Job ID: 4303377
Job Title: Facilities Specialist II
Company: Elmhurst Park District
Job Type: Full Time
Location: Elmhurst, IL 60126
Salary: $33,600


Job Requirements: * High school or trade school diploma or equivalent with 2 years of experience in parks maintenance or landscape contracting * Valid Illinois driver's license * State of Illinois Pesticide Applicator's License * Knowledge of park maintenance practices and understanding of building trades * Ability to operate a variety of power tools and heavy equipment * Ability to read and interpret documents such as operating and technical instructions * Knowledge of occupational hazards and safety requirements of structures and components

Contact: Anne Scheppele
Address: 985 S. Riverside, Elmhurst, IL 60126
Phone: 630-993-8941
Email: ascheppele@epd.org

Expires: 12/23/2015
Job ID: 4316717
Job Title: Tech Support Technician
Company: Sanders IT Consulting Inc.
Job Type: Part Time
Degrees Wanted: Associates, Bachelors, Diploma
Majors Wanted: Computer Information Systems, Computer Maintenance, Computer Science
Job Target: Any Job Target
Location: Chicago, IL 60659
Salary: $15. per hour

Job Description: The part time Tech Support Technician position, under direct supervision, completes assigned general tasks to aid in the ongoing service and support of Sanders IT
Consulting Inc. clientele. Assists in the installation, maintenance and testing of systems to ensure proper operation. Independently support users both on-site and remotely to resolve IT problems that come up on a daily basis. Resolves customers' issues, questions and inquiries utilizing hardware and software tools and techniques. Provides timely follow up to ensure issue resolution and develops supporting documentation of all activities. Description of workplace: * Desktop, laptop, and mobile device installation, configuration, and support * Windows 7, Windows 8, Windows 8.1, Windows 10 and Mac operating system support * Multi-function Printers * Wireless network router installation and troubleshooting * Microsoft Office 2007, Microsoft Office 2010, Microsoft Office 2013, Microsoft Office 2016 support * Microsoft Outlook 2007, 2010, 2013 and 2016 support Perks/Compensation: * Starting salary is $15/hr * Room for growth/promotions * Being part of a fast growing company * Immediate Start Required Experience: * Minimum one year experience in Desktop Support

**Job Requirements:** COMPETENCIES: * Excellent customer service, interpersonal, organizational and communication skills; * Ability to work in a fast paced changing environment; Understanding of Windows based applications; * Familiarity with relevant operating systems, such as apple OS and Microsoft Suite of products, the Internet and networking; ability to recognize priority issues and escalate accordingly; * Ability to translate technical terms into non-technical language; * Understanding of computer terms and acronyms; ability to learn new processes and procedures. * Must be a self-starter * Ability to prioritize tasks

**Application Instructions:** To apply, please send cover letter and resume and tell us why you would be perfect for the job. Video interview required to move on to next step.

**Contact:** Julie Anne Nitz-Weiss  
**Address:** 6045 N. Lincoln Ave., Chicago, IL 60659  
**Phone:** 773-844-4258  
**Email:** support@sandersitconsulting.com

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**Job ID:** 4295404  
**Job Title:** Janitor - Building Services Department  
**Company:** Mount Prospect Public Library  
**Job Type:** Part Time  
**Location:** Mount Prospect, IL 60056  
**Salary:** $12.56 per hour  
**Job Description:** Part-time Janitor position available. The janitor position is responsible for the general cleaning and upkeep of the Library building and property inside and outside. It also involves meeting room setup and assisting with building security. Job requires the ability to perform medium to heavy work. High school diploma or GED. Some previous commercial janitorial experience a plus. $12.56 per hour. Schedule Sunday and Monday - Daytime hours (Total 12 hours per week) See http://mppl.org/about/jobs/ for detailed job description and how to apply

**Job Requirements:** See www.mppl.org for complete job description
Contact: Human Resources
Address: 10 S. Emerson St., Mount Prospect, IL 60056
Email: jobs@mppl.org

Expires: 12/31/2015
Job ID: 4295844
Job Title: Dental Assistant
Company: Well Child Center
Job Type: Part Time
Degrees Wanted: Certificate
Location: Elgin, IL 60123
Salary:
Job Description: Dental assistant needed evenings and Saturdays. 1 Year Experience or completion of approved dental assistant course. Certification in Coronal Polishing. Bilingual English/Spanish speaking applicants only.
Job Requirements: Bilingual speaking applicants only
Contact: Betty Fuller
Address: 620 Wing Street, Elgin, IL 60123
Fax: 8477412413
Email: bfuller@wellchildcenter.org

Expires: 12/31/2015
Job ID: 4295848
Job Title: Assembly Technician
Company: giant finishing
Job Type: Full Time, Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: Wood Dale, IL 60191
Salary: 10+/hour Variable
Job Description: Assembly of vibratory finishing equipment and systems. Mechanical background is a must. Car nerds are welcome as we do lots in the Performance Automotive Industry.
Job Requirements: Must have reliable transportation. Being able to show up on time every day sober and pass random drug test.
Application Instructions: Check out our website and watch our YouTube Videos to see what we do. If interested in being part of a team in a niche industry, then Email your resume to mark@giantfinishing.com

Contact: mark oryszczak

Address: 263 Richert Road, Wood Dale, IL 60191

Phone: 708-343-6900

Email: mark@giantfinishing.com

Expires: 12/31/2015

Job ID: 4295864

Job Title: Go For

Company: giant finishing

Job Type: Full Time, Part Time

Location: Wood Dale, IL 60191

Salary: 10+/hour Variable

Job Description: Running errands, making deliveries, cleaning up and helping organize shop. Entry level machining and fabrication. Loading and unloading trucks

Job Requirements: Valid Drivers License

Application Instructions: Email your resume to mark@giantfinishing.com

Contact: mark oryszczak

Address: 263 Richert Road, Wood Dale, IL 60191

Phone: 708-343-6900

Expires: 12/31/2015

Job ID: 4296034

Job Title: LPN

Company: Ray Graham Association

Job Type: Full Time

Degrees Wanted: License

Majors Wanted: Nursing

Job Target: Any Job Target

Location: Addison, IL 60101

Salary:

Job Description: To provide health services to individuals with disabilities to facilitate their safety and wellbeing and lead to personal outcomes. The Nurse is expected to uphold the Mission & Values of the Association.

Job Requirements: A Licensed Practical Nurse with one year experience in nursing; Must be able to meet the HealthCare Worker Background Check requirements; Must be able to lift and
transfer individuals (75 lbs.). Positive and up-beat personality is a must. Must be at least 21 years of age.

**Contact:** Andrea Cios  
**Address:** 901 Warrenville Rd., Lisle, IL 60532  
**Fax:** 630-628-2350  
**Apply Online:** https://ray-graham.org/employment/

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**Expires:** 12/31/2015  
**Job ID:** 4296042  
**Job Title:** Direct Support Professional/CNA  
**Company:** Ray Graham Association  
**Job Type:** Full Time, Part Time  
**Degrees Wanted:** Diploma  
**Majors Wanted:** Nurse Assistant  
**Job Target:** Any Job Target  
**Location:** IL  
**Salary:**

**Job Description:** A Direct Support Professional works directly with the individuals served by Ray Graham. The DSP provides the supports and services the individuals need to achieve their goals and dreams in life. The DSP is the front line professional who knows the individuals needs and wants first hand, has the responsibility to assist the individual communicate their desires, to empower them to speak for themselves, and assist them with living. The DSP supports the person in all activities of daily living as needed, such as bathing, toileting, dressing and grooming. The DSP works with the team in their home and with the individuals to provide new and interesting life experiences.

**Job Requirements:** Candidate must possess a HS Diploma or GED. Prefer an individual w/ CNA training, or some experience working with people with developmental disabilities. Excellent oral and written communication skills required. Must be able to meet the HealthCare Worker Background Check requirements, have valid IL Drivers License and personal transportation. Must be able to lift and transfer individuals (75 lbs.). Positive and up-beat personality is a must. All employees are required upon hire to provide a Motor Vehicle Report obtained from the Secretary of State. Must be at least 21 years of age; be flexible and able to adapt to meet the unique needs of each individual.

**Contact:** Andrea Cios  
**Address:** 901 Warrenville Rd., Lisle, IL 60532  
**Fax:** 630-628-2350  
**Apply Online:** https://ray-graham.org/employment/

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**Expires:** 12/31/2015
Job ID: 4296045
Job Title: Assistant Director Of Nursing
Company: Ray Graham Association
Job Type: Full Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:

Job Description: The Assistant Director of Nursing assists in providing supervision, training, and hands on nursing to individuals residing at the SLC. The Assistant Director of Nursing develops nursing schedules and works directly with the RNs and LPNs, and is available for consultation in the Community Learning Centers. The Assistant Director works with the Director of Nursing to oversee medical services rendered at the SLC and designs a schedule for annual medical appointments to ensure the good health and wellbeing of all individuals served while upholding the mission and values of RGA.

Job Requirements: Must currently be a Registered Nurse. Must be able to meet the HealthCare Worker Background Check requirements; Must be able to lift and transfer individuals (75 lbs.). Positive and up-beat personality is a must. Must be at least 21yrs of age.

Contact: Andrea Cios
Address: 901 Warrenville Rd., Lisle, IL 60532
Phone: 630-620-2222
Fax: 630-628-2350
Apply Online: https://ray-graham.org/employment/

Expires: 12/31/2015
Job ID: 4296078
Job Title: Registered Nurse
Company: Ray Graham Association
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:

Job Description: Are you looking to make a difference by bringing your strong nursing skills to Ray Graham Association (RGA) who is committed to empowering people with disabilities? RGA is currently seeking a Registered Nurse to add to our growing team. To each of the nearly
2,000 children and adults with primarily intellectual and developmental disabilities and their families that we serve throughout DuPage County, the Ray Graham Association means something different. To some we represent independence and support. To others we mean safety and comfort. To some Ray Graham Association is family. The RN on our Community Living Resources team is provides an essential service to our community in helping people achieve their dreams of living a full and complete life. The RN is responsible for monitoring the medication administration process, providing training to fellow team members on medication distribution and general oversight of all medications given to the people we support in their home. We Offer Great Benefits: * Choice of 3 Health insurance plans * Choice of 2 Dental plans * A Retirement savings with company match * Fully Paid Life Insurance * Generous paid time off including: vacation, sick days, personal days and holidays We are a Service Oriented Team * That believes in the power of collaboration, intellectual honesty, positive energy and to never stop seeking ways to get better; * Cares about your career development as much as you do; and * Works hard because we love what we're doing & WHY we are doing it.

**Job Requirements:** Must have a Bachelor and at least 1 year experience working with adults with developmental disabilities. Excellent oral and written skills are essential. Must have Clear State Police History and a valid Illinois Driver's License. Must be at least 21 years of age. Must be able to lift and transfer adults (75lbs.) They must be reliable and have the ability to multi-task, as well as be organized. Location: Positions available at our facility in Addison, IL. Schedule: We have set schedules available on our second and third shifts. We also have a position which is M-F - you can set your own hours as you will be visiting our homes in the nearby suburbs. To each of the nearly 2,000 children and adults with primarily intellectual and developmental disabilities and their families that we serve throughout DuPage County and the surrounding area, the Ray Graham Association means something different. To some we represent independence and support. To others we mean safety and comfort. To some Ray Graham Association is family. To others we offer a better life and hope for the future. To others we stand for employment and training. And to some we mean access to resources, community, recreation, health, wellness and more. And all of them are correct. Because Ray Graham Association is all about empowering people with disabilities. And not everyone is empowered quite the same way. With our broad array of educational, vocational, community, respite, early intervention, recreational, home-based and residential programs and services, we are able to find just the right way to empower each of the amazing, gifted individuals we serve. Empowering people with disabilities has been our mission since 1950.

**Contact:** Andrea Cios  
**Address:** 901 Warrenville Rd., Lisle, IL 60532  
**Phone:** 630-628-7166  
**Fax:** 630-628-2350

**Expires:** 12/31/2015  
**Job ID:** 4296133  
**Job Title:** Security Analyst  
**Company:** CIAN, Inc.
Job Type: Full Time  
Location: Peoria, IL 61615  
Salary:  

Job Description: Using your IT knowledge and analytical skills, you can develop a career with CIAN as a Systems Security Analyst. This is a highly technical, security-focused position. The ideal candidate will have a strong technical background including knowledge of network infrastructure, security tools, threats, and principles, and layered defenses in a large network infrastructure. This is a full-time position in Peoria or Bloomington, IL filling all available shifts. Basic duties and responsibilities: * Assessing security risks and proposing remediation * Review input and recommendations to security-related tools and technology currently deployed or being evaluated; ensure applications and processes are effective in support of incident response procedures * Manage database activities in support of security functions * Conduct regular log reviews to ensure accurate and effective use of IT security technologies,.., IDS/IPS, firewalls, email, anti-virus, and proxy devices used to safeguard organizational work stations, servers, systems, data and networks * Test security products and systems to detect possible vulnerabilities * Monitor multiple email boxes for customer concerns/issues * Ensure security policies, procedures, and recommendations comply with NIST and FISMA guidelines, contractual requirements, organizational guidelines, and technical best practices * Investigate network misuse and lost/stolen equipment * Coordinate with team to ensure proper response during security events/incidents * Assess inherent risks and provide recommendations to drive toward future proactive/preventive actions * Regularly brief Project Manager on task status * Demonstrate professionalism and strong organization, multi-tasking, writing and communication skills  

Qualifications: * Required: 2-5 Years IT Experience * Desired: Industry Certifications (C|EH, CISSP, CISA, GPEN, etc.)  

Application Instructions: Please email resume to HR@CIANCenter.com  

Contact: Emily Holman  
Address: 1803 W. Detweiller Dr., Peoria, IL 61615  
Phone: 309-691-3000  

Expires: 12/31/2015  
Job ID: 4296204  
Job Title: Customer Service / Accounts Receivable  
Company: Headly Mfg  
Job Type: Full Time  
Location: Broadview, IL 60155  
Salary: $18.00 to $20.00  

Job Description: Posting accounts receivable remittances, customer service, including entering orders, monitoring on time orders and shipping parts. Pleasant phone voice required as many customers and suppliers call daily. Friendly atmosphere and casual dress (jeans & tennis shoes) allowed.  

Job Requirements: Must know Excel and Word and use of calculator. Answering telephones.
**Application Instructions:** Please send resume to e-mail, sally@headlymfg.com

**Contact:** Patti Frederick  
**Address:** 2700 West 23rd St, Broadview, IL 60155  
**Phone:** 708-338-0800  
**Fax:** 708-345-2963  
**Email:** sally@headlymfg.com

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**Expires:** 12/31/2015  
**Job ID:** 4296414  
**Job Title:** Human Resources Generalist  
**Company:** Interlake Mecalux, Inc.  
**Job Type:** Full Time  
**Location:** Melrose Park, IL 60160  
**Salary:**

**Job Description:** ROLE SUMMARY  
This role is responsible for performing Human Resources duties on a professional level, focusing on recruitment, employee relations, policies, payroll, and benefits. **PRINCIPAL RESPONSIBILITIES:**  
* Recruit qualified candidates for open positions  
* Conduct new hire orientation  
* Prepare and maintain personnel files, entering new hire information into HRIS and updating HRIS as needed  
* Administer weekly timekeeping for personnel. Reconcile time cards with supervisors, collect PTO forms and other payroll-related documents  
* Process weekly/biweekly payroll  
* Conduct monthly informational benefits meetings with personnel  
* Assist with all HR informational meetings such as Open Enrollment  
* Listen to concerns and suggestions from associates and provide timely feedback  
* Assist in a variety of Human Resources and administrative projects  
* Other duties as needed

**Education, Experience, and Knowledge:**  
Candidates must have integrity, be highly analytical, and have a strong desire to be deeply involved in the business. Candidates must be organized and methodical in their work, with the ability to learn quickly and adapt easily to change. Candidates must be able to persevere through difficult work challenges with the highest degree of dedication. Candidates must have strong interpersonal skills with the confidence to interact and communicate effectively with personnel from all levels of the organization.  
* Bachelor's degree from a reputable university  
* A strong character with a bias for action; high energy, positive attitude, strong sense of urgency and action-oriented  
* Exceptional analytical skills and ability to creatively solve problems  
* Professional communication skills, with Spanish fluency a plus  
* Proven ability to maintain a high level of confidentiality at all times  
* Ability to work flexible hours, including coming in early and staying late, based on business needs  
* Ability to work and interact with all departments throughout the organization

**Contact:** Kendra Watkins  
**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160  
**Phone:** 708-344-9999  
**Email:** kendra.watkins@interlakemecalux.com
Job ID: 4305099
Job Title: Massage Therapist
Company: Elmhurst Park District
Job Type: Part Time
Location: Elmhurst, IL 60126
Salary:
Job Description: * Provide quality massages, within AMTA guidelines, according to clients' needs and wants. * Keep accurate records of client's history. * Participate in facility special events. * Assist with purchase recommendations and maintenance of equipment. * Provide individualized bodywork treatments that meet clients' needs and expectations within AMTA guidelines. * Obtain and document the basic medical history for a client, assessed any problems or conditions, and suggest appropriate therapy based on current health of client. * Utilize "SOAP" notation after each massage appointment and maintain client files. * Ensure client satisfaction through quality of customer service including, welcoming the client when they arrive for their appointment and maintaining consistent communication with the client during massage appointment. * Maintain massage room appearance and cleanliness. * Maintain consistent and standardized work hours as agreed
Job Requirements: * Graduate of AMTA certified school with at least 500 hours of classroom time. * Licensed to perform massage by the State of Illinois. * 1-3 years of relevant experience.
Contact: Brian McDermott
Address: 186 S. West Ave., Elmhurst, IL 60126
Phone: 630-993-8180
Apply Online: http://www.applitrack.com/epd/onlineapp/default.aspx

Job ID: 4299560
Job Title: NEMT Driver (Wheelchair Van)
Company: Ensemble of Care Transportation
Job Type: Full Time, Part Time
Location: Elgin, IL 60120
Salary: Depending on Experience
Job Description: Must have good driving record, pass drug screening and criminal background checks. Must be willing to take Illinois state-mandated industry driver training (Medicar) as well as CPR and First Aid certifications. * Valid Illinois Driver's License * 25 years of age or older * Must have excellent driving record * Previous caregiving or wheelchair transport/patient transport experience preferred * Must pass criminal background check * Must pass drug test * Able to read maps and use a tablet computer * Valid CPR and 1st Aid Certifications preferred; or willing to complete after hire * Valid Medicar Driver Certificate preferred; or willing to complete after hire * Able to read, understand and speak English clearly * Must have outstanding customer service skills * Have dependable transportation that will get you to and
from our facility each day * Experience in transporting people * Basic knowledge of our 
geographic service (Lake and Cook County Illinois) area is expected * Promptness and on-time 
performance * Ability to drive a wheelchair lift van: this is a specially equipped van that has a 
hydraulic automatic lift for raising patients in wheelchairs into the van

Contact: Linda Chamberlain
Address: 28100 N Ashley Cir Suite 101D, Libertyville, IL 60048
Phone: 224-772-1758
Fax: 815-239-6364
Email: Applications@Ensembleofcare.com
Apply Online: http://form.jotform.com/23334884763159

Expires: 01/02/2016
Job ID: 4299582
Job Title: Sales Representative
Company: Total Quality Logistics
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Chicago, IL 60607
Salary: Base Salary + Commission

Job Description: Overview: As a Sales Representative for TQL, you are the Chief Problem 
Solver, the Head of Quick Decisions, and Entrepreneur for your book of business. You are the 
one-and-only as far as your customers and carriers are concerned - making sure freight is picked 
up and delivered across North America, 24/7/365. If you have an unbelievable work ethic (we're 
talking top 10% of anyone you know), the drive for financial freedom, and skin thick enough 
for making cold-calls - then this might be the sales career for you. What's in it for you: *
$35,000 salary + commission. If you're happy with the base salary, do not pass go. * 26-week 
training and mentoring program. * Health, Dental, and Vision coverage. * 401(k) w/ company 
match. Or depend on social security, your call. * Health and Wellness programs. * Leadership 
Development Program. 90% of our sales managers are promoted from within. Our rewards: * 
Unlimited commission opportunity. Downside--your friends will expect you to pick up the tab. 
* Annual President's Club trip - this is like the Pro Bowl or All Star Game. * Ability to relocate 
to any one of our nationwide sales offices, and we'll pay for it. * A career path like no other. 
Grow your own book of business, head-up a sales team or run your own office. * Quarterly 
sales team rewards, including TV's, iPads, trips, and more. Your job: * Make prospecting calls. 
Upside--your teammates will toss you a football while you're dialing. * Be able to make a sales 
pitch to people who have freight to ship. * Negotiate with shippers and carriers. We believe in 
under promise and over deliver. * Manage daily shipments and make sure they pick up and 
deliver 24/7/365. * Be honest and proactive in your communication to customers and carriers. 
Pretty simple stuff. * Provide customer service your mother would be proud of. You need the 
following to get in the door: * Ability to multitask. That means managing at least two phones, 
while using email and IM. * Hall of Fame work ethic, a backbone for negotiating, and the
abili

Company Description: Total Quality Logistics (TQL) is a fast-paced, energetic sales organization in the transportation industry, and one of the nation's largest third party logistics firms. Headquartered in Cincinnati, OH, we work with thousands of companies nationwide to facilitate their truckload freight movements. While our company doesn't own any trucks, our sales professionals arrange for authorized motor carriers to transport our clients' products. TQL was founded in 1997 on the values of ethics, integrity, and quality customer service, and we take pride in adhering to these same principles today.

Application Instructions: Please send application to ghagan@tql.com

Contact: Grace Hagan
Address: 600 W Vanburene, Chicago, IL 60607
Phone: 513-495-6570
Email: ghagan@tql.com

Expires: 01/02/2016
Job ID: 4299826
Job Title: Automotive Technician / Mechanic - La Grange, IL
Company: Bridgestone Retail Operations
Job Type: Full Time
Degrees Wanted: Diploma
Location: La Grange, IL 60525
Salary: DOE

Job Description: Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, Hibdon Tires Plus and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Learn more. Firestone Complete Auto Care is currently seeking an Automotive Technician / Mechanic - La Grange, IL * Assisting technician mechanics in performing technical activities. * Diagnoses and repairs to specifications - brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. * Adequately explains technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. * Continuously learns new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology. * Keeps store management aware of mechanical repair problems as they occur. * Maintains an organized neat and safe bay. Requirements: Entry Level Mechanic / Technician * Maintains an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. Senior
Mechanic / Automotive Technician * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Technician * 5+ years of automotive mechanical diagnosis, problem-solving and repair experience as you mentor and teach Teammates while discussing problems with customers * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred. * Must have a Valid Driver's License. * Pre-employment drug test/physical/ background check will help assure we build teams of people who can best work with others and serve customer needs. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer....We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates." Anthy 404-693-4922

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

Contact:
Apply Online: https://firestonecompleteautocare-bridgestone.icims.com/jobs/72817/automotive-lead-technician---mechanic/job?mode=view

Expires: 01/02/2016
Job ID: 4300265
Job Title: Director of Research
Company: Lee & Associates
Job Type: Full Time
Location: Rosemont, IL 60018
Salary:
Job Description: Lee & Associates has an exciting opportunity for the right candidate to collect/assemble all market research and reporting in our Chicagoland office. Our research department provides the data that is used by our brokers, appraisers and property managers every day in conducting their real estate business. The Director of Research will have primary responsibility for tracking all aspects of the Chicagoland commercial real estate market to be used by our professionals and external clients to analyze and interpret market trends and make real estate related decisions. REPRESENTATIVE DUTIES: * Responsible for updating and maintaining proprietary company database in regards to available properties, sale and lease
transactions as well as other relevant market data. * Delivers best in class statistical and analytical research to internal company personnel and external clients. * Prepare and create market statistics to be used in quarterly and annual market reports. * Ability to access and understand public records for the purpose of extracting market data. * Respond to all internal and external clients request for data and information. * Track, maintain, and disseminate detailed data for critical indicators including and market trends including development pipelines and active tenants in the market. * Report on the local and regional economy with respect to employment statistics, major company activity, industry trends, and demographics that affect the local real estate market. * Attend all relevant sales or business team meetings to track key market information and update internal systems as required. * Attend industry events and networking opportunities to enhance company visibility. * Prepare supporting research for industry publication interviews and special projects.

**Job Requirements:** 
- Four (4) year Degree or equivalent market experience. 
- Proficiency with Microsoft Office products (Word, Excel and PowerPoint). 
- Strong analytical skills, problem solving skills and the ability to analyze and process data. 
- Ability to meet internal company expectations as to the level of market data needed to run a commercial real estate brokerage company. 
- Ability to handle multiple projects and deadlines simultaneously and prioritize effectively. 
- Proven organizational skills. 
- Strong written and verbal communication skills. 
- Self-starter on projects and in executing responsibilities. 
- Must be able to work well independently with an ability to work collaboratively with others.

**Contact:** Lisa Fogg

**Address:** 9450 Bryn Mawr Suite 550, Rosemont, IL 60018

**Fax:** Lee & Associates

**Email:** leeillinoisjobs@gmail.com

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**Expired: 01/02/2016**

**Job ID:** 4300818

**Job Title:** Central Scheduler

**Company:** Presence Health

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

**Degrees Wanted:** Diploma

**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** The Central Scheduler performs pre-registration and pre-admission functions to provide information to maximize reimbursement, achieve collection ratios, and meet account receivable (AR) goals. Performs outpatient and inpatient scheduling, registration and insurance verification functions. Provides general and specific information to hospital users, patients, families, and physician offices. Ensures that patients meet financial requirements.

**Job Requirements:** High school graduate or GED is required. Minimum one year of experience in hospital admissions, business office and/or physician's office with medical terminology knowledge through coursework or experience is required.
Contact: Amy Ott
Address: 2433 N Harlem Avenue, Chicago, IL 60707
Email: amy.ott@presencehealth.org
Apply Online: http://jobs.presencehealth.org

Expires: 01/02/2016
Job ID: 4300838
Job Title: Payroll Specialist
Company: Presence Health
Job Type: Full Time
Degrees Wanted: Diploma
Location: Bolingbrook, IL 60440
Salary:


Job Requirements: High school diploma required. Minimum one year of experience preferred. Previous experience with Kronos and PeopleSoft preferred.

Contact: Amy Ott
Address: 2433 N Harlem Avenue, Chicago, IL 60707
Email: amy.ott@presencehealth.org
Apply Online: http://jobs.presencehealth.org

Expires: 01/02/2016
Job ID: 4301006
Job Title: Ophthalmic Technician
Company: North Shore Eye Consultants
Job Type: Part Time
Degrees Wanted: Associates, Certificate, Diploma
Majors Wanted: Ophthalmic Technician
Job Target: Any Job Target
Location: Glenview, IL 60025
Salary: $16.00 hr.
Job Description: Must have graduated from ophthalmic technician training program. Tech would start off patients check vision refractions, check pressure, dilate, and do special testing as needed. No work experience needed, you will learn on the job. Tech will also help the office manager in any free time with daily tasks.
Application Instructions: To be considered please e-mail your resume to Amy Cunningham M.D. at amylouisejr@hotmail.com
Contact: Amy Cunningham, M.D.
Address: 2440 Ravine Way, Suite 500, Glenview, IL 60025
Phone: (847) 724-9400
Fax: (847) 724-9401
Email: amylouisejr@hotmail.com

Expires: 01/02/2016
Job ID: 4301134
Job Title: Dishwasher/Cook
Company: hanbun
Job Type: Full Time, Internship, Part Time, Seasonal, Volunteer
Location: Westmont, IL 60559
Salary: $10/hr.
Job Description: An all-around team player, willingness to work on the line, prep and dishwashing. This position is for someone who wants to learn and work in a professionally run kitchen.
Contact: Dave Park
Address: 665 Pasquinelli Dr. Unit B-108, Westmont, IL 60559
Phone: 5512000111
Fax: 5512000111
Email: dpark@hanbunrestaurant.com

Job ID: 4302679
Job Title: General Education High School Teacher Oak Park, IL
Company: The Menta Group - IL & AZ
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Early Childhood Education

Job Target: Any Job Target

Location: IL

Salary: Comparable for area and position

Job Description: Organization Overview The Menta Group has a reputation for giving professionals the tools to be successful in any educational environment. Staff will receive the highest degree of training and ongoing support based upon over 40 years of experience working within the Chicago, Illinois and Phoenix, Arizona Area Public School Systems. Our programming focuses on collaboration between all members of the team in order to meet the needs of our students. Our schools provide optimal and rigorous education to students between the ages of kindergarten through 12th grade who are challenged by social-emotional, learning, and behavioral difficulties. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for postsecondary education, employment, and citizenship. Job Description We are currently seeking certified individuals for a general education high school teacher position. We are seeking qualified teachers with the ability to provide direct instructional support to students in a responsive and engaging learning environment in order to help students improve on their overall academic and behavioral achievement. The teaching candidate will be expected to instruct students with varied ability levels in academic subjects that will prepare students for postsecondary success based on their individual needs within the classroom. The selected candidate would be able to collaborate with the clinical staff and other members of the academic team in creating and implementing classroom interventions in order to meet the individual academic and social/emotional needs of the students. We are a fast pace environment that values collaboration, innovation, and teamwork where the best interest of our students always comes first. This position offers access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is competitive and depends on certification and qualifications.

Job Requirements: Valid state Professional Educator License in general education Interested in candidates that are also pursuing an administrative track or have a current Professional Educator License in Administration Knowledge of Common Core Standards (preferred) Provide positive behavioral support to students in group and individual settings Implement and maintain consistent and clear classroom expectations for students to follow Utilize a variety of instructional strategies to meet individual needs of all students Provide students with superior instruction in areas of academic curriculum and socially acceptable behaviors Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively Ability to learn quickly and to be effective in a fast-paced, dynamic, and team focused environment Position Open to Candidates with: General High School Teaching Certification

Application Instructions: www.thementagroup.org/careers/apply E-mail: lynne.nicolas@menta.com Fax: 630-907-0197 Attn: Lynne Nicolas

Contact: Charles F. Hejny

Address: 195 N. Poplar Road, North Aurora, IL 60542
Under the direction of an assigned supervisor, perform a variety of skilled and semi-skilled duties related to vehicle and equipment maintenance and repair; maintain service and repair records. Hours of position: 4pm-12:30am or 10pm-6:30am. This includes some weekends and may require overtime. Essential Job Functions:

- Perform vehicle preventative maintenance
- Diagnose and perform phases of vehicle and equipment repair
- Accurately document repairs
- Remove, clean, repair, reinstall, and adjust vehicle components
- Ensure work orders are completed properly and accurately
- Select appropriate course of action for repairs
- Evaluate completed work prior to release - seek supervisor approval where required
- Ensure safe use of power and hand-held tools
- Perform road calls and emergency services as necessary
- Safely move vehicles between job and work area
- Communicate professionally with customers, team members, and supervisors
- Actively participate in safety or educational training as required
- Continuous re-certification is required to remain in job classification

The above duties are not meant to restrict initiative, but rather to define minimum activities. These duties may be altered to suit the needs of the company as needed.

Minimum Qualifications:

Preferred: Dodge/Chrysler dealership training and experience or ASE Master Tech. Candidate must have a high school diploma or equivalent, with a minimum of five (5) years direct automotive repair experience. Must have a valid driver's license. A CDL is strongly preferred. SCR may train for CDL certification. Must have an appropriate mechanic's tool set. Must be a Sensitive, Caring and Responsive individual. Listen carefully to others; respond willingly and appropriately to questions. Individual must be able to perform each essential duty satisfactorily.

Physical Demands: Walk, stand on concrete floor. Bend, stoop, crouch, kneel and crawl to repair vehicles. Reach below, at and above shoulder height to repair vehicles. Insert hand(s) into confined areas to repair vehicles. Hand, power and air tool use is required. Climb, stand and balance on ladders or the vehicles to perform repair. Work above shoulders in cervical extension from a stand, bend, stoop, crouch, and kneel. Work under vehicles while they are on the hoist or the shop floor.

Work Environment: The Automotive Technician must be able to work in a
(_.collegetradeinstructor)
passionate about helping students succeed with significant expertise and experience in this career path. We are seeking individuals with the demonstrated ability to instruct, forge partnership with established businesses and motivate others while working with special needs students. Key Job Duties: * Provide students with career technical training instructions, direction and assistance in this career path. * Motivate and counsel students in areas of behavior and training, coordinating with other staff as necessary to resolve issues affecting student training. * Utilize all possible curriculum resources available. * Be responsible for adequate classroom preparation. * Utilize workplace language and behavior expectations in this career path classroom. * Maintain a safe and clean work area that models high standards for a work environment. * Create educational and vocational partnerships within this career path to serve as real-world training environment. This fulltime position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

**Job Requirements:** * Current State of Illinois Professional Educator Licenses that can be considered as possible to meet the requirements for this position: A Standard Illinois Teaching License, Vocational License, ISBE Provisional Vocational, Substitute Certificate. * The vocational building trade's instructor will be responsible for the classroom instruction and hands on application of basic Carpentry, rough and finish as specific to the project being worked on. * Responsible for teaching basic residential house wiring, basic residential plumbing, basic HVAC as found in the residential sector. * Staff will use onsite training as well as appropriate field trips to job sites and or manufacturers, trade schools in the vicinity of the program site. * This staff will be responsible for setting up a basic shop, maintaining equipment in a safe working order and general shop safety instruction of students. The development of projects, to aide in the skills being developed during the school year. * We are looking for someone with prior teaching experience or the ability for the person to obtain a Vocational Professional Educator License. (4000 Hrs of documented work experience in the related field of construction.) * This person will work collaboratively work with academic teachers to bridge the academic and vocational skills required to graduate high school.

**Application Instructions:** www.thementagroup.org/careers/apply Teno.Geritano@menta.com Nancy.mutterer@menta.com Fax: 708-449-0474

**Contact:** Charles F. Hejny

**Address:** 195 N. Poplar Road, North Aurora, IL 60542

**Phone:** 630-907-2400

**Fax:** 630-907-0197

**Email:** chuck.hejny@menta.com

**Apply Online:** http://www.thementagroup.org/careers/apply

**Expires:** 01/04/2016

**Job ID:** 4317347

**School Job ID:** Oakton - EW

**Job Title:** (Assistant Director for Clinical Services)
Company: Northeastern Illinois University  
Job Type: Full Time  
Degrees Wanted: Doctorate  
Location: Chicago, IL 60625  
Salary:  
Job Description: Under general supervision of the Director of Student Health and Counseling Services, the Assistant Director for Clinical Services provides day-to-day coordination of Counseling Services. This includes the provision, assessment, and oversight of counseling services and health promotion. The Assistant Director for Clinical Services reports to the Director of Student Health and Counseling Services, who reports to the Associate Vice President for Student Affairs. The Assistant Director for Clinical Services will oversee and coordinate clinical coverage; create and revise clinical policies and procedures as necessary; and manage client assignment process for Counseling Services. The Assistant Director for Clinical Services, in collaboration with others, will also coordinate response to walk-in and other emergencies; serve as the lead administrator for Titanium and CCMH data sharing; and work closely with the Director of Student Health and Counseling Services and other Assistant Directors to decide departmental direction and provide integrated services. The Assistant Director for Clinical Services will also supervise clerical staff and student workers; provide individual, couples, and group psychotherapy; provide supervision and training; and provide outreach and consultation to the NEIU community.  
Job Requirements: MINIMUM QUALIFICATIONS: A Ph.D or Psy. D in Clinical or Counseling Psychology and 3 years of experience in a collegiate mental health setting with administrative experience. Licensed Clinical Psychologist in Illinois or license-eligible. Salary and Benefits: Salary is commensurate with qualifications and experience. Comprehensive benefits package including health, dental and vision benefits, sick and vacation days, and participation in the State Universities Retirement System. Applicants are expected to respond based on the entire job description. This position requires a background check. To Apply: In order to be considered for employment by Northeastern Illinois University (NEIU) you must submit the following and send all documents within one PDF/Word document to lu-moreno@neiu.edu. A letter of interest addressing your qualifications for this position Current resume Three (3) current professional references Employment Application Affirmative Action Form Statement of Annuitant Status Copies of unofficial transcripts are accepted; however, official transcripts will be required of candidates selected for on-campus interviews In addition to the links provided above for the Employment Application (fillable), Affirmative Action Form and Statement of Annuitant Status, you can also obtain these forms at the NEIU Office of Human Resources, Bernard Office Building (B0B), 5555 N. Bernard Street, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. Review of applications will begin November 15, 2015 and continue until January 4, 2016. Contact: Tom Blackwell  
Address: 5500 N. St. Louis Ave., Chicago, IL 60625  
Phone: 773-442-5200
Expires: 01/06/2016
Job ID: 4303524
Job Title: Administrative Aide
Company: Northeastern Illinois University
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL
Salary: $35,400 - $42,000 per year

Job Description: 60 months of progressively more responsible general or specialize office experience which includes aspects of supervising staff or job function, organizing and performing duties that lead to knowledge of generally accepted office principles. or Bachelor's degree in business, finance, accounting or related field and 24 months or progressively more responsible general or specialized office experience which includes aspects of supervising staff or job function, organizing and performing duties that lead to knowledge of generally accepted office principles. Master's degree in business, finance, accounting or related field and 12 months of progressively more responsible general or specialized office experience which includes aspects of supervising staff or job function, organizing and performing duties that lead to knowledge of generally accepted office principles. Department preferences: Bachelor's degree required and experience providing administrations, organization and coordination of support functions in compiling and tracking a variety of operational data with automated record keeping system. Bil-lingual preferred. Responsibility: This position performs a variety of essential administration and supervision function in the International Program Department. The duties performed require extensive knowledge of the organization, programs, policies and procedures of the Department and University, Must provide, organize and coordinate administrative support functions, and compile and track a variety of operational data. Deliver efficient and detailed support to the Director and staff of International Program.

Job Requirements: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: * Employment Application * Statement of Annuitant Status * Cover Letter * Resume * Official transcript(s) You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building. you may also may also download and print a copy of the Employment Application and Statement of Annuitant Form. You must complete, sign and date the application and annuitant form and submit them along with official transcripts, resume and cover letter to the office of Human Resources by the application deadline. The Deadline for the Job position is January 13, 2016

Application Instructions: If you have questions please call the Office of Human Resources at (773) 442-5200 or e-mail us at CS-Employment@neiu.edu, http://www.succs.state.illinois.gov/update.aspx

Contact: Human Resources
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Email: CS-Employment@neiu.edu

Expires: 01/06/2016
Job ID: 4303721
Job Title: Accounting- Statistician
Company: Northeastern Illinois University
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Accounting, Accounting & Business Administration, Business Management, Business Support Specialist
Job Target: Any Job Target
Location: Chicago, IL
Salary: $12.82-$19.84 per hour

Job Description: Three years of progressively responsible experience which must have provided a basic knowledge of generally principles, theory, practices of accounting, and statistics and of their application to accounting and statistical problems and must have been of such scope, level, and qualify as to assure the applicant's overall ability to undertake the planning, direction and supervision of methods for obtaining and presenting basic accounting and statistical curricula, taking into account the relationship of the experience to the content of the courses of normal accounting and statistical curricula, and one year of experience involving automated accounting systems University graduations in business curriculum with a minimum of 12 semester hours in accounting and once course in elementary statistics.

Job Requirements: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: * Employment Application * Statement of Annuitant Status * Cover Letter * Resume * Official transcript(s) You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building. you may also may also download and print a copy of the Employment Application and Statement of Annuitant Form. You must complete, sign and date the application and annuitant form and submit them along with official transcripts, resume and cover letter to the office of Human Resources by the application deadline The Deadline for the Job position is January 15, 2016

Application Instructions: If you have questions please call the Office of Human Resources at (773) 442-5200 or e-mail us at CS-Employment@neiu.edu, http://www.succs.state.illinois.gov/update.aspx

Contact: Human Resources
Address: 55555 North Bernard, Chicago, IL 60625
Phone: (773) 442-5200
Email: CS-Employment@neiu.edu

Expires: 01/06/2016
Job ID: 4303834  
Job Title: Automotive Technician / Mechanics of (ALL LEVELS) - Mt. Pros  
Company: Bridgestone Retail Operations  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Automotive Technology  
Job Target: Any Job Target  
Location: Mount Prospect, IL 60056  
Salary: DOE  

Job Description: Bridgestone Retail Operations, LLC employs over 22,000 teammates in North America and operates more than 2,200 company-owned stores. The store locations include Firestone Complete Auto Care, Tires Plus, and Wheel Works. With 2,200 locations across America and over $3 billion in tire and auto service sales, Bridgestone Retail Operations is the right place to build a career. Firestone Complete Auto is currently seeking Automotive Technician / Mechanics of (ALL LEVELS) - Mt. Prospect, IL Entry Level Technician Entry Level Mechanic / Technician Senior Mechanic / Automotive Technician Lead Mechanic / Master Technician Responsibilities: Tire Maintenance Technician / Mechanic * Learn how to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical * Change oil and/or transmission fluid and filters * Install batteries and checks electrical systems * Install and perform tire maintenance * Install parts which include shock absorbers and exhaust systems * Road test vehicles * Demonstrate the ability to learn basic mechanical tasks Entry Level Technician * Maintain an organized neat and safe bay. * A focus towards maintaining a safe work environment and neat bay. * Ability and desire to learn to diagnose and repair basic systems to become certified in a minimum of 5 areas with a preference for brakes, alignments, suspensions, cooling and electrical. * Change oil and/or transmission fluid and filters. * Install batteries and checks electrical systems. * Install and perform tire maintenance. * Ability to road test vehicles. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Entry Level Mechanic / Technician * Maintain an organized neat and safe bay. * 1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position. * A high level of motivation and energy and strong customer service skills are also required. * Ability to install parts which include shock absorbers and exhaust systems. * Any ASE certifications and/or a tech school degree is a big plus, but not required. Senior Mechanic / Automotive Technician * Maintain an organized neat and safe bay. * At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience. * 3 ASE certifications are preferred for this position. * You'll also need a high level of motivation, energy and a customer-focused attitude. Lead Mechanic / Master Automotive Technician * Maintain an organized neat and safe bay. * 5+ years of automotive mechanical diagnosis, problem solving and repair experience as you mentor and teach teammates while discussing problems with customers. * You will also need strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy. * 5 ASE certifications are preferred.
**Job Requirements:** * Valid driver's license required. * Pre-employment drug test/physical/background check will help assure we build teams of people who can best work with others and serve the needs of our customers. We offer over 31 Benefits and Privileges to include medical, dental, vision, 401K, cash balance retirement plan and more. Over 100 years of success is an indication of the stability our workforce enjoys. We Promise to Care We understand that we offer more than just car service. We rescue people from bad days and we offer solutions for difficult situations. We are people of integrity and we believe that fundamental honesty is the keystone of our business. We are committed to doing the hard work necessary to earn the loyalty of our teammates and our customers by providing a positive experience every time. We are proud and passionate to represent the brand of Bridgestone. Every day, in every store, with every teammate and every customer.... We promise to care. Our Purpose To be the most trusted provider of automotive care in every neighborhood we serve. We are An Equal Opportunity Affirmative Action Employer, in fact, "One of our strengths is found in our commitment to serve a diverse customer population with diverse teams of teammates.” Tamara 312-915-5184

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

**Contact:**
**Address:** 920 N Elmhurst Rd, Mt Prospect, IL 60050

**Apply Online:** http://firestonecompleteautocare-bridgestone.icims.com/jobs/61213/automotive-technician---mechanic/job?mode=view

**Expires:** 01/06/2016

**Job ID:** 4303874

**Job Title:** Service Level Surveyor

**Company:** NowPow

**Job Type:** Part Time

**Location:** Chicago, IL 60615

**Salary:** $15/hour

**Job Description:** The service surveyor plays an essential role in creating the NowPow product, a robust inventory of searchable service information. Instead of inventorying just places, the NowPow database holds information about all the services a place offers. For example, consider the YMCA. The NowPow database holds information about all of the activities a person can do at the YMCA, from going to a fitness class to enrolling in a smoking cessation class, as well as its physical location. The place data collected by MAPSCorps needs to be converted into service information by the service survey team in order to be utilized by NowPow. Service Surveyors will be conducting comprehensive phone surveys with the businesses and organizations in the communities we support. Surveyors will begin training at the NowPow office for an initial period of 1-2 weeks before shifting to work remotely. The training will also serve as a probationary period. In order to work remotely, access to a computer and a high-speed internet connection is required. For a limited number of surveyors there is an opportunity to work from the NowPow offices.
Job Requirements: High school diploma or GED required; some college education preferred. Prior experience with telephone interviewing/surveying greatly preferred. Ability to work independently and take initiative. Excellent organization, interpersonal, and verbal and written communication skills, as well as the ability to work with community members, patients, physicians, faculty, staff and students as necessary. Advanced experience working with Microsoft Word, Excel, PowerPoint; basic internet navigation and electronic communication skills required. Flexible hours, including occasional evening and weekend availability required. Comfortable with dealing with sensitive subject matter (e.g. health); ability to maintain highest standards of confidentiality. Ability to travel into community if necessary to conduct research on organizations. Full professional proficiency in English required; Spanish-speaking bilingual applicants preferred. Ability to work remotely highly preferred (requires access to a computer and high-speed internet).

Application Instructions: Please send a copy of your resume and a short (1-2 sentence) introduction to hr@nowpow.com.

Contact: Zak Sharif-Sidi
Address: 5307 S. Hyde Park Blvd., Chicago, IL 60615
Phone: 773-891-2380
Email: hr@nowpow.com

Expires: 01/06/2016
Job ID: 4304020
Job Title: General Warehouse
Company: Resultant Staffing Solutions
Job Type: Full Time
Degrees Wanted: Diploma
Location: Maywood, IL 60153
Salary: 9-10/hr.
Job Description: General Warehouse includes: Machine Operators, Forklift, Stackers and Platforms. Training is one day paid. Shifts are varied, days, weekend only, weekday evening and weekend evenings. Pay rates range from 9.00/ 10.75 hr. contingent upon the need of the client.

Job Requirements: Repetitive stocking/stacking, standing for 10-12 hrs.

Application Instructions: Please call the office once your application has been submitted.

Contact: Sarah Moody
Address: 1100 Lake Street Suite 35, Oak Park, IL 60302
Phone: 708-434-5375
Apply Online: http://resultantstaffingsolutions.com

Expires: 01/06/2016
Job ID: 4304411
Job Title: Night Auditor
Company: Shreton Suites Chicago Elk Grove
Job Type: Full Time, Part Time
Location: Elk Grove Village, IL 60007
Salary: TBD

Job Description: Job Description AVERAGE % OF TIME
30% Greet and welcome guests upon arrival. Register guests into the computer, verifying reservation, address, and credit information. Promote the Starwood Preferred Guest Program and provide recognition and benefits to all present members.
20% Accept payment for guests’ accounts both at the time of registration and at checkout. Maintain a house bank and make a deposit and accurate report of receipts daily. Cash checks and exchange currency for guests.
20% Supervise the front desk, ensuring the correct sequence of events for proper registration and checkout of guests. Assign specific tasks to front desk agents relative to credit, missing addresses, registration bucket maintenance, registration cards, posting charges, and overall cleanliness and organization of the front desk.
15% Provide ongoing support to our guests while in house.
10% Issue key to and control entrance of safety deposit boxes. Post miscellaneous charges as requested.
5% Maintain all front desk related equipment and a par stock of supplies. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

Job Requirements: Upon employment, all employees are required to fully comply with Starwood rules and regulations for the safe and effective operation of the hotel's facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment. SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities. * Must be able to speak, read, write and understand the primary language(s) used in the workplace. * Must be able to read and write to facilitate the communication process. * Requires good communication skills, both verbal and written. * Must possess basic computational ability. * Must possess basic computer skills. * Working knowledge of federal, state and local laws governing equal employment opportunity and civil rights, occupational safety and health, wage and hour issues, and labor relations, including, but not limited to the following statutes and their comparable state and local laws (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA, and NLRA. Requirements Physical Demands * Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems. * Position requires walking and giving direction most of the working day. Must be able to stand and exert well-paced mobility for up to 4 hours in length. Length of time of these tasks may vary from day to day and task to task. * Must be able to lift up to 15 lbs. occasionally. QUALIFICATION STANDARDS Education High school or equivalent education required. Experience Two years
hotel front desk experience preferred. Licenses or Certificates Not applicable. Grooming All employees must maintain a neat, clean and well-groomed appearance per Starwood standards.

**Application Instructions:** Please email resumes to the email above.

**Contact:** Allen Hollingsworth

**Address:** 121 Northwest Point Blvd, Elk Grove Village, IL 60007

**Phone:** 847-290-1600

**Fax:** 847-290-1744

**Email:** ahollingsworth@sheratonchicagoelkgrove.com

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**Expires:** 01/06/2016

**Job ID:** 4304417

**Job Title:** Guest Service Agent

**Company:** Shreaton Suites Chicago Elk Grove

**Job Type:** Full Time

**Location:** Elk Grove Village, IL 60007

**Salary:**

**Job Description:** Job Description AVERAGE % OF TIME 30% Greet and welcome guests upon arrival. Register guests into the computer, verifying reservation, address, and credit information. Promote the Starwood Preferred Guest Program and provide recognition and benefits to all present members. 20% Accept payment for guests' accounts both at the time of registration and at checkout. Maintain a house bank and make a deposit and accurate report of receipts daily. Cash checks and exchange currency for guests. 20% Supervise the front desk, ensuring the correct sequence of events for proper registration and checkout of guests. Assign specific tasks to front desk agents relative to credit, missing addresses, registration bucket maintenance, registration cards, posting charges, and overall cleanliness and organization of the front desk. 15% Provide ongoing support to our guests while in house. 10% Issue key to and control entrance of safety deposit boxes. Post miscellaneous charges as requested. 5% Maintain all front desk related equipment and a par stock of supplies. Du
due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. In addition, attendance at all scheduled training sessions and meetings is required.

**Job Requirements:** Upon employment, all employees are required to fully comply with Starwood rules and regulations for the safe and effective operation of the hotel's facilities. Employees who violate hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment. SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities. * Must be able to speak, read, write and understand the primary language(s) used in the workplace. * Must be able to read and write to facilitate the communication process. * Requires good communication skills, both verbal and written. * Must possess basic
computational ability. * Must possess basic computer skills. * Working knowledge of federal, state and local laws governing equal employment opportunity and civil rights, occupational safety and health, wage and hour issues, and labor relations, including, but not limited to the following statutes and their comparable state and local laws (where applicable): Title VII, ADEA, Equal Pay Act, Pregnancy Discrimination Act, FLSA, ADA, OSHA, FMLA, and NLRA. 

Requirements

Physical Demands * Most work tasks are performed indoors. Temperature is moderate and controlled by hotel environmental systems. * Position requires walking and giving direction most of the working day. Must be able to stand and exert well-paced mobility for up to 4 hours in length. Length of time of these tasks may vary from day to day and task to task. * Must be able to lift up to 15 lbs. occasionally. 

QUALIFICATION STANDARDS

Education High school or equivalent education required. Experience Two years hotel front desk experience preferred. Licenses or Certificates Not applicable. Grooming All employees must maintain a neat, clean and well-groomed appearance per Starwood standards.

Application Instructions: Please email resume to the email address above.

Contact: Allen Hollingsworth
Address: 121 Northwest Point Blvd, Elk Grove Village, IL 60007
Phone: 847-290-1600
Fax: 847-290-1744
Email: ahollingsworth@sheratonchicagoelkgrove.com

Expires: 01/07/2016
Job ID: 4304919
Job Title: SALES REPRESENTATIVE--female or male
Company: UNI-CARRIER, INC.
Job Type: Full Time, Part Time
Location: Darien, IL 60561
Salary: competitive
Job Description: We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL. driver li. , over 23 years of age, well groomed, write, read & speak english as primary language. We offer good benefits, and salary commensurate with experience, will train right candidate. Please apply to; unicarrier@aol.com

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

Expires: 01/07/2016
Job ID: 4305183
Job Title: Account Manager/Customer Service Representative
Company: Smart Resources
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Westchester, IL 60154
Salary:

Job Description: Smart Resources Inc. is a boutique staffing firm located in Oakbrook, IL and Chicago, IL. We have been voted Best in Staffing for five years consistently! We are currently performing a search for a stable, growing organization located in Westchester, IL Job Title: Customer Service/Account Manager Department: Customer Service/Logistics Job Type: Temporary to Hire Starting Pay Rate: $16.00 to $19.00 per hour (dependent on experience) Description: Assisting with inbound and outbound phone calls Provide superior communication with all internal and external customers including vendors and customer service reps Generating shipping documents, organizing documents Entering delivery status and tracking Expedites all orders requiring special handling and responds to all special order requests. Thoroughly investigates and records all shipping and/or filling errors Other administrative tasks as needed Requirements: Bachelor's degree required Entry level individuals with college degrees encouraged to apply Knowledge of experience working within a distribution/logistics/shipping/supply chain environment preferred or passion to work within the industry Excellent communication skills and detail-oriented mindset Ability to work Monday through Friday between 7am to 6pm This is position is not public transportation accessible Must be able to pass a criminal background check and pass a drug test Ability to start as soon as possible *** Thank you in advance for applying to this position, all qualified candidates will be contacted for this role**

Application Instructions: Email resumes to molly@smartstaffing.com. All qualified candidates will be contacted.

Contact: Molly Theus
Address: 1301 W. 22nd St. Suite 715, Chicago, IL 60523
Phone: 6305603680
Fax: 6305603680

Expires: 01/08/2016
Job ID: 4307600
Job Title: Weekend waterer
Company: Elmhurst Park District
Job Type: Part Time
Location: Elmhurst, IL 60126
Salary:

Job Description: * Open and close the conservatory front door prior to and after the posted opening and closing hours. * Provide the proper watering of all those plants that need watering or will need water within that day due to environmental conditions. * Check the heating and
cooling systems making sure they are in proper working order. * Clean any mess or vandalism found in the conservatory. * Report any major damage or incidents and await instructions as to how to proceed or is relieved.

**Job Requirements:** Some High School, or High school graduate or equivalent.

**Contact:** David Price  
**Address:** 225 Prospect, Elmhurst, IL 60126  
**Phone:** 630-993-8909  
**Apply Online:**  

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**Expires:** 01/08/2016  
**Job ID:** 4308218  
**Job Title:** PT Ophthalmic Technician/Medical Assistant  
**Company:** Retina Macula Specialists P.C.  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Ophthalmic Technician  
**Job Target:** Any Job Target  
**Location:** Bolingbrook, IL 60440

**Salary:**

**Job Description:** Part-time position available for an ophthalmic technician in Bolingbrook. Duties include patient workups (medical history, visual acuity, blood pressure) and office testing (OCT, fluorescein angiography, fundus photography). Bilingual (Spanish) preferred. Must have open availability, including Wednesday evenings and Saturday mornings. Salary commensurate with experience. Experience preferred but willing to train the right person. Email resume to apply4thisjob@yahoo.com or fax to 630-783-9962. No phone calls please.

**Contact:** Kate Forsman, RHIT, CPPM  
**Address:** 550 E Boughton Road Suite 120, Bolingbrook, IL 60440  
**Phone:** 630-783-9960  
**Fax:** 630-783-9962  
**Email:** apply4thisjob@yahoo.com

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