



Loss Prevention Agent

Date Posted: 4/8/2014

City: Chicago

State: IL

Category: Loss Prevention

Description

To prevent loss by monitoring and maintaining of all policies and procedures while enhancing guest relations and services in assigned store or stores.

Use your skills, experience & talents to be part of something BEAUTIFUL!

As a Loss Prevention Agent you will perform the following essential functions.....

Supervises the checkout areas of the store and performs cash handling responsibilities.

Adheres to and assists management in the supervision of employee activities and compliance to company policies and procedures.

Observes guests throughout the store as it relates to guest service and loss prevention; apprehends shoplifters; performs loss prevention activities as they relate to state law and company policy and procedures concerning retail theft.

Assists management in the performance of loss prevention related inspections.

Cooperate with and respond to requests by police departments, courts, and other public agencies under the direction of Loss Prevention and/or Corporate Council.

Assists management with the implementation of Loss Prevention programs.

Communicate with and trains management and employees on all loss prevention issues. Assists in the processing of employee discount purchases. Responds to Electronic Article Surveillance (EAS) alarms. Maintains CCTV and other security equipment. Perform other duties as assigned by their supervisor.

Minimum Requirements

Must have a High School Diploma or Equivalent.

Ability to handle confrontational situations and respond quickly to incidents as they occur. Skill in operating general store and loss prevention equipment.

Must be able to work weekdays and nights and weekend days and nights

Must be available to work on holidays. May be required to work outdoors when conducting internal or external surveillance or apprehending a shoplifter.

Exposure to heights, dust and/or airborne particles, and limited space areas.

Click the link to apply online

https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en_US&applicationName=ULTAKTMDReqExt&SEQ=jobDetails&POSTING_ID=52084282596&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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"Sales Associate"

Company: The Children's Place

Location: Skokie, IL

Date Posted: Apr 4, 2014

****Position Summary: ****

A Store Associate is a position responsible for supporting the Store Leadership Team in achieving all Company goals and initiatives. The Store Associate represents the brand, operates in a professional manner, engages customers, maintains store standards and supports teamwork. The Store Associate has a direct reporting relationship to the Store Leadership team.

****Key Accountabilities: ** ***

Aware of customer activity and responds with a sense of urgency, prioritizing assisting customers over other tasks * Greets and acknowledges customers while providing the appropriate level of service * Exercises sound judgment in effectively addressing customer concerns * Demonstrates exceptional selling skills * Provides fast, friendly and accurate service at the service desk while educating customers on the benefits of the PLACE Card * Maintains appropriate stock levels and ensures that all sizes and styles are represented * Follows Company standards of merchandise presentation, signage and display * Embraces responsibility of assigned tasks * Supports maintaining a clean, organized and efficient stockroom while adhering to TCP standards and safety requirements * Performs daily housekeeping duties to TCP standard * Guarantees Company assets by ensuring adherence to all Loss Prevention procedures * Proactively contributes to creating a team atmosphere that is flexible and enjoyable *

Constructively shares suggestions, ideas and concerns with appropriate Store Leadership * Exhibits flexibility by working as member of stock team, if necessary

****Education and Experience: ** ***

Retail experience preferred **Business Knowledge and Critical Skills :** *

Demonstrated time management and organizational skills * Demonstrated passion for customer service * Ability to work in a team environment * Attention to detail and ability to prioritize tasks * Ability to work a flexible schedule that meets the needs of the business; could include overnight, evening, weekend and call-in shifts * Ability to maneuver around sales floor and stockroom; climb ladder, lift and carry up to 50 lbs.

Click the link to apply online http://retailjobinsider.com/job_detail/apply/?id=D-4865eafeecbb4f068f600c355c&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=reta-qD713HH0-ON2_41&utm_term=D-4865eafeecbb4f068f600c355c

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STORE MANAGER JOB

Company: Ross Stores, Inc.

Job Number: 11361BR

Location: Ross Store 1527

Date Posted: 4-4-2014

Job Description

Responsible for all phases of the stores' operations. Manages and controls the operations of the store to ensure that company standards and expectations are consistently met. Executes business plan and associated programs that will deliver the desired sales and profit results, while maintaining good quality customer service.

Recruits, trains and develops Associates. Manages the operations of the stockroom to ensure new merchandise gets to the sales floor in a timely manner, goods are received properly and maintains tight control of all merchandise in stock areas.

Manages Employee Relations issues, consulting with District Managers as needed.

Maintains adherence to company safety policies and ensures the safety of Associates and Customers. Ensure compliance of all state, local and federal regulations.

Assists in the management of and continuous monitoring of actual expenditures to be within budget.

Controls payroll hours to plan, as the primary controllable expense, as well as adjusting to current business trends.

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

Five or more years of store management experience in a retail environment.

Must maintain a high level of customer service.

Must demonstrate the ability to lead, manage, motivate and communicate positively to store personnel at all levels.

Ability to train, coach and develop Associates at all levels.

Ability to organize and prioritize tasks necessary to accomplish goals, develop a schedule to complete tasks and execute to achieve results.

Must exercise considerable independent judgment and discretion.

Ability to work evenings and weekends.

Ross is an equal employment opportunity employer committed to the hiring, acceptance and appreciation of every individual.

Click the link to apply online <http://jobs.rossstores.com/s/Job-Details/Store-Manager-Job/Ross-Store-1527/Xjdp-cl290230-jf514-ct101143-jid31221367-coUS>

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ASSISTANT STORE MANAGER JOB

Company: Ross Dress For Less

Job Number: 11390BR

Location: Ross Store 1527

Date Posted: 4-9-2014

POSITION SUMMARY:

The Assistant Store Manager (ASM) is responsible for management and supervision of all assigned departments and all non-exempt employees. The ASM will assist in managing and controlling the operations of the store to ensure that company standards and expectations are consistently met. Additionally, the ASM will supervise areas assigned by the Store Manager and follow the Ross philosophy and policies in regard to customers, Associates and merchandising. The ASM is responsible for learning all phases of store operations. In the absence of the Store Manager, the Assistant Manager is responsible for the entire store operation and will execute the business plan and associated programs that will deliver the desired sales and profit results, while maintaining good quality customer service.

General Operating Requirements

- Understands the Star Visit program and is directly involved with Visit feedback and follow-up as needed.
- Assists in the analysis of monthly store reports to evaluate controllable expenses and overall store performance.
- Communicates any variances to company standards to the Store Manager.
- Ensures proper scheduling of employees to meet business objectives.
- Ensures all Associates understand and can execute emergency operating procedures.
- Accepts special assignments as directed by management.

SUPERVISORY RESPONSIBILITIES:

- Direct supervision of all non-exempt employees.

Ross is an equal employment opportunity employer committed to the hiring, acceptance and appreciation of every individual.

Click the link to apply online <http://jobs.rossstores.com/s/Job-Details/Assistant-Store-Manager-Job/Ross-Store-1527/Xjdp-cl290230-jf514-ct101143-jid31590034-coUS>

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"Customer Service | Sales | Entry Level - Full Time"

Company: Immediate Hire

Location: Chicago, IL

Date Posted: Apr 8, 2014

Enjoy talking with people and customer service?

Customer Service / Entry Level Sales / Entry Level Management Green Streets has expanded from Milwaukee, WI and is quickly become one of the fastest growing and most successful marketing firms in the Chicago Area.

We are looking to fill entry-level customer service, sales, and marketing positions. Our firm provides exceptional customer service while continuing to grow and develop new markets for our prestigious clientele. We pride ourselves on our competitive, but extremely friendly and family oriented work environment.

Our culture promotes constant personal and professional growth, based on principles of respect, trust, and challenge. Our firm is currently looking to train the most capable and skilled individuals to help us acquire new clients, grow into new markets and develop new campaigns.

We are looking for candidates that will not only excel in the area, but that are ready for success and long term growth within our company. Entry Level Client Managers are quickly promoted into leadership positions in which they are groomed for management.

Customer Service Experience- Green streets is looking for the following education/experience in our Customer Service / Sales / Business Development position:

- Must have outstanding communication skills
- Self-motivated
- Competitive Mindset
- Must be willing to work Full Time
- Desire to develop oneself
- Success-driven

This is not a call center position.

This is a FULL-TIME, ENTRY-LEVEL position.

Experience is not necessary but any background in the following is a plus: - Customer Service - Retail - Sales - Restaurant - Marketing - Advertising - Public Relations - Management - Shift Lead or Team Lead

Click the link to apply online http://retailjobinsider.com/job_detail/apply/?id=D-e4325851479cc4b13c9076fce8&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=reta-NoLjkw09-ON2_41&utm_term=D-e4325851479cc4b13c9076fce8

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Stock Clerk Needed - F/T - Chicago

Posted By: B&N Staffing

Posted Date: 2014-04-09 16:26:10

Location: Chicago, Illinois

Salary: \$33,000 Per Year

Objective

Our stock clerks work independently and as a member of the team to ensure all areas are well stocked and organized, cleaned and properly merchandised. They gain thorough knowledge of merchandise over time, better staging them to manage stocking and merchandising but also customer assistance duties.

Job Description/Duties

Stock, organize, and merchandise products

Operate inventory scanner for pricing and reordering

Maintain cleanliness and organization in assigned areas

Knowledgeably and respectfully handle customer inquiries

Receive deliveries, verify invoices, scan into inventory, and check stock

Verify pricing and other data as needed

Assist with inventory count and reorder processing

Skills and Specifications

Works well independently and as a team member

Communicates effectively with all members of the crew and with customers

Exhibits strong time management, organizational, and problem solving skills

Has an ability to multi-task and a strong attention to detail

Able to learn inventory systems and computerized hand-scanner processes

Education and Qualifications

An interest in, knowledge of, or experience with health food and natural food terminology, including dietary terms and common specialized diet or allergy restrictions

Retail experience and/or client-facing customer service experience preferred

Combination of work experience and education will be considered in lieu of natural food industry experience. Able to stand the majority of an eight-hour shift

Capable of meeting the physical demands of the job, including exposure to temperature changes, bending, stooping, kneeling, and lifting up to 10 pounds frequently and 40 pounds occasionally

Click the link to apply online

http://www.topratedjobs.org/job.php?record=3539313739&utm_source=indeed

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Job Title: Industrial & Community Development Representative II

Agency: Commerce & Economic Opportunity

Closing Date/Time: Tue. 04/22/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DCEO42-00-80711

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction of the Manager, provides technical assistance for Technology programs grant administration. Monitors quarterly and annual reports of grant recipients which includes the tracking, and updating of program files for purposes of providing information for technology grants. Monitors for correct application of program fund disbursements to ensure recipients utilized funds correctly. Serves as grant coordinator for Technology programs; processes grant applications through required procedures, reviews requests for proposals, notifies applicant of any application discrepancies or incomplete information and provides recommendations for required modifications. Conducts routine follow-up of pending grantees to determine compliance and timely completion and grant applications. prepares correspondence to grantees encouraging timely completion of projects for monitoring. Provides assistance to process and approve required grant modifications. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Position no: 211052-42-00-740-26-01

Minimum Requirements:

Requires knowledge skill and mental development equivalent to the completion of four years of college with courses in business, administration, or related field of study; requires two years professional experience in grant programs or administration.

Work Hours & Location/Agency Contact: 8:30AM - 5:00PM Mon – Fri, Days off: Sat/Sun
Illinois Department of Commerce & Economic Opportunity, DIRECTOR'S
OFFICE/Entrepreneurial/Small Business – JRTC -100 WEST RANDOLPH CHICAGO, IL
CONTACT: Natalie Farmer, Human Resources Office
500 East Monroe, 1st Flr. Springfield, IL 62701-1643
PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

APPLICATION PROCEDURES: Candidates must be deemed qualified or have submitted an application to CMS to receive a qualifying grade prior to the closing of the posting period. A CMS 100 employment application must be submitted with the bid form to: DCEO, Human Resources Office - Attn: Natalie Farmer, 500 East Monroe, 1st Flr, Springfield, IL 62701-1643.

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"Cashier"

Company: Home Depot

Location: Chicago, IL

Date Posted: Apr 4, 2014

Cashiers POTENTIAL Your expertise is their inspiration.

Are you committed to providing impeccable customer service?

Do you rise to the challenge of solving a tough problem?

Do you love to learn?

If so, we want to hear from YOU. The Home Depot has great opportunities available now. We're currently hiring seasonal and part-time associates.

For over 30 years, the orange apron has been a symbol of knowledge, dependability, and the level of service that customers can trust.

One of the many values our employees share is genuine respect for one another.

Our employees are encouraged to express themselves as individuals and apply their own experiences to better serve our customers.

There's nothing quite like using your skills and expertise to help someone bring their vision to life.

Do you have what it takes to wear the orange apron?

Opportunities available now for: Sales, Lot, Cashier and Freight Associates Apply online now! [-your-fit/retail-hourly.html](#) The Home Depot is an Equal

Opportunity/M/F/Vet/Disabled Employer. Available positions may vary by location. Bilingual candidates are encouraged to apply.

Click the link to apply online http://salesjobinsider.com/job_detail/apply/?id=D-79ed10bbb676773df483dc7b6d&utm_source=darkstar&utm_medium=cpc&utm_campaign=sale-gD713HHO-ON2_41&utm_term=D-79ed10bbb676773df483dc7b6d

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Retail Associate

Chicago, IL (USA)

Post Date: 04/08/14

Company: Ross Dress for Less

Compensation: not given

Job Type: Full Time

Education: High School / GED

Experience: 6 months - 2 years

Travel: Negligible

Reference: IL6p4N6AsT

Job Description

Greets and responds to all customers in a courteous and friendly manner. Ensures proper merchandise presentation. Operates cash register in accordance with policies and procedures. Maintains a clean work area at all times. Provides customer service according to the Star Service program guidelines. Associate may assist in specialized areas of store including, Cash Office, Front End, Fitting Room, Stock Room, Fine Jewelry or Customer Service.

RESPONSIBILITIES:

Maintains good quality customer service at all times

Ensures proper merchandise presentation is maintained in accordance with company standards. Execution of cashier responsibilities within in company policies and procedures. Responsible for controlling shortage through personal awareness and compliance with company standards and theft deterrents

Additional tasks and responsibilities as assigned by store management

COMPETENCIES:

Customer Service; Adaptability; Communication; Teamwork

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

Ability to interact with customers and co-workers in a friendly, cooperative and pleasant manner. Good communication skills. Able to meet normal store demands which includes standing, lifting, loading and unloading trucks, and unpacking merchandise

Ability to work variety of shifts

Ross is an equal employment opportunity employer committed to the hiring, acceptance and appreciation of every individual.

Click the link to apply online <http://www.allretailjobs.com/cgi-local/search.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=7713921&from=indeed2organic&Source=indeed-sponsored>

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Job Title Part-Time Freight Associates (Operations)

Company The Home Depot

Job Type Part-time

Hours Not Specified

Location #1976 - LINCOLN PARK

2665 N HALSTED STREET

CHICAGO, IL 60614

Are you committed to providing impeccable customer service? Do you rise to the challenge of solving a tough problem? Do you love to learn? If so, we want to hear from YOU.

The Home Depot has great opportunities available now. We're currently hiring part-time associates. For over 30 years, the orange apron has been a symbol of knowledge, dependability, and the level of service that customers can trust.

One of the many values our associates share is genuine respect for one another. Our associates are encouraged to express themselves as individuals and apply their own experiences to better serve our customers.

There's nothing quite like using your skills and expertise to help someone bring their vision to life. Do you have what it takes to wear the orange apron?

Opportunities available now for:

Part-Time Freight Associates (Operations)

Freight Team Associates typically work overnight stocking merchandise on to shelves to remain in stock, organizing the sales floor to create a pleasant and safe shopping environment, and providing customer service as required by customer demand.

The Home Depot is an Equal Opportunity Employer. Bilingual candidates are encouraged to apply. Available positions may vary by location.

Apply online now!

Click the link to apply online <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=12150737&item=2&searchid=fdea8e64-4b9c-832f-5d8e-57a91b462062&src=title>

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Taco Bell Shift Leader job

Company Taco Bell

Job Type Full-time, Part-time

Hours Varies

Pay Type Hourly

Wages Competitive - Depends on availability and experience

Location 2575 N Clybourn

Chicago, IL 60614

"Think outside the bun" and start your new career with Taco Bell!

We are currently hiring for Full Time and Part Time Shift Leaders. Shift Leaders are responsible for driving guest satisfaction, training employees, meeting financials, and ensuring food safety and cleanliness standards.

Responsibilities include, but not limited to:

Exceeding the guests' expectations; Supervising all financial aspects of food cost and labor targets; Preparing and following labor schedules and product projections

Training and motivating team members; Preparation of products and maintaining quality to meet brand standards; Monitoring all service equipment

What you will get: A commitment to earn an opportunity to promote from within to a salaried Assistant Manager position; Excellent training programs; Strong career and salary growth potential; Reward and recognition culture; Family, friendly environment
Paid training and uniforms; Bonuses

Additional Info: Minimum Age-18+ years old

What you need: At least 6 months of fast food management experience

Must be at least 18 years of age

Reliable transportation

HS Diploma or GED

Job Benefits

Meal discount

Free uniforms

Advancement opportunities

Paid time off

Click the link to apply online <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=10250790&oq=retail&item=3&searchid=98e8f0f2-946b-e71d-ac47-6ea2dc0585&src=title>

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 05/31/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Audit/Sales Tax

100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

Phone: 217-782-6239 / FAX: 217-782-9925

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).

Option 2A - Revenue Audit Field Manager

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Job Title Crew Member

Company Popeyes

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

Location: 3457 W. Roosevelt Rd.

Chicago, IL 60624

We have an immediate opening for a Crew Member. Must be able to work various shifts per week. Be authorized to work in the United States. Our crew members work as part of a team that provides excellent service and high-quality food in a clean, friendly and fun atmosphere. As a crew member, you'll: Provide prompt and friendly service to customers in a way that will exceed customer expectations and ensure customer satisfaction; Follow procedures to prepare food products for customers, maintaining the highest level of product quality and cleanliness. Crew Members are also responsible for the cleaning and sanitizing of food preparation area, storage areas, including interior and exterior of restaurant, equipment, and utensils.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13743031&oq=popeyes&item=2&searchid=7ce9dc23-f9aa-b7e1-4373-7dea70e5400e&src=title>

Job Title Cooks

Company Popeyes

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

Location: 3457 W. Roosevelt Rd.

Chicago, IL 60624

We have an immediate opening for a Cooks. Must be able to work various shifts per week. Be authorized to work in the United States. Our Cooks work as part of a team that provides excellent service and high-quality food in a clean, friendly and fun atmosphere. As a crew member, you'll: Provide prompt and friendly service to customers in a way that will exceed customer expectations and ensure customer satisfaction; Follow procedures to prepare food products for customers, maintaining the highest level of product quality and cleanliness. Cooks are also responsible for the cleaning and sanitizing of food preparation area, storage areas, including interior and exterior of restaurant, equipment, and utensils.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=13743030&oq=popeyes&item=3&searchid=7ce9dc23-f9aa-b7e1-4373-7dea70e5400e&src=title>

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Grant Manager

The Adler Planetarium (Chicago, IL) has an opportunity available for a Grant Manager. This position will be responsible for budgeting, monitoring progress, and reporting on projects and programs funded through government or philanthropic sources. This position interacts with key staff members in the areas of Administration, Astronomy, Business Office, Citizen Science, and more. This position also interacts with members of the Senior Staff team as well as external contacts including government and private foundation grant officers.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: GRT100

Manager of Major and Individual Gifts

The Adler Planetarium seeks a Manager of Major and Individual Gifts in the Institutional Advancement department. The MIG Manager will be responsible for maintaining a comprehensive prospect research and moves management process, a portfolio of individual prospects through ongoing stewardship and cultivation, and serve as the lead staff liaison to The Alan B. Shepard Society, the museum's premier donor community. Reporting to the Director of Major Gifts, this position will assist in the creation and implementation of all individual and major gift fundraising initiatives.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: ADV150

Summer Camp Instructor

The Adler Planetarium, (Chicago, IL) is seeking several Summer Camp Instructors to teach pre developed activities on-site at The Adler Planetarium for various space science camps. Work as a team with Senior Camp staff, counselors, volunteers and teen interns to implement Summer Camp. Mandatory training will be Saturday, May 31, 2014. Camps will start on June 16-June 27 and July 7-August 1.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: FPR120

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Summer Camp Counselor

The Adler Planetarium, (Chicago, IL) is seeking several Summer Camp Counselors to assist Senior Camp Staff and Instructors with operations of the Adler Planetarium's Summer Camps. Mandatory training will take place on Saturday May 31, 2014. Camps will run from June 16-June 27; July 7-August 1 and August 4- August 8.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: FPR130

Accounting Clerk

The Adler Planetarium (Chicago, IL) has an opportunity available in our Business Office department for an Accounting Clerk. The Accounting Clerk is responsible for processing all aspects of accounts payable and payroll. The Accounting Clerk is also responsible for reviewing expense and credit card reports for accuracy.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: BUS120

Citizen Science Web Developer

The Adler Planetarium (Chicago, IL) has a role available in the department of Citizen Science Department. The Web Developer is responsible for the developing a generalized transcription platform for use by institutions around the world in partnership with the New York Public Library and the core Zooniverse team.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: ZOO190

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Grant Writer

The Adler Planetarium (Chicago, IL) has an opportunity available in our Advancement department for a Grant Writer position. The Grant Writer will build proposals and reports to individuals, private foundations, corporations and federal agencies. Charged with developing the case for support for the museum's chief priorities to the donor community, this position reports to the vice president for institutional advancement.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: ADV150

Museum Services Staff

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V
REQ: OPE110

SECURITY OFFICER – PART-TIME (NIGHTS AND WEEKENDS WITH SOME DAYS AS NEEDED)

Provide security for the DuSable Museum of African American History by implementing security policies and procedures related to the protection of the museum collection, the security of museum facilities, and the safety and protection of staff and visitors. Read. Applications are being accepted at the Museum or you may email resume and cover letter to Kristina Eason at keason@dusablemuseum.org, with " Security Officer Search" as subject. *NO PHONE CALLS PLEASE*

The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title Retail Sales Associate

Company 7-Eleven

Job Type Full-time, Part-time

Hours 20-24 hours/week

25-29 hours/week

30-34 hours/week

Pay Type Hourly

Wages Competitive

Location Chicago Area 60610

There's plenty of opportunity to grow in this position. You can complete additional training to become a Certified Sales Associate, and learn to forecast and order product using our state-of-the-art Retail Information System.

What Will You Do?

Provide prompt, efficient and courteous customer service

Maintain a clean, customer friendly environment in the store

Ring customer sales on an electronic cash register

Receive cash from customers and give correct change

Perform all regular cleaning activities and other tasks that are included on job assignments

Forecast, order and stock merchandise

Getting There

Additional Info: Minimum Age-18+ years old

The Sales Associate position requires the following:

High school diploma or GED preferred; Must be able to communicate clearly and effectively with customers and coworkers; Desire to be part of a performance-driven team

Physical Requirements: The Sales Associate position requires constant standing, bending and reaching with a moderate amount of manual dexterity. Frequent lifting of 1 to 5 pounds and occasional lifting of up to 40-50 pounds are required.

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=755598&oq=7-eleven&item=2&searchid=f7ca6d29-e9a8-0ddd-c63e-51628df08fb3&src=title>

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Road Driver

IL-Elmhurst

FedEx Freight, Inc.

Pick up and deliver trailers between Service Centers and/or turn-point locations via tractor-trailer combinations.

Position Information:

- Operate tractor-trailer combination, including doubles (and triples, where applicable)
- Perform daily pre-trip and safety inspections on equipment
- Hook/unhook trailers and converter dollies to/from a tractor and/or trailer
- Verify and complete required documentation and reports
- Maintain accurate daily logs
- Comply with hazardous material regulations and procedures
- Follow dispatch instructions and communicate with dispatch (e.g. delays, arrivals, equipment problems), as required
- Demonstrate internal and external customer service
- May be required to perform chaining of vehicle tires
- May be required to perform job duties of a city driver or a dock employee where operationally necessary
- Comply with all applicable laws/regulations, as well as company policies/procedures
- Load and unload freight as required
- Perform other duties as required

Qualifications:

- Must possess a class A Commercial Driver's License (CDL) with double/triple, hazardous materials and tank endorsements
- Must possess one (1) year experience within most recent three (3) years or successful completion of FedEx Freight Driver Development Course
- Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Long combination vehicles (LCV) (i.e. Triple Trailers, Rocky Mountain Doubles, and Turnpike Doubles) are operated in the states of AZ, CO, FL, ID, IN, KS, MT, ND, NV, OH, OK, OR, SD and UT. LCV Drivers in these states must meet the Long Combination Vehicles (LCV) Qualification and Certification Minimum Standards
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight weighing up to 100 pounds several times a week.
- Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

Job ID: 54890

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=854890&Locale=en

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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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**Job Title: Technical Advisor II**

Agency: Public Health

Closing Date/Time: Thu. 04/24/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: IDPH 76903

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the general direction of the Chief Administrative Law Judge of the Department of Public Health, as Administrative Law Judge for the Department, travels to conduct full evidentiary hearings at Regional Health offices and nursing homes relating primarily to cases in which the Department is not a party. Including lesser complex hearings; considers witness testimony, rules on motions and objections and maintains order, decorum and control allowing both a full and complete hearing while moving the process to a close.

Minimum Requirements: Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of the common law provisions of State and Federal laws related to administrative and regulatory functions.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of the Director / Division of Hearing Review - Bellwood Region
4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-524-0220

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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