



Illinois Department of Transportation

Office of Finance and Administration
2300 South Dirksen Parkway / Springfield, Illinois / 62764

CENTRAL OFFICE - CHICAGO JAMES R. THOMPSON CENTER 2015 SUMMER TECHNICAL PROGRAM NON – ENGINEERING/ TECHNICIAN TRAINEE OFFICE ASSIGNMENTS

WHERE: *Office of Chief Counsel
*Diversity Recruitment and Outreach Office
*Division of Public and Intermodal Transportation
James R. Thompson Center
100 W. Randolph, Suite 6-600, Chicago, IL

WHEN: June 1, 2015 – August 31, 2015

APPLICATION: **2015 Application for Summer Tech-Trainee (PM 2420)**
Applicants must submit completed IDOT Application PM2420,
Authorization for Release of Criminal History Information form
(CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in
order to be eligible.

SALARY: \$12.00 per hour

DATE OF POSTING: April 16, 2015

CLOSING DATE: April 29, 2015

The Illinois Department of Transportation will accept applications for non-engineering summer employment. The Summer Technical Program is designed to give non-engineering students an opportunity to obtain on the job training.

High school graduates and/or those who have completed four or more years of college are eligible to apply. Applicants should be at least **18 years old by December 31, 2015.**

***TEMPORARY TECHNICIANS WHO ARE CURRENTLY EMPLOYED MUST APPLY IN ORDER TO BE ELIGIBLE FOR THE 2015 SUMMER TECHNICAL PROGRAM.**

Applications should be returned to Illinois Department of Transportation, Harry R Hanley, Room 113, 2300 South Dirksen Pkwy, Springfield, IL 62764 by 4:30pm on the closing date of this posting.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Automotive Mechanic - Opt 2

Agency: Central Management Services

Closing Date/Time: Tue. 04/28/15 5:00 PM Central Time

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC452 Bid ID#: CMS 10249

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify' as a skilled mechanic. Requires a valid Commercial Driver's License — Class B and the ability to travel. Requires ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires ability to weld. Requires ability to make work activity reports.

Work Hours & Location/Agency Contact: Work Hours: 6:30 A.M. – 3:00 P.M.

Work Location: Central Management Services

Agency Services/Vehicles/Northern Region/Elgin Garage

595 South State Street, Elgin, IL (Kane County)

Travels to Kane and DuPage Counties

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

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: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 04/30/15 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-81-89858

Minimum Requirements:

This position requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; must have extensive knowledge of office practices, procedures, composition, grammar, spelling and punctuation.

Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Must be able to type 45 wpm.

Work Hours & Location/Agency Contact:

Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center (Property Control - Telecom)

Contact:

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

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: Statistical Research Specialist III

Agency: Human Services

Closing Date/Time: Tue. 05/05/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

\$49,908.00 - \$74,616.00 annually Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Plan/BU: RC062

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of 4 years college with courses in statistics, computer science, mathematics, economics and related fields. Prefers a Master's degree in psychology, Social Work or Epidemiology. Requires 2 years progressively responsible experience in the development and application of research designs and statistical methods (multivariate, correlational and descriptive) and techniques, preferably in evaluation/services research. Requires experience in interpreting results of the multivariate, correlational and descriptive analyses. Requires professional knowledge and experience in the use of statistical programs including SPSS, SAS, TOAD, and/or Crystal Reports to run analyses and create statistical, scientific and narrative reports and narratives. Requires professional experience in the preparation of narrative and statistical reports that communicate the results of complex data analyses studies performed. Requires extensive knowledge and performance of the development and application of complex research design techniques and their application to social and economic data. Requires working knowledge of simple computer program development and the modification as well as testing and validation of computer programs. Requires excellent written and verbal communication skills. Requires ability to establish and maintain effective working relationships and communication skills with agency personnel.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m.

DMH Central Office, 401 S Clinton, Chicago, IL

Please submit CMS 100 (revised 10/2014) applications to:

Milee Butcher / Bureau of Employee Services /Contractual Rights Hiring Unit

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

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: Social Service Program Planner Iv - Opt SS

Agency: Children & Family Services

Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1566002-664509

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree in early childhood/childhood development, family support, social work, child welfare, or education policy; requires two years of progressively responsible professional experience in community organization, social service work, or program planning and development; requires extensive knowledge of DCFS program objectives, including child welfare services, case planning, and education policies, as well as early childhood development and services, including childcare, Head Start, and pre-kindergarten programs; requires knowledge of day care licensing standards, including homes, group day care homes, and day care centers; requires knowledge of family strengthening and child abuse prevention; requires ability to exercise a high degree of initiative and independent judgment in developing and formulating policies, standards, and procedures; requires technical ability to analyze and evaluate programs and operations; requires excellent verbal and written communication skills and the ability to promote and foster collaboration and cultural competence, including working with people of diverse educational, ethnic, racial, and professional backgrounds; requires knowledge of computer programs such as Excel and Power Point; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM

595 S. State Street Elgin, IL 60123

Contact: Frances Cunningham , 100 W. Randolph, 6-100, Chicago, Illinois 60601

Phone: 312-814-4115 Fax: 312-814-5986 Email: Frances.Cunningham@illinois.gov

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 SS - Spanish Speaking

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Job Title: Maintenance Equipment Operator

Agency: Human Services

Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time

Salary: \$4,590.00 - \$6,120.00 monthly

\$55,080.00 - \$73,440.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC019

Bid ID#: 10-10-89882

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs a variety of semi-skilled manual tasks involving the operation, repair and maintenance of automotive and material handling equipment in accordance with established procedures and written or verbal instructions.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license-class B. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Business Services, 5000 Industrial Drive, Springfield, IL 62703
Please submit applications to: Kelly Kindred / Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
FAX: 217-524-2116

****NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. ******

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: Office Associate - Opt 1

Agency: Commerce Commission

Closing Date/Time: Fri. 05/01/15 5:59 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 31-1504

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires elementary knowledge of the Illinois Commercial Transportation Law (ICTL) and 92 Illinois Administrative Code (rules) and federal regulations regarding the issuance of operating credentials to commercial motor carriers; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; the ability to work closely with motor carrier companies, truck owner-operators, ICC staff, federal motor carrier regulatory personnel, and statewide enforcement personnel, extending courtesy and patience to those who may be difficult at times; the ability to work in a distracting environment; ability to follow written and/or oral instruction; effective oral and written English communication skills; possess the aptitude to file numerically and alphabetically; and a working knowledge of the personal computer and its related software programs and applications.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m., Mon through Fri
527 East Capitol Avenue, Springfield, IL

Cheryl Barrett / HR Analyst / Illinois Commerce Commission

527 E. Capitol Ave., Springfield, IL 62701

Phone: 217-557-4206 Fax: 217-785-1770

cbarrett@icc.illinois.gov

How to Apply:

Current State of Illinois employees should submit a completed CMS-100, an ICC bid form, and proof of "A" grade to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701. All other candidates should apply on-line at www.work.illinois.gov. Questions may be referred to Cheryl Barrett at 217-557-4206 or cbarrett@icc.illinois.gov.

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Part Time Security (Job Number: 1400019L)

West Side-2022 West Washington Blvd (Suder Montessori Magnet School)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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Part Time Seasonal Position 140000P3

West Side-2935 West Polk Street (Manley Career Comm Academy HS)

Part Time Seasonal Position(Job Number: 140000P3)

Description

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Misc Retiree (Job Number: 150000M7)

West Side-1018 North Laramie Avenue (John Hay Comm Academy School)

Description

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Part Time Security (Job Number: 150000GI)

West Side-646 N Lawndale Avenue (Laura S Ward School)

Description

Temporary Part Time Seasonal Roles

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- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

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Part-Time/Seasonal - Office Support (Job Number: 150000AL)
West Side-1431 North Leamington Avenue (Leslie Lewis School)

Description

Temporary Part Time Seasonal Roles

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General Laborer, Warehouse-

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV051451

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- 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.

- 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 any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-chicago-illinois-job-1-5292822>

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Delivery Driver

Talent Area : Transportation/Driver
Location : Chicago, IL, USA
Requisition Number : HV048010
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

THIS POSITION IS ELIGIBLE FOR A \$5,000 SIGN-ON BONUS!!! Externals Only!
All new hire CDL Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$5,000 Sign-On Bonus.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/delivery-driver-chicago-illinois-job-1-5291331>

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Product Delivery Driver

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV047413

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus. Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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Inventory Planner - Niles, IL

Talent Area : Supply Chain

Location : Niles, IL, USA

Requisition Number : 27679

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports.
- Prepare and file reports.
- Other duties as assigned by management.
- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-niles-il-niles-illinois-job-1-5300957>

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Delivery Driver

Talent Area : Transportation/Driver
Location : St Charles, IL, USA
Requisition Number : HV049429
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

THIS POSITION IS ELIGIBLE FOR A \$5,000 SIGN-ON BONUS!!! Externals Only!
All new hire CDL Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$5,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/delivery-driver-st-charles-illinois-job-1-5225410>

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Full Service Delivery Driver

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV051485

Full or Part Time: Regular Employee FT

POSITION DESCRIPTION

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-alsip-illinois-job-1-5296280>

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Driver Merchandiser Assistant-Part Time

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00032374

Full or Part Time : Seasonal/Casual

POSITION DESCRIPTION

Responsible for assisting with delivery and merchandising of products.

- Assist driver.
- Unload, merchandise, display and rotate products according to company standards.
- Maintain customer relationships.
- Pick up company property.
- High School diploma or GED preferred.
- 0 to 1 year general work experience required.
- Prior grocery store or consumer product retail experience preferred.
- Ability to operate manual/powered pallet jack or hand truck.
- Ability to obtain manual/powered pallet jack certification.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-assistant-part-time-alsip-illinois-job-1-5272835>

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UNIT SECRETARY

Facility Presence Saints Mary and Elizabeth Medical Center
Department 7TH FLOOR MED/SURG TELEMETRY
Schedule Full-time
Shift Day/PM rotation
Hours 0700-1530/1500-2330
Location Chicago, IL
Req Number 132759

Job Details Essential Functions: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. Requirements: This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=391764>

ENV SERVICE WORKER

Facility Presence Saint Joseph Hospital - Chicago
Department ENVIRONMENTAL SERVICES
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 0800-1630
Location Chicago, IL
Req Number 137654

Job Description: Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030932>

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