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: 847.588.8000
Email: knd@vniles.com
Apply Online: http://www.vniles.com/jobs.aspx

Expires: 07/29/2016

Job ID: 4614133
Job Title: Library Specialist
Company: Northeastern Illinois University
Job Type: Full Time
Location: Chicago, IL 60625
Salary: $15.70 per hour

Job Description: Position: Library Specialist Library - Access Services, El Centro Qualifications: High school graduation or equivalent Two years of work experience in a library or equivalent setting performing duties comparable of a lower level OR 90 semester credit hours for college course work in any field OR Any combination of education and experience that totals two years Specialty Factors: Demonstrated work experience (or graduate coursework/training in reference services) to independently provide Reference Services to patrons including instructing the use of bibliographic tools (library catalogs and databases) and the use of reference resources within higher education or a public library setting. Departmental Preferences: Ability to provide high quality public service to a diverse community of library users Spanish speakers encouraged to apply (Each position requires a background check.)
Salary: $15.70 per hour
Hours: Monday through Thursday, 1:00 p.m. - 9:00 p.m. Friday, 9:00 a.m. - 5:00 p.m. (Hours may vary depending on departmental needs and may include weekends)
Appointment: 100%
Responsibilities: Under the supervision of the El Centro Academic Resource Professional (ARP), the function of this position is to provide reference services, and to assist in the management of the library operations in the Library Resource Center (LRC) at El Centro. The employee cooperates with El Centro administration and staff to perform assigned duties and responsibilities.

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, 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, 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, statement of annuitant status form, affirmative action form, official transcript(s), resume and cover letter must be submitted by the close of business 7/29/16. 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

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/library-specialist-2

Expires: 07/29/2016
Job ID: 4617640
Job Title: Art Coordinator
Company: People's Resource Center
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Westmont, IL 60559
Salary:

Job Description: POSITION OVERVIEW PRC is hiring a part-time (10 hours/week) Art Coordinator to coordinate the activities of the Art program according to program goals and strategies. The Art Coordinator's office will be located in Westmont (104 Chestnut) and will routinely travel to Wheaton and partner sites throughout DuPage County (travel reimbursement is included). Schedule is flexible; occasional evenings and weekends.

ESSENTIAL FUNCTIONS OF THE POSITION
- Contribute to art program conception, design, and functionality
- Ensure complete screening and registration for clients seeking art classes and workshops
- Provide specialized support to classes, workshops and exhibitions
- Supervise open art studio sessions - provide support to volunteers and assess client needs
- Create, coordinate, provide and/or supervise training and workshops for Art clients
- Assist in developing, maintaining and communicating training and development materials for clients and volunteers to ensure an effective and progressive Art program
- Assist in improving upon the Art volunteer recruitment process
- Interview, select, orient, train, support and recognize Art volunteers
- Maintain and utilize an effective and accurate computerized system of data for Art Program
- Assist in maintaining enrollment and positive relationships with community organizations

Job Requirements: POSITION REQUIREMENTS Education and Experience
- Bachelor's degree with emphasis in the arts from an accredited university or college
- 3 years' experience working in design and delivery of art classes/workshops
- Experience working with volunteers, preferred Essential Skills, Knowledge, and Abilities
- Ability to effectively promote PRC and the Art Program to other organizations
- Ability to supervise volunteer staff
- Demonstrate professionalism, flexibility, good judgment and commitment to teamwork
- Excellent organizational skills
- Good verbal, written and presentation skills
- Ability to respond appropriately in varied situations
- Computer Literate: Basic knowledge of MS Word, Excel, Outlook and Internet
- Must have valid IL driver's license
- Candidates must be comfortable with lifting and transporting equipment used in art showings

Application Instructions: APPLICATION PROCESS To apply, please send your resume, cover letter and salary expectations to resumes@peoplesrc.org. APPLICATION DEADLINE: FRIDAY, JULY 29, 2016 No phone calls, no faxes please. People's Resource Center is an Equal Opportunity Employer Detail job posting can also be found on our website www.peoplesrc.org

Contact: Linda Cheatham
Address: 201 S. Naperville Road, Wheaton, IL 60187
Phone: 630-682-5402
Email: resumes@peoplesrc.org
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: 08/01/2016  
Job ID: 4624612  
Job Title: Student Trainee (Lock and Dam Operator)  
Company: U.S. Army Corps of Engineers  
Job Type: Full Time, Internship, Part Time  
Degrees Wanted: Associates, Bachelors, Certificate  
Location: IL  
Salary: 18.45 - 21.52  
Job Description: As a Student Trainee (Lock and Dam Operator) for the U.S. Department of Army Corps of Engineers under the Pathways Internship Program, you will: * Work at a navigation facility within the Corps of Engineers Inland Marine Transportation System (IMTS) as part of a work-study program structured specifically for students in technical, vocational, or trade schools and is designed to provide exposure to essentially all aspects of work performed at the facility. * Work performed and observed includes operation and maintenance of electrically or hydraulically controlled lock gates, control valves, and related equipment such as dam gates, inclusive of manually operated wicket gates at sites where they exist, maintenance and repair of other site structures and facilities such as lock buildings and lighting systems, and grounds maintenance. * You will work under very close supervision and assignments are continually monitored to assure adequate training progress and safety of operation.  
Job Requirements: Location of positions are Ottawa, IL and Rockdale, IL. This position has a screen out element which describes the minimum qualifications required. Your Occupational Questionnaire and resume must show that you have training, education, and/or experience that demonstrates your ability to be reliable and dependable, with shop aptitude and interest, as a
Student Trainee (Lock and Dam Operator), WY-5401-03. An example of such is demonstrating reliability and dependability while performing basic maintenance or repair tasks utilizing basic hand tools such as hammers, saws, drills, pliers, screwdrivers, mowers, shovels, and rakes.

Application Instructions: Start the application process by clicking on "Apply Online". Login or create your USAJOBS account Complete the questionnaire. You MUST include the following with your application: 1) Resume and Transcripts and Acceptance of Enrollment Letter and Fall 2016 Class Schedule. When application is complete, click "Submit My Answers" on the Submit My Answers tab.

Contact: Lisa Kantor
Address: Clock Tower Building P.O. Box 2004, Rock Island, IL 52761
Phone: 309-794-5167
Email: lisa.r.kantor@usace.army.mil
Apply Online: http://www.usajobs.gov

Expires: 08/04/2016
Job ID: 4601392
Job Title: Certified Nursing Assistant
Company: Oak Brook Care
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: $11.50 - $14.50

Job Description: Assists professional nursing staff by performing routine duties for residents. Assist in serving, feeding and monitoring meals. Perform personal care such as baths, showers, oral hygiene, skin care and hair care on assigned residents. Also, encourages activities of daily living and promotes quality of life.

Application Instructions: Please e-mail your resume to Lorena Acosta at lacosta@oakbrookcare.com

Contact: Lorena Acosta
Address: 2013 Midwest Road, Oak Brook, IL 60523
Phone: (630) 495-0220
Fax: (630) 613-3658
Email: lacosta@oakbrookcare.com

Expires: 08/04/2016
Job ID: 4601706
Job Title: Bilingual Spanish Relationship Banker (Teller)
Company: TCF BANK  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Mundelein, IL 60060  
Salary: 10.34+  

**Job Description:** The Relationship Banker is responsible for processing customer transactions for a variety of products and services, and upholding TCF's brand promise by providing accurate, fast and friendly customer service. Establish and solidify customer relationships by understanding their evolving needs and providing solutions for the right products and services. Uphold TCF's customer service expectations of being helpful, knowledgeable, and respectful while interacting with customers and coworkers. Offer appropriate financial solutions to help customers save, transact, and borrow. Resolve customer concerns through quality service and product knowledge.  

**Responsibilities:**  
* Build long-standing relationships with TCF customers by providing excellent customer service and maintaining thorough knowledge of all products TCF offers. Build customer trust and loyalty by proficiently answering customer's questions; explaining policies thoroughly, and fulfilling customer needs.  
* Serve as a TCF brand ambassador and TCF product and service expert. Promote a positive image of TCF with each customer every time.  
* Efficiently gather customer information, identify financial needs, and educate the customer on TCF's products and services. Make appropriate recommendations to the customer to meet their financial priorities. Promote TCF products, services, and programs. Meet individually assigned sales goals with a high level of quality in terms of relationships and new accounts.  
* Consult with customers on specific account needs; convey rates, service charges and restrictions, and offer available programs to improve the customer experience.  
* Process transactions and engage in sales while communicating professionally, clearly and confidently. Perform services including wire transfers, customer information changes, death claims, accurate processing of IRA distributions/contributions, loan payment processing, and Regulation E and fraud claim resolution, adhering to TCF and Federal regulations. Investigate and resolve special account inquiries such as legal transactions requiring coordination with TCF counsel, outside attorneys, and customers.  
* Consistently seek out prospective customers through referrals, affinity partners, community involvement, telemarketing, and direct mail programs.  
* Balance terminal daily according to established procedures, locate and/or correct errors or missing information. Maintain accurate balancing/loss record that meets TCF guidelines.  
* Maintain all audit requirements. Interpret and accurately process customer requests and transactions according to TCF guidelines. Maintain established controls such as check holds, identification procedures, and all other pertinent verification necessary to transact business.  

**Job Requirements:** Qualifications:  
* High school degree or GED, or working towards completion.  
* Six months proven service results in a customer centric, results-driven environment. Ability to demonstrate a high level of enthusiasm for providing excellent customer service skills.  
* Effective communication (verbal and non-verbal), interpersonal skills, and active listening skills. Ability to engage with customers; begin a conversation, build
rapport, and handle objections. Comfortable asking customers about their personal finances. * Demonstrated ability to communicate clearly and professionally while servicing customers. * Highly developed skills and commitment to customer satisfaction. * Ability to perform necessary calculations; proficient in basic computer skills. * As a new hire will be required to attend and successfully pass all testing for TCF's Relationship Banking training program.

Preferred Qualifications: * Previous customer contact/sales experience. * Six months or more of cash handling experience.

**Application Instructions:** Apply Online

**Contact:** Jessica Terwilliger

**Address:** 800 Burr Ridge Prky, Burr Ridge, IL 60527

**Phone:** 262-552-3707

**Fax:** 262-697-5779

**Email:** jterwill@tcfbank.com

**Apply Online:** https://tcfbank.com/About-TCF/Careers

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**Expires:** 08/04/2016

**Job ID:** 4601911

**School Job ID:** BP / OCC

**Job Title:** Quality Inspector

**Company:** Capsonic Group

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

**Degrees Wanted:** None Required

**Majors Wanted:**

**Job Target:** Any Job Target

**Location:** Elgin, IL 60123

**Salary:** $9-12 hr.

**Job Description:** Proficient with Micrometers, caliper and blueprint reading experience in plastics is required. Experience with CMM and Vision Measurement Systems experience a plus. 1 C shift position

**Contact:** Human Resources Department

**Address:** 1595 High Point Drive, Elgin, IL 60123

**Phone:** (847)888-0930

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**Expires:** 08/04/2016

**Job ID:** 4601922

**Job Title:** Grocery Store Attendant

**Company:** SAVE A LOT food stores

**Job Type:** Part Time

**Degrees Wanted:** None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Macomb, IL 61455
Salary: $500
Job Description: *Insures all authorized items are on the shelves *Keep track of and record all outgoing and incoming shipments and ensure that they have been filled correctly. *Responsible for store resets and product display. *Introduce our customers to new items, shippers, surveys, off-shelve displays, cutting and sampling, promotions, ads, and cross merchandising
Application Instructions: Qualified applicants should apply by emailing your resume or cover letter to savealotjobs@save-a-lotonline.com
Contact: Anthony Simmons
Address: 1501 E Jefferson St, Macomb, IL 61455
Phone: 6027597646
Email: savealotjobs@save-a-lotonline.com

Expires: 08/04/2016
Job ID: 4602235
Job Title: Accounts Payable
Company: Paramont-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

Expires: 08/04/2016
Job ID: 4602538
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:
Address: 800 W. North Ave, Melrose Park, IL 60160
Apply Online: https://www.jewelsosco.com

Expires: 08/04/2016
Job ID: 4602667
Job Title: Part Time Sales Specialist
Company: Vilebrequin
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rosemont, IL 60018
Salary:
Job Description: Position Overview: A Vilebrequin Sales Specialist is responsible for understanding the mindset of the Vilebrequin brand and strives to bring it to life every day. Each Specialist must provide attentive and knowledgeable assistance to ensure the highest level of customer service. Core Responsibilities: - Upholds luxury clienteling standards to provide the best customer experience - Consistently executes merchandising and maintenance standards. - Strives to stay current on all products in order to successfully assist customers - Demonstrates effective communication with customers, coworkers, and managers - Maintains sales floor, stock room, fitting rooms, and cash wrap - Performs register transactions in accordance with POS guidelines - Handles cash and provides change without error - Stays aware of store targets and actively works to exceed those by using resources available - Assists with sending/receiving shipments of merchandise - Leads by example and positively influences others Qualifications: - Ability to demonstrate strong customer service skills both on and off sales floor - Strong attention to detail - Reliability and consistent attendance and punctuality - Ability to work a flexible schedule including nights and weekends as business dictates - Previous experience in luxury retail preferred Benefits Include: - 401K - Weekly Bonus Structure - Employee Discount - Performance-based opportunities for advancement
Contact:
Apply Online:  

Expires: 08/04/2016  
Job ID: 4602675  
Job Title: Part Time Sales Specialist  
Company: Vilebrequin  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rosemont, IL 60018  
Salary:  
Job Description: Position Overview: A Vilebrequin Sales Specialist is responsible for understanding the mindset of the Vilebrequin brand and strives to bring it to life every day. Each Specialist must provide attentive and knowledgeable assistance to ensure the highest level of customer service. Core Responsibilities: - Upholds luxury clienteling standards to provide the best customer experience. - Consistently executes merchandising and maintenance standards. - Strives to stay current on all products in order to successfully assist customers. - Demonstrates effective communication with customers, coworkers, and managers. - Maintains sales floor, stock room, fitting rooms, and cash wrap. - Performs register transactions in according with POS guidelines. - Handles cash and provides change without error. - Stays aware of store targets and actively works to exceed those by using resources available. - Assists with sending/receiving shipments of merchandise. - Leads by example and positively influences others. Qualifications: - Ability to demonstrate strong customer service skills both on and off sales floor. - Strong attention to detail. - Reliability and consistent attendance and punctuality. - Ability to work a flexible schedule including nights and weekends as business dictates. - Previous experience in luxury retail preferred. Benefits Include: - 401K. - Weekly Bonus Structure. - Employee Discount. - Performance-based opportunities for advancement.  
Contact:  
Apply Online:  

Expires: 08/04/2016  
Job ID: 4602755  
Job Title: Systems Fabricator  
Company: Semler Industries  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major
Job Target: Any Job Target
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

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

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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
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


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| 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 |
| 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/6F75976B1A6044FCACB3451F80B4DFF7/job/](http://jobsearch.hyatt.com/rosemont-il/perks-attendant-full-time/6F75976B1A6044FCACB3451F80B4DFF7/job/)

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| 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

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
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
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
Apply Online: http://jobsearch.hyatt.com/rosemont-il/valet-attendant-auto/720036F296A044BCBAFE591984928F09/job/

Expires: 08/13/2016
Job ID: 4614481
Job Title: ASSISTANT MANAGER
Company: CRAFTY BEAVER HOME CENTER
Job Type: Full Time
Location: CHICAGO, IL 60634
Salary: NEGOTIABLE
Job Description: RESPONSIBILITIES INCLUDE OPENING AND CLOSING OF STORE, HIRING OF PERSONNEL, SALES, ALL ASPECTS RELATED TO OPERATION OF RETAIL HOME CENTER. WILL BE WILLING TO TRAIN FOR THIS POSITION.
Application Instructions: WILL INTERVIEW IN PERSON @ SKOKIE LOCATION. PLEASE PROVIDE RESUME UPON REQUEST.
Contact: CHUCK ALLEN
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076
Phone: 8476733000
Fax: 8476733007

Expires: 08/13/2016
Job ID: 4614482
Job Title: HARDWARE CLERK
Company: CRAFTY BEAVER HOME CENTER
Job Type: Part Time
Location: SKOKIE, IL 60077
Salary: NEGOTIABLE
Job Description: STOCKING, INVENTORY CONTROL, ASSISTING CUSTOMERS, GENERAL HOUSE-KEEPING. EXCELLENT PART-TIME OPPORTUNITY. CAN WORK AROUND SCHOOL SCHEDULE. HOURS AVAILABLE MORNINGS, EVENINGS, AND WEEK-ENDS.
Job Requirements: We have 4 locations in Chicago--On W. Lawrence, W. Montrose, N. Central, and in Skokie.
Application Instructions: APPLY ON-LINE AT WEBSITE, E-MAIL RESUME, OR APPLY IN PERSON.
Contact: CHUCK ALLEN
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076
Phone: 8476733000
Fax: 8476733007
Email: c.allen@craftybeaver.com

Expires: 08/13/2016
Job ID: 4614483
Job Title: DIRECT LOADER  
Company: CRAFTY BEAVER HOME CENTER  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: SKOKIE, IL 60077  
Salary: NEGOTIABLE  
Job Description: ASSIST CUSTOMERS ON LUMBER YARD AND INSIDE YARD, RESTOCK LUMBER, GENERAL HOUSE-KEEPING  
Job Requirements: WE HAVE 3 LOCATIONS IN THE CITY--W. LAWRENCE, W. MONTROSE, N. CENTRAL, AND IN SKOKIE. EXCELLENT PART-TIME OPPORTUNITY. CAN WORK AROUND SCHOOL SCHEDULE. OPEN DAYS, NIGHTS AND WEEK-ENDS.  
Application Instructions: apply on-line, e-mail or in person.  
Contact: CHUCK ALLEN  
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076  
Phone: 8476733000  
Fax: 8476733007  
Email: c.allen@craftybeaver.com  

Expires: 08/13/2016  
Job ID: 4614484  
Job Title: KITCHEN DESIGN ASSISTANT  
Company: CRAFTY BEAVER HOME CENTER  
Job Type: Part Time  
Location: SKOKIE, IL 60077  
Salary: NEGOTIABLE  
Job Description: ASSIST KITCHEN DESIGNER IN ALL ASPECTS OF KITCHEN SALES AND DESIGN, INCLUDING COUNTER-TOPS, VANITIES. ALSO INCLUDES GENERAL HOUSEKEEPING OF DISPLAY AREA.  
Job Requirements: GREAT ON THE-JOB OPPORTUNITY FOR SOMEONE IN INTERIOR DESIGN OR RELATED FIELD.  
Application Instructions: APPLY IN PERSON TUESDAY-FRIDAY 6:30 AM - 1:00 PM OR SATURDAYS 8-5. HAVE OPPORTUNITY TO MEET WITH KITCHEN DESIGNER ON STAFF.  
Contact: CHUCK ALLEN  
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076  
Phone: 8476733000
Fax: 8476733007  
Email: c.allen@craftybeaver.com

Expires: 08/13/2016  
Job ID: 4615915  
Job Title: Medical Assistant  
Company: Kathryn Mencel MD  
Job Type: Full Time  
Location: Elmwood Park, IL 60707  
Salary: $10 - $13 hr.  
Job Description: Family practice Physician looking for a full-time medical assistant with strong interpersonal skills and friendly demeanor. Must be able to speak English/Polish.  
Application Instructions: Please e-mail your resume to drmencel@gmail.com. Please indicate what position you are applying for in the subject line.  
Contact: Anna Swierzewska  
Address: 7740 W. North Ave, Elmwood Park, IL 60707

Expires: 08/17/2016  
Job ID: 4618769  
Job Title: Clerical Assistant  
Company: Mallory Alexander International Logistics  
Job Type: Full Time, Part Time  
Location: Elk Grove Village, IL 60007  
Salary:  
Job Description: Data entry, filing, scanning docs, compile statements. On the job training with flexible hours.  
Application Instructions: Please email resume or letter of interest to: maureens@mallorygroup.com  
Contact: Maureen Schmitt  
Address: 873 Cambridge Drive, Elk Grove Village, IL 60007  
Phone: 630-477-2501  
Fax: 630-477-2489  
Email: maureens@mallorygroup.com

Expires: 08/17/2016  
Job ID: 4618834  
Job Title: Nurses (RN)  
Company: Aperion Care
Job Type: Full Time, Part Time  
Degrees Wanted: License  
Majors Wanted: Nursing  
Job Target: Any Job Target  
Location: Forest Park, IL 60130  
Salary: $25.00 hr  
Job Description: As an RN you will be providing supervision to team of 5-7 CNA's. Administer medication & comfort in a long term care. opening shifts 3pm-11pm and night shifts  
Application Instructions: Please apply in person.  
Contact: Carmen Cruz  
Address: 8200 W. Roosevelt Road, Forest Park, IL 60130  
Phone: (708) 488-9850

Expires: 08/17/2016  
Job ID: 4619083  
Job Title: WBBM-AM Account Executive  
Company: CBS Radio Chicago  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Accounting  
Job Target: Any Job Target  
Location: Chicago, IL 60602  
Salary:  
Job Description: PURPOSE OF POSITION: WBBM-AM/Newsradio 780/105.9 is looking for experienced sales professionals to develop and sell advertising and marketing campaigns to new and existing clients. Responsibilities include soliciting new business through prospecting and cold calling, managing and growing existing assigned accounts/budgets, identifying clients' advertising needs and developing and presenting customized solutions to meet those needs. These individuals are also held accountable for achieving sales budgets and collecting on the accounts. PRINCIPALS DUTIES AND RESPONSIBILITIES: * Achieve sales goals as defined by management * Sell and service an assigned account list and develop new accounts * Develop customized presentations of the highest quality for new and existing accounts * Develop and grow relationships at multiple levels of the customer's organization in order to guarantee effective contacts internal to the organization and to be aware of problems and opportunities * Maintain call volume of no less than 10 face-to-face meetings per week * Accurately forecast revenue on a rolling three-month basis * Entertain clients, including some weekend and evening work * Adhere to station policies regarding pricing, merchandising, commercial content, competitive product protection, etc. and monitor competition with the highest degree of integrity and ethics MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: * Minimum one-year sales experience or related business experience required * Proven ability to
generate accounts in excess of $100,000 and concept driven business not tied to
ratings/efficiency * Must be a self-starter and independent worker * College degree preferred

_job Requirements:_ KNOWLEDGE AND SKILL REQUIREMENTS: * Negotiation skills *
Excellent verbal and written skills a must * Must be able to utilize research appropriately and
effectively in presentations * Ability to use MS Word, Excel, and Power Point for presentations
preferred * Ability to cold call, resulting in-person appointments * High degree of time
management and organizational skills * Work effectively and efficiently under pressure and
stress * Demonstrate initiative and ability to manage one's business with minimal supervision *
Interpersonal skills at all levels are critical to the effectiveness of this position. * Must be able to
interact effectively, efficiently and with positive results with wide variety of personality types
and professions both outside and inside company, including all departments of the station and
other CBS stations as well as with clients. * Diplomacy, integrity, tact, creativity, solution
orientation -- critical

Application Instructions: FOR CONSIDERATION, YOU MUST APPLY ONLINE AT
WWW.CBSRADIO.COM

Contact: Human Resources
Address: 1233 W. Washington St, Chicago, IL 60602

Expires: 08/17/2016
Job ID: 4619169
Job Title: Mechanical Claim Representative
Company: Endurance Dealer Services
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: 30,000 - 35,000 BOE

Job Description: Must have a solid in depth understanding of auto mechanics. Adjudicate and
authorize claims within your dollar limit authority. Answer inbound calls from repair centers
and Endurance customers/contract holders. Read and apply contract language. Answer phone
inquiries and provide information and explanations on the various levels of contract coverage
and terms. Other job duties, as assigned. Entry level with huge growth potential. 1 year
experience Contact us today!!!

Application Instructions: E-mail resume to a Perrone@enduranceds.com
Contact: Alex Perrone
Address: 400 Skokie Blvd. Suite #105, Northbrook, IL 60062
Email: a Perrone@enduranceds.com

Expires: 08/17/2016
Job ID: 4619552
Job Title: Child Care Assistant Part Time
Company: Cary Early Learning Center Inc.
Job Type: Part Time
Location: Cary, IL 60013
Salary: $9-$12 per hour

Job Description: Child care assistants needed for mornings and afternoons working with various ages from infants through schoolage. Must meet DCFS requirements for teachers, including ECE coursework and experience. Requires criminal background check with fingerprinting, physical with TB test, CPR/First Aid Certification and in-service training. Must be over 19 with HS diploma or GED.

Application Instructions: Send resume and contact information to rvanduzer@caryelc.com.

Contact: Ruth Van Duzer
Address: 100 Cary Algonquin Rd, Cary, IL 60013
Phone: 224-357-4229
Email: rvanduzer@caryelc.com

Expires: 08/17/2016

Job ID: 4619705
Job Title: Accounts Payable
Company: JD Byrider
Job Type: Full Time
Location: Glendale Heights, IL 60139
Salary: $10-$13/hour to start

Job Description: Accounts Payable - F/T J.D. Byrider Glendale Heights, IL We are always looking for GREAT people to help us achieve our corporate goals. We are currently hiring for our Accounts Payable Department. You will be working in the Controller's Office supporting the overall functions of 4 used car dealerships. We are a fast paced and busy office that requires a dependable and organized individual to add to our team. This position will begin June 27th, it is full time, hours will be 8am to 4:30pm Mon - Fri. Job Description: * Accts payable statement reconciliation and cutting checks * Bank account reconciliations * Daily cash deposit reconciliations * Other general office duties

Job Requirements: Qualifications: * Intermediate Excel experience * Advanced Gmail and other internet based programs * Self Starter - able to take initiative and work independently * Extremely detail oriented and organized * Excellent time management * Ability to multi-task and handle multiple ongoing assignments * Able to properly use: o Fax Machine o Copier o Postage Machine * High School Diploma or higher * Prior General Office Experience Benefits: * Paid Time Off - 10 days per year, accrued on a bi-weekly basis * Health Coverage through Blue Cross/Blue Shield Illinois * Paid Holidays after 30 days employment * 401(k) with up to 4% employer match (upon eligibility date) * NOTE: All benefits are subject to waiting periods and other definitions defined in Employee Manual at time of hire Interested Candidates should
e-mail resumes to hiring.manager.115@gmail.com Resumes must be Microsoft Word files or directly pasted into body of email. Links will not be opened. No Calls Please!

**Application Instructions:** Interested Candidates should e-mail resumes to hiring.manager.115@gmail.com Resumes must be Microsoft Word files or directly pasted into body of email. Links will not be opened. No Calls Please!

**Contact:** Angela Kingsmill

**Address:** 800 North Ave, Glendale Heights, IL 60139

**Phone:** 630-403-3800

**Email:** hiring.manager.115@gmail.com

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**Expires:** 08/17/2016

**Job ID:** 4619776

**Job Title:** Office and Administrative Support

**Company:** Benos, Sukhatme & Associates P.C.

**Job Type:** Part Time

**Location:** Rolling Meadows, IL 60008

**Salary:**

**Job Description:** Office and administrative support to Attorneys at a Legal Service Law Firm. Part time bilingual Spanish/English

**Application Instructions:** E-mail resume with cover letter to ksukhatme@excite.com

**Contact:** Kedar Sukhatme

**Address:** 1865 Hicks Road Suite C, Rolling Meadows, IL 60008

**Phone:** 847 991-8240

**Fax:** 847 991-9286

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**Expires:** 08/17/2016

**Job ID:** 4619973

**Job Title:** Dispatcher

**Company:** Thunder Logistics

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

**Location:** Elmhurst, IL 60126

**Salary:** $15.00 hr.

**Job Description:** Dispatcher answer phones and search for loads using google maps to give directions. This is a fast paced environment, knowledge with computers.

**Application Instructions:** Please call to apply.

**Contact:** Dave

**Address:** 772 Industrial Dr, Elmhurst, IL 60126

**Phone:** (630) 205-8289
Expires: 08/17/2016
Job ID: 4620055
School Job ID: Oakton - BP
Job Title: Cook 2 - Intermediate Line OAK000604
Company: The Hyatt Lodge at McDonald's Campus
Job Type: Full Time
Location: Oak Brook, IL 60523
Salary:
Job Description: A Cook 2 requires good communication and culinary skills. The desired cook candidate will have hotel cooking experience and a culinary degree. A Cook 2 should have a professional knowledge of cooking ingredients and procedures. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in cook 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. You're more than welcome.
Job Requirements: Qualifications: Good written, verbal and reading English communication skills. 1 year fine dining or hotel culinary previous experience Culinary degree or related hotel or fine dining experience is preferred. Candidate should be able to perform all basic cooking skills. Able to work multiple stations in the kitchen. A true desire to satisfy the needs of others in a fast paced environment. Ability to stand for long periods of time. Ability to lift and carry a minimum of 50lbs. Must be able to obtain a food handlers certificate within 30 days of hire. Ability to work a flexible schedule including weekends and holidays. This is a great opportunity to get a start with Hyatt as a cook. For immediate consideration of the intermediate cook position, click Apply Now and complete an application for the intermediate cook position on the Hyatt Careers Site! Primary Location: US-IL-Oak Brook Organization: The Lodge Pay Basis: Hourly Job Level: Full-time Job: Culinary/Kitchen Req ID: OAK000557
Contact:
Address: 2815 Jorie Blvd., Oak Brook, IL 60523
Phone: 630-581-6701
Fax: 630-581-6702
Apply Online: https://www.hyatt.jobs/

Expires: 08/17/2016
Job ID: 4620067
School Job ID: BP / OCC
Job Title: Cashier Water's Edge
Company: The Hyatt Lodge at McDonald's Campus
Job Type: Full Time, Part Time
Location: Oak Brook, IL 60523
Salary:
Job Description: Cashier
Contact: Natalie Perrone
Address: 2815 Jorie Blvd., Oak Brook, IL 60523
Phone: 630-581-6701
Fax: 630-581-6702
Apply Online: http://www.thelodge.hyatt.com

Expires: 08/18/2016
Job ID: 4601915
School Job ID: BP / OCC
Job Title: Set up Technician
Company: Capsonic Group
Job Type: Full Time, Part Time
Degrees Wanted: None Required
 Majors Wanted:
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary: $16-22 hr.(A level) $12-16 (B)
Job Description: Must have prior working experience as a Set up Technician in plastic injection molding.
Job Requirements: A shift 1 B level tech B shift NONE C shift 1 B level D shift 1 B level
Must have prior working experience as a Set up Technician in plastic injection molding. $16-22 hr.(A level) $12-16 hr.(B level)
Contact: Human Resources Department
Address: 1595 High Point Drive, Elgin, IL 60123
Phone: (847)888-0930

Expires: 08/21/2016
Job ID: 4626986
Job Title: Part-Time IMRF IT Support Technician
Company: Fox Valley Park District
Job Type: Part Time
Degrees Wanted: Associates
 Majors Wanted: Any Major
Job Target: Any Job Target
Location: Aurora, IL 60506
Salary: $12.00 - $14.00 DOQ
Job Description: Hours: Approx. 25 hrs./week 4-5 hours per day with some flexibility. Ideally 2:00 - 7:00 PM Occasional weekend hours may be needed. Salary: $12.00 - $14.00 Depending on qualifications Qualifications: The ideal candidate will be a mature, service driven individual who is responsible and reliable with strong customer service skills and a desire to learn. Must be self-motivated and self-directed. An Associate's degree is preferred or college level classes and experience in computer science or related technical field. 1-2 years' experience troubleshooting hardware and software issues. Proficient computer skills in MS Office with aptitude to learn RecTrac Recreation software and other applications. Effective writing and communication skills required. Must be able to handle difficult situations with tact and diplomacy and remain calm during emergencies. Duties: Under the direction and supervision of the IT Manager, the IT Support Technician will provide desktop support and serve as the primary first line of support for end users. Duties include but not limited to: assist with troubleshooting, maintaining, installing and upgrading hardware/software as well as network and peripheral equipment. This includes providing documentation, equipment inventory and user assistance to organizational staff. This is an at-will position.

Application Instructions: To apply please complete an online employment application on our website.

Contact: Jadie Aguilar
Address: 101 W. Illinois Ave., Aurora, IL 60506
Phone: 630-897-0516
Fax: 630-897-6896
Email: jaguilar@fvpd.net
Apply Online: http://www.foxvalleyparkdistrict.org/our-mission/employment/

Expires: 08/21/2016
Job ID: 4627013
Job Title: Clubhouse - After School Care
Company: Park District of Oak Park
Job Type: Part Time
Location: Oak Park, IL 60302
Salary:

Job Description: We are holding a job fair on Saturday, July 30 from 9:00 am to 12:00 noon at Longfellow Center, 610 S. Ridgeland Ave, Oak Park. We have openings for Afterschool Site Supervisors and Afterschool Assistant Site Supervisors. Please view job descriptions at www.pdop.org

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

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

Expires: 08/21/2016
Job ID: 4627028
Job Title: Early Childhood/Preschool Instructors
Company: Park District of Oak Park
Job Type: Part Time
Location: Oak Park, IL 60302
Salary:
Job Description: We are holding a job fair on Saturday, July 30 from 9:00 am to 12:00 noon at Longfellow Center, 610 S. Ridgeland Ave, Oak Park. We have openings for Early Childhood Instructors, Asst. Pre-school Teachers, Indoor Playground Supervisors, and Lead Playschool Teachers. Please view our job openings at www.pdop.org
Application Instructions: To view full job descriptions and to apply go to www.pdop.org
Contact: Apply Online: http://pdop.org
Expires: 08/21/2016
Job ID: 4627090

Job Title: Administrative Assistant
Company: NAVHDA
Job Type: Full Time
Location: Arlington Heights, IL 60004
Salary: $20.00 to $23.00/Hr
Job Description: * Download Orders and Create Sales Receipts in QuickBooks * Register dogs and enter test results in NAVHDA MARS * Create Microsoft Word Mail Merge * Create Reports in Microsoft Excel * Create Constant Contact Email * Create surveys in Survey Monkey * Extend administrative support to various colleagues
Job Requirements: * Commitment to excellence, high standards, and customer service. * Advanced Knowledge of Microsoft Office Suites (especially Word and Excel) * An understanding of relational databases * Effective interpersonal skills with the ability to
Application Instructions: Send resume to japplegate@navhda.org
Contact: Jim Applegate
Address: 120 W EASTMAN ST, ARLINGTON HEIGHTS, IL 60004-5950
Phone: 8472536488
Fax: 8472555987
Email: japplegate@navhda.org
Expires: 08/21/2016
Job ID: 4627122

Job Title: Barista-O'Hare
Company: Argo Tea
Job Type: Part Time
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: 08/21/2016
Job ID: 4627631
Job Title: Apprentice
Company: MS/Astro Tool & Die, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing
Job Target: Any Job Target
Location: West Chicago, IL 60185
Salary:
Job Description: Manufacturing is a Growing Trade! MS/Astro Tool & Die is looking to hire ambitious people in the West Chicago area who are looking for more than just a job. We will give you on the job training in one of several areas, including designer, programmer, machinist and tool and die maker.

Contact: Roberta Schroeder
Address: 1200 Atlantic Drive, West Chicago, IL 60185
Phone: 630-876-3437
Email: roberta@msastro.com
Expires: 08/21/2016  
Job ID: 4627650  
Job Title: After school baby-sitter  
Company: Bryan Malis  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Glenview, IL 60026  
Salary: $15/hr  
Job Description: Supervision for our only child, a HS freshman after school, driving him to and from activities (all local), other light errands to help us out during idle time. Could include light meal prep. We mainly require someone to be responsible for him from the time he returns from school until we get home from work, approximately 3:00 to 6:15.  
Job Requirements: Own car in good condition. Good driving record.  
Application Instructions: Email brymalis@comcast.net if interested  
Contact: Bryan Malis  
Address: 1598 Saratoga Lane, Glenview, IL 60026  
Phone: 312-420-5820  
Email: brymalis@comcast.net

Expires: 08/24/2016  
Job ID: 4628486  
Job Title: Part Time Package Handler  
Company: UPS  
Job Type: Part Time  
Location: Palatine, IL 60074  
Salary:  
Job Description: UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive an hourly rate of $10.15/hour. UPS part-time employees also receive an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between $110.00 and $150.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to $5,250 per year with a maximum lifetime benefit of $25,000. This assistance can be used for tuition, books and fees as long as you are
attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

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

Expires: 08/24/2016
Job ID: 4628763
Job Title: Tax Preparer
Company: H&R Block
Job Type: Full Time, Part Time, Seasonal
Location: Chicagoland area, IL
Salary: $10 - $14
Job Description: Tax Preparer duties included: - Deliver Outstanding Client Service - Assist scheduling appointments - Identify products & service to aid clients satisfaction resolve client issues. - Assist with local marketing
Job Requirements: Locations Hiring Office # Address 1 12700 5753 W Chicago, Chicago 2 12731 Hawthorne Works, Cicero 3 12732 2406 W Cermak, Chicago 4 12734 4054 W 26TH St, Chicago 5 12809 4020 W Madison Ave, Chicago 6 12845 7316 W Roosevelt Rd, Forest Park 7 12846 3820 S Harlem, Lyons 8 12847 5837 W Madison St, Chicago 9 12848 Butera Shopping Center, Berkeley 10 12849 264 Chicago Ave, Oak Park 11 12851 Westbrook Commons SHPG CTR, Westchester 12 12852 6500 W Cermak Rd, Berwyn 13 12853 7044 W Cermak Rd, Berwyn 14 12854 Broadview Village Square, Broadview 15 12855 622 S Fifth Ave, Maywood 16 13466 36 Countryside Plaza, Countryside 17 13471 268 W Madison, Oak Park 18 13484 756 N Cicero Ave, Chicago 19 13591 8909 W Burlington Ave, Brookfield 20 13675 600 S Western Ave, Chicago
Application Instructions: Please e-mail resume to Sara sara.bustamante@tax.hrblock.com or Citlaly Gamez Citlaly.gamez@tax.hrblock.com or Call for an appt. or applying online at www.hrblock.com/careers
Contact: Sara Bustamante
Address: 7316 W. Roosevelt Rd., Forest Park, IL 60130
Phone: (708) 771-1400
Email: sara.bustamante@tax.hrblock.com
Apply Online: https://www.hrblock.com/careers

Expires: 08/30/2016
**Job ID:** 4606337  
**Job Title:** Inclusion Aid  
**Company:** Elmhurst Park District  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Elmhurst, IL 60126  
**Salary:** $9.00 an hour or more depending  

**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.  

**Job Requirements:** * Some college education with 1-year relevant experience. * Valid Illinois driver's license. * Demonstrated confidence in abilities to interact with children, teens and adults with various disabilities.  

**Contact:** Erica Brady  
**Address:** 615 N. West Ave., Elmhurst, IL 60126  
**Phone:** 630-993-8676  
**Email:** ebrady@epd.org

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**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 Benefits include: fully paid medical and dental benefits*, savings and retirement plan*, paid holidays*, paid sick** and funeral** time. We are expanding our window washing division. And these entry-level positions, therefore, have 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 *Benefit for FT employee after 90 days **Benefit for FT employee after 1 year

**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. (EOE)

**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

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**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  
**Apply Online:** http://www.applitrack.com/epd/onlineapp/default.aspx?Category=Recreation

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**Expires:** 09/30/2016  
**Job ID:** 4613045  
**Job Title:** Local Delivery Assistant  
**Company:** Burlington Contract Fabrics  
**Job Type:** Part Time  
**Location:** Freeport, IL 61032  
**Salary:** $500 /week
Job Description: We are looking for a responsible delivery assistant to distribute products promptly to our customers. You will represent our company in a professional and cost effective manner aiming at increasing profitability and customer satisfaction. Responsibilities: *Follow route and time schedule *Ask for feedback on provided services and resolve clients complaints *Collect payments *Inform on new products and services Work 15 hours weekly Monday through Friday

Job Requirements: Excellent organizational and time management skills Good driving record with no traffic violations High school degree

Application Instructions: How to apply: Please send your resume and a brief motivation letter, include in the subject line the vacancy title as above. Frank Parker Sale Specialist Burlington Contract Fabrics Head Office 804 Green Valley Road Greensboro, NC 27408 (917) 768-6949 frank@burlingtonmail.com burlington.com

Contact: Frank Parker
Address: 804 Green Valley Road, Greensboro, NC 27408
Phone: 917-768-6949
Email: frank@burlingtonmail.com

Expires: 09/30/2016
Job ID: 4613748
Job Title: Assistant Farm Operations Manager
Company: Glenview Park District
Job Type: Full Time
Location: Glenview, IL 60025
Salary: $15.04-$17.40 DOQ

Job Description: ABOUT WAGNER FARM: Wagner Farm is an award-winning living-history museum depicting American farming in the 1920s and offers educational programs, special events, and is open for regular visitation by the general public. JOB DUTIES INCLUDE: * Maintenance, cleanliness, and security of the buildings and grounds. * Assisting with the care of livestock and crops. * Serving as the manager-on-duty, including opening/closing facility. * Customer service. * Lead/direct part time staff and volunteers. * Seasonal retail sales (fall mums, pumpkins; winter Christmas trees, wreaths, etc.). * Cash-handling and closing out register sales. * Contribute to construction projects. * Set up and take down for special events. QUALIFICATIONS: Qualified applicants must be at least 18 years of age with one to two years relevant work experience; prior experience in facility maintenance and equipment handling and operation highly desirable. Knowledge of or ability to general farming, planting, care of crops; operation of grounds equipment; general maintenance, repair, mechanics, construction, carpentry, and landscaping a must. Valid Illinois Class B Driver’s License required. Note that this position requires a SIGNIFICANT amount of PHYSICAL ABILITY, including regularly lifting 50 pounds, working predominantly outdoors in all weather conditions, working with large livestock and other animals, walking, bending, stooping, climbing, and more. SCHEDULING & PAY: This is a year-round full time position. Regular work schedule is Wednesday through Sunday (off Mondays and Tuesdays), 9am - 5pm, plus
special events as needed. Target hiring range is $15.04 - $17.40 / hour, depending on qualifications. BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including: * Medical Coverage, PPO or HMO * Short- and Long-Term Disability (IMRF) * Dental Coverage * Pension / Defined Benefit Plan (IMRF) * Prescription Coverage * 457 Plan / Defined Contribution Plan * Vision Reimbursement Program * Paid Time Off * Life Insurance * Park District Facility Discounts and Usage Benefits

**Job Requirements:** QUALIFICATIONS: Qualified applicants must be at least 18 years of age with one to two years relevant work experience; prior experience in facility maintenance and equipment handling and operation highly desirable. Knowledge of or ability to general farming, planting, care of crops; operation of grounds equipment; general maintenance, repair, mechanics, construction, carpentry, and landscaping a must. Valid Illinois Class B Driver's License required. Note that this position requires a SIGNIFICANT amount of PHYSICAL ABILITY, including regularly lifting 50 pounds, working predominantly outdoors in all weather conditions, working with large livestock and other animals, walking, bending, stooping, climbing, and more.

**Application Instructions:** APPLY ONLINE! Visit us at www.GlenviewParks.org - click on "Jobs" at the top of the page FOR MORE INFORMATION: Blake Lanphier 224-521-2191 or Blake.Lanphier@GlenviewParks.org

**Contact:** Laila Bashia

**Address:** 1930 Prairie Street, Glenview, IL 60025

**Phone:** (847) 657-3215

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**Expires:** 09/30/2016

**Job ID:** 4627627

**Job Title:** Customer service - entry level

**Company:** Mediterranean Shipping CO. (USA) INC.

**Job Type:** Full Time

**Location:** IL, SC

**Salary:**

**Job Description:** Customer service Data entry Generating reports Handling key accounts Special projects (Great career opportunities)

**Job Requirements:** Microsoft Office Knowledge Multi-tasking Positive attitude Team player

**Application Instructions:** Please make sure to include a copy of your resume with contact details.

**Contact:** Maxime Sparfel

**Address:** 9701 West Higgins Road Suite 600, Rosemont, IL 60018

**Phone:** 847 376-5705

**Email:** maxime.sparfel@msc.com

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**Expires:** 10/06/2016
Job ID: 4606515
Job Title: Maintenance Technician
Company: Zip-Pak
Job Type: Full Time
Degrees Wanted: Associates, Diploma
Majors Wanted: Industrial Electrician
Job Target: Any Job Target
Location: Ottawa, IL 61350
Salary:
Job Description: The responsibilities include electrical (up to 480v) and mechanical diagnostics, troubleshooting and repair and installation of extrusion production equipment. Clean, safety-minded, temperature controlled, smoke free work environment.
Job Requirements: HS diploma or GED. Five years’ experience in industrial maintenance or one to two years’ experience with a two year degree in a related field. Machine shop and welding skills are a plus.
Application Instructions: Mail application to address above, or apply online (preferred) at www.itw.com/careers, "Career Opportunities" Zip Code 61350
Contact:
Address: 1510 Warehouse Drive, Ottawa, IL 61350
Apply Online: http://www.itw.com/careers

Expires: 10/06/2016
Job ID: 4606536
Job Title: Extrusion Operator
Company: Zip-Pak
Job Type: Full Time
Degrees Wanted: Diploma
Location: Ottawa, IL 61350
Salary:
Job Description: Operate plastic extrusion lines to produce zipper for resealable packaging. Operators are responsible for set up, troubleshooting, quality control, and maximizing efficiencies. Clean, safety-minded, temperature controlled, smoke free work environment. 12 hour shifts - 3 to 4 per week.
Job Requirements: H.S. Diploma or GED required. Must have mechanical aptitude/troubleshooting skills
Application Instructions: Apply by mail or online(preferred) at: www.itw.com/careers, "Career Opportunities" Zip Code 61350
Contact:
Address: 1510 Warehouse Drive, Ottawa, IL 61350
Apply Online: http://www.itw.com/careers

Expires: 10/12/2016
Job ID: 4613124
Job Title: Medical Courier IL/Driver
Company: Superior Air Ground Ambulance
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Biological Sciences, Chemistry, Diagnostic Medical Sonography, Emergency Medical Technician, Medical Administrative Assistant, Medical Billing and Coding, Nursing, Pharmacy Technician, Phlebotomy Technician, Physical Education
Job Target: Any Job Target
Location: Elmhurst, IL 60126
Salary: $12+

Job Description: Full-time and Part-Time Saturday (10 hour)only positions Superior Air-Ground Ambulance Service, Inc. is the largest independent, locally owned and operated Emergency Medical Service provider in Northern Illinois and Northwest Indiana, Michigan and Ohio. We provide wheelchair transportation, Basic Life Support, Advanced Life Support, and Critical Care Ground Transportation; as well as Critical Care Rotary Air Transportation. Much of our proven success is attributable to the exceptional, compassionate customer service provided by our employees. Medical Couriers are responsible for safe packaging and delivery of medical equipment, medical records, lab specimens, supplies, X-Rays, etc. as an important part of patient care too hospitals, clinics, labs and nursing homes. Pick-ups and deliveries organized with direct communication to/from Dispatch in providing our clients the excellent customer service our company provides. Processes paper work for deliveries, insuring proper billing information and documentation tracking. Job Requirements: * Good Customer Service Skills * Ability to communicate proficiently and interact with others * Attention to detail * Valid driver's license * Excellent driving record (provide Motor Vehicle Report) * Available to work weekends * Good knowledge of Chicago and Suburban Areas * Ability to identify basic vehicle problems * Ability to lift a minimum of 75lbs Essential Duties & Responsibilities: * Handle, track and process specimen samples * Pick-up supplies and equipment for hospital * Provide appropriate documentation, paperwork, reports * Exposure to infectious biological specimens experienced on a daily basis* * Ability to read a map and follow instruction/directions

Job Requirements: Qualifications: * Minimum of 1 year experience in Medical/Lab Courier a plus. * The candidate must have a valid driver's license and clean driving record. * Healthcare experience a plus but not required. * Must be able to stand, walk and sit for extended periods of time. * Must have High School diploma; some college preferred. * Familiarity with medical transportation preferred. * Be able to routinely lift and carry items up to 75 lbs. and reach overhead. * Must be able to operate basic material handling devices. Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D
**Application Instructions:** https://superiorambulance.candidatecare.jobs/job_positions/browse

Please view Mobile Health Jobs for medical Courier positions.

**Contact:** Superior Ambulance Service

**Address:** 395 West Lake Street, Elmhurst, IL 60126

**Apply Online:** https://superiorambulance.candidatecare.jobs/job_positions/browse

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**Expires:** 10/21/2016

**Job ID:** 4627733

**Job Title:** Full-Time Assistant Custodian

**Company:** Chicago Zoological Society / Brookfield Zoo

**Job Type:** Full Time

**Location:** Brookfield, IL 60513

**Salary:**

**Job Description:** The Chicago Zoological Society's Brookfield Zoo is known throughout the world as a leader in animal welfare and conservation and has an exciting, fast-paced work environment and family friendly atmosphere. Our beautiful park like setting has an amazing 216 acres of meticulously landscaped grounds, the Discovery Center and Pavilions provide indoor and outdoor event facilities, we offer delicious food options at three major restaurants, and we have over 20 different animal exhibits. We are very customer focused as we host over 2 million guests at Brookfield Zoo each year.

**Job Requirements:** The Assistant Custodian position with the Chicago Zoological Society is a full-time union role with a starting hourly rate of $15.79. Additionally, a comprehensive benefits package that that includes medical, dental, and 401(k) retirement savings plans will also be offered. As Brookfield Zoo is open 365 days a year, this position highly prefers the ability to work a flexible schedule that includes early morning and evening shifts as well as weekends and holidays, and for the Assistant Custodian position, you must be at least 18 years of age. The requirements for this position include: * High School diploma, G.E.D., or equivalent combination of training and/or experience required. * Good communication and interpersonal skills. * Reliable, dependable individual, flexible. * Personable demeanor and customer service orientated. * Must be at least 18 years of age. * A valid driver's license is required on date of hire. If an Illinois resident, must possess a valid Illinois driver's license at the time of hire or must obtain one within 90 days of hire. A valid out-of-state driver's license is required at time of hire for out-of-state residents. The preferred qualifications include: * One year previous custodial experience desirable. * Multilingual ability, Spanish fluency a plus. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities/ Women/ Veterans / Disabled. If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/czs/careers. Please look for requisition 1191BR.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center to obtain more details about the position and to apply by submitting your profile. Please visit our website at www.czs.org/czs/careers. Please look for requisition 1191BR.
Contact: CZS Talent Acquisition  
Address: 3300 Golf Road, Brookfield, IL 60513  
Phone: 708-688-8400  
Apply Online: http://www.czs.org/careers

Expires: 10/24/2016  
Job ID: 4628525  
Job Title: Restaurant Team Members  
Company: Landry's Inc.  
Job Type: Part Time  
Location: Chicago, IL  
Salary: hourly plus tips  
Job Description: McCormick & Schmick's Has opportunities for: Hosts Bartenders Servers  
EXPERIENCED LINE COOK If you have experience offering ABSOLUTE GUEST SATISFACTION we want you to be a part of our team! McCormick & Schmick's is a leader in the affordable upscale dining segment.

Application Instructions: Apply in person daily: 4999 Old Orchard Center- Skokie, IL 60077  
3001 Butterfield Road- OakBrook, IL 60523  
5320 N River Road- Rosemont, IL 60018  
41 E Chestnut St- Chicago, IL 60611  
One E Wacker Dr- Chicago, IL 60601  
Contact: Mary MacLachlan  
Address: 1510 West Loop South, Houston, TX 77027  
Phone: 713-386-8165  
Fax: Landry's Inc.  
Email: mmaclachlan@ldry.com

Expires: 11/01/2016  
Job ID: 4611048  
Job Title: Maintenance - Field Operations Seasonal  
Company: Forest Preserve District of Kane County  
Job Type: Full Time, Seasonal  
Location: Kane County, IL  
Salary: $9.50 PER HOUR  
Job Description: The Operations and Maintenance Department has Maintenance - Field Operations seasonal positions available for the 2016 season. LOCATION: GRUNWALD FARMS FOREST PRESERVE, SOUTH OPERATIONS, ELBURN, ILLINOIS MUIRHEAD SPRINGS FOREST PRESERVE, NORTH OPERATIONS, HAMPShIRE, ILLINOIS  
HOURS: LIMITED TO A 40-HOUR WORKWEEK (MAY INCLUDE SHIFT WORK, EARLY MORNINGS, WEEKENDS AND HOLIDAYS) STARTING SALARY RANGE: $9.50 PER HOUR  
APPLICATION DEADLINE: OPEN UNTIL FILLED All candidates must apply on-line at: http://www.kaneforest.com/employment/apply.aspx ESSENTIAL
DUTIES/RESPONSIBILITIES - Mows and maintains picnic areas, trails, parking lots, and roadways. - Performs custodial work as required and assigned, including: cleaning & sanitizing rest rooms and replenishing supplies; cleaning spills; ground litter pick up and dumping garbage. - Assists with semi-skilled maintenance and repairs of buildings and structures. - Drives trucks and trailers to deliver equipment and materials to job sites. - Operates various hand and power landscape and construction equipment. - Insures proper maintenance of equipment and tools; performs routine inspection and preventative maintenance on assigned equipment. - Assist with reservation room setup and take down for rental facilities. - Maintains necessary records of work completed; maintains equipment log. - Assists the public as needed. - General labor. - Performs other duties as required or assigned.

Job Requirements: - Ability to work outdoors under adverse weather conditions. - Enthusiastic, courteous, positive attitude and team spirit. - Must be 18 years of age or older. - Current and valid Illinois driver's license that is free from suspension or revocation during term of employment; must maintain insurability with the District's fleet carrier.


Contact: Betsy Scaletta
Address: 1996 South Kirk Road, Suite 320, Geneva, IL 60134
Phone: 630-208-8662
Fax: 630-232-2038
Email: scalettabetsy@kaneforest.com
Apply Online: http://www.kaneforest.com/employment/apply.aspx

Expires: 11/01/2016
Job ID: 4619023
Job Title: Data Associate
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Journalism/Mass Communication, Marketing Management
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary: Based on Experience
Job Description: Scranton Gillette Communications, a leader in business to business communications is recruiting a Data Associate at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other digital media. Under the direction of the Data Director, the Data Associate is responsible for maintenance, analysis, reporting, monitoring, and mining of audience data and behavior. Assists in developing and implementing data mining strategies, identifying opportunities, establishing methodologies and executing plans and assists in managing new name and email re-engagement campaigns for all publications. The qualified
The candidate will have a college degree in Business, Marketing, Advertising or comparable discipline or comparable experience required. Internship or practical experience and knowledge of Google Adwords and marketing automation preferred. We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line with shuttle service to and from the station.

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

**Contact:** Caryn Weaver
**Address:** 3030 W Salt Creek Lane, Suite 201, Suite 201, Arlington Heights, IL 60005
**Phone:** 8473911000
**Fax:** 8472981227
**Apply Online:** http://www.scrantongillette.com/current-openings

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**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

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**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.USAGJOBS.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 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

Expires: 12/12/2016  
Job ID: 4612783  
School Job ID: MVCC  
Job Title: AutoCAD Operator  
Company: Rex Electric and Technologies  
Job Type: Full Time, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)  
Job Target: Any Job Target  
Location: Addison, IL 60101  
Salary: $8.25 & up  
Job Description: Rex Electric and Technologies is looking for an AutoCAD operator to create as-built electrical drawings. Experience with electrical components is not necessary, as the company is willing to train. This opening is for the location in Addison. Please send resume and cover letter to: careers@rexelectric.com  
Application Instructions: Send resume and cover letter to: careers@rexelectric.com  

Contact: Human Resources  
Address: 920 National Avenue, Addison, IL 60101  
Phone: 630-543-1325

Expires: 12/12/2016  
Job ID: 4613155  
Job Title: Medicar Driver  
Company: Superior Air Ground Ambulance  
Job Type: Full Time  
Location: Elmhurst, IL 60126  
Salary: $10 +  
Job Description: Illinois Medi-Car, a wheelchair van service, is now hiring FULL-TIME safe and courteous drivers to transport wheelchair-bound customers to pre-scheduled destinations. To qualify, you must meet the following: * Hold current & valid drivers license * At least 18 years of age * Ability to read a map * Ability to pull a wheelchair with 250 lb person Superior Air-Ground Ambulance Service, Inc. is an equal opportunity employer.  
Job Requirements: Superior Air-Ground Ambulance Service, Inc. is committed to attracting and retaining the best talent. We are an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants of all backgrounds are encouraged to apply. M/F/V/D
Job ID: 4610068
Job Title: Receptionist Part Time
Company: LEYDEN CREDIT UNION
Job Type: Part Time
Location: FRANKLIN PARK, IL 60131
Salary: $9.00 - $9.50/hr

Job Description: Assist in everyday operations of the credit union. Switchboard operator to answer and direct incoming calls to appropriate staff. Provide first-line basic member service functions and assistance. Abide by policies and procedures. Enthusiastically promote products and services. Self-motivator representing the credit union in a positive way. Bilingual ability a big plus (Spanish).

Job Requirements: Switchboard/Multiline telephone experience helpful. Bilingual ability a big plus (Spanish). Ability to work quickly and accurately with attention to detail. Customer service experience also helpful.

Application Instructions: To apply please send your cover letter and resume to HR Manager at hrcc@leydencu.org or fax it to 847-455-1245. PDF or DOC/DOCX files preferred for attachments. Applications available for pickup at the office 10am-5pm or call 847-455-8440 and ask that an application packet be mailed or emailed to you. Thank you!

Contact: Human Resources
Address: 2701 N 25TH AVE, FRANKLIN PARK, IL 60131
Phone: 847-455-8440
Fax: 847-455-1245
Email: hrcc@leydencu.org

Expires: 12/31/2016

Job ID: 4613167
Job Title: Production Worker
Company: Blommer Chocolate Company
Job Type: Full Time
Location: Chicago, IL 60654
Salary:

Job Description: Blommer Chocolate Company is now hiring Machine Operators and Packers! Help us bring chocolate to life! We are a 24/7 facility, and hiring for 1st, 2nd, and 3rd shift. We have 12 hour schedules as well. Up to $13.18/hour. Essential Duties & Responsibilities: * Lift 50 pounds repetitively throughout shift * Pack, palletize, and stack finished boxes of product *

**Application Instructions:** Apply via email or fill out a paper application at our location. Email: applicant@ch.blommer.com

**Location:**
Location: 600 W Kinzie

**Contact:** Kylie Phillips

**Address:** 600 W Kinzie Street, Chicago, IL 60654

**Email:** applicant@ch.blommer.com

**Expires:** 12/31/2016

**Job ID:** 4619332

**Job Title:** Marketing Assistant

**Company:** Scranton Gillette Communications, Inc

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Marketing/Sales

**Job Target:** Any Job Target

**Location:** Arlington Heights, IL 60005

**Salary:** Based on Experience

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

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

**Contact:** Caryn Weaver

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

**Phone:** 8473911000

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

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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

**Salary:** LPN:20-25 RN:28-30 hourly

**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/careerscp/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
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

Application Instructions: Apply Online:

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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