



**Job Title: Residential Care Worker Trainee**

Agency: Human Services

Closing Date/Time: Wed. 06/24/15 11:59 PM Central Time

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-44-ICRE91117 & 91118

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides the care, treatment and development of physically disabled children at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Trains and monitors students in residence in recreational, occupational and daily living skill activities. Collaborates with supervisory staff as well as other professional staff in making a coordinated and effective program tailored to meet the individualized need of each student. Maintains case documentation and other required reports. Serves as a mandated reporter under the Child Abuse and Neglect Act.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus requires the completion of an agency approved training program or an additional year of the above experience. Requires ability to travel in the community to escort children.

Work Hours & Location/Agency Contact: Shift Varies  
Illinois Center for Rehabilitation and Education - Roosevelt  
1950 W. Roosevelt Rd., Chicago, IL 60608  
Attn: Benjamin Davis  
312/433-3147 - Voice  
312/433-3056 - Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Thu. 06/25/15 4:59 PM Central Time

Salary: \$2,707.00 - \$3,323.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10/79-90424

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned to but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

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

Evenings 2pm-10pm Housekeeping Department

CONTACT INFORMATION: Summer Doxie / Human Resource Office  
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

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

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**Job Title: Food Service Assistant 1-Patient Services - Temporary**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-1159

Job Description: Are you interested in joining a leading health care organization? Do you have previous food service experience? If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant I who exemplifies professionalism to join our Food & Nutrition team

THIS IS A TEMPORARY POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILABLE FROM 4:00AM TILL 10:00PM.

Position Highlights: This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. This is a temporary position which is 40 hours every two weeks, not eligible for benefits

Position Qualifications Include: High School Diploma or GED equivalent required. Previous front line foodservice experience preferred. Ability to communicate verbally and in writing in English is required. Ability to demonstrate reading ability required. Ability to demonstrate basic math skills required. Good interpersonal and solid customer service skills required. Able to operate foodservice equipment such as dish-machine, scrubber, etc required. Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required. Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling. Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. 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

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150618100142&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150618100142&)

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## **Paralegal (Job Number: 150001Z8)**

### Description

A Paralegal is under the supervision of and may perform duties for the Law Department and various attorney support tasks such as filing legal documents with appropriate court or administrative agency (including e-filing), responding to and issuing subpoenas, obtaining internal and external documents and information, preparing documents for production and organizing legal files.

In order to be successful, the Paralegal must possess the following qualifications:

### Type of Education Required:

Graduation from high school, or GED equivalent

Valid Certificate of Completion from an accredited paralegal training program

B.A. or B.S.

### Type of Experience and Number of Years:

At least 2 years as a paralegal in a law firm or legal department with active litigation practice in Chicago-area federal and state courts, preferably in environment involving working for multiple attorneys at once; or

At least 5 years of administrative work experience in a legal office or equivalent combination of training and experience, preferably in environment involving working for multiple attorneys at once.

### Knowledge, Skills, and Abilities:

Excellent organizational skills, flexibility, attention to detail and ability to maintain confidentiality, prioritize, multi-task and meet deadlines.

Knows filing procedures for Chicago-area federal and state courts and federal, state and municipal administrative agencies.

Proficient user of PC computers, internet, Microsoft Office applications, including Word, Excel and PowerPoint, Google applications and E-discovery software, and proficient with or willing to learn PeopleSoft, Oracle and other software applications.

Adaptable, willing to develop/learn new tasks and new ways to perform current tasks more efficiently, works cooperatively with internal and external constituencies, willing to help outside the group when needed and willing and able to work longer hours when need arises (i.e., trial).

Please Note: The successful candidate must live in the City of Chicago or be able to do so within six months of the hiring date.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=75456>

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### **Part-Time Legal Assistant**

Webb Law Group LLC - Chicago, IL

Provide reception, customer service, drafting of legal forms, documentation for real estate closings, billings and litigation document production

Salary: \$15.00 /hour

Required experience: Customer Service or Legal Secretary or Assistant: 1 year

Apply online at <http://www.indeed.com/cmp/Webb-Law-Group-LLC/jobs/Part-Time-Legal-Assistant-0091999e85bb4e06>

### **Receiving Personnel**

Union Square Events - Chicago

Chicago, IL

Full Time

Hourly (Based on Experience)

Expires: Jul 15, 2015

### **REQUIREMENTS**

Min. Required Experience: 0-1 years

Required Skills: Equipment Maintenance, Inventory, Ordering / Purchasing, Ordering / Receiving, Receiving/Organizing

**JOB DETAILS:** A James Beard award-winning hospitality group is seeking Receiving Personnel to be a part of a new opportunity in Chicago!

### **Key Responsibilities:**

- Assist with the cleaning and maintenance of the beverage and pack out areas including but not limited to the walk-ins and storage areas.
- Maintain pre-selected par level for ice buckets
- Properly store company and rental equipment
- Ensure company and rental equipment is maintained, clean, and in good working order and condition
- Assist in inventory and maintain all disposables
- Assist in inventory and maintain all beverages
- Assist in inventory and maintain all liquor, wine, and beer
- Act as USE Steward and Receiver if they are not available for all warehouse items

Certifications: Serve-safe or sanitation license

Apply online at [https://culinaryagents.com/jobs/9716-receiving-personnel?widget\\_name=alljobs\\_25&client\\_id=CA\\_DS\\_INDEED15](https://culinaryagents.com/jobs/9716-receiving-personnel?widget_name=alljobs_25&client_id=CA_DS_INDEED15)

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## **Driver Local Route Home Every Night-1506354**

### Relief Driver

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned.

### CDL A Required

Salary Information: The salary for this position is \$105.00 per day.

### Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30 a.m.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL and driver's license

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### Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

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## **Merchandiser-1504773**

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.65 per hour plus reimbursement for usage of your personal vehicle.

### Schedule and Shift

This is a Part Time, day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week, averaging 16-24 hours per week.

### Assigned Territory

This position will merchandise stores located in and around North Chicago.

**Position Responsibilities:** Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

### Qualifications

High school diploma or general equivalency diploma (GED)  
Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly  
Valid driver's license

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### Job: Operations

Primary Location: United States-Illinois-Chicago

Organization: Packaged Beverages

Schedule: Part-time

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## **Driver Trainee-1507261**

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Salary Information: The salary for this position is \$105.00 per day.

### Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30am.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

**Position Responsibilities:** Provide shelf merchandise to stores upon request by manager or customer. Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period. Accountable for cash/credit proceeds and products removed from inventories. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

### Qualifications

High school diploma or general equivalency diploma (GED). 21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Current Valid Driver's License with Class B CDL or CDL Class A Permit

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### Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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## **Maintenance Mechanic I-1506782**

The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, extractors, fractionators, homogenizers, material handling equipment, bulk delivery equipment, blending/mixing systems.

**Shift and Schedule:** This is a unionized facility and shift assignments are based on seniority as well as business needs. This is a full time permanent position working most likely on our 2nd or 3rd shift. 2nd shift hours are from 1:00pm - 9:30pm and our 3rd shift hours are from 9:00pm - 5:30am. Must be open to overtime and weekends as the business needs or because of seniority.

**Pay Rate:** The starting hourly pay rate for this position is \$22.45 an hour

### **Qualifications**

High school diploma or general equivalency diploma (GED)

2 years of technical training OR 2 years related maintenance experience

Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time

Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

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EOE Minorities/ Females/ Protected Veterans/ Disabled

**Job:** Operations

**Primary Location:** United States-Illinois-Northlake

**Organization:** Supply Chain

**Schedule:** Full-time

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## **Delivery Driver Home Every Night-1506854**

The Delivery Driver is responsible for delivering product to both large and small format accounts on a route for advance product sales. In addition, maintaining strong customer rapport, ensuring quality service and effective merchandising of Dr Pepper Snapple Group brands. Required: Must have a full CDL Class A

Salary and Benefits Information: The pay for this position will start out at an hourly rate. After the training period, the pay rate is hourly plus commission, averaging \$33,000 to \$39,000 per year. Company uniforms and cell phone provided. Attractive benefits package to include Medical, Dental, Vision, and more.

Schedule and Shift: Tuesday - Saturday. 5:30 am until finished. Must be able to work overtime, weekends, and holidays as needed.

Position Responsibilities: Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Maintain assigned vehicle in accordance to applicable safety regulations.

### Qualifications

High school diploma or general equivalency diploma (GED)  
21 years of age or older  
Lift, push, and pull a minimum of 50 pounds repeatedly  
Valid Commercial Driver's License (CDL) and driver's license

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### Job: Operations

Primary Location: United States-Illinois-Rockford  
Organization: Packaged Beverages  
Schedule: Full-time

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## **Seasonal Fork Lift Operator-1506829**

The Seasonal Forklift Operator is responsible for loading, unloading, staging, pulling and distributing pallets of Dr Pepper Snapple Group product supplies while meeting productivity requirements.

**Shift and Schedule:** This is a full time seasonal position working on 2nd shift. 2nd shift hours are from 8:30pm – 5:00am Monday through Friday. Must be open to overtime and weekends as the business needs.

**Pay Rate:** The hourly pay rate for this position is \$12.00 plus a shift differential.

### **Position Responsibilities**

Load and unload trucks. Lift, carry, pick, and stack materials.  
Supply production line with empty containers.  
Remove full product from palletizer to staging area.  
Supply packaging material, cartons and hulls to line as needed.  
Maintain pallet supply for palletizer.  
Rotate floor stock by moving oldest product first.  
Perform general housekeeping duties in the warehouse or production area and duties as assigned. Available to work all shifts, weekends and overtime.

### **Qualifications**

High school diploma or general equivalency diploma (GED)  
2 years of forklift operation experience  
Lift, push, and pull a minimum of 50 pounds repeatedly  
1 year of SF or RF scanning experience  
2 years of warehousing experience

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### **Job: Operations**

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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## **Transport Driver-1500989**

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

**Position Shift and Schedule:** This is a unionized facility and shift assignments are based on seniority as well as business needs. This is a full-time permanent position that will most likely work on our 2nd shift which typically begins at 2:00pm. Flexibility to work overtime as well as the ability to adapt to changing schedules is required.

### **Position Pay Rate**

The starting rate of pay for this position is \$20.85 per hour plus a shift differential.

### **Position Responsibilities**

Operates vehicle in a safe and efficient manner.  
Perform daily routine vehicle inspections and address any concerns immediately.  
Deliver full Dr Pepper Snapple Group brands to assigned warehouses and pick up empty product transport containers, pallets, supplies, or raw materials from assigned vendors. Maintain DOT time log and other required transport documentation.  
Proactively work to assist others in achieving the organization's objectives.  
Exhibit thorough communication with the dispatch team and Transportation Supervisor.

### **Qualifications**

High school diploma or general equivalency diploma (GED)  
21 years of age or older  
2 years tractor trailer driving experience  
Valid Commercial Driver's License (CDL A) and driver's license

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### **Job: Operations**

Primary Location: United States-Illinois-Northlake  
Organization: Supply Chain  
Schedule: Full-time

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## **Relief Driver-1503245**

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned. Salary Information: The salary for this position is \$105.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week. This is a day (1st) shift that typically starts at 5:30 a.m. You can expect to work 5 days per week. Must be available to work Saturdays as business needs require.

Position Responsibilities: Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Service vending machines with products, collects monies and records meter reading for each vendor, places point of sales material, fills change dispenser, adjusts and cleans mechanism as needed. Assure that each vendor is maintained with proper brands, maximizing productivity for space to sales ratio. Maintain assigned vehicle in accordance to applicable safety regulations. Cover routes and provide sales and / or merchandising services as assigned. Stack and store merchandise in the appropriate area of the warehouse according to established sequences and procedures and load trucks with propane or battery-operated forklift and/or pallet jack as assigned.

Qualifications: High school diploma or general equivalency diploma (GED)  
21 years of age or older. Lift, push, and pull a minimum of 50 pounds repeatedly  
Valid CDL and driver's license

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Job: Operations Primary Location: United States-Illinois-Harvey  
Organization: Packaged Beverages Schedule: Full-time

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## **Route Helper II-1505617**

The Route Helper II delivers product and assists a CDL Driver with activities such as loading and unloading beverages and merchandising while training to obtain a Permit and Class A or B Commercial Driver's License (CDL) within a specified period of time. Other responsibilities will include the use of a personal vehicle to perform merchandising duties when not assisting a CDL Driver.

Salary Information: The pay for this position is \$106.00 per day  
Schedule and Shift: Full-Time averaging 40 hours per week.  
This is a day (1st) shift that typically starts at 5:30 a.m.

### Position Responsibilities

Assist the Driver and deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Train to obtain a Commercial Driver's License (CDL) within a specified time frame established by management. Provide shelf merchandise to stores upon request by manager or customer. Maintain assigned vehicle in accordance to applicable safety regulations. Unload full cases of product, reloads truck with empty cases and returns. Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Available to work weekends and holidays.

Qualifications - High school diploma or general equivalency diploma (GED) - Lift up to 50 lbs repeatedly - Push and pull up to 100lbs repeatedly - Valid driver's license - 21 years of age or older

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### Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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**Material Handler**

Date: Jun 16, 2015  
Location: Chicago, IL, US  
Material Handler-10163743

Description: Cintas' Global Supply Chain Management Division's mission is to be the most competitive global provider of uniforms and related items, using the resources of our company-owned facilities, as well as our network of supplier relationships that spans five continents. As part of our commitment to customers and the communities we serve, we source items at the best-available price that are produced in a manner consistent with our code of conduct.

Cintas is currently looking for a Material Handler to work at one of our Supply Chain Locations. As a Material Handler, your responsibilities would include sorting and preparing orders according to the order itinerary and transporting orders to the partner's workstation. Assist partners in loading/unloading trucks as necessary. Interact with the Warehouse Business System to confirm orders from one department to another. Filling supplies (corrugate, tape, and paper) for partners work areas. Load and unload materials, parts or products; delivering stock to designated work areas. This is a full-time position in which you will be scheduled to work 40 hours a week Monday-Friday with the ability to work overtime during the week and on weekends as business needs require.

Qualifications • Basic minimum language communication skills in speaking and understanding English • Ability to stand and/or walk around for up to 7 hours a day

Our Material Handlers enjoy: • Competitive Pay • 401(k)/Profit sharing/ESOP • Medical, Dental and Vision Insurance Package • Disability and Life Insurance Package • Paid Vacation and Holidays • Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer and will make all employment-related decisions without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Job Category: Production / Manufacturing  
Location: US-IL-Chicago  
Organization: Supply Chain  
Employee Status: Regular    Schedule: Full-time    Shift: First

Apply online at [http://careers.cintas.com/job/Chicago-Material-Handler-IL-60290/274104900/?feedId=32300&utm\\_source=Indeed&utm\\_campaign=Cintas Paid Media](http://careers.cintas.com/job/Chicago-Material-Handler-IL-60290/274104900/?feedId=32300&utm_source=Indeed&utm_campaign=Cintas_Paid_Media)

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### **Leasing Agent - Chicago**

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- \* Schedule, coordinate, and conduct unit showings with prospective tenants
- \* Meet and exceed monthly leasing targets
- \* Work flexible hours as needed to show units
- \* Navigate, update, and work effectively in PropertyWare software environment
- \* Any projects or additional duties as requested

Qualifications:

- \* 2-year Associates degree highly desired
- \* Good working knowledge of Microsoft Excel and Word
- \* Willing to work very hard, and flexible schedule as needed
- \* Access to reliable automobile – REQUIRED
- \* Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- \* Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- \* Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

Apply online at <https://www.pangeare.com/careers>

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## **Property Manager - Chicago**

Field Management | Chicago, IL, United States

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Responsibilities: \* Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore) \* Show, walk through, and sell units to prospective residents Manage paperwork flow between prospective residents and corporate office \* Follow-up on maintenance / repair requests and ensure properties stays in excellent condition \* Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction \* Collect monthly rents and administer collection procedures when needed \* Successfully pass annual CHA Section 8 unit screening to ensure continued revenue \* Perform routine drive/walk by of properties at various times throughout the day/night \* Treat the units and residents as if they were your own

### Qualifications / Minimum Skills to Apply:

- \* 2-year Associates degree
- \* Demonstrable conflict management and problem solving skills
- \* Working knowledge of Microsoft Excel, Word, and mobile communication
- \* Access to reliable automobile – REQUIRED
- \* Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

### Desired Qualifications:

- \* Property management a plus, but NOT required; training is provided
- \* Experience running/managing a multiple-site retail store/chain
- \* Sales or management experience
- \* Face-to-face customer service experience

### Compensation and Benefits:

- \* Base pay depending on experience, starting at \$41,600 annually
- \* Bonus plan has potential to pay up to \$3,000 annually

- \* Full benefits available for full-time employees
- \* Gas and phone allowance available for eligible full-time employees

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## **Maintenance Technician - Chicago**

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

- Plumbing
- Electrical
- Carpentry
- Flooring
- Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance.

Honest and able to work in a self-directed, fast-paced environment with minimal oversight.

Hard working and flexible on hours if necessary.

Must commit to Pangea full time

Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

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## **Operations Accounting Admin**

Accounting | Chicago, IL, United States

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We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

### Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

### Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

### Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Mon. 06/29/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1548009-489578

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education

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

Work Days & hours: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS-6C0544, 1026 S. Damen, Chicago, IL 60612

Supervisor: Berryhill, C.

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax:312/328-2510

Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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