



Customer Service Representative at Renaissance Chicago Downtown Hotel in Chicago

1 W Wacker Dr Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Renaissance Front Desk Clerk: As a Renaissance Front Desk Ambassador, you are one of the first ambassadors that a guest comes into contact with and your friendly, authentic approach creates a unique and personalized guest experience when the guest checks in. The successful Front Desk Ambassador will tailor their approach by reading cues from a guest to ensure when they check in the guest feels at home. At Renaissance we believe that every ambassador is an innovator, explorer, and relationship builder, someone who is able to identify the key details that make something uniquely interesting and provide guests with intriguing information about the locale.

Creating a smooth and easy experience for guests so they can get the most out of their stay is critical. The Front Desk Ambassador will use their expertise, as well as their relationships with others across the hotel (from housekeeping to parking to the Navigator and beyond), to anticipate and deliver on our guests' needs. He or she should be passionate not only about the locale and local offerings, but also have an eye for detail - from the information they provide to guests, to the accuracy of their reports, to the transactions they process and secure.

No matter what position you are in, there are a few things that are critical to success - making sure you have a safe work environment, following company policies and procedures, ensuring your uniform and personal appearance are clean and professional, maintaining confidentiality, complying with quality assurance standards, and protecting company assets. The front desk ambassador role will be on your feet and moving around (stand, sit, or walk for an extended period of time) and taking a hands-on approach to your work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance). Doing all these things well (and other things that come your way) is the foundation of the job. Ultimately, the real hallmark of the Front Desk Ambassador role is driving a best-in-class guest experience, inspiring guests and associates alike to live life to discover.

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

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000R4E>

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

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Front Desk Clerks at Residence Inn Chicago Downtown/Magnificent Mile in Chicago

201 E Walton Pl Chicago, IL

Job Type: Full Time

Shift: Morning

Job Description

The Residence Inn Chicago Downtown/Magnificent Mile, located at 201 E. Walton Place, Chicago, IL, 60611 is currently hiring a Guest Service Representative.

Responsibilities include: Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft. Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000OIB>

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Front Desk Clerk at Advocate Medical Group in Chicago
Chicago, IL

Job Description

Advocate Medical Group~ In search of a Front Desk Receptionist in Chicago, IL. Responsible for accurately scheduling patients for exams either by phone or in person at the walk~up window. Collecting payments.
High School

Apply online at <https://www.shiftgig.com/jobs/chicago/-clerk?page=3>

Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed. Responsible for completing all required documents and reports for work performed. May make service calls. Other duties as assigned or required.

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

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements. Must have a good work history and a record of safe driving (5 years). Must have knowledge of the service area and the ability to operate all Pace equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=100

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Shipping/Receiving at Express Employment in Elgin Elgin, IL

Job Description

for inventory using the proprietary database shipping and receiving database software.
Monday - Friday | 7:00 am - 3:30 pm Pay | \$12.00/hr Interested and qualified applicants can apply by submitting resume to Kendra at ...@expresspros.com.

Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

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

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

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

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Checker

Talent Area: Manufacturing/Production Operations

Location: Niles, IL, USA

Requisition Number: 00033594

Full or Part Time: Regular Employee FT

Position Description

Responsible for verifying both inbound and outbound inventory matches.

- Ensure load accuracy at check in and check out by physically counting.
- Maintain required records. - Enter inventory data in handheld.
- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience preferred.
- Strong math skills.
- Basic computer skills.
- Ability to work with minimal supervision.
- Forklift certification is 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/checker-niles-illinois-job-1-5397688>

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031910

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.

- Perform equipment change-overs and production line set ups.
- 2-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.

- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.

- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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/maintenance-mechanic-alsip-illinois-job-1-5394265>

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Job Title: Mental Health Technician III

Agency: Human Services

Closing Date/Time: Mon. 06/01/15 5:00 PM Central Time

Salary: \$3,242.00 - \$4,124.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 08

Plan/BU: RC009

Bid ID#: 10-72-90581-90588

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Supervisor, performs various duties as a lead worker on a designated shift responsible for ensuring that all established work assignments for that shift are completed. Duties also include directing the activities and job performance of lower level Mental Health Technicians; provide habilitative services and care to developmentally disabled persons and participating in the development and implementation of a comprehensive habilitation plan.

Minimum Requirements: Requires completion of an approved training program and six months experience in or applicable to care, treatment or habilitation of persons with Developmental Disabilities. Requires extensive knowledge of the cause, nature and treatment of developmental disabilities and proper methods and techniques employed in personal health care services. Requires implementing the habilitation program designed to promote the development and habilitation of the individuals.

Work Hours & Location/Agency Contact:

Hours: Will be discussed at the time of the interview.

Contact Person: Alice M. Chambers

Elisabeth Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466
(708) 283 3015

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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 Rights Department

Closing Date/Time: Tue. 06/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 15-06

Description of Duties/Essential Functions Benefits Supplemental Questions Under general direction of a Public Service Administrator, performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions; work involves related steps, process and/or methods requiring application of agency policies and procedures and the exercise of initiative and judgment in distinguishing among variable and identifying applicable standards; determines work methods and procedures to complete assignments.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow oral or written instructions. 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.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 6601. Contact Person Janice Woods-Wills, 312-814-6283, Fax 312-814-6251

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: Office Associate - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/01/15 11:59 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#: IWCC-50-15-0005

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs clerical and support duties for the Arbitration Unit; attends daily court call and enters dates, motions and other information into the Commission's computer system; as unit's word processor, transcribes recorded and written documents; types complex reports, documents, forms, memorandum and letters that contain legal and medical terminology; acts as unit's receptionist, answers telephones and greets members of the public and attorneys.

Minimum Requirements:

Requires extensive knowledge of office practices, procedures and programs.

Requires extensive knowledge of grammar, composition, spelling and punctuation.

Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday - Friday; 5:00 PM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL

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 1 – General

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Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Wed. 05/27/15 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#: 10-89-90161

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related master's degree. Requires one year of progressively responsible professional experience in a community organization, social service work, program planning and development or licensure/certification activities of community agencies serving people with developmental disabilities or a mental illness. Requires ability to meet the requirements to be classified as a Qualified Intellectual Disability Professional (QIDP) or a Qualified Mental Health Professional (QMHP) or at least two years of experience in Licensure and Certification of Community Integrated Living Arrangements (CILA) and Community Based Mental Health Programs. Requires thorough knowledge of DHS and OCAPS programs. Requires ability to travel.

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

OCAPS/Bureau of Accreditation, Licensure, and Certification

401 S Clinton, 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

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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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Account Manager Relief - US- Springfield

Talent Area : Sales

Location : Springfield, IL, USA

Other Location :

Requisition Number : HV051340

Full or Part Time : Regular Employee FT

Position Description

Responsible for selling and ordering product into existing accounts. Ensures consistent adherence to merchandising and customer service standards.

- Executes and closes all sales calls for assigned (relief) sales route(s)
- Maintains and sells incremental displays, as needed; and secures incremental equipment
- Sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate orders
- Communicate account activities to appropriate parties
- Transport, replace and maintain point of sale advertising as appropriate for accounts
- Periodic lifting of 50+ pounds, bending, reaching, kneeling
- High School or GED (General Education Diploma) required
- Bachelor Degree/3-4 Yr College - Univ. Degree preferred
- 1+ years of general work experience
- 1+ years previous sales experience preferred
- Food/beverage industry experience a plus
- Ability to multitask handling multiple customer accounts
- Strong attention to detail and follow-up skills
- Excellent planning and organization skills
- Proficient computer application skills
- Ability to create and conduct sales presentations preferred
- Valid driver's license and driving record within MVR policy guidelines

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/account-manager-relief-us-springfield-springfield-illinois-job-1-5374898>

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Account Executive III - Walgreens

Talent Area : Sales
Location : Chicago, IL, USA
Requisition Number : 00033135
Full or Part Time : Regular Employee FT

Position Description

Location: This position is required to be in the Chicagoland area. Therefore, relocation is available for this position. The Account Executive III will work with the integrated account team to manage key aspects of the business relationship with Walgreens. Leads the Bottle/Can business at Walgreens.

Develops and implements Annual Business Plans which support business objectives. Acts as system-wide expert on strategy, business systems, and operating philosophy of Walgreens. Ensures flawless execution of programs throughout the system. Leads cross functional support team on internal and external strategies and initiatives.

EDUCATION:

- Bachelor's degree in business or equivalent experience. Master's degree preferred.

EXPERIENCE:

- Seven to ten years of progressive responsibility with account management in large consumer goods organization.
- Complex selling knowledge with proven ability to create and sell-in customer specific promotional programs & key initiatives.
- Knowledge of bottler environment and systems and business development planning experience. •Knowledge of trade fund and common business analytics .
- General management experience and skill set.
- Proven ability to manage needs and concerns of multiple stakeholders across various business systems.

Walgreens is the largest drug store chain in America, operating +8,200 drug stores in all 50 states, Puerto Rico, US Virgin Islands and Guam.

PLEASE APPLY WITH A COPY OF YOUR RESUME IN WORD.DOC OR PDF FORMAT

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-executive-iii-walgreens-chicago-illinois-job-1-5345847>

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VP NRS Regional Accounts

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00033331

Full or Part Time : Regular Employee FT

Position Description: Leads strategic headquarter relationships for a diverse set of customers, including Roundys, SpartanNash, IGA, Kmart, Jewel and Marsh, among others, on behalf of CCR and the Coca-Cola System. Partners with the customer to identify strategic, mutually beneficial short-term and long-term growth opportunities for the retailer and the Coca-Cola system. Leads a team of Sales Executives aligned by customer, with a cross-functional/general management lens – coaching and bringing knowledge to key decisions from all capability areas within CCR to build a world-class retail sales team. Stewards world-class sales capability building and franchise leadership within the customer teams and for managing Senior level relationships with all customers assigned to this position.

QUALIFICATIONS

Education - Minimum Required: BS/BA (or equivalent)

Preferred Level: MS/MA/MBA (or equivalent)

Experience

Minimum Required: •5-7 years progressive customer management and sales leadership experience (including people leadership and international experience) •1-2 years cross-functional experience outside of Sales (e.g., Commercial Leadership, Supply Chain, Field Execution)

Preferred Level: •8-10 years progressive customer management and sales leadership experience (including people leadership and international experience) •2-3 years cross-functional experience outside of Sales (e.g., Commercial Leadership, Supply Chain, Field Execution)

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/vp-nrs-regional-accounts-chicago-illinois-job-1-5367696>

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DISTRIBUTION TECH II

Facility: Presence Health - Corporate Office, Chicago, IL

Department: SMNHC SPD RECEIVING/STORES

Schedule: Full-time

Shift: Day/Night rotation

Hours: 11:00 p.m. - 7:30 a.m.

Req Number: 139066

SUMMARY: Unloads, inspects, verifies quantities, and signs for receipt of all supplies, and equipment purchased or rented by the hospital. Performs all computer transactions and addresses shortages, damages and other claims related to the Receiving process. Researches and resolves invoicing discrepancies. Processes all outgoing deliveries via messengers, FedEx or other carriers, and reconciles and approves invoices for shipping. Also responsible for picking orders, stocking shelves completing par carts, processing in inbound and outbound mail, courier duties, and processing of patient care equipment as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or GED required.

Two years Materials Management experience required.

Computer Skills

Experience using healthcare Materials Management system software; basic computer skills including Microsoft Word and Excel.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small. Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10032155&source=Indeed.com

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Job Title: Receiving Clerk- A&G-052020

Requisition Number: 487

Area of Interest: Financial Services (Accounting)

FT/PT: Full-time

Location/Property: Chicago Athletic Association

State: Illinois

City: Chicago

Job Description:

Commune Hotels + Resorts is currently seeking a Purchasing + Receiving Clerk to join our opening team at Chicago Athletic Association, a beautifully restored historic property in the heart of Chicago.

As a part of the Chicago Athletic Association opening team, you'll launch not only a unique and revitalize historic hotel property, but also a transformative new brand to join our exciting and growing collection of hotels and resorts!

Requirements: With this job, you will have the opportunity to make a difference in the lives of our guests, team members, investors and communities. We are looking for someone that understands what it means to live the Spirit of Commune and believes in our culture as much as we do.

Here are some essential job qualifications:

High school diploma or equivalent required.

Minimum 1 years Purchasing and/or Receiving experience required. Prior experience in a full-service boutique or luxury hotel environment with multiple outlets preferred.

Previous kitchen or restaurant experience as well as knowledge of Accounting systems helpful.

Prior culinary experience or basic knowledge of food varieties and quality preferred.

Prior experience using Microsoft Office, including knowledge of complex and detailed spreadsheets preferred. Prior experience with various web-based purchasing methods required. Experience with Google Apps or other web-based communication programs helpful.

Must be able to communicate professionally in English, both written and verbal.

Conversational abilities in other languages helpful.

Must be able to lift up to 50 lbs. regularly and up to 100 lbs. occasionally. Must be able to follow all safety policies in a noisy work area with various ground conditions.

Apply online at

https://recruiting.adp.com/srcsa/public/RTI.home?tx=enUS&d=External&t=451541&r=5000021165306&c=1059741&_cache=4997928462847960064&rb=INDEED

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Position: Stocker, Sales (Part-Time)

Location: Chicago, IL

Primary Responsibility:

Stock & merchandise KeHE supplied product within assigned customers. Provide back-up and assistance for Field Sales Associates during vacations, illness and whenever necessary on a Part time status.

Minimum Requirements: High School Diploma or General Education Degree (GED) required. A minimum of two (2) years of grocery / grocery sales and/or distribution experience preferred. Valid driver's license required.

Essential Functions:

Stock and merchandise KeHE supplied product within assigned customers.

Act as back-up to Field Sales Associates and run routes when needed.

Work on various projects as assigned including, but not limited to: New item cut-in, category resets, category blitzes, shelf and product maintenance, and emergency deliveries. Assist with product placement and positioning on store shelves.

Attend and participate in sales meetings. Must maintain good attendance.

Maintain safe work practices. Maintain safeguards of confidential company information.

Other duties and special projects as requested.

Qualifications / Additional Skills / Aptitude:

Ability to prioritize multiple tasks. Ability to follow information in a schematic format.

Strong organizational, time management and communication skills. Ability to work independently without direct on-site supervision. Excellent grammar, verbal and writing skills. High energy level. Comfortable performing multi-faceted tasks in conjunction with day-to-day activities.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to carry 20 pounds, lift and/or move up to 50 pounds. The employee is frequently required to sit and drive. The employee is frequently required to stand, climb and walk. Must be able to travel. While performing the duties of this position, the employee is subject to both a typical office / store environment and all outside weather conditions. The noise level in the work environments is low to high.

Apply online at

<http://www.kehe.com/People/Jobs.aspx?gnk=job&gni=8a29a0184d086a0b014d68c2a03331d4&gns=Indeed>

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General Laborer (Seasonal)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00030807

Full or Part Time : Seasonal/Casual FT

Position Description

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.

Available Shifts:

6:00am to 5:15pm (M-Th)

6:00am to 3:15pm (M-F)

5:00pm to 3:30am (M-Th)

3:00pm to 11:30pm (M-F)

6:00am-6:00pm (Fr, Sat, Sun)

6:00pm-6:00am (Fr, Sat, Sun)

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 applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-niles-illinois-job-1-5182120>

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Warehouse Distribution Supervisor (3rd Shift)

Talent Area : Supply Chain

Location : St Charles, IL, USA

Requisition Number : 00033230

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.

- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.

- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.

- Secure company assets.
- Manage within labor and OPEX budget

- High school diploma or GED required.
- Bachelor's degree preferred.

- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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/warehouse-distribution-supervisor-3rd-shift-st-charles-illinois-job-1-5345845>

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Shift Leader

Garrett Popcorn Shops - Chicago, IL

Reports to: Shop Manager & Assistant Shop Manager

Job Summary

Must play a versatile role in daily shop operations to create a fun and exciting experience for our Guests and Team Members while maintaining a clean and efficient atmosphere. The Shift Leader reports to the Assistant Manager/Shop manager when he or she is present, but is the direct report when Shop Managers are not present. Retail and/or food service experience is preferred. Attention to detail, critical thinking, ability to multitask, and a dynamic personality is a must.

Duties and Responsibilities:

Assists in the management of staff of approximately 3 to 30 team members.
Assigns, oversees and evaluates work when shop managers are not present
Poise to handle high stress and high volume operation
Self starting with initiative and drive to accomplish tasks on a daily basis
Creating a fun and welcoming experience for all Guests and Team Members
Ensuring that every Guest leaves happy (EGLH)
Holds Team Members accountable for conducting themselves in accordance with Garrett standards at all times
Reporting all Shop performance metrics in accordance with Garrett procedures
All aspects of cash management including depositing cash, management of cashiers, and cash registers
Provides initial and ongoing training in accordance with Garrett training procedures
Assisting and supervising kitchen preparation, production, and waste of our famous Garrett Popcorn while strictly following all production procedures and recipes
Ability to discern between good Garrett Popcorn and great Garrett Popcorn and ensuring only great Garrett is served to our Guests
Assisting and supervising all FOH procedures such as greeting, taking orders, production and packaging of orders, and farewells
Conducting Preshift meetings and Shop meetings on consistent basis
Communication to management of maintenance for shop equipment
Open and appropriate communication with all levels of Shop and Corporate Team Members
Able to lift 50+ lbs and stand on his/her feet for up to 8 hours

Apply online at <http://www.indeed.com/cmp/Garret-Popcorn-Shops/jobs/Shift-Leader-031e2fae55662118>

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Clerk

Garrett Popcorn Shops - Chicago, IL

Are you interested in joining a team of fun, friendly and energetic people? If so, Garrett Popcorn in O'Hare is the place for you! We are looking for several wonderful people to join the evening and overnight team of one our best and busiest locations. Garrett offers competitive wages and benefits including paid vacation, insurance and 401k, plus free Garrett Popcorn! Check out our job description below and reply with your resume and cover letter attached if serving Garrett Popcorn fans with a smile sounds like the opportunity for you!

Summary: Our clerks meet each of our guests, help them with their selections and prepare their orders. If you like to keep busy and enjoy making people smile, our clerk position may be just the thing. Apply today and have fun where you work!

Responsibilities and Duties

Provide excellent customer service. Smile, have fun and maintain a positive, upbeat attitude! Able to work quickly, while serving customers in a friendly & efficient manner. Maintain food quality at Garrett Popcorn Shops® standards. Bagging and Serving Follow Garrett Popcorn Shops® standards by filling each bag or tin with the correct amount of popcorn. Folding and sealing the bags in the approved Garrett Popcorn Shops® manner to maintain freshness. Communicating with customers in a friendly and upbeat voice.

Store Maintenance

Every Garrett Popcorn Shop® team member is responsible for ensuring that their store is clean, presentable to customers and full stocked at all times. This includes sharing the responsibilities of cleaning. Depending on the needs of the shop, this person may complete other duties as assigned to advance a particular project.

Qualifications

Must be at least 18 years of age. Ability to communicate clearly and concisely, both verbally and in writing. Experience with food preparation in a fast-paced environment. Excellent professional references. Passion for excellent food and customer service. Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

Physical Demands

Standing a minimum of 4 hours per day. Must occasionally be able to lift 50lbs.

Apply online at <http://www.indeed.com/cmp/Garret-Popcorn-Shops/jobs/Clerk-38eda7b0f0a39917>

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