



## **Coordinator - Academic Services - TRU0000378**

Primary Objective: The primary objective of this position is to provide administrative support to the Vice President by compiling, verifying, and reconciling information relative to all credit and non-credit academic programs of the college; entering and/or updating information on automated systems; composing letters and/or memos; proofing drafted correspondence of moderate to complex level of difficulty; developing basic reports through computer assisted programs; and providing information to staff on District and/or college policies, guidelines, and/or regulations.

### Qualifications

- Associate's degree in business or a related field. Bachelor's degree preferred.
- Two years progressive experience which includes researching issues; writing drafts, reports, summaries, and other correspondence; and verbally disseminating information. Previous experience in an academic setting or administration is highly desirable.
- Proficient in using personal computers and applicable software which may include WordPerfect, Lotus, Excel, dBase, and others as necessary.
- Must be willing to adapt to changes in computers as college continues to automate its processes.
- Must be able to work well with employees at all levels of the college, in addition to students and external audiences. Experience working in a union environment is desirable. Must be able to handle all situations with tact, persuasiveness, and diplomacy. Must be willing to seek new ideas to improve effectiveness of the College and District.
- Excellent writing and verbal communication necessary.
- Must be self-directed and able to prioritize assignments.
- Willingness to work irregular hours including evenings and/or weekends.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Administrative Assistants  
Primary Location: Truman College  
Employee Type: Full Time | Regular  
Union Code: 1600Profes

Job Posting: Mar 26, 2015, 9:08:55 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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**The Fun Description      1000: Wait Staff**

THE WAITSTAFF

YOU WILL BE GREAT AT D&B IF:

You love working in a high-volume fast paced dining restaurant serving fabulous food & refreshing drinks in hip and cool surroundings!

Providing great service with fun teammates gets you charged!

You guide our guests through our F&B menu to tantalize their taste buds and satisfy their hunger!

You have a flair for upselling and suggesting the perfect pairings for menu items .

You exude a positive attitude and contagious energy throughout an entire shift!

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!

Dress the part – look like big money to make big money!

Come in, clock in and join the fun!

Support your team and connect with the guests!

We work hard and we play hard, so when you need it – take a break!

Get back on the floor, you are missing the party!

The night's over – cash out, clock out and call it a day!

SCHEDULE

Prime time is money time - Nights and weekends are the name of the game!

Social Butterfly? Enjoy schedule flexibility.

LEGAL MAKES US SAY

You can read the Full Job Description by clicking on this link!

D&B Location Addison, IL

Location Address: 1155 N. Swift Rd.

Location City Addison

Location State IL

Location Zip 60101

Job Status Part Time

Positions Remaining 1

Apply online at <http://www.daveandbusters.com/careers/Launch.aspx>

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**The Fun Description      0400: Bartender**  
THE BARTENDER

YOU WILL BE GREAT AT D&B IF:

You love working in a fast-paced, multi-faceted bar scene.  
You have never met a thirst you can't quench!  
You create a friendly and hip atmosphere for our Guests to enjoy their favorite beverage.

You know the "what's hot now" drinks and love introducing them to Guests!  
You stock and maintain a bar that is clean, cool and inviting!

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!  
Dress the part - Look like big money to make big money!

Come in, clock in and join the fun!  
We work hard and we play hard, so when you need it - take a break.

Flair time- Let your personality shine, It may be three deep at the bar, but who says fast service can't be fabulous!

Whip up cocktails and connect with the guests!  
The night's over - Cash out, clock out and call it a day!

SCHEDULE

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**The Fun Description      0300: Front Desk/Host**  
FRONT DESK/HOST

YOU WILL BE GREAT AT D&B IF:

You have a relentless desire to be the life of the party making each guests experience special!

You want to make a living ensuring every guest has fun – D&B style!  
You can greet guests and help them understand all of D&B’s offerings!

You strive to enhance the guests game experience by offering player tips, introducing new games and assisting in billiard/shuffleboard.

DAY IN THE LIFE...

When you wake up, going to work actually sounds like it could be cool!  
Dress the part – Look like big money to make big money!  
Come in, clock in and join the fun!

Look for moments to surprise and delight our guests by connecting them with D&B fun!  
We work hard and we play hard, so when you need it – take a break!  
Back to the floor, showing endless fun!  
The night’s over – cash out, clock out and call it a day!

SCHEDULE

Prime time is money time - Nights and weekends are the name of the game!  
Social Butterfly? Enjoy schedule flexibility.

LEGAL MAKES US SAY

You can read the Full Job Description by clicking on this link!

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#### **4700: Receiver POSITION**

Our receiving clerk position is responsible for the proper receiving of all food, liquor, and non-consumables. The receiver position is responsible for maintaining area cleanliness and providing necessary support to ensure fast, friendly, and accommodating service while upholding food safety standards at all times. The receiver must have the ability to communicate with delivery companies, drivers, and be able to perform light administrative duties.

**NITTY GRITTY DETAILS:** Delivers an unparalleled guest experience through the best combination of food, drinks and games in an ideal environment for celebrating all out fun. Keeps immediate supervisor promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action. Properly stores and secures all products received. Inspects all products upon delivery for quality, temperature, and condition. Vegetable washes all produce upon receipt. Performs proper rotation of all food and beverage products upon receipt-first in/first out mentality. Properly handles and stores all chemicals received. Pulls thaw of frozen food products on delivery days. Breaks down boxes and disposes of them properly. Cleans and maintains storage and delivery areas. Maintains receiving log by competently tracking all deliveries and missing items. Communicates with manager on duty in regard to all deliveries and missing items. Communicates with Business Analyst in regard to any open purchase orders. Maintains a favorable working relationship with all other company team members to foster and promote a cooperative and harmonious working climate that will be conducive to maximum team member morale, productivity and efficiency/effectiveness.

**STUFF OUR ATTORNEYS MAKE US WRITE:** Must be self disciplined and motivated. Restaurant or warehouse experience preferred, but not required. Employee needs to be able to communicate effectively with multiple vendors while performing job efficiently. Strong math and verbal skills needed. Is dressed in accordance with dress guidelines, looking neat, clean, and professional at all times. Must demonstrate ability to read and communicate in English. Must be able to read invoices and shipping receipts. Must be able to articulate clear greetings, requests for assistance, and farewells. Must demonstrate ability to clearly verbalize vendor's needs to management.

D&B Location Addison, IL

Location Address 1155 N. Swift Rd.

Location City Addison

Location State IL

Location Zip 60101

Job Status Part Time

Positions Remaining 1

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**Job Title: Administrative Assistant II**

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0627

**Job Description:**

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant II to join our Hepatology practice at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

**Position Highlights:**

Under general direction, this position provides the highest level of administrative support to attending physicians in the Section of Hepatology. The Administrative Assistant II makes decisions that are based on the needs of the faculty members as well as the patients served. This position requires excellent organizational skills and follows through of all details. Exemplifies the Rush mission, vision and values; and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma or equivalent required, Bachelor's degree preferred

Two to four years administrative experience in a medical office environment preferred.

Excellent interpersonal skills; ability to interact professionally and effectively with faculty, managers and patients. Strong oral and written communication skills. Must be able to handle sensitive matters and materials in a confidential manner. Willingness to be flexible and adhere to deadlines. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Adobe Professional.

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.

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**Job Title: Clerkship Coordinator**

Department: GME A Internal Med

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0640

**Job Description:**

Do you have the ability to prioritize tasks, maintain deadlines and have the ability to prepare course schedules and instructional materials? If this describes you, you may be the right candidate for the full time Clerkship Coordinator position at Rush.

The Clerkship Coordinator is the front-line administrator for medical student educational programs in surgery and supports the surgery course directors in course development, design and evaluation. This person should also be able to work independently but know when to seek direction from supervisors. Computer skills are essential to the function of this position. The Surgery Clerkship Coordinator serves as a departmental representative at institutional and national level.

**Work Schedule:**

Monday - Friday

8:30a - 5:00p

Benefits eligible

**Position Qualifications Include:**

Bachelors Required, Masters preferred. Familiarity with medical terminology is helpful.

Must have excellent communication skills both verbal and written

Computer skills (MS Office-Word, Excel, Access; email; desk-top publishing; web based evaluation and survey tools, etc). Testing will be administered for all applicants interviewing (Microsoft Office Suite and Typing.

Enthusiasm, patience, initiative, ability to work on a team, and a sense of humor.

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**Job Title: Computer Technician - (Temporary Part-time)**

Department: I S Telecom Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Help Desk

Job Number: 2015-0600

**Position Highlights:**

Provides outstanding 1st-level (initial) support to Rush University Medical Center customers, for desktop computing hardware and software problems.

Resolves problems where possible and escalates to Level 2 when unable to resolve. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma

Strong customer service orientation with a positive "can do" attitude

Commitment to keeping technical skills current through ongoing training

Effective multi-tasking, independent worker, and time management skills

Solid telephone, verbal, listening, and written communication skills

Ability to focus during stressful situations and a commitment to meeting deadlines and exceeding expectations

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**Job Title: Food Server - Room 500 Dining Room**

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Food Service

Job Number: 2015-0551

**Job Description:**

Part time, not eligible for benefits

**Position Highlights:**

Obtains customer meal order; inputs order and serves meal in a timely manner. Serves banquets, maintains cleanliness and orderliness of dining room and service areas; sets up workstations. Assembles and plates specific menu items.

**Position Qualifications Include:**

High School diploma or GED required

Strong math skills

Minimum of one year experience as waitperson highly desired

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching required

This position requires the ability to stand and walk 100% of time

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Apply online at

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**Job Title: Patient Food Service Assistant - 4th Rotating Shift - Part time**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty:

Job Number: 2015-0171

**Job Description:**

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)

Performs food service related activities to ensure patient satisfaction. Ensures food service sanitation and Quality Control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

Must be able to lift 30 - 50 pounds and push or pull a cart of food trays.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, reaching, lifting, pushing and pulling

Able to communicate with patients and staff using a variety of audio-technology

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

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533012-334166

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

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

Location: DCFS Waukegan Office, 500 N. Green Bay Road, Waukegan, IL 60085

Supervisor: P. Foster-Stith

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Commissioner Assistant**

Agency: Commerce Commission

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

Salary: \$3,928.00 - \$8,182.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: MC-12 Bid ID#: 31-1501

Description of Duties/Essential Functions Benefits Supplemental Questions  
The Commissioner Assistant aids the Chairman with research, analysis, and development of issues and opinions relating to the industries regulated by the Illinois Commerce Commission (ICC); conducts research projects, prepares reports and economic based studies; assists the Chairman in drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; and serves as representative of Chairman and/or the Commission at meetings, as required.

**Minimum Requirements:**

The successful candidate will be a law school graduate with academic school. Standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:30 p.m., Mon through Fri  
160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett / HR Analyst

Illinois Commerce Commission, 527 E. Capitol Ave. Springfield, IL 62701

217-557-4206 [cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

How to Apply: Submit a cover letter, resume, and CMS-100 by April 15, 2015 to:  
Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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**Job Title: Electrician**

Agency: Central Management Services  
Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time  
Salary: \$43.75 - \$45.50 hourly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: PR000  
Bid ID#: CMS 10429

**Minimum Requirements:**

Requires experience necessary to qualify as a journeyman electrician. Requires working knowledge of the tools, methods and standard practices of the trade. Requires working knowledge of the established state and national electrical codes. Requires the ability to read, interpret and work from drawings and sketches. Requires the ability to perform all tasks usually associate with journeyman electricians. Requires the ability to inspect and perceive unsafe or faulty conditions in production, transmission and utilization of electricity. Requires skill in the use of tools of the trade. Requires ability to lift up to 20 lbs constantly, up to 50 lbs frequently, and push/pull up to 100 lbs occasionally (with assistance), and lifts over 100 lbs occasionally (with assistance) to perform repairs and in the maintenance of facilities. Requires a valid appropriate driver's license and the ability to travel to various sites/facilities. Requires the ability to utilize agency supplied material/equipment (e.g., pager, cell phone, etc.)

Wk Hrs & Location/Agency Contact: Wk Hrs: 7:30 AM – 4:00 PM; ½ hour unpaid lunch  
Work Location: Central Management Services  
Property Management/Facilities/Chicago/Northern Region  
Elgin Mental Health Center. 750 S. State Street Elgin, IL (Kane County)  
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 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](http://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](mailto: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: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1513033-131935

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical support services for Agencies and Institutions Licensing staff, including the preparation of reports, file maintenance, records processing, typing, and other office support functions; exercises independent judgment and a command of legal, social, and medical terminology to review documents.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

**Work Hours & Location/Agency Contact:**

Department of Children and Family Services

Regulation & Monitoring, 1911 S. Indiana, Chicago, IL 60616

Supervisor: Vacant

Work Hours: 8:30AM - 5:00PM -- Monday thru Friday

Contact Person: Johnnie Rambo

Mailing Address: 1911 S. Indiana, 9th Fl, Chicago, IL 60616

Phone #: 312.328.2461 Fax#: 312.328.2321

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Posting Title: Vehicle Maintenance Support I**

Auto req ID 54141BR

Position Type Full Time

FLSA Status Nonexempt

Essential Functions •Monitors preventative maintenance, campaign, recall, and warranty processes. •Responsible for reviewing and approving electronic and paper fleet maintenance invoices up to authorized approval level. •Coordinates with tire vendors, shop vendors, and FXG Linehaul department to manage tire inventory per established policy; reviews and verifies applicable tire paperwork, entering inventory daily in vehicle maintenance system. •Monitors daily out-of-service equipment including physical location, and red tag process, as well as equipment disposals and conversions, entering in vehicle maintenance system as needed. •Performs physical inspections of company-owned equipment. •Provides oversight of tire inventories, including physical movement and reconciliation of company equipment tire assets. •Reviews vendor workmanship and performs quality audits. •Tracks and reconciles costs to budget for all equipment. •Updates administrative systems as necessary and creates standard reports.

Minimum Education •High School Diploma or GED required.

•One (1) year experience required in vehicle maintenance or related area.

Required Skills, Abilities and / or Licensure

•Software skills, including use of Microsoft Office software and web-based applications.

•Time management and organizational skills necessary to manage multiple tasks, appropriately prioritize workload, and respond to functional needs. •Ability to develop effective methods for tracking and monitoring data or information. •Verbal and written communication skills necessary to communicate with immediate management.

% of Travel for the Position 0-25%

Address: 6833 West 75th Street

City Bedford Park

State Illinois

Zip Code 60638

Search Engine Description Maintenance

Domicile Location P604

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**Posting Title: Operations Admin I - III (Senior)**

Auto req ID 57415BR

Position Type Full Time

FLSA Status Nonexempt

**Job Summary**

Responsible for performing the clerical and administrative functions for any or all hub and station operational areas, including linehaul, quality assurance and customer service. Tends to damaged and incorrectly addressed packages in a timely manner to optimize delivery time. Serves as a customer's first line of contact for a variety of issues.

Minimum Education • High School Diploma or GED required

Minimum Experience • Previous clerical or customer service experience preferred

Required Skills, Abilities and / or Licensure

• General business skills such as typing; data entry and review; and use of phone, copier, and fax • Software skills, including use of Microsoft Office software and web-based applications • Customer service skills necessary to effectively and professionally respond to requests • Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals

**Other Job Description Information**

This position will support the Day and Twilight Sorts.

Address 6833 West 75th Street

City Bedford Park

State Illinois

Zip Code 60638

Search Engine Description Administrative

Domicile Location P604

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**Title: Team Member**

Requisition Number 15-0301

Post Date 3/23/2015

City Chicago

State IL

Description Join One Amazing Company!

Goodwill Retail Services, one of the fastest growing retailers in the area, is seeking individuals who have a desire to grow with us. Join us today to get started on your own Goodwill Career Path.

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors. In addition, they work diligently to keep the store clean, safe, and welcoming. Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

Successful candidates will demonstrate the following competencies:

- Action Oriented
- Approachability
- Customer Focus
- Integrity & Trust

Working at Goodwill is more than a job. You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

Requirements One year of retail or production experience is preferred.

Goodwill is an Equal Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state or federal law. . Please view Equal Employment Opportunity Posters provided by OFCCP

Apply online at

[https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?\\_ID=\\*FE5461B7CC87629C](https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx?_ID=*FE5461B7CC87629C)

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**Barista/Coffee Service Team Member (131742)**

Req ID 131742 - Posted 03/30/2015 - Store - Midwest - IL, Chicago - Sauganash (10170) - Team/Department (1) - Full-Time - Store - Team Member - United States

**SUMMARY:**

Performs all duties related to all Coffee sub department preparation: counter service, back stock, sanitation and stocking of products. Team members may also work in the coffee bar with additional barista duties. Maintains a positive company image by providing courteous, friendly and efficient customer service.

**REQUIREMENTS:**

Extensive knowledge of Coffee production and taste. Cash handling experience preferred. Must be outgoing, and have excellent communication skills. Proficient in math skills (addition, subtraction, multiplication, and division). Excellent organizational skills. Ability to perform physical requirements of position. Proper use of box cutter and other opening devices. Ability to work well with others. Able to work a flexible schedule based on the needs of the store, including nights and weekends as required.

**Essential Job Functions:**

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

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

Number of Openings: 1.00

Benefits Category: 1

Close Date: 04/06/2015

Apply online at

[https://career4.successfactors.com/career?career\\_ns=job\\_listing&company=WFM&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=131742&jobPipeline=Indeed](https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=131742&jobPipeline=Indeed)

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