



Markdown Associate

Location: Chicago, IL
Requisition ID: 762-908436
Posting Date: 5/11/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

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Shoes Associate

Location: Chicago, IL
Requisition ID: 762-908437
Posting Date: 5/11/2015
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management. Assist in completing price changes as a member of the mark-down team. Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 908451
Posting Date: 5/11/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

RESPONSIBILITIES:

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service
- Maintain an awareness of all promotions and advertisements
- Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
- Communicate customer requests to management
- Enter all media from register into the tally program
- Maintain orderly appearance of register area and supplies stocked
- Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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Part Time Retail Sales Consultant Oak Park IL

Location: Oak Park, Illinois

AT&T: So Much More of What You Work For

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

Duties generally include but are not limited to the following:

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations as the needs of the business dictate may be required.

Complete all aspects of opening and closing the store in accordance with written procedures.

Submit all transaction journals on a daily basis.

Assists with inventory maintenance

May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1524913

Apply online at <http://connect.att.jobs/oak-park/retail/jobid7631866-part-time-retail-sales-consultant-oak-park-il-jobs>

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Retail Sales Consultant Skokie IL Area Stores

Location: Skokie, Illinois

AT&T: So Much More of What You Work For

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

GENERAL DUTIES

The essential functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following:

GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:

Possess a competitive spirit and desire to meet and exceed sales goals. Stay up-to-date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools. Understand customers' needs and help them discover how our products meet those needs. Multi-task in a fast paced team environment. Educate and engage customers through product demonstrations. Interact with customers and provide prompt and courteous customer service to all customers

The successful candidate will be able to perform the following with or without reasonable accommodation: Ability to work flexible hours, including evenings, weekends and holidays. Ability to stand for long periods of time. Ability to complete all paperwork completely, accurately, in a timely manner. Ability to lift up to 25 pounds. Ability to operate a personal computer, wireless equipment, copier and fax . Ability to work in other locations as the needs of the business dictate may be required. Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis. Assists with inventory maintenance
May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1524156

Apply online at <http://connect.att.jobs/skokie/retail/jobid7600145-retail-sales-consultant-skokie-il-area-stores-jobs>

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Automotive Mechanic

Addison, IL
Job ID: ILADD8

UPS is hiring individuals to work as Full-Time Automotive Mechanics. Fleet and diesel engine experience is highly desirable. Strong troubleshooting skills and transmission and clutch experience is also required for this position. UPS Automotive Mechanics must be at least 21 years old, proficient operating standard transmission vehicles, meet the DOT driving requirements and have a complete set of hand tools. The work for this position is typically performed during nights and weekends. An attractive pay and benefits package is offered. Uniforms are provided.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/illinois/automotive-mechanic/jobid5577618-automotive-mechanic-jobs>

Maintenance Mechanic

Galesburg, IL
Job ID: ILGAL9

UPS is recruiting Maintenance Mechanics/Journeyman for full-time opportunities . This position requires experience working with three-phase motors, electrical troubleshooting, conveyors, and arc, mig, and acetylene welding and cutting. A basic set of mechanic hand tools is required.

The work may involve shift work and may require night and weekend work hours. An attractive pay and benefits package is offered. Uniforms are provided.

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Apply online at <http://jobs-ups.com/illinois/maintenance-mechanic/jobid5577642-maintenance-mechanic-jobs>

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Package Handler Part Time

Bedford Park, IL

Job ID: ILBED1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn and Learn program on your first day of work.

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Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577622-package-handler-part-time-jobs>

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Part time Dockworker

Palatine, IL

Job ID: ILPLA36

UPS Freight is hiring individuals to work as Part-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred.

Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers; must receive satisfactory results from a background check, conducted in accordance with applicable laws; and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

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Apply online at <http://jobs-ups.com/palatine/manual-labor-and-warehouse/jobid5577659-part-time-dockworker-jobs>

CNA I SR SERV

Facility Presence Resurrection Life Center

Department FIRST FLOOR-SKILLED

Schedule Full-time

Shift PM shift

Hours 3:00PM-11:30 PM

Location Chicago, IL

Req Number 138274

Job Details

Assists professional nursing personnel in providing patient care in assigned areas.

Requirements: H.S. grad. or equivalent. Must have completed a nursing assistant program, certified by the State and CPR are all required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031363>

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Full time Road Driver

Palatine, IL

Job ID: ILPLA37

UPS Freight is hiring individuals to work as Full-Time Road Drivers.

This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

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Full time City Driver

Palatine, IL

Job ID: ILPLA39

UPS Freight is hiring individuals to work as Full-Time City Drivers.

This position involves the driving of a tractor-trailer and the daily pick up and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test.

Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language.

Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

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Operations Clerk Part Time UPS Freight

Palatine, IL

Job ID: 75684

UPS Freight, a leader in the LTL trucking industry, is currently seeking an Operations Clerk to answer customer inquiries, process paperwork, and follow procedures concerning overages, shortages, damages, claims, and the tracing of freight.

An Operations Clerk will also be responsible to:

Review invoices

Work with both central and local dispatch offices to assist in managing load schedules

Answer customer inquiries relating to rate quotes, appointments, etc.

Perform data entry functions (i.e. keying bills from manifests)

Transportation industry understanding and/or previous data entry experience preferred.

BASIC QUALIFICATIONS:

Must be at least 18 years of age

U.S. citizen or otherwise authorized to work in the U.S.

High school diploma or equivalent

Basic computer skills

OTHER CRITERIA:

Employer will not sponsor visas for position.

UPS is an Equal Opportunity Employer

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Apply online at <http://jobs-ups.com/palatine/operations/jobid6844319-operations-clerk-part-time-ups-freight-jobs>

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PT Package Center Supervisor

Northbrook, IL

Job ID: 81218

Job Summary

Supervises daily activities of drivers and package handlers to ensure that all assigned duties are accomplished safely and timely.

Supervisors typically work Monday through Friday however, weekend work may be required based upon location and business needs.

Part-time management employees are generally expected to work 5 1/2 hours per day and are paid semi-monthly.

Medical, dental, and vision benefits are offered to employees and their eligible dependents. Additional benefits include educational assistance, 401K, discounted stock, and paid vacations/holidays.

Job Requirements

Customer service skills (internal/external)

Phone etiquette

Ability to work varying shifts, additional hours and/or overtime depending on service needs

Multi-tasking skills

Perform general office tasks such as paperwork, typing, and/or use of a computer, filing, calculating and use of telephone

Good cognitive reasoning skills

Self motivation

Microsoft Office knowledge (ie. excel, word, wordperfect)

Work cooperatively in a diverse work environment

Ability to direct the work of the other employees effectively

Verification and submittal of timecards

Perform other functions that may be assigned

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Warehouse Associate II

Carol Stream, IL

Job ID: ILCST99

We are recruiting for our full-time Warehouse Associate II positions at UPS Supply Chain Solutions.

The work environment is focused on quality and relies on teamwork to accomplish daily tasks.

These positions may require lifting of at least 70 pounds and working at heights of up to 28 feet while using Powered Equipment.

Responsibilities will include loading and unloading, packing and unpacking, auditing, general housekeeping, kitting, inbound processing, scanning orders, shipping and receiving, put-a-way, data entry into computerized inventory control systems and inventory control.

In addition, most positions will require you to operate powered equipment such as a forklift or hydraulic jack lift to perform duties.

Requirements:

- Applicant must have a minimum of 6 months experience with unloading, unpacking of shipments, pulling orders, performing inventory control, auditing and scanning.
- General knowledge warehouse terminology and tasks is required.
- Must be able to use computers and scanning equipment.
- Forklift experience is preferred.
- Must be able to use computers and scanning equipment.
- Must be able to read and speak English.
- High School diploma or equivalent certification preferred.

Full-time employees receive an attractive benefit package including medical benefits, vision and dental coverage, paid vacations and holiday, and paid discretionary days.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/chicago/warehouse-associate-ii/jobid5641809-warehouse-associate-ii-jobs>

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Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)

Chicago, IL

Job ID: ILCHO105

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 7-10 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age.

Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

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Tractor Trailer Driver

Chicago, IL

Job ID: ILJEF7

Tractor trailer driver - \$27/hour

UPS is hiring individuals to work as full-time, temporary, seasonal Tractor-Trailer Drivers.

This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift. Some work is performed outdoors.

Seasonal Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards. UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test. Qualified applicants must have a valid commercial driver's license issued in the state that you live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/chicago/package-operations/jobid5670425-tractor-trailer-driver-jobs>

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Summer Intern (Multiple Positions) - MAL0000539

The City Colleges of Chicago is currently seeking summer interns.

Daley College • District Office
Harold Washington • Kennedy-King • Malcolm X
Olive-Harvey • Truman College • Wright College

The City Colleges of Chicago internship program might be for you! Depending on your interest and area of study, you may be assigned within a department at District Office downtown or at one of our seven colleges. This is an exciting opportunity for students to expand their knowledge base outside of the classroom and gain hands-on work experience. The Internship will provide meaningful projects that contribute to the success of City Colleges, accomplish goals and have measurable outcomes.

We seek interns in a variety of disciplines, including:

Student Services
Distance Learning
Academic Support
Research
IT Systems
Finance/Accounting
Human Resources
Marketing

The internship will last 10-12 weeks at approximately 30 hours per week.

Eligibility Requirements:

Applicants must be eligible to work in the United States
Applicants must be actively attending a degree program at a community college or university. Applicants must successfully pass criminal background check and drug screening. Current college students and recent college graduates are encouraged to apply. Students from City Colleges of Chicago are encouraged to apply

To Apply:

Cover letter that includes your cumulative GPA
Resume in word format
We are an equal opportunity and affirmative action employer.

Job: Other

Primary Location: Malcolm X College
Employee Type: Part Time | Temporary
Union Code: N/A

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

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Assistant Women's Volleyball Coach - MAL000538

Primary Objective: This position assists the Head Coach in the activities of an intercollegiate sport.

Assists the Head Coach in instruction and analysis of student athletes.

Provides skill demonstrations of sport coached.

Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement.

Assists with the recruitment of student athletes.

Advises students with respect to athletic performance and other personal development issues. Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary.

Assists with assessment of equipment, uniforms and other necessary apparel and needs; assists with making team travel arrangements, both in accordance with the Board's purchasing guidelines.

Assists with scheduling pre-season, season and other games and tournaments; assists with training, practices and coaching in league, conference and tournament play.

Assists with the preparation and maintenance of mandatory national and regional reports.

Ensures that the conduct of self and the athletes is in compliance with the City Colleges of Chicago Athletic Governance Policy and Athletic Participation Policy.

Adheres to CCC Customer Service Excellence standards.

Performs related duties as assigned.

Qualifications

Completion of a Bachelor's degree in Physical Education or related field, supplemented by 2-3 years of coaching and/or professional volleyball playing experience.

Familiarity with NJCAA rules and regulations a plus.

We are an equal opportunity and affirmative action employer.

Job: Athletics/Sports/Recreation

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: N/A

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

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College Receptionist II- TRiO Programs - MAL0000527

Duties and Responsibilities

Malcolm X College is currently seeking a Part-Time College Receptionist II for our TRiO Programs. Under supervision, the College Receptionist operates a multiple service telephone console, greets visitors and performs routine clerical duties.

Answers calls and makes the appropriate connections and requested extensions. Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence

Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.

Receives and sorts mail and interoffice correspondence.

Trains new or temporary employees on the use of telephone console.

Types a variety of routine letters and memoranda.

Adheres to CCC Customer Service Excellence standards.

Performs other general duties as assigned.

Qualifications

Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.

Associate's Degree preferred.

Knowledge of proper telephone communications and courtesy. Knowledge of office practices and procedures.

Some knowledge of the operation of a multiple service telephone console.

Ability to communicate with the public in a courteous and effective manner.

Ability to type a minimum of thirty words per minute.

Ability to perform routine clerical tasks.

Good customer relations and verbal communication skills.

Skill in basic filing.

Job: Clerical/Secretaries

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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email job leads to workforce@lashawnford.com

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Janitor - Projects - MAL0000535

Janitor Primary Objective: Perform all traditional janitorial work in and around the buildings.

Dust all ledges, counter tops, files, office equipment, desk and walls.

Dust mop all hard surfaces.

Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions.

Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks.

Trash removal. Dismantling and cleaning of light fixtures.

Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming).

Policing of facility and grounds (inside & outside).

Washing of exterior walls.

Scraping of gum and other objects form hard surfaces and carpet.

Spot cleaning furniture or carpet, but not more than 2 hours per day.

Setting up and /or take down of chairs and tables.

Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers.

Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

Completion of a high school diploma or the equivalent preferred.

Preference will be given to current temporary janitors at City Colleges of Chicago.

Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

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

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Police Officer (Part-Time)

Richton Park, Illinois
Village of Richton Park
4455 Sauk Trail
Richton Park, IL 60471
Phone: 708-481-8950
Fax: 708-481-8980
E-mail: hr@richtonpark.org
Website: www.richtonpark.org
Salary: \$15.00 - \$15.25/hour
Population: 14,000
Sworn Officers: 28
Application Deadline: 6/7/15

RICHTON PARK, IL:

The Village of Richton Park Police Department is currently seeking Illinois State CERTIFIED Part-time Officers.

Hiring Standards:

Any person employed as a part-time police officer must meet the following standards: Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties. Be at least 21 years of age. Pass the polygraph, medical and psychological examinations. Possess a high school diploma or GED certificate. Possess a valid State of Illinois driver's license. Possess no prior felony convictions. Any individual who has served in the U.S. military must have been honorably discharged.

Part-time Police Officers shall be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1 et seq.), the Intergovernmental Law Enforcement Officer's In-Service Training Act (50 ILCS 720/1 et seq.) and in accordance with the procedures for part-time police officers established by the Illinois Law Enforcement Training Standards Board. In accordance with Public Act 89-170, all part-time police officers in the state of Illinois are required to successfully complete a Basic Part-Time Law Enforcement Officer Training Course. The basic course consists of 400 hours of training, similar to the full-time officer course. The part-time officer must also successfully complete the Mandatory 40 hours Firearms Course and possess a valid FOID card. Part-time officers must successfully complete a field training program.

Interested parties should apply via the Richton Park website: www.richtonpark.org

OR

Email cover letter and resume to: hr@richtonpark.org

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