



Driver Midway International Airport Part Time (National Alamo)

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Pay is \$8.75/Hour

Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/ hour non negotiable

Must be able to work a flexible scheduled that includes nights and a weekend day.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/senior-administrative-assistant-niles-il-niles-illinois-job-1-5174093>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Merchandiser Part Time-Kankakee

Talent Area : Merchandising/Merchandiser

Location : Kankakee, IL, USA

Requisition Number : HV047617

Full or Part Time : Regular Employee PT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Hours will be 6am to 3pm approximately-work until route is complete- and will include at least 1 weekend day
20-30 hours per week typically

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field. •1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification. •Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-kankakee-kankakee-illinois-job-1-5160065>

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General Laborer (Seasonal)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00030807

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment

Restock and replenish as appropriate.

Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.

Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

Available Shifts:

6:00am to 5:15pm (M-Th)

6:00am to 3:15pm (M-F)

5:00pm to 3:30am (M-Th)

3:00pm to 11:30pm (M-F)

6:00am-6:00pm (Fr, Sat, Sun)

6:00pm-6:00am (Fr, Sat, Sun)

High School Diploma Preferred.

0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-niles-illinois-job-1-5182120>

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**Outside Part Time Afternoons Return Agent \ Handheld O'Hare Airport
(National)**

Responsibilities:

Greet all customers using prescribed, appropriate dialogue as they arrive on the lot. Remind customer to check for personal belongings. Identify any items found in the vehicle with a unit number, date, time and turn into lost and found. Advise and review rental charges; and provide an accurate receipt to the customer. Provide information in a professional and courteous manner regarding transportation to the airport terminal. Thank customers using the prescribed dialogue. Complete return transactions with 100% accuracy. Inquire about service, satisfaction and document dissatisfaction. Discreetly check vehicle for damage on incoming vehicles and direct customer to counter for completion of damage/loss report. Use of proper statement to determine if vehicle is being returned with full tank of gas. Complete a service alert for any mechanical and or body damage communicated by the customers. Identify vehicles, which are on system hold for turnback, time or mileage, recall, or any other special lock and verify their movement to the proper lot location. Identify and tag vehicles that have been flagged for grounding or preventative maintenance and verify their movement to the proper lot location. Keep lot organized for ease of access and traffic flow. Management reserves the right to modify, change or delete duties assigned. Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High School Diploma or G.E.D. required.
Minimum of 1 year customer service experience. Must have basic computer skills.
Must have a valid driver's license with no more than 2 moving violations within the last 3 years.
No drug or alcohol related convictions on driving record in the last 3 years.
Must be able to speak, understand, read and write English.
Must be able to work outdoors in the elements with long periods of standing.
Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.
Must be willing to work for \$9.75/hour.
Must be able to work the following shift/schedule:
Sunday, Monday, Saturday: 2:00pm - 10:30pm
OR
Sunday, Wednesday, Thursday, Saturday: 12:00pm - 7:00pm

Apply online at [http://careers.enterprise.com/chicago/customer-service/jobid4670449-outside-part-time-afternoons-return-agent--handheld-o'hare-airport-\(national-alamo\)-jobs](http://careers.enterprise.com/chicago/customer-service/jobid4670449-<u>outside-part-time-afternoons-return-agent--handheld-o'hare-airport-(national-alamo)-jobs</u>)

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Part Tme Building Support Staff \ Custodian O'Hare Mornings and Weekends (National Alamo)

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.
Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service.
Perform other related jobs as required.
Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.
Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future.

Must be able to work weekends.
Must be willing to work for \$9.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at [http://careers.enterprise.com/chicago/facilities/jobid6936207-part-tme-building-support-staff--custodian-o'hare-mornings-and-weekends-\(national-alamo\)-jobs](http://careers.enterprise.com/chicago/facilities/jobid6936207-part-tme-building-support-staff--custodian-o'hare-mornings-and-weekends-(national-alamo)-jobs)

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Merchandiser Part Time-Decatur

Talent Area : Merchandising/Merchandiser

Location : Decatur, IL, USA

Requisition Number : HV048825

Full or Part Time : Regular Employee PT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Position will work 3 to 4 days per week 5am to 10am. The position will work Saturday, Sunday and then 1 to 2 other weekdays.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-decatur-decatur-illinois-job-1-5198813>

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Title: LEAD SALES ASSOC-PT, 4046 W ROOSEVELT RD, CHICAGO IL

Auto req ID 29522BR

GENERAL SUMMARY:

This Lead Sales Associate position is a part-time Key Carrier position, based on the store operating needs and will function as a Cashier and/or Stocker and act in a lead capacity in the absence of the Store Manager or Assistant Store Manager. Assist in setting and maintaining plan-o-grams and programs. Provide exemplary customer service. Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets and reducing losses. In the Absence of the Store Manager or Assistant Store Manager:

Authorize and sign for refunds and overrides; count register; make bank deposits. Assist in maintaining strict cashier accountability, key control, and adherence to company security practices and cash control procedures. Monitor cash levels and make appropriate drawer pulls as directed by the Store Manager. Monitor cameras for unusual activities (customers and employees), if applicable. Supply cashiers with change when needed. Complete all required paperwork and documentation according to guidelines and deadlines as assigned.

KNOWLEDGE and SKILLS: Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages. Knowledge of cash handling procedures including cashier accountability and deposit control. Ability to perform IBM cash register functions. Knowledge of cash, facility and safety control policies and practices. Effective interpersonal and oral & written communication skills. Understanding of safety policies and practices. Ability to read and follow plan-o-gram and merchandise presentation guidance.

WORK EXPERIENCE and/or EDUCATION: High school diploma or equivalent and six months of supervisory experience (or related experience/training) preferred. Relocation assistance is not available for this position.

Dollar General Corporation is an equal opportunity employer.
12061
Zip Code 60624
Category Store Careers
Job Category Store Positions - Other

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e3%2f2jaoaUzom6J_ealMIicRfT2FV1HT_slp_rhc_X%2fgYpUUsBmqDPjDoJZVbdK53bbgzgKkPh&jobId=660889&type=search&JobReqLang=1&recordstart=1&JobSiteId=5537&JobSiteInfo=660889_5537&GQId=1451

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Title: SALES ASSOCIATE, 4046 W ROOSEVELT RD, CHICAGO IL

Auto req ID 29520BR

GENERAL SUMMARY:

The Sales Associate position is a key part-time position and will act as the point of contact for customers. Assist in setting and maintaining plan-o-grams and programs. Stock merchandise adequately. Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets.

DUTIES and ESSENTIAL JOB FUNCTIONS: Unload trucks. Follow company work processes to receive, open and unpack cartons and totes; store merchandise in stock room or move directly to sales floor. Build merchandise displays. Stock merchandise; rotate and face merchandise on shelves. Restock recovered merchandise. Assist customers by locating merchandise. Bail cardboard and take out trash; dust and mop store floors; clean restroom and stockroom. Comply with company policies and procedures. Greet customers. Operate cash register and flatbed scanner to itemize and total customer's purchase; bag merchandise. Collect payment from customer and make change. Assist with ordering merchandise using hand-held scanners, as needed. Clean front end of store and help set up sidewalk displays when necessary.

KNOWLEDGE and SKILLS: Effective interpersonal and oral communication skills. Understanding of safety policies and practices. Ability to read and follow plan-o-gram and merchandise presentation guidance. Knowledge of basic cash handling procedures. Basic mathematical skills. Ability to perform IBM cash register functions.

WORK EXPERIENCE and/or EDUCATION: High school diploma or equivalent preferred. Relocation assistance is not available for this position.

Dollar General Corporation is an equal opportunity employer.

12061

Zip Code 60624

Category Store Careers

Job Category Store Positions - Other

Apply online at

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e3%2f2jaoaUzom6J_ealMIicRfT2FV1HT_slp_rhc_X%2fgYpUUsBmqDPjDoJZVbdK53bbgzgKkPh&jobId=660887&type=search&JobReqLang=1&recordstart=1&JobSiteId=5537&JobSiteInfo=660887_5537&GQId=1451

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Job Title: Mail and Copy Clerk

POSITION PROFILE

Ricoh is currently looking for career-oriented individuals to help provide entry-level office support services within our customer locations. The Senior On-Site Customer Service Specialist's primary focus is building relationships with customers while providing important office support. In this position you will be responsible for providing copy/print services, mail services, shipping and other office related tasks. To help you thrive, Ricoh provides an award-winning training program, an excellent support structure and a comprehensive benefits package.

JOB DUTIES/RESPONSIBILITIES

- * Runs high volume copy machines and performs binding and finishing work.
- * Ensures convenience copiers are working properly, checking for quality via daily inspections. Clears paper jams and informs technicians of specific problems.
- * Performs all repair service on customer copier equipment.
- * Maintains records for management reports and inventories of supplies needed.
- * Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required.
- * Calculates charges for jobs performed and maintains some billing logs.
- * Responds to and coordinates all service calls required by customer.
- * May perform filing duties in conjunction with specific customer requests.

QUALIFICATIONS (Education, Experience, and Certifications)

- * The ideal candidate will have basic Microsoft Office skills, 1-2 years of related work experience, and a High School Diploma or GED.
- * Exceptional customer service skills are a must!
- * Related copy/mail/clerical experience is preferred.

If you want to demonstrate and develop your talents, Ricoh offers an excellent career path and the chance to work with a dynamic team and company! For immediate consideration, please apply online.

Ricoh is an EEO/Affirmative Action Employer -- M/F/Disability/Veteran

City: Chicago

State: IL

Req Number: 15-01434

Apply online at

<https://www.recruitacommunity.com/srctcb/RTI.home?t=127364&r=5000012400810&rb=INDEED>

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Wed. 03/25/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-89216

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM - 5:00 PM Monday through Friday

WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

CONTACT: Alice M. Chambers / Human Resources Representative
Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466
(708) 283-3015

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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STREETWISE TRANSITIONAL JOBS PROGRAM - OPENINGS AVAILABLE

As the new Executive Director of StreetWise, I am reaching out to tell you about an exciting and successful employment program that we offer. We are currently recruiting for our March and April sessions. This opportunity is open to anyone over 18 in need of employment assistance.

The Transitional Jobs Program is aimed at assisting at-risk job seekers in finding and maintaining sustainable employment. The program consists of the following components:

Job Readiness Training

Soft Skills Curriculum that focuses on communication, interpersonal skills, work ethic, attendance, leadership and teamwork

Career Action Planning includes resume development, networking, job search techniques, assistance with job applications, mock interviews, and interview support

Job-Specific Classroom and On-the-Job Training

Subsidized Employment (up to 4 weeks) with one of our partnering businesses

Ongoing Job-Related Support with a Job Coach and a Job Developer to assist participants in gaining and sustaining permanent employment

A program flyer is attached for you to post and distribute, along with a list of required documents for registration.

If you would like to make a referral or have additional questions please contact us by phone at 773 334 6600 or by e-mail at ajones@streetwise.org.

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Sales Liaison (Job Number: HOT0164A)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

To assist Group, IBT and Leisure Sales with on-property service, site inspections and customer relations. To sale and service meeting room only groups.

What will I be doing?

To assist Group, IBT and Leisure Sales with on-property service, site inspections and customer relations. To sale and service meeting room only groups

What will I be doing?

To assist Group, IBT and Leisure Sales with on-property service, site inspections and customer relations. To sale and service meeting room only groups
Serve as the primary liaison between the Complex Sales Team and the designated hotel/operations.

Attend property Staff Meeting, General Manager Briefings and other appropriate department/management meetings to ensure two-way communication between property team members and Complex Sales Staff.

Review and report sales productivity highlights at weekly property staff meetings.

Coordinate and facilitate site inspections for Group, IBT and Leisure Sales team members and for walk in sites-full knowledge of meeting space, set up types, capacities, menus, amenities, restaurants and specific room types.

Attend Sales Meetings and serve as liaison between assigned property and the Complex Sales.

Solicit and respond to companies and organizations to rent meeting rooms only groups. Respond to leads received by telephone, e-mail, Worldwide sales, lead coordinator and Director of Sales and Director of Events. As well as service group needs at it relates to food and beverage and audio visual. Prepare proposals and/or contract, Event orders and quote prices within guidelines for meeting room rental, food and beverage, audio visual and other services needed for the meeting.

Enter meeting room assignments and detailed programs in DMPE.

Handle special requests for customers and sales managers while on property and check VIP reservation arrivals/amenity orders daily.

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Room Attendant (Job Number: HOT019MW)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Account Specialist - Commercial Truck Rental - Chicago

Job ID 2014-122656

Category Sales - Sales

Location US-IL

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business. The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business. The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit. The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately run the branch unit.

Responsibilities: Assist in Branch sales and marketing efforts to increase business and income. Prospect and target accounts to develop new business relationships Understand, communicate and sell optional protection products, rental terms and conditions, vehicle features and benefits as well as fuel options and additional equipment. Create a strategy to convince prospects of their need to learn about our services. Conduct various meetings with our clients including initial and follow up fact-finding presentations, closing and transition meetings. Build the initial relationship with decision makers and secure referrals. Create custom business solutions to facilitate closing the sale. Relationship management with clients after the transition on an as needed basis. Provide a high level of customer service by assisting customers and assessing their rental needs in person and/or by phone. Effectively market the company while picking up and/or dropping off customers in a safe and courteous manner and assisting customers as needed. Conduct follow-up with various customers and businesses, including insurance adjusters or agents, dealerships, body shops, road-side assistance, and mobile vendors.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 21 years old. Must have a Bachelor's degree Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required. Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/122656/account-specialist---commercial-truck-rental---chicago/job>

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PT Sr. Customer Assistance Representative - Sales Position -(4:30PM-1AM)

Job ID 2015-131975

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

Overview: The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentives or commission based sales, this is a great opportunity for you!

The CAR Sr. provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included. The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

High school diploma or GED equivalent required. Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience

Must have a minimum of 1 year of commission or incentive based sales experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to work for \$10/hour

Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/131975/pt-sr.-customer-assistance-representative---sales-position--%284%3a30pm-1am%29/job>

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Shuttle Bus Driver Part Time O'Hare International Airport

Job ID 2014-128952

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview: The primary responsibility of this position is to safely operate an Enterprise shuttle bus between the airport and the rental facility, transporting customers picking up and returning vehicles in a courteous and helpful manner.

DOT Requirements: We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age.

Must have a high school diploma or equivalent.

Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred

Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future.

Must be available to work a day during the weekend

Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours

Must be willing to work for \$9.00/hour

Apply online at <https://us-erac.icims.com/jobs/128952/shuttle-bus-driver-part-time-o%27hare-international-airport/job>

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Houskeeping Houseperson (Job Number: HOT019MV)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Houseperson with Hilton Hotels and Resorts is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brands reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Houseperson, you would be responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean designated areas including, but not limited to, restrooms, public areas, offices and banquet/meeting/conference rooms
- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays
- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair
- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
- Deliver guest requests and assist in cleaning guest rooms, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Assistant - NIJC

Req ID: 2642

Location: Chicago - Loop

of Openings: 1

FT/PT: Full time

Salary Schedule: ADM 1

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 or equivalent and one year of related office or administrative experience, or equivalent combination of education and experience. Basic computer proficiency, including knowledge of word processing software.

Language Skills: Fluency in a second language may be required. Excellent written and verbal communication skills, including phone etiquette. Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals.

Ability to write routine correspondence. **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. While performing the duties of this job, the employee is frequently required to sit and use hands to finger, handle, or feel. While performing the duties of this job, the employee is occasionally required to stand and walk. While performing the duties of this job, the employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

The noise in the work environment is moderate.

Apply online at

http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp;jsessionid=71938FDABFBC460F568EF799993422CA.NA10_primary_jvm?org=HEARTLANDALLIANCE&cws=1&rid=2642

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Guest Service Agent (Job Number: HOT01AQI)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

A Guest Services Agent with Hilton Hotels and Resorts is responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Guest Services Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her
- Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards
- Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries
- Use up-selling techniques to promote hotel services and facilities and to maximize room occupancy
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner
- Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction
- Receive, input, retrieve and relay messages to guests

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Carpet Care (Job Number: HOT018NQ)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Carpet Care with Hilton Hotels and Resorts is responsible for cleaning and shampoo all carpets and upholstery in guestrooms and public areas with heavy shampooing equipment to meet Hilton's high standards of quality.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As Carpet Care, you would be responsible for cleaning and shampoo all carpets and upholstery in guestrooms and public areas with heavy shampooing equipment to meet Hilton's high standards of quality. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Respond to guest questions. Provide guest assistance, direction, and information as requested.
- Report all suspicious persons or activities, hazardous conditions, etc. to safety/security department.
- Other duties as assigned such as assisting dispatchers, public area attendants or locker room attendants.
- Assist housepersons with the relocation of furniture.

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