. Algonquin Rd. Ste 301, Schaumburg, IL 60173
Phone: 847-925-0818
Fax: 847-925-1318
Email: jennifer.asevedo@brightstarcare.com
Apply Online: http://www.brightstarcare.com/schaumburg/

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

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