



**Senior Administrative Assistant - Niles, IL**

Talent Area : Administrative/Clerical/Office Support

Location : Niles, IL, USA

Requisition Number : 00030941

Full or Part Time : Regular Employee FT

**Position Description**

Performs standard and advanced administrative duties for primarily the Central Region Public Affairs and FSOP teams.

1. Answer and direct telephone calls, and take messages as appropriate.
2. Create and enter data into spreadsheets and systems.
3. File, fax, handle mail, and order supplies.
4. Create and keep updated presentations and reports.
5. Handle confidential correspondence and files.
5. Interface with external and internal stakeholders and maintain internal and external relationships.
6. Coordinate meetings and travel arrangements, and maintain calendar(s).
7. Process expense reports and invoices.
8. Administer programs, projects and or processes specific to the team, individual or team served.
9. Support executive/leadership communications, media release development and disbursement, and community activations.
10. Processing weekly payroll using Kronos

**EDUCATION LEVEL PREFERRED**

- High School Diploma or GED Required - Some College preferred

**EXPERIENCE REQUIRED** - 2-5 years' experience in automated office environment.

**TECHNICAL SKILLS REQUIRED**

- Excel, PowerPoint and Kronos knowledge preferred
- Attention to Detail (Observant)
- Analytical Thinking (Strategic Thinking, Thinking Systematically, Problem Solving)
- Creative Thinking – Teamwork - Communication Skills (Listening, Speaking, Writing, Inquiring)

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/senior-administrative-assistant-niles-il-niles-illinois-job-1-5174093>

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**Bus Servicer**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=388](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388)

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### **Contract Buyer I**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Section Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies.

Performs price/cost analyses. Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues. Is the point of contact for vendors and internal customers (requisitioners) during the procurement process.

Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

#### Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required.

Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required.

Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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### **Electronic Technician I**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of the Supervisor, Technical Services or designate, responsible for all field and in-house repair of electronic Automatic Passenger Counter System, electronic fare boxes, destination signs and Electro-Mechanical Revenue Collection Equipment which will be to component level. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have a degree from an accredited electronics school or its equivalent. A solid digital background with good mechanical aptitude and knowledge of low power transmitters and receivers is essential. Some related hands on experience preferred. The performance of these duties may be required at any time of the day and night, any day and night of the week. Candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=99](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=99)

### **Server**

Italian Village Restaurants in Chicago  
71 W Monroe St Chicago, IL  
Job Type: Part Time  
Shift: Night  
Neighborhood: The Loop

#### Job Description

The Italian Village, Chicago's oldest Italian Restaurant has been a Chicago tradition since 1927! Now hiring experienced individuals for part time server positions. The Italian Village is a high volume restaurant located downtown in the financial and theatre district. We have a loyal customer base. Knowledge of Italian food and wine a plus but not required. Flexible schedules available.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL>

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## **Electronic Technician II**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

### Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level.

Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment.

Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7.

Qualified candidate must have a good work history and valid drivers license.

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[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=156](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156)

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**Foreman**

Location: Bridgeview  
Office: Revenue Services  
Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees using Oracle, reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training.

Provides technical expertise and knowledge to assist and support the maintenance staff/division vehicle fleet; handles all necessary reports. Other duties as assigned or required.

**Qualifications:**

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess or be able to obtain a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, and day and night of the week.

Supervisory experience is preferred.

This is a safety sensitive position. Qualified candidate must have a good work history.

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### **Human Resources Generalist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### **Job Description:**

Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=540](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540)

### **Receiving Office Clerk**

The Bon Ton Stores in Naperville

Naperville, IL

SOURCE: [www.Jobs2Careers.com](http://www.Jobs2Careers.com)

#### **Job Description**

In this role, you will provide support for reporting forms on a daily basis. Responsible for receiving, preparing, verifying, and totaling Associate production sheets on a daily basis. We'll value your: Data entry experience Good oral and written communication skills Ability to meet deadlines Schedules include a variety of day, evening and weekend hours At Bon-Ton, we want to give back to our associates. We offer competitive pay, great associate discount, 401k plan (once eligible) – including potential company match and great volunteer opportunities.

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### **Front Desk Clerks**

Chicago Marriott Downtown Magnificent Mile in Chicago

540 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

### **Job Description**

The Chicago Marriott Downtown Magnificent Mile, located at 540 North Michigan Avenue, Chicago, IL, 60611 is currently hiring a Runner-At Your Service (AM/PM/Flex).

Responsibilities include: Test beepers and radios to ensure communications equipment works properly. Place requested items such as rollaway beds and refrigerators in guest rooms. Deliver extra towels, bathrobes, and other items to guest rooms. Provide complimentary toiletries to guests, such as toothpaste, razors, and shampoo. Deliver items (e.g., food delivery, messages, amenities, mail, faxes, packages, flowers, sundry items, gift items) to guest rooms. Deliver rollaways, cribs, linens, toiletries, and other items requested by guests to guest rooms.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Read and visually verify information in a variety of formats (e.g., small print). Visually inspect tools, equipment, or machines (e.g., to identify defects). Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Move through narrow, confined, or elevated spaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=150006EX>

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### **Customer Service Representative**

Renaissance Chicago Downtown Hotel in Chicago

1 W Wacker Dr Chicago, IL

Job Type: Full Time

Shift: Morning

**Job Description:** The Renaissance Chicago Downtown Hotel, located at 1 West Wacker Drive, Chicago, IL, and 60601 is currently hiring a Renaissance Clerk-Front Desk.

As a Renaissance Front Desk Ambassador, you are one of the first ambassadors that a guest comes into contact with and your friendly, authentic approach creates a unique and personalized guest experience when the guest checks in. The successful Front Desk Ambassador will tailor their approach by reading cues from a guest to ensure when they check in the guest feels at home. At Renaissance we believe that every ambassador is an innovator, explorer, and relationship builder, someone who is able to identify the key details that make something uniquely interesting and provide guests with intriguing information about the locale. Creating a smooth and easy experience for guests so they can get the most out of their stay is critical. The Front Desk Ambassador will use their expertise, as well as their relationships with others across the hotel (from housekeeping to parking to the Navigator and beyond), to anticipate and deliver on our guests' needs. He or she should be passionate not only about the locale and local offerings, but also have an eye for detail - from the information they provide to guests, to the accuracy of their reports, to the transactions they process and secure. No matter what position you are in, there are a few things that are critical to success - making sure you have a safe work environment, following company policies and procedures, ensuring your uniform and personal appearance are clean and professional, maintaining confidentiality, complying with quality assurance standards, and protecting company assets. The front desk ambassador role will be on your feet and moving around (stand, sit, or walk for an extended period of time) and taking a hands-on approach to your work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance). Doing all these things well (and other things that come your way) is the foundation of the job. Ultimately, the real hallmark of the Front Desk Ambassador role is driving a best-in-class guest experience, inspiring guests and associates alike to live life to discover.

Renaissance Hotels is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=1500077R>

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**Produce Service Team Member (Part Time) (124496) / Whole Foods**

Req ID 124496 - Posted 03/03/2015

Store - Midwest - IL, Chicago - South Loop (10171)

Team/Department (1) - Part-Time - Store - Team Member

**SUMMARY:** As a member of our Produce Team, your role will include setting and maintaining attractive produce displays and supporting the regional Produce vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**DUTIES:** · Give every customer immediate and undivided attention. Surprise and delight the customers with consistent, delicious food. · Ensure a fresh and appealing display by keeping cases and shelves clean and well stocked, checking codes, rotating products, and removing out-of-date products. · Uphold organic standards for produce. · Maintain accurate department signage and pricing. · Follow department procedures to maintain supplies, backstock and coolers and to track product transfers and spoilage. · Assist with sampling program by keeping sample areas full, clean, and appealing and sampling products to customers. · Follow and comply with all applicable health and sanitation procedures and adhere to safe work practices. · Operate and sanitize all produce equipment in a safe and proper manner. · This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

**REQUIREMENTS:** · Previous produce experience preferred. · Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. · Ability to follow instructions and procedures. · Ability to sell proactively. · Ability to learn about natural and organic foods and products. · Available for flexible scheduling to meet the needs of the department. · Effective time management skills. · Strong work ethic and integrity. · Ability to visually examine products for quality and freshness. · Ability to work in a wet and cold environment. · Use of knives and box cutters.

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 03/10/2015

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**Part Time Evening Grocery Team Member (124860)**

**Whole Foods**

Req ID 124860 - Posted 03/04/2015 - Store - Midwest - IL, Chicago - Lincoln Park (10252) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a member of our Grocery Team, your role will include receiving and preparing product, maintaining the Grocery floor and displays, and selling product in support of regional Grocery standards. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**DUTIES:** Give every customer immediate and undivided attention. Surprise and delight the customers with consistent, delicious food. Ensure a fresh and appealing display by keeping cases and shelves clean and well stocked by front-facing, checking codes, rotating, and removing out-of-date products. Maintain accurate department signage and pricing. Stock and clean grocery shelves, bulk bins, frozen and dairy case. Maintain back stock in good order. Keep Grocery department clean, sweep floors and maintain sweep logs. Assist with sampling program, keeping sample areas full, clean, and appealing. Follow and comply with all applicable health and sanitation procedures and adhere to safe work practices. Operate and sanitize all Grocery equipment in a safe and proper manner. This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

**REQUIREMENTS:** Previous Grocery experience preferred. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to follow instructions and procedures. Ability to sell proactively. Ability to learn basic knowledge of all products carried in department. Effective time management skills. Strong work ethic and integrity. Ability to visually examine products for quality and freshness. Ability to work in a wet and cold environment. Available for flexible scheduling to meet the needs of the department. Use of box cutters. Use of electric pallet jacks or other heavy machinery.

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### **Seafood Service Team Member (124499) Whole Foods**

Req ID 124499 - Posted 03/03/2015

Store - Midwest - IL, Chicago - Gold Coast (10107) - Team/Department (1) - Full-Time  
- Store - Team Member - United States

#### **SUMMARY:**

As a member of our Seafood Team, your role will include setting and maintaining attractive Seafood displays and supporting the regional Seafood vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

#### **REQUIREMENTS:**

- Previous seafood retail and/or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures. · Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department and basic seafood cooking procedures.
- Willingness to taste and evaluate all products offered in department.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 03/10/2015

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### **Cook (124674) Whole Foods**

Req ID 124674 - Posted 03/04/2015 - Store - Midwest - IL, Chicago - Lakeview (10040) - Team/Department (1) - Part-Time - Store - Team Member - United States

As a Prepared Foods Production Team Member you will perform all functions relating to the maintenance and proper food preparation of the cold case, fresh pack, and salad bar. Additionally you will maintain attractive Prepared Foods displays and support the regional Prepared Foods vision. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

#### **REQUIREMENTS:**

- Previous kitchen experience focusing on hotel/banquet and/or catering a plus, able to execute large batch production recipes -Excellent understanding of quality, scratch food production and fundamental cooking techniques - Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers and team members. - Ability to work with a sense of urgency and meet timelines
- Ability to follow instructions and procedures. - Ability to learn basic knowledge of all products carried in the department. - Understand and communicate quality goals and ingredient information to customers. - Ability to visually examine products for quality and freshness. - Effective time management skills. - Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

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Number of Openings: 3.00

Benefits Category: 1

Close Date: 04/05/2015

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**Meat Service Team Member (116043) Whole Foods**

Req ID 116043 - Posted 03/02/2015 - Store - Midwest - IL, River Forest - River Forest (10029) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a member of our Meat Team, your role will include setting and maintaining attractive Meat displays and supporting the regional Meat vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**REQUIREMENTS:**

- Previous meat retail and/or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department and basic meat cooking procedures.
- Willingness to taste and evaluate all products offered in department.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

**Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

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**Bakery Service Team Member (124203) Whole Foods**

Req ID 124203 - Posted 03/02/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:**

As a member of our Bakery Team, your role will include setting and maintaining attractive bakery displays, preparing and serving products and supporting the regional Bakery vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members. The Bakery departments may include artisan bread, cakes, pastry, gelato, juice and coffee bars.

**REQUIREMENTS:**

- Knowledge of bakery products and customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Aptitude to gain extensive product knowledge.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

**Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 03/16/2015

Apply online at <http://www.wholefoodsmarket.com/careers/find-and-apply-jobs>

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### **Produce Night Supervisor (123996) Whole Foods**

Req ID 123996 - Posted 02/28/2015 - Store - Midwest - IL, Chicago - West Loop (10572) - Team/Department (1) - Full-Time - Store - Team Member - United States

**SUMMARY:** Your role as Produce Supervisor will include assisting with scheduling, supervision of team members as well as with the day-to-day flow of the department. Additionally, you will maintain attractive Produce displays and support the regional Produce vision. You will work closely with the Produce Team Leader and Associate Team Leader(s) to ensure smooth operation of the Produce Team. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

**REQUIREMENTS:** Must have experience leading and motivating others, with flexibility in supervisory style. Extensive knowledge of floral products and our quality standards. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to prioritize effectively and delegate responsibilities. Proactive in all aspects of the job. Strong organizational skills and basic computer skills. Ability to work in a fast-paced environment, with a sense of urgency. Capable of teaching others in a constructive and positive manner. Strong customer service experience, preferably in a retail environment. Self motivated and solution oriented with a desire to learn and grow. Consistently communicate and model Whole Foods Market vision and goals. Available for flexible scheduling to meet the needs of the department.

#### **Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 03/22/2015

Apply online at <http://www.wholefoodsmarket.com/careers/find-and-apply-jobs>

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**Mechanic (4)**

Location: Bridgeview  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment. Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system. Must be able to work independently and may perform Foreman's duties as needed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must be at least 21 years of age and have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=258](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=258)

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## **Mechanic Helper**

Location: Markham

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must possess at least one (1) year previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be 21 years of age and have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=487](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=487)

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### **Part-Time Administrative Assistant**

Location: Arlington Heights  
Office: Internal Services  
Department: Administration

Job Description: Serves as assistant to the Department Manager of Administration. Assists with various administrative projects including data entry into the new energy management system, coordinating the scanning/filing of utility bills for the Accounting Department, organizing/scanning the purchasing card expense reports and data entry for fleet mileage logs. Handles records management work requests, monitors footprint service tickets and assists with other duties as required.

#### Qualifications:

Associate's degree required. Bachelor's degree preferred. 1-2 years of administrative work experience required. Intermediate skill level for Word, Excel and Outlook.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=669](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=669)

### **Claims Clerk HP**

Location: Rolling Meadows, Illinois  
Job ID: 13505  
Facility: ADVOCATE PHYSICIAN PARTNERS  
Status-FTE: Full-Time - 1  
Shift: Day

High School/GED; 1 year clerical/office experience; Light typing; Calculator; Some light computer experience; Copier/Fax machine N/A Posses an automobile and valid drivers license; Good communication skills; Food organization skills; Detail oriented Batches all Appeals mail for our scan vendor on a daily basis. Handles our Mis~Directed claims process ~ reviews claims and sends them back to to the payer on a weekly basis. Photocopy's and batching of the daily deposits. Uses check log data base to enter, review and retrieve check information a daily basis. Handles photocopying, batching, day files and general filing needs of the claims department. Delivers inter department mail. Special mailing projects.

Accountabilities: Batches claims by HMO and entity for our scan vendor. Performs basic inquiries and entry on GE system, including claims, eligibility and Dictionaries. Some data entry on PC required, i.e., Microsoft Excel and Word. Photo copies checks and related material and correspondence.

Apply online at

[http://jobs.advocatehealth.com/chicago/clerical\\_administrative/jobid7151961-claims-clerk-hp-jobs](http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid7151961-claims-clerk-hp-jobs)

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## **Service Worker (2)**

Location: Joliet

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/ cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

### Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=273](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273)

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