



Job Title: Educator - Opt B

Agency: Juvenile Justice
Closing Date/Time: Continuous
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-17-15-0015

Minimum Requirements:

Requires a bachelor's degree and a valid Illinois Standard secondary teaching certificate with endorsement in the area of specialization appropriate to the subject matter; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday
DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago
136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.
Illinois Youth Center – Chicago, P.O. Box 12247, Chicago, Illinois 60612
312-633-5219 x-4080

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION; CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE; AND BID FORM IF A CURRENT STATE OF ILLINOIS EMPLOYEE; BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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Job Title: Executive II - Opt H7

Agency: Human Services

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

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-06-89881

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, provides complex technical analysis of DHS Voice, and Video telecommunications transmission systems and services for all DHS divisions statewide for a geographic region. Serves as working supervisor to technical specialist and consultants for voice communications.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires two years responsible administrative experience in a public or business organization. Requires experience in administrative telecommunications and accounting experience. Requires extensive knowledge of accounting practices and information gathering. Requires ability to communicate ideas effectively. Requires ability to provide and implement economical and effective manageable resolution to problems presented to avoid unnecessary expenditures. Requires the ability to establish and maintain harmonious working relationships with fellow employees.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

MIS, 401 S Clinton St, Chicago, IL 60607

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

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 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).

Option H7 - Dept Human Services

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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).

Option 2 - Typing

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Job Title: OS II Bishop Ford Operations Supervisor

Agency: Transportation

Closing Date/Time: Wed. 05/06/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40194

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the primary routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

The following criteria is required: -Valid Illinois driver's license -Districtwide travel
The following criteria is desired: -Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered. -Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position -Ability to plan and direct efforts of work for efficient accomplishment of program objectives -Ability to maintain harmonious relationships with employees, agency officials and the general public -Working knowledge of the function and application of public relations in problem areas -Strong oral and written communication skills

Work Hours & Location/Agency Contact: 6:30 am – 3:00 pm / Monday – Friday (30 minute lunch) Highways/District One/Schaumburg/Bureau of Maintenance/16915 Van Dam Road, South Holland, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, May 6, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.

Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

To view the entire job posting and to download a Technical Application, please visit:

<http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: OS II Grayslake Operations Supervisor

Agency: Transportation

Closing Date/Time: Wed. 05/06/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40195

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for the direct supervision of staff involved in preserving the highway investment and ensuring the safety and efficient operation of the primary routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities and other allocated resources.

Minimum Requirements: The following criteria is required: -Valid Illinois driver's license -Districtwide travel The following criteria is desired: -Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered. -Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position -Ability to plan and direct efforts of work for efficient accomplishment of program objectives -Ability to maintain harmonious relationships with employees, agency officials and the general public -Working knowledge of the function and application of public relations in problem areas -Strong oral and written communication skills

Work Hours & Location/Agency Contact: 6:30 am – 3:00 pm / Monday – Friday (30 minute lunch) Highways/District One/Schaumburg/Bureau of Maintenance/219 N. Baron Blvd., Grayslake, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, May 6, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

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<http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: Public Service Administrator - Opt 8L (Temporary)

Agency: Veterans Affairs

Closing Date/Time: Tue. 05/05/15 3:30 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly Job Type: Temporary

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: GB063 Bid ID#: 34-00-15-90476

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the General Counsel, serves as temporary Deputy General Counsel and legal advisor for administrative and operational functions of the Department. Provides advice and legal policy determinations on a wide variety of difficult and complex legal questions, laws, rules, policies and procedures as they pertain to all Department functions and programs including: legal review for personnel and services contracts; legal review and advice of Illinois Veterans' Homes policies and procedures; legal supports to DVA compensation claims; legal support and review of employee relations and labor issues; legal support and meetings and briefings with Illinois agencies, boards and commissions, and Illinois General Assembly members and staff. Assists the General Counsel in Ethics Act compliance and reporting to include complaint investigations and Freedom of Information Act requests; provides legal support to the agency Auditor for reports, compliance audits, and procurement related issues.

Minimum Requirements:

Requires the possession of license to practice law in the State of Illinois. Requires at least one year of progressively responsible experience in administrative or general law, and knowledge of state and governmental law, with preference in experience relating to agency/administrative law, veterans' advocacy law, and/or financial regulatory law.

Work Hours & Location/Agency Contact: Temporary Position

Hours: Monday-Friday 8:30am-5:00pm 1 hour unpaid lunch

IDVA, James R. Thompson Center, 100 West Randolph, Suite 5-570, Chicago, IL

Contact: Human Resources, 833 S. Spring Street, Springfield, IL 62704

Phone: 217-785-1788 Fax: 217-557-7235

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 8L - Law License Illinois

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. 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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Cashier - Part time

Department: HDM-Prof Bldg Pharm

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Retail Pharmacy

Job Number: 2015-0757

Job Description:

Rush Medical Center is seeking a part time Cashier in the Pharmacy Department!

Position Highlights:

The Cashier is an operations position with extensive customer service responsibility servicing the over-the-counter customers of the retail pharmacy.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

This is a part-time position; benefits eligible.

Monday - Friday

Position Qualifications Include:

High school diploma/GED required.

Two years' experience in a customer service oriented pharmacy environment, or related field, is desired. Good problem solving skills and the ability to work independently and quickly in responding to and resolving a wide range of problems. Excellent data entry skills. Flexibility with work schedule. Excellent verbal communication skills.

Dependable in attendance and job performance. Able to lift 30 lbs.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150423132051&

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Job Title: Pharmacy Tech II
Department: HDM-Prof Bldg Pharm
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Specialty: Retail Pharmacy
Job Number: 2015-0760

Job Description:
Pharmacy Tech II - Part Time

The Pharmacy Technician II under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the retail pharmacy. Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

Qualifications Include:

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT)

Two or more years of directly related pharmacy experience

Ability to work a part time schedule

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150423132235&

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Ryder Dedicated-Truck Driver, Class A - Full Time

All times are in Central Daylight Time.

Requisition ID 2015-16629

Primary State/Province IL

Posted Date 4/23/2015

Primary City CHICAGO

Category Drivers Additional Work Locations

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Code 0601 I

Position Description:

\$20.00 per hour

Overtime after 40 hours

For the first 8 weeks (give or take a week)—6 day work week

Yard jockey & shuttle work during that period

Average weekly earnings \$1000.00

After the first 8 weeks—you will be working various locations

Historically you will be home daily 70 percent of the time

Average weekly earnings \$1300.00

\$30.00 per month cell phone allowance

\$100.00 safety shoe reimbursement

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit

•9 months experience within the past 3 years, OR •2 years' experience within the last 5 years, OR •5 years' experience within the last 10 years

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/16629/ryder-dedicated-truck-driver%2c-class-a---full-time/job>

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Part-Time Service Agent (Car Detailer) - Edgewater

Job ID 2014-123738

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

The position is based at 5950 N. Western Ave. Chicago, IL 60659

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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

Must be willing to work for a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday - Friday: 7:00am-12:00pm; Saturday: 9:00am-12:00pm (every other)

OR Monday - Friday: 1:00pm - 6:00pm; Saturday: 9:00am-12:00pm (every other)

Apply online at https://us-erac.icims.com/jobs/123738/*part-time-service-agent-%28car-detailer%29---edgewater/job

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Part Time Driver - Bloomington - On Call

Job ID 2015-134579

Category Customer Service/Support - Driver

Location US-IL

Area Bloomington

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

High School Diploma or GED required.

Must be at least 18 years of age.

6 months work experience required.

Must have valid driver's license with no more than one moving violations and/or at-fault accidents on driving record in the past three years.

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

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

Must be willing to accept starting wage of \$8.25/hr

Must be able to work the following schedule(s):

On call basis Wednesday, Thursday and Friday between the hours of 7:30am to 6pm

Apply online at <https://us-erac.icims.com/jobs/134579/part-time-driver---bloomington--on-call/job>

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Seasonal Part-Time Driver (Midway Airport)

Job ID 2014-124368

Category Customer Service/Support - Driver

Location US-IL-Chicago

Area Chicago Midway Arpt

Overview:

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

Pay is \$8.75/Hour

Responsibilities:

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

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

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

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

Answer customer questions or direct them to the appropriate person.

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

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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

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

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

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

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

Apply online at <https://us-erac.icims.com/jobs/124368/seasonal-part-time-driver-%28midway-airport%29/job>

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Part-Time Customer Assistance Representative - Sales Position

Job ID 2015-131975

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

Overview:

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

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included.

The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

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

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

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

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

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

Must be willing to work for \$10/hour

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

Apply online at <https://us-erac.icims.com/jobs/131975/part-time-customer-assistance-representative---sales-position/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2014-128952

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

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

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

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment
Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
Provide appropriate local information, distribute maps and handouts as required
Communicate with office and other drivers via 2-way radio or cellular phone
Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 25 years of age. Must have a high school diploma or equivalent. Must have a valid drivers license. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Previous driving experience in a similar vehicle (large shuttle van or bus) preferred. Must have previous customer service experience. Must be able to lift a minimum of 50 pounds to assist customers. Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend. Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours
Must be willing to work for \$9.00/hour

Apply online at <https://us-erac.icims.com/jobs/128952/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Part-Time Customer Assistance Representative - Sales Position

Job ID 2015-131975

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentives or This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included.

The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

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

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

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

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

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

Must be willing to work for \$10/hour

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

Apply online at <https://us-erac.icims.com/jobs/131975/part-time-customer-assistance-representative---sales-position/job>

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Part Time Human Resources Specialist - Crowne Plaza

Job Description:

Welcome to the Crowne Plaza Chicago Metro Downtown. Located in the West Loop of Chicago, the hotel is surrounded by popular Randolph Street restaurants and the authentic flavors of Greek town. Business travelers enjoy being within walking distance of the Financial District, Willis Tower, University of Illinois-Chicago and many major companies that are headquartered in Chicago. Luxury awaits you in our sleek and modern guestrooms and suites, offering exciting views of the Chicago skyline and an amazing downtown location.

JOB OVERVIEW: Assists the Director of Human Resources in managing processes including but not limited to full-life cycle recruitment & selection, training & development, associate relations, rewards & recognition, coaching & counseling, labor relations, administrative work and all aspects of human resources within the Hotel to include the assistance with payroll data entry all related activities.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

QUALIFICATIONS AND REQUIREMENTS

- High School Diploma or equivalent; some college preferred or two to three years related experience and/or training; equivalent combination of education and experience.
 - Knowledge of principles and processes involved in business operations, sales, and marketing, and organizational planning, coordination, and execution.
- Must speak fluent English. Other languages preferred.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Part-Time-Human-Resources-Specialist-Crowne-Plaza/J3G11P75H4L3KVBTCYW/>

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Part Time Laundry Attendant - Crowne Plaza

Job Description:

Experience our superior accommodations in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street. Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike. Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

JOB OVERVIEW: The Laundry Attendant is responsible for folding, ironing, sorting, and maintaining the proper storage of all Hotel items.

At Crowne Plaza® we want our guests to relax and be themselves which means we need you to:

- Be you by being natural, professional and personable in the way you are with people
- Get ready by taking notice and using your knowledge so that you are prepared for anything
- Show you care by being thoughtful in the way you welcome and connect with guests
- Take action by showing initiative, taking ownership and going the extra mile

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sort and prepare linen for further processing.
- Load and unload dryers and washed linens.
- Feed linen through appropriate machinery ensuring maximum quality control and productivity is achieved.
- Ensure laundry room is kept clean at all times.
- Report to supervisor any maintenance defects or safety hazards.
- Maintain and control all linen stock for inventory.

****PLEASE NOTE THIS POSITION WILL INCLUDE WORKING OVERNIGHT SHIFTS****

QUALIFICATIONS AND REQUIREMENTS

High School Diploma or equivalent / equivalent plus at least six months of housekeeping/laundry experience. Must speak English. Other languages preferred.

****THIS SHIFT WILL REQUIRE OPEN SCHEDULING AVAILABILITY TO INCLUDE ALL SHIFTS AS WELL AS WEEKENDS AND HOLIDAYS****

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Part-Time-Laundry-Attendant-Crowne-Plaza/JQQ6SD6TXXFFQ34JXLW/>

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Guest Service Rep. Night Auditor – Crowne Plaza

Job Description:

Experience our superior hotel in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street. Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike. Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

JOB OVERVIEW: In this exciting role you will be tasked with being both the warm welcome and fond farewell our guests receive when arriving our departing our hotel.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

QUALIFICATIONS AND REQUIREMENTS: High School Diploma / Minimum of 1 year of direct customer service experience; hotel and hospitality experience highly preferred. Must speak fluent English. Other languages preferred.

QUALIFICATIONS:

- Excellent guest relations
- Good telephone skills
- Effective multi-tasking skills
- Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude
- Outgoing, friendly, courteous, organized and professional
- Prior hotel experience helpful

Candidates must have a flexible schedule and can expect to work a combination of morning and afternoon shifts as well as weekends and holidays.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Guest-Service-Rep-Night-Auditor-Crowne-Plaza/JSD4BJ6R1X3512HVS2H/>

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