



**Job Title: Public Service Administrator - Opt 1**

Agency: Department of Labor

Closing Date/Time: Fri. 06/19/15 11:59 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: MC-01

Bid ID#: 15-DOL-37001-91419

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures and applicable State and Federal labor laws, including the Prevailing Wage, Employee Classification, WARN and Illinois Preference Law. Requires extensive knowledge of labor organizations, labor law and procedures involved in conciliation, arbitration, mediation and other negotiations for the settlement of labor disputes. Requires ability to analyze administrative problems and adopt an effective course of action.

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

160 N. LaSalle Street, C-1300, Chicago, IL 60601

Contact: Illinois Department of Labor

Attention: Ann Pufundt, 900 South Spring Street, Springfield, IL 62704

Fax (217) 782-0596

**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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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### **DATA ENTRY OFFICE CLERK**

Facility Presence Health - Corporate Office

Department FINANCIAL COUNSELORS

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 138709

#### Position Summary:

Provides clerical support to all Patient Financial Services staff by retrieving, sorting and distributing all incoming mail, reports and documents to the appropriate PFS staff.

Works return mail and correspondence that does not require intervention from patient account representatives. Maintains an orderly filing system by rotating files from the PFS department to the PFS file room. Orders supplies for the department.

#### Essential Duties and Responsibilities:

1. Provides the department with clerical support for a smoother operation. Providing requested documents for staff timely.
2. Helps maintain various files and record retention systems.
3. Retrieves and routes incoming and outgoing mail. May locate and attach appropriate file or record to answer correspondence.
4. Copies, scans, and faxes documents on an as needed basis.
5. Review and distribute all mail to the appropriate employees.
6. Collate, batch and copy checks for cash posting.
7. Pick up, sort, stamp and distribute all outgoing mail and inter-office mail according to the department schedule.
8. Process returned mail and update the system with corrected information
9. Maintain orderly filing system of documents according to policies and procedures for ease or retrieval.
10. Process requests of patient records in a timely manner.
11. Follow departmental policies and procedures for purging or archiving files, payments, reports, or accounts.
12. Maintains proper inventory control of office supplies.

Other Responsibilities: Adheres to downtime procedures. Adheres to established departmental policies, procedures, and objectives. Performs both essential and non-essential job functions in a safe manner as identified by Resurrection Health Care. Performs other related duties as assigned. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032416>

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### **ENV SERVICE WORKER**

Facility Presence Saints Mary and Elizabeth Medical Center

Department ENVIRONMENTAL SERVICES

Schedule Full-time

Shift Rotation

Hours 6:30am - 3:00pm; 2:30pm - 11:00pm and 10:30pm - 7:00am

Location Chicago, IL

Req Number 138264

Job Details Essential Functions:

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility.

Requirements: Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031410>

### **HOME HEALTH AIDE HH**

Facility Presence Home Care - Chicago

Department HOME HEALTH AIDES

Schedule Full-time

Shift 8 hour shifts

Hours 8 am to 4:30 pm

Location Chicago, IL

Req Number 138096

Job Details The Home Health Aide is a paraprofessional member of the Hospice team who works under the supervision of a Registered Nurse or Therapist and performs various personal care services as necessary to meet the patient's/client's needs. The home health aide is responsible for observing patients/clients, reporting these observations and documenting observations and care performed. The Home Health Aide will be assigned in a manager which promotes quality, continuity and safety of a patient's/client's care. Candidates must meet training requirements in accordance with State and Federal laws. Candidates must possess and maintain CPR certification, and be able to travel to multiple locations to conduct home visits.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031244>

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**FLOOR FINISHER**

Facility Presence Resurrection Medical Center  
Department ENVIRONMENTAL SERVICES

Schedule Full-time

Req Number 134302C

EVS DEPARTMENT

Status: Full-Time, benefits eligible

Shift: PM

Work Hours: 3:00pm – 11:30pm

Weekends: Rotating

On Call: No

Hours/Pay Period: Up to 80, biweekly

Location: Presence Resurrection Medical Center  
7435 W. Talcott Avenue  
Chicago, IL 60631

**Summary:**

Under direction, cleans and maintains hard and carpeted floor surfaces throughout the facility. Floor/Carpet maintenance preferred.

**Essential Duties include:**

- Performs floor stripping and waxing according to department procedure.
- Performs carpet cleaning techniques according to department procedure.
- Removes trash and operates compactor.
- Washes walls and removes and installs cubicle curtains and window curtains.
- Operates automatic floor machines, large vacuums, wet vacs, buffers, scrubbers, carpet extractor, exchanges and transports infectious waste and transports chemical waste.

**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 equivalent. - 1-3 years experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032377>

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## **FOOD SERVICE WORKER**

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Schedule Part-time (benefits eligible)

Shift 4 hour shift

Hours 4:00pm - 8:00pm

Location Chicago, IL

Req Number 137137

Job Details FOOD SERVICE WORKER

FOOD SERVICES DEPARTMENT

### Position Details:

Status: Part-Time, benefits eligible  
Shift: 4 Hour Shifts  
Work Hours: 4:00pm – 8:00pm  
Weekends: Rotating  
On Call: No  
Location: Presence Resurrection Medical Center  
7435 W. Talcott Avenue  
Chicago, IL 60631

### Summary:

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

### 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:

- No formal education required
- 1-2 years experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030706>

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**Human Resources Officer - Joliet/Kankakee**

Facility Presence Health - Corporate Office

Department HR ADMINISTRATION

Schedule Full-time

Shift Day shift

Hours days

Location Chicago, IL

Req Number 136041

Job Details: The Human Resources Officer in collaboration with System Human Resource strategy is responsible for developing and executing the short and long term Human Resource, Organizational Development and Talent strategies for their region/business unit that enable the Region to meet its business objectives. In addition they will guide and insure successful delivery of Human Resource services for their region/business unit and advance employee engagement. HRO will partner with business leaders in highly complex and dynamic business setting.

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. • Demonstrate ability to coordinate and communicate HR strategy • Speak clearly and persuasively in positive or negative situations, demonstrate group presentation skills, and effective meeting facilitation skills. Displays outstanding executive presence. • Excellent client management and business literacy skills  
Education and/or Experience: Bachelor's degree in Human Resources management, business administration, management or a related field; 7 years of progressively responsible Human Resource experience with 2 of those years in a management role

PREFERRED: Master's degree in Human Resources management, business administration, management or a related field

Computer Skills: Knowledge of Applicant Tracking Software, performance management software, Microsoft Office Suite (Outlook, Word, PowerPoint, Excel), and Internet Explorer. Knowledge of and familiarity with payroll and time and attendance systems

Certificates, Licenses, Registrations

PREFERRED: PHR or SPHR

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029590>

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### **MEDICAL ASSISTANT**

Facility Presence Medical Group - Chicago & North Suburbs  
Department CHICAGO/HAMLIN  
Schedule Part-time (benefits eligible)  
Shift 8 hour shifts  
Hours 9 am - 6 pm  
Location Chicago, IL  
Req Number 137951

Provides Clinical and Administrative support for Presence Medical Group offices.  
Requirements: Successful completion of a Medical Assistant program.  
Minimum of 1 year working in a physician office.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031243>

### **Teller (40hrs) 600 w 37th st. Chicago Bridgeport-150020575**

Must be able to work a flexible schedule including weekends (for branch locations open on Saturdays).

Basic Qualifications - High school diploma or equivalent  
- Minimum six months of experience in cash handling and customer service

Physical requirements: May be required to stand for extended periods of time and may be required to lift bags/boxes of coin weighing up to 50 pounds

Preferred Skills/Experience - Basic clerical and processing skills - Effective interpersonal/customer service skills - Basic reading, writing and mathematical skills - Ability to communicate clearly and effectively with customers and coworkers - Strong written and verbal communication skills - Willingness to proactively solicit new business as necessary - Bilingual language skills a plus

Job Branch Banking  
Primary Location IL-IL-Chicago  
Shift 1st - Daytime  
Average Hours Per Week 40

Apply online at  
<https://usbank.taleo.net/careersection/10000/jobdetail.ftl?job=1690321&src=DM-10101>

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**Patient Service Coordinator - (SR30256)**

Branch: Surgical Nursing  
Department: 374480 - 9 WEST SGY/ENT/IBD  
Employment Type: Full-Time  
Hours Per Week: 36  
Area/Specialty: 9 West/Surgical Nursing  
Requisition Number: SR30256  
Location: IL, Chicago  
Scheduled Days: Days Rotating  
Shift Begins and Ends: Days Rotating

**Job Description:**

The Patient Service Coordinator functions as a staff member who, under the direction of the Patient Care Manager, provides support to the patient/significant others, physician, care and multidisciplinary teams, and additional care center staff to facilitate patient care within the patient care units. The Patient Service Coordinator maintains a clean, orderly work environment that is conducive to the provision and coordination of patient centered care..

**Qualifications:**

Education: High School diploma or equivalent required. Associate Business courses preferred.

Other Job Qualifications: Skills in computer data entry and word processing, medical terminology coursework completion, two years of general office experience that included word processing and office machinery, experience with personal computers preferred. Good knowledge of computer keyboard and on-line electronic information systems, accurate typing skill at 35 wpm or better, skill in maintaining records and files, effective written and verbal communication skills, good interpersonal skills in working under stress and handling public contacts with courtesy, tact, and discretion.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Apply online at

[https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm?jbacti on=JobProfile&Job\\_Id=30256&esid=az](https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm?jbacti on=JobProfile&Job_Id=30256&esid=az)

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### **Office Coordinator**

Location: IL - Chicago - Loop

Job Status: Full time

Job Code: PCA-ULC

# of openings: 1

### Description

The Office Coordinator will serve as a liaison between Athletico and its patients. They will facilitate communication with patients, clinicians, physicians, insurance companies, work comp adjusters, billing department, and the corporate office.

They will manage the administrative services at the clinic to insure that patients receive the utmost care and consideration.

The Office Coordinator will greet patients, answer phones, schedule appointments, and facilitate communication w/patients, clinicians, physicians, & insurance companies as well as offer admin support for clinic. Must be proficient with MS Office.

### Requirements

This is a full time Office Coordinator position at our Chicago Loop - Union League Club Clinic

- Minimum of a high school diploma required
- Have excellent customer service skills
- Must be a team-player
- Must be proficient with MS Office and Outlook
- Ability to communicate well in a professional setting
- Be comfortable with fast paced work environment
- Must have the ability to multi-task
- Must be organized and self-directed
- Knowledge of healthcare insurance coverage preferred
- Prior medical experience preferred
- Compassionate with patients
- Attention to detail
- Exhibit the ability to train others

Apply online at

<http://chk.tbe.taleo.net/chk04/ats/careers/requisition.jsp?org=ACCELERATEDREHAB&ws=1&rid=2073&source=Indeed.com>

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### **Leasing Specialist**

Location: IL - Presidential Towers

Department: Leasing

City: Chicago

State/Territory: Illinois

### Description

Waterton Residential is currently seeking an energetic, enthusiastic Leasing Specialist!

As a leasing professional, you will sell and renew residential apartment leases with a focus on generating qualified prospective residents, touring the property and following up with prospective residents, and preparing lease packages.

Above all, you will have a passion for exceeding resident expectations and providing exceptional customer service.

The ideal candidate will possess the following knowledge, skills and abilities:

Passion for providing exceptional customer service

1+ year of sales and/or customer relations' experience

Demonstrated experience in sales or marketing

High School diploma or equivalent required

Valid driver's license may be required

Evenings, weekends and/or holidays may be required

Must have real estate license or obtain within 120 days of employment if required by state law

Apply online at

<http://chc.tbe.taleo.net/chc05/ats/careers/requisition.jsp?org=WATERTONRESIDENTIAL2&cws=1&rid=242&source=Indeed.com>

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## **Delivery Driver – Part Time (Cicero, IL)**

Cicero, Illinois, United States

### Job Description

As a Product Delivery Specialist, you'll be delivering more than just merchandise. You'll play a critical role in delivering on our promise to provide our customers with excellent customer service and the brand-name items they can be proud to have in their homes.

Benefits for Part-Time Coworkers include:

Competitive hourly rate

Flexible time off during the week; Sundays off

Eligible for 401k enrollment

You'll work in a fast-paced and physically engaging environment where you manage a daily delivery schedule to safely and securely load, deliver and install appliances, electronics and furniture in customer's homes and educate customers on how to operate their new items. You'll also be responsible for in-store merchandising.

### Key Responsibilities:

Load/unload truck, or other vehicle, per policy to safely protect coworker and merchandise

Deliver merchandise to customer homes in Company provided vehicle as assigned

Install and set up merchandise, and instruct customers on proper use of merchandise

Pick-up merchandise from customer homes as assigned

Keep vehicles clean and properly maintained as assigned

Complete customer service calls in a timely manner as assigned

Follow all policies and procedures and adhere to all standards

Refurbish merchandise to like new condition

Keep showroom clean and organized, including vacuuming, dusting, and handling household cleaning materials

Keep backroom and all store area neat, clean, and organized, including cleaning restrooms, and taking out trash

### Job Qualifications

Must be at least 18 years of age. High school diploma or GED

Friendly with good communication skills. Excellent customer service skills

Valid state driver's license, two years of driving experience, and good driving record

Must be able to lift and move (push/pull) heavy items and merchandise as needed

Typically works 15-22 hours a week depending on business needs

Apply online at [http://raccareers.net/jobsearch/job-details/delivery-driver-part-time-cicero-il/175425/?utm\\_campaign=indeed&utm\\_campaign=JB-11020](http://raccareers.net/jobsearch/job-details/delivery-driver-part-time-cicero-il/175425/?utm_campaign=indeed&utm_campaign=JB-11020)

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### **Catering Driver**

Boston Market - Hyde Park, IL

Purpose of the position: To safely and efficiently deliver catering orders from a Boston Market store location to our customers.

Essential Duties and Responsibilities: Make safe and efficient deliveries from a Boston Market store location to customers within trade area. Make on-time deliveries within a set delivery time window, arrive at the first time and depart by the second time (large orders may require an earlier arrival time). Provide friendly service and the highest level of hospitality to our customers, including answering customer questions and retrieving payment as needed. Responsible for the buffet set up at the client location according to Boston Market standards or customer request. Ensure a high quality and accuracy of the food order using the checklist and observation, starting at the restaurant through the delivery. At the restaurant; check and validate the order with the BEM check list, including temperature (150 degrees minimum), check the cleanliness of the transportation equipment. Load all delivery orders, up to 50 pounds, in the delivery vehicle. Take part in local store marketing efforts, including flyer handout, buzz squad marketing, menu and promotional informational drop off at the delivery site and quality business card collection directed by your COS. Miscellaneous tasks at the restaurant as needed. Primary Tasks are Catering related. Cleaning delivery equipment. Inventory catering shelf. Assemble Market Boxes with set ups of 15 and 25. Enter leads into computer system

Job Qualifications: All drivers must be 18 years of age Need access to reliable transportation to make deliveries. Own or be willing to purchase a working cell phone. Must be able to pass the Motor Vehicle Check requirements for Boston Market. Posses a valid drivers license and proof of insurance. Need to be able to work a flexible schedule. Must be able to lift up to 70 pounds to shoulder level. Relationships/Contacts: Interacts daily with external guests as well as working alongside management teams and team members. Frequent contact with Catering Operations Supervisor, Area Manager, Director of Operations, Account Consultant, and various field support and support center personnel.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Boston Market reserves the right at its sole discretion to amend its policies, programs and/or guidelines, including the contents of this job description, at any time without prior notice.

Apply online at <http://www.indeed.com/cmp/Boston-Market/jobs/Catering-Driver-f7189fb89f02adb2>

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**PROGRAM & EVENT COORDINATOR WELLNESS Job ID: 2168**

Closing Date: 06/18/2015

Administrative

Date Posted: 6/5/2015

Location: + Other...

Description: Title: Program and Event Coordinator for Wellness

**CHARACTERISTICS OF THE CLASS:**

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

**MINIMUM QUALIFICATIONS:**

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Salary \$52,600.00

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Floricultural Worker - Natural Areas (Seasonal) -REPOST Job ID: 2104**

Closing Date: 06/18/2015

Landscape/Floricultural Worker (S)

Date Posted: 6/4/2015

Location: 39th Street Service Yard

Date Available: ASAP

EMPHASIS: NATURAL AREAS

PRIMARILY REPORTING OUT OF: 39th and Lake Shore Drive

EXAMPLES OF DUTIES: Loads and mixes soil for use in planting show crops, background plants and other foliage. Follows specific instructions in the routine maintenance of plant life, including spacing, potting, pinching, watering and weeding. Assists in preparing, transplanting and caring for floral displays. Assists in the installation and removal of floral shows at Park District conservatories. Assists in applying fertilizers and other growth enhancement agents to the soil. Uses hand tools and operates push mowers, rototillers, weed eaters, riding mowers, pick up truck, fork lifts, mini front end loaders and other equipment and machinery used in lawn and floral maintenance. Performs routine maintenance on equipment. Assists in the preparation and care of Park District gardens and other outdoor floral displays. Assists in planting, fertilizing, weeding and watering activities conducted at outdoor flowerbeds. Performs plant care and maintenance at Park District nurseries including, loading and unloading stock and materials, trimming trees and shrubs and crop cultivation. Performs general maintenance at assigned facility including loading trash and brush, raking leaves, sweeping walkways, shoveling snow, cleaning showrooms and moving grass. Follows detailed instructions and regulates the temperature of greenhouse facilities. May apply pesticides if appropriately licensed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience: Graduation from High School or the equivalent (GED) is recommended. Experience performing floral or nursery duties is desirable.

**Knowledge, Skills and Abilities:**

Skill in the safe operation of equipment and machinery used in landscape maintenance and floriculture. Ability to follow written and oral instructions. Willingness and ability to learn how to maintain and cultivate floral plant life. Ability to perform manual labor.

Union: 703 Career Service EEO: Service/Maintenance FLSA: Non-Exempt

SALARY: \$18.06 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Budget & Policy Analyst (M) Job ID: 2169**

Closing Date: 06/22/2015

Professional/Budget & Policy Analyst

Date Posted: 6/8/2015

Location: Central Administration - BUDGET & MANAGEMENT OFFICE OF BUDGET AND MANAGEMENT

Title: Budget & Policy Analyst (M)

Level: 2135

**CHARACTERISTICS OF THE CLASS:** Under general supervision, analyzes budget related allocations, costs and expenditures and assists in the development and monitoring of Park District regional and departmental budget. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists managers and department heads develop and monitor their annual budgets. Analyzes department requests and the overall financial position of the Park District. Analyzes and compares Park District budgets and program costs with those of other recreation agencies. Organizes and conducts budget interviews with managers and department heads. Conveys established budgetary guidelines, clarifies changes and suggests budget modifications when indicated. Analyzes budget requests using spreadsheets for comparisons with current year's appropriations, budget transfers and monthly encumbrance reports. Analyzes potential salary increases and estimates health benefit appropriations. May perform budget and financial analysis related to special projects such as user fees, privatization of functions, funding allocations to different areas of the city, bond and public finance issues.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, Business Administration, Political Science, Public Administration, Urban Planning or related field, or an equivalent combination of training and experience.

**Knowledge, Skills and Abilities:**

Knowledge of governmental budget and accounting procedures. Strong mathematical, analytical and writing skills. Computer skills including the ability to create spreadsheets and perform data analysis with a high degree of proficiency. Ability to work independently. Ability to describe analysis and budgets to non-financial managers.

**SALARY:** \$47,500

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Customer Service Representative [Buffalo Grove, IL]**  
PrimeSource

**JOB DESCRIPTION**

PrimeSource is a multi-specialty medical practice dedicated to making a difference in the lives of the people we serve. Our corporate culture is; we take what we do seriously, but we do not take ourselves too seriously. PrimeSource associates value our company for its corporate structure accompanied with our family based culture. PrimeSource offers a competitive benefits package, great location in the north suburbs of Chicago with easy access to highways and public transportation, as well as a friendly office environment with great views.

Customer Service Representatives are the front-line of our growing healthcare company, providing excellence in customer care to both internal and external clients. The position has direct contact with nursing facilities, patient families and patients and medical staff throughout the Midwest. This position offers the right candidate an opportunity to make a difference while growing with a company that prides itself on promoting from within.

**REQUIREMENTS**

Provide excellence in customer care to internal and external clients  
Ability to multitask, including using several software programs concurrently  
Must have a minimum of 40 wpm typing with a high level of accuracy  
Efficiently use problem solving skills to resolve issues

**QUALIFICATIONS**

High school diploma; college degree preferred  
1 to 2 years customer service experience in a call center or other production driven environment  
Healthcare experience is a plus, but not required  
**THE BENEFITS OF WORKING WITH THE LEADER**

The PrimeSource Corporate Office is located in Buffalo Grove, IL with easy access to I-94, I-294, and 41 as well as two Metra train stations. Our location features several restaurants and shopping locations within walking distance.

Apply online at <http://healthcare.primesourcesystems.com/customer-service-representative-buffalo-grove-il-15/>

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### **Front Desk Receptionist**

Lift Body Center - Schaumburg, IL

Full-time Front Desk position for growing and fast paced Cosmetic Surgery Center/Medical Office. Candidate must have office experience, an outgoing personality, and the ability to multi-task. Aesthetic, Spa, or Medical Office experience preferred.

Tasks include administrative assistant responsibilities and office organizational tasks. Knowledge of MS Word and general computer skills required. We are an image based company so promptness and well-groomed physical appearance is a must. Our facility is a warm and friendly environment that is rapidly growing! We are looking for the perfect person to join our team! The perfect candidate must possess excellent customer service skills & the ability to work under pressure\*\*\*\*\*

Responsibilities include:

Reception and front desk skills

Organizing and maintaining office charts, incoming mail and other office-related paperwork.

Computer skills including MS-Word & Excel

Customized software program is used to manage our schedule so candidate must be computer- literate and willing to learn.

Excellent customer service skills & the ability to work under pressure

Coordinate multiple surgeons schedules

Arrange and confirm before and after procedure appointments

Organize and maintain office charts

**CANDIDATE'S SCHEDULE MUST BE FLEXIBLE. HOURS ARE BASED AROUND CONSULTATIONS AND SURGERY SCHEDULES.**

Benefits offered to full time employees include:

Medical Insurance

Paid Vacations

Holiday Pay

Required experience:

Front Desk: 1 year

Apply online at <http://www.indeed.com/cmp/Lift-Body-Center/jobs/Front-Desk-Receptionist-25f4bb68b398b09c>

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**Collections Representative: Collector**

Chase Professionals - Chicago, IL

Our client in downtown Chicago is looking for a Collections Representative to join their team. The Collector is responsible for calling current clients to collect payments and set up payment arrangements. Other responsibilities of the Collector include skip tracing, data entry and email correspondence as necessary.

"CHASE Professionals is an Equal Opportunity Employer with a drug-free workplace. All positions are subject to a 7 year criminal background and a pre-employment drug-screen."

**Requirements:**

3+ years of collections experience, at least 1 year must be in consumer collections. Strong communication and customer service skills

**Required experience:**

Collections: 3 years

Apply online at <http://www.indeed.com/cmp/Chase-Professionals/jobs/Collection-Representative-3bc24ecb4299e8b0>

**Front Desk-Receptionist-Registry - 1505028373**

Westlake Hospital - Melrose Park, IL

Description: Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. Bilingual in Spanish a Plus. Position may involve rotating weekends.

**Qualifications:**

High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary.

Job: Clerical/Administrative

Primary Location: IL-Melrose Park

Hospital/Facility: Westlake Hospital

Job Type : PT2Y

Shift Type : Days

**Apply online at**

<https://tenet.taleo.net/careersection/10000/jobdetail.ftl?job=2507085&src=JB-11160>

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### **Building Maintenance Assistant (South Loop Campus)**

The British School of Chicago - Chicago, IL

The British School of Chicago – South Loop campus is seeking a full-time Building Maintenance Assistant to support the Site Building Manager in day to day activities associated with the general upkeep and running of the school.

This role will also be required to cover the Reception desk from the hours of 5:00pm-6:30pm.

Hours: 10:00am – 6:30pm

Salary: Begins at \$21,000 per year

Benefits: competitive benefits packages offered

Salary: \$21,000.00 /year

Apply online at <http://www.indeed.com/cmp/The-British-School-of-Chicago/jobs/Building-Maintenance-Assistant-e9793b873f346d4d>

### **Steward / Receiver**

RPM Steak- Chicago, IL  
66 West Kinzie Street  
Chicago, IL  
Shift: AM  
Upscale Dining

#### Requirements

Organized with good attention to detail  
Ability to work in a high-volume environment  
Steward or receiver experience is a big plus.

#### To Apply

*Please apply in person at the restaurant Monday through Friday between 2 – 4 PM.*

All newly hired Lettuce Entertain You employees will be required to verify their identity and employment eligibility through the Internet-based system operated by the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

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### **Teacher Aide - Head Start**

All times are in Central Daylight Time.

Job ID 2014-6764

Center South Side Children Services

Posted Date 5/28/2015

Address 6330 S. Stony Island

# Positions 1

Category Early Learning/Child Care

Type Regular Part-Time

Hours per Week 25

Variable Schedule Hours Vary

**Job Summary:** The Teacher Aide provides support to teaching team in planning and implementing learning experiences for children; maintaining classroom; and managing children in accordance with the YMCA goals and curriculum plan.

**Scope of Responsibilities:** Support plans of effective child development program to meet the physical, social, emotional and intellectual needs of each child enrolled. Support children's safety through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures. Support and implement routines for diapering, toilet training hand washing, tooth brushing, eating, napping, and transitioning between activities, in a manner that is prompt, hygienic, and consistent with regulations and good child development practices. Coordinate, implement and monitor center plans for meeting and retaining children & families, including eligibility, recruitment, enrollment and daily attendance. Work as member of team to ensure continuity of children's care, curriculum and quality in the classroom and center. Participate and support centers efforts to recruit and enroll new children and families. Maintain professionalism in attire and demeanor; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood Profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act.

**Requirements:** Must have a High School Diploma with 12 college credit hours in Early Childhood Education with prior experience working with children.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/6764/teacher-aide---head-start/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false&jan1offset=-360&jun1offset=-300>

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