



Courtesy Bus Driver

Job ID 96263

Positions 2

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements: Educational Background:
High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/96263/job>

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Instant Return Rep

Job ID 96241

Positions 1

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

The Instant Return Representative is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

Mandatory Requirements:

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile

A minimum of one year of sales or customer experience in a high volume or service oriented environment

Proven strong sales and closing skills and the ability to friendly, engaging manner

Basic computer proficiency

Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills

Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team.

100% customer focus, with proven experience within a customer facing environment

Work flexible shifts including weekends and holidays; and work overtime as required

Work outdoors during all weather conditions

Stand for long periods of time

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Counter Sales Rep

Job ID 95812

Positions 2

Location US-IL-Chicago

Category Sales

Mandatory Requirements: Educational Background: High School Diploma or equivalent

Professional Experiences:

A minimum of one year of sales or customer experience in a high volume or service oriented environment . Passion for customer service and attention to detail – Goes the extra mile. Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems; Proficiency in English

Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Counter Sales Rep (part-time) - Midway Airport

Job ID 95584

Positions 1

Location US-IL-Chicago

Category Sales

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment. Passion for customer service and attention to detail – Goes the extra mile. Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends, holidays, nights and weekends; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Lot Attendant (part-time) - Midway Airport

Job ID 95582

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

Job Summary:

Responsible for ensuring that the overall car rental flow in the lot is as efficient and seamless as possible, including monitoring the car lot supply, movement and cleanliness, receiving and inputting car ready tickets, and processing vehicles upgrades, exchanges, and Express rentals.

Mandatory Requirements:

Required Education/Experience:

High School Diploma/or equivalent

1 year of car rental experience preferred

Valid driver's license as required by State

Required Qualifications:

Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation

Ability to speak and understand English

Ability to operate radio, security and computer equipment

SPECIAL JOB DIMENSIONS:

Varied hours nights and weekends are required.

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

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Product Designer

Melrose Park, IL

Full-time

Company Description

At 1800Baskets.com each one of our gift baskets is expertly designed by our talented team of Product, Basket and Gift Designers. Great care and consideration is given to finding exactly the right combination of materials and color for a beautiful presentation.

1800Baskets.com is part of the 1-800-Flowers.com Family of Brands
(www.1800flowers.com)

Job Description

Design and Build Gifts; manage all details of creative, photography, costing, and production specification process.

The incumbent in this position is responsible for:

- Creating viable gifts that realize the intended PLD specifics and objectives
 - o Vision
 - o Retail price point
 - o DesignPac margin
- Must design to cost and have the necessary tools to accomplish
- Realizing the potential of the gift concept thru outstanding, coherent, integrated, and appealing style and artwork
- Ensuring gifts are designed, developed, costed, and reviewed on schedule
- Ensuring gifts reflect the best thinking of supporting departments
- Providing driver knowledge and active, creative participation in strategy and PLD meetings
- Ensuring that gift samples and the corresponding costing system details are accurate and maintained on a timely basis
- Analyze the PLD vision, retail, and margin expectations and develop target cost ranges for all components, packaging, and labor
- Analyze, triage, and manage the required tasks to complete a gift and work thru the action items systematically

Qualifications

- Previous gift (preferably gift basket) design experience required
- Bachelor's degree preferred
- A team driven attitude with a creative mindset is a must have

Apply online at <https://www.smartrecruiters.com/1-800-flowers/82548137-product-designer>

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Accounting Supervisor

Melrose Park, IL

Full-time

Design Pac is part of the 1-800-Flowers.com Family of Brands (www.1800flowers.com).

Job Description

The Accounting Supervisor is responsible for overseeing the A/P and A/R functions, as well as the Front Desk Receptionist, to ensure that work is properly allocated and completed in a timely, accurate and SOX-compliant manner. This position ensures that accounting activities including monthly general ledger close, financial reporting, SOX compliance, interim and year-end audit preparation, and the support of budget and forecast activities are met within their respective deadlines.

Supervise the A/P Clerk to support the timely and accurate recording, matching, and paying of vendors in BAAN and Oracle Financials ERP systems.

Assist with invoice entry and payment processing during our peak payables periods. Provide timely daily, weekly and monthly financial reporting and analysis. Participate in yearly internal testing of controls and SOX documentation updates. Assist in activities to prepare monthly forecasts and annual budget. Collaborate with the other brands' finance department managers to support overall corporate goals and objectives.

Manage company financial records to comply with the corporate record retention policies. Work with direct reports to establish annual goals and objectives and monitor and advise on the progress to enhance the professional development of staff. Assist in development and implementation of new procedures and features to enhance the workflow of the department. Perform ad hoc requests for analysis of financial data. Perform other duties as assigned.

Qualifications: High job complexity. Must be detailed oriented, analytical and strong at problem solving skills. Ability to multi-task, work under pressure and meet deadlines required BA/BS in Business with and emphasis in Accounting or related field. Minimum 3-5 years of comparable accounting experience. Must be proficient in Microsoft Excel. Oracle Financials experience a plus. Strong interpersonal, supervisory and customer service skills required. Must be professional and flexible in all interactions.

Additional Information

All your information will be kept confidential according to EEO guidelines.

Hours : M-F 8am-5pm

Apply online at <https://www.smartrecruiters.com/1-800-flowers/82992570-accounting-supervisor>

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Retail Sales Associates

Chicago, IL

Fannie May is part of the 1-800-Flowers.com Family of Brands (www.1800flowers.com)

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, skills, and/or ability required.

Education and/or Experience

Preference given to individuals with one to two years cashiering experience and/or training, or equivalent combination of education and experience. High school education (or GED) is preferred.

Education and/or Experience: Must be 16 years old

Language Skills: Ability to read, analyze, interpret and implement business procedures & policy. Ability to communicate in both written and oral form. Ability to effectively present information and respond to questions from employees, customers and the general public

Mathematical Skills: Ability to perform basic math skills such as addition, subtraction, multiplication and division

Reasoning Ability: Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written or oral form

Hours of Work: This position typically requires 10-30 hours of work per week, and requires flexibility in time available with a commitment to fill in as needed when there are staff shortages or seasonal demands.

ADDITIONAL INFORMATION: We offer competitive wages, opportunity for regular employment, and a tasty associate discount.

Additional Information: Competitive wages, paid training, employee discounts

Apply online at <https://www.smartrecruiters.com/1-800-flowers/83224540-retail-sales-associates->

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Sanitation Supervisor

Lake Forest, IL

Full-time

Job Description

This supervisory position is responsible for all activities related to food sanitation in a food manufacturing and packaging environment.

This supervisor plays a pivotal role in establishing and documenting a formal, fully compliant sanitation program. The Sanitation Supervisor supervises a third shift sanitation crew. This supervisor works closely with plant staff to continually improve processes and equipment, and provides direction, clarification, documentation, and validation for projects and processes.

Schedule and supervise a crew of 7-10 fulltime hourly sanitation workers (including on hourly lead person) to ensure plant operations meet mandatory sanitation requirements for machinery, equipment, and facility.

Qualifications

To be considered for this position, applicants must have 5+ years of progressive experience in food sanitation with supervisory responsibilities.

The applicant must be familiar with the theory and application of cleaning turbulence, temperature, timing, and chemical concentration, and effectively present these concepts to subordinates. Applicants must have knowledge of regulatory requirements with respect to food production and sanitation (OSHA, FDA, HACCP, GMP's, and SSOP's).

Applicants are required to have a minimum of a 2-year degree from an accredited college or a commensurate level of practical experience. Bilingual (Spanish/English, English/Spanish) is helpful but not required. Strong computer skills are required (primarily MS Office applications). This supervisor must have the demonstrated ability to facilitate change while involving employees to continually improve processes.

Additional Information

All your information will be kept confidential according to EEO guidelines.

Apply online at <https://www.smartrecruiters.com/1-800-Flowers/83339328-sanitation-supervisor>

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Packaging Machine Operator

- Lake Forest, IL
- Full-time

The Popcorn Factory is part of the 1-800-Flowers.com Family of Brands (www.1800flowers.com).

Job Description

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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS 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.

Apply online at <https://www.smartrecruiters.com/1-800-Flowers/81712171-packaging-machine-operator>

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Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: Joliet Investigations 2015

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p
Vacancies are located at: 1619 W. Jefferson Joliet, IL 60435
Contact: LORA BUSSE-FLECK
NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506
Phone: (630) 801-3575 Fax: (630) 801-3530
Email: Lora.Busse-Fleck@illinois.gov

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 SS - Spanish Speaking

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Job Title: Educator - Opt C

Agency: Juvenile Justice

Closing Date/Time: Continuous

Salary: \$4,311.00 - \$7,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC063 Bid ID#: IDJJ27-10-15-0007 / 0013

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Principal (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

Minimum Requirements: Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBS I) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact: WORK HOURS:8:00 a.m. - 4:00 p.m. Mon -Fri
DAYS OFF: Saturday and Sunday
LOCATION / AGENCY: Illinois Youth Center - Chicago
136 North Western Avenue, Chicago, IL 60612
CONTACT: Olivia Robles, Human Resource Rep.
Illinois Youth Center – Chicago, P.O. Box 12247, Chicago, IL 60612
Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

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

See instructions listed above.

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Job Title: Information Systems Analyst I - Opt W

Agency: Employment Security

Salary: \$5,435.00 - \$7,544.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision. Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor , Chicago, IL 60603

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 W - Web Developer

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Job Title: Administrative Assistant I

Shift: 1st

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

Specialty: Psychiatry

Job Number: 2015-1081

Job Description:

We are seeking a dynamic Administrative Assistant I to join our Road Home Program at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

The Administrative Assistant is responsible for providing administrative functions to the Medical Director within the Road Home Program. The Administrative Assistant is well-organized, detail-oriented, and has the ability to interact effectively with clients, faculty, and staff. The Administrative Assistant works on multiple tasks simultaneously, focuses and performs well under pressure, effectively prioritizes, meets deadlines, and maintains confidentiality. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required. Veteran or family member of a veteran strongly preferred. Strong interpersonal and communication skills; ability to work effectively with a variety of faculty, staff, and veterans required. Working knowledge of PCs and software packages required, specifically Adobe, Microsoft Windows, Access, Excel, Word, and Outlook Knowledgeable with Google Docs. Ability to accurately maintain a daily Microsoft Excel database Ability to work under pressure with accuracy. Ability to multitask under pressure with high level decision making skills using ICARE values. Ability to deal courteously and in a professional manner with faculty, staff, and veterans. Ability to prioritize multiple assignments and tasks.

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150611162051&

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Job Title: Pharmacy Tech II
Department: Pharmacy
Shift: 4th (Rotating)
Full/Part: Type 1 (72-80 Hrs/PP)
Job Number: 2015-1108

Job Description:

The Pharmacy Department is looking for a full-time, rotating shift Pharmacy Technician II.

Position Highlights:

The Pharmacy Technician II, under the general supervision of pharmacy supervisors and staff pharmacists, performs duties such as labeling, preparing, and filling of medication orders for patients on care units of the Medical Center. Such medication orders are prepared up to the point of final checking and dispensing by a registered pharmacist. The Pharmacy Technician II exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications:

Must be a high school graduate or equivalent.
Eligible for pharmacy technician licensure in Illinois.
Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hiring date. Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations by the end of the defined training period. Previous experience as a pharmacy technician or equivalent health-care related practice preferred. Equivalent of 1-3 months training program or on-the-job training or completion of the Rush pharmacy training modules. Microsoft Outlook, fax machine, copier and other office equipment as necessary
May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents.
Lifting up to 30 pounds, continuous standing and frequent walking may be required.

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

Apply online at

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Facilities Maintenance Associate I-1502948

Job summary:

Perform general maintenance and repair duties including light carpentry, basic electrical, HVAC, grounds maintenance, and arranging furniture and partitions. Assist employees with internal moves. May work with specialized outside contractors. Performs loading dock shipping and receiving, and minor maintenance, to assist in the efficient operation of the company's buildings and grounds.

EDUCATION REQUIREMENTS:

High school diploma or GED is required for this role.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient verbal and written communication skills to technical and non-technical audiences of various levels in the organization (e.g. executive, management, individual contributors)
- Knowledge of use of office equipment
- Proficiency in establishing and maintaining effective working relationships with employees, clients and public
- Proficiency in the assembly and installation of modular office furniture.
- Must complete OSHA training and adhere to established OSHA program.
- Knowledge of the use of power tools, moving equipment, grounds equipment, trucks, trailers, etc.
- Knowledge of proper safety techniques and requirements.

Entry level role. Basic skills with moderate level of proficiency. Has general understanding of facilities maintenance procedures. Generally performs simple tasks that tend to be of small to moderate size and scope. Works under close to moderate supervision with limited latitude for independent judgment. Consults with senior peers on non-complex work orders to learn through experience. Typically requires up to three (3) years of maintenance experience and must have a valid state driver's license. Previous experience assembling and installation of office furniture is required.

FIS is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, genetic information, national origin, disability, veteran status, and other protected characteristics.

Apply online at

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Job Title: Meat & Poultry Inspector

Agency: Agriculture

Salary: \$3,654.00 - \$5,113.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1610

MUST RESIDE IN COOK COUNTY - NORTH OF I-290 - AT TIME OF HIRE.

Minimum Requirements:

Requires the successful completion of an agency approved meat and poultry inspection training program. Requires a valid Illinois driver's license. Requires ability to lift materials weighing up to 20 pounds. Requires physical ability to access licensed establishments to perform inspections. Requires ability to perform carcass examinations. Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry. Requires working knowledge of the methods and techniques of ante-mortem and postmortem inspections involving meat producing animals and poultry. Requires working knowledge of applicable laws, rules and regulations governing the inspection and processing of meat and poultry products.

Work Hours & Location/Agency Contact:

Day Shift - Monday - Friday

Cook County (North of I-290) residency required at time of hire

When testing for the MPI Trainee at CMS, be sure to indicate Region I to be considered for this position

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds, Springfield, IL 62794-9281 217-785-5099

How to Apply: If you have not completed the MPI Trainee program with IDOA, you are not eligible to bid on this position as posted. You must take the MPI Trainee test with CMS. If not filled via bargaining unit language as an inspector, we will request the O/C list from CMS for MPI Trainee.

For those that have completed the MPI Trainee program with IDOA, submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

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Customer Experience Rep (Repair)

Location: Oak Brook, IL, USA

Area of Talent: Customer Care - Call Center

Job Type: full time Req. Number: 101887

Business Unit: Call Center

BE THE VOICE OF AWESOME.

More Than a Call Center

The Front Line to Customer Happiness

When XFINITY customers call with a problem, it's up to you to help set things right. Which means you'll need to be equal parts empathizer, negotiator, troubleshooter and techie - a think-on-your-feet multi-tasker who's able to turn any situation around - and close the call with a smile.

XFINITY'S Customer Service Account Executives are the all-around, front line customer resource, handling everything from technical questions about our products and equipment, addressing billing issues, promoting and selling new products and services (including XFINITY HOME), and generally doing whatever it takes to help our customers feel well taken care of and happy.

To succeed, you'll need sound judgment, strong tact and diplomacy, and the talent to think "off-script" to deliver the best solution in a timely, efficient manner. A high school diploma or the equivalent is required, along with the flexibility to work overtime, weekends. Fluent in another language? Certain locations have amazing bilingual opportunities available!

If you're ready to be the Voice of Awesome and you'd welcome the challenge of providing exceptional support in a supportive, team setting, we'd like to hear from you.

To get started on this new and exciting path, please use the link below to review the full job description and complete an application.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Customer-Experience-Rep-Repair--Oak-Brook-Illinois-job-5240210>

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Communication Technician 1, Installation & Service

Location: Homewood, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time Req. Number: 106565

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

SPEND A DAY ON THE JOB

REALISTIC JOB PREVIEW

CONNECTING CUSTOMERS

TO THE TECHNOLOGY THEY DEMAND

Get your foot in the door to an awesome future.

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career. As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible. During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization. What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure. A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Communication-Technician-1-Installation-Service-Homewood-Illinois-job-5381438>

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Xfinity Sales Associate (UNIV) - Chicago (North Avenue)

Location: Chicago, IL, USA

Area of Talent: Sales - Residential

Job Type: full time Req. Number: 111906

Business Unit: Field Sales

Job Summary:

Responsible for the promotion and sale of Comcast products and services to include video, high-speed internet, voice and XFINITY Home. This role focuses on both individual sales to single family units and sales to multiple dwelling units through relationships with property management. Develops a foundational knowledge of Comcast's products and services, improves sales skills and learns how to maximize sales through effectively working assigned turf.

Core Responsibilities:- Demonstrate a strong understanding of Comcast products, promoting and selling offerings to individual customers by knocking every door within assigned territory. Displays familiarity with features, benefits, product differences, pricing, and campaigns for video, high-speed internet, voice, and XFINITY Home. - Communicates and develops rapport with customers. Evaluates individual customers' existing and potential product needs and makes recommendations. Increases customer understanding of Comcast products and pricing models as well as competitive advantages over other service providers. Evaluates competitive offers and frames response to show the benefits of Comcast. - Possesses strong communication, organizational, people and customer service skills. - Establishes strong technical capability (computer knowledge, billing system, databases). - Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions. - Where applicable, obtain and maintain any credentials and/or licenses necessary to sell and/or design alarm systems as required by law. - Other duties and responsibilities as assigned. - Consistent exercise of independent judgment and discretion in matters of significance. - Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) as necessary.

Job Specification:

- High School Degree or Equivalent - Generally requires 0-2 years' related experience.

Not Maximizing Your Earning Potential? Check out this video and start your Career in Direct Sales with Comcast: http://www.youtube.com/watch?v=Jm5u6_xoc0Q

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