



### **Agency Operator in NORTH CHICAGO Illinois United States**

Do you have what it take to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you! Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an \*Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location  
Staffing your location  
Marketing your operation  
Promoting world renowned Avis Budget Group "We Try Harder" values  
Maintaining a business plan aimed at developing rent-a-car business in your local area  
Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience  
Business ownership experience  
The ability to work independently  
Outstanding Customer Service Skills  
Car Rental/Travel experience preferred but not required.

\*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

The information listed above is intended to describe the general nature and level of this position.

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/895172F367064C97A22946A20C862BCE/job/>

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## **Benefits Specialist**

Posted Date 7/9/2014

Requisition # 18161

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Human Resources Department Human Resources Operating  
Campus Loop Campus Location US-IL-Chicago

**General Summary:** The Benefits Specialist will serve as the primary 403(b) retirement plan and leaves of absence plan administrator. This position will also be responsible for Benefit premium remittances and conducting various financial analyses.

### **Minimum Requirements**

- Bachelors Degree or equivalent experience.
- Three years of experience within a Human Resources/Benefits office or Payroll/Finance role.
- Knowledge of legislative issues affecting benefits and compensation.
- Strong communication, quantitative and analytical skills.
- Excellent interpersonal skills and the ability to communicate with employees at all levels of the organization.
- Proficiency in Microsoft office suite.
- Detail-oriented.
- Organized individual with the ability to multitask and prioritize numerous projects.
- Ability to work overtime, when necessary during peak times of the year.

**Preferred Requirements:** •Proficiency in PeopleSoft 9.0 or higher.

**Salary & Benefits:** DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

### **Mandated Reporting of Child Abuse & Neglect:**

Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18161/benefits-specialist/job>

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## **Coordinator, Meeting & Event Services**

Posted Date 7/2/2014

Requisition # 18138

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Facilities Management Department Student Center Loop Campus

Campus Lincoln Park Campus Location US-IL-Chicago

### General Summary

The Coordinator, Meeting & Events Services has a direct responsibility for the event planning, production coordination, and scheduling of all external events and participating in scheduling internal events for the DePaul Center eighth floor Conference Center environment, Loop Student Center, and select academic classrooms of DePaul's Loop and Lincoln Park campuses. This position will review incoming event requests, communicate with clients, and coordinate meeting needs with appropriate University departments through internal 'work order' system or similar planning mechanisms. The typical hours for this position are 7:00 am - 3:00 pm, Monday - Friday.

**Minimum Requirements**

- Bachelor's degree.
- 2 years of overall work experience.
- 2-3 years of experience in an event planning/production capacity.
- Experience working in a fast-paced service environment.
- Knowledge of computers systems software; including: MS Word, Excel, and EMS - Event Management System and other specialized software programs.
- Strong customer service and organizational skills.
- Excellent interpersonal and communication skills.
- Advertising, marketing, and social media coordination.
- Customer service oriented and provide timely information to all clients.
- Contact with others.
- Daily contact with internal and external clients for the purpose of space reservation inquiries.
- Respect for and appreciation of DePaul's diverse population.
- Event planning, coordination and leadership abilities.
- Ability to coordinate multiple tasks while maintaining a friendly and polite manner.
- Ability to occasionally work overtime during peak activity times.

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18138/coordinator%2c-meeting-%26-event-services/job>

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## **Financial Aid Officer (2)**

Posted Date 7/1/2014

Requisition # 18142

Position Type Full-Time

Salaried/Hourly Exempt

Category Other - Other Department Office of Financial Aid

Campus Loop Campus Location US-IL-Chicago

**General Summary:** The Financial Aid Officer (2) will communicate with students and parents both in person, over the phone and via e-mail, to apprise them of all general aid program guidelines. This position will also participate in the application processing and in the awarding of major state and federal loan and grant programs. This position will also participate in the review, processing and award modifications of various appeals; including, but not limited to: special circumstances, independent, need and non-need appeals.

### **Minimum Requirements**

- Bachelor's degree.
- Familiarity with student aid programs and student processes.
- Demonstrated communication skills, analytical skills and attention to detail.
- Capacity to embrace change and willingness to be flexible in work hours.
- Capacity to work independently, effectively, and under pressure during peak processing.
- Ability to spend periods of time either sitting or standing.
- Ability to spend extensive time viewing monitors.
- Ability to work occasional overtime and/or weekend hours, as required, depending on volume and demand.

### **Preferred Requirements:**

- 2 years of experience with student aid programs and student processes.

**Salary & Benefits:** DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

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Apply online at <https://jobs-depaul.icims.com/jobs/18142/financial-aid-officer-%28%29/job>

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### **Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

#### Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website.

Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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### **Executive Assistant (1)**

Posted Date 7/1/2014

Requisition # 18144

Position Type Full-Time Salaried/Hourly Exempt

Category Other - Other Department School of Music

Campus Lincoln Park Campus Location US-IL-Chicago

#### General Summary

Under the direction of the Dean of the School of Music, the Executive Assistant (1) will oversee the daily operation and special projects of the Dean's Office; including: calendar, travel, correspondence, special events, summer workshops, faculty searches, and development projects. The position will handle highly confidential matters, including those that relate to contracts, salaries, and other details concerning faculty, staff, and students. This position will also act as a liaison with University administration and the University community.

**Minimum Requirements**

- Bachelors degree.
- Five years of experience working in higher education.
- Two years office experience.
- Experience using all programs of Microsoft Office, strong emphasis on Word and Excel.
- Ability to exercise discretion due to the confidential nature of the work.
- Ability to interact professionally with a wide variety of constituencies.
- Ability to occasionally work evening and weekend events.

#### Preferred Requirements:

- One year of experience working in Development and/or Alumni Relations.

**Salary & Benefits:** DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18144/executive-assistant-%281%29/job>

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## **Contingency Shuttle Driver - Transportation & Parking**

Tracking Code 3286-177

### General Summary of Position Responsibility:

The primary purpose of the shuttle service is to provide safe, frequent, convenient transportation for our customers to and from various entities and properties of the Hospital.

### Essential Job Functions:

Provide safe and courteous transportation services to the Hospital's customers, to and from designated sites.

Inspect vehicle prior to operation, and at the end of the shift, prior to leaving the Hospital.

Ensure that all vehicle keys are returned and signed in at the Hospital's Security Control Center, as well as all Vehicle inspection Checklists.

Provide courier services to and from various Hospital departments and buildings upon request. Assist employees and customers with directions and way finding.

Ensure that all passengers in all vehicles are uninjured in the event of an accident and as well as notify the local Police Department.

In the event of a motor vehicle accident, the Shuttle Driver will be required to submit to a "Fitness for Duty" test as prescribed. Drivers will obey all traffic laws, including seat belt laws. Drivers will request that all passengers utilize their seat belts.

Drivers will follow designated routes at designated intervals.

Performs job functions adhering to service principles with customer service focus of innovation, service excellence and teamwork to provide the highest quality care and service to our patients, families, co-workers and others. Other duties as assigned.

### Knowledge, Skills and Abilities:

High School diploma or equivalent is preferred.

Previous related hospital experience preferred

Valid Illinois Commercial Driver's License is required, with no moving violations for the previous three years

Apply online at

[https://luriechildrens.silkroad.com/e postings/index.cfm?fuseaction=app.dspjob&jobid=3286&company\\_id=16177&version=1&jobBoardId=1112](https://luriechildrens.silkroad.com/e postings/index.cfm?fuseaction=app.dspjob&jobid=3286&company_id=16177&version=1&jobBoardId=1112)

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**DRIVER**

Facility: Presence Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: TRANSPORTATION

Schedule: Full-time

Shift: Day shift

Hours: 6:00am - 2:30pm

Req Number: 130107

**Job Details:**

High school diploma or equivalent is required

Conducts all prescheduled runs in a timely manner as well as making themselves available for additional runs.

Operates the shuttle vans and medicar, which is equipped with a wheelchair lift in a safe manner. Obey the rules of the road to avoid accident.

Assists security personnel and other hospital employees as necessary to ensure adequate monitoring and follow-up of unusual occurrences.

Inspect and service vehicles as required.

Must have valid Illinois driver's license and good driving record.

Excellent communication and customer service skills required.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care.

With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small.

Visit [presencehealth.org](http://presencehealth.org) to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

[https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=586912&source=Indeed.com](https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=586912&source=Indeed.com)

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### **Deliver Driver for Chicago/Suburbs**

Thank God It's Natural - Chicago, IL

tgin is currently seeking to hire a delivery driver who can work 2 days a week this summer in the mornings (5am – 1pm). Driver will be responsible for dropping off product at various Mariano's stores throughout the city and suburb and completing an inventory report.

Requirements: Extreme attention to detail; Customer-friendly personality  
Strong computer skills; Your own lap top; The ability to lift in excess of 20 lbs  
Qualified applicants must have a valid driver's license issued in the state of Illinois, their own vehicle and proof of insurance. Delivery Drivers are expected to comply with tgin appearance guidelines and wear the company-provided uniform. Applicants must be able to pass a criminal background check

Please email resume, cover letter, salary requirements and three references.

Pay: TBD + Mileage Reimbursement

Apply online at <http://www.indeed.com/cmp/Thank-God-It's-Natural/jobs/Deliver-Driver-Suburb-3e27593f62149e16>

### **Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

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

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

#### Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

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### **Utility Person**

Location: Bridgeview  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

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

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls. Other duties as assigned or required.

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

#### Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=429](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429)

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## **Electronic Technician II**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

### Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level.

Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures. Other duties as assigned or required.

### Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment.

Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7.

Qualified candidate must have a good work history and valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=156](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156)

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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/bartender>

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### **Associate Programmer/Analyst**

Location: Arlington Heights

Office: Internal Services

Department: System Procedure

#### Job Description:

Under the direction of the Section Manager, Systems & Procedures, assists higher-level programmer analysts in defining, developing, testing, analyzing, and maintaining new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and analyzing software programs and applications. Perform production support as needed: receive calls, review problem, analyze solution, approve work, code solution, develop program interface. Assists in designing and creating functional systems, enhancements and reports to meet user requirements. Writes, codes and tests software programs and applications. Track an assigned IT project either from inception to deployment or through a single phase. Ensure deliverables are completed on time and within scope of the project. Perform quality assurance for assigned work. Address and resolve any issues within the scope of the project. Communicate with peers, immediate manager, resources and business managers either verbally or in writing, on current project status, production support issues, training and software enhancements. Check in with assigned resources during execution of project, address and resolve any issues, ensure project is on track and deliverables meet requirements. Document accomplishments to date, open items, issues, resolutions and post-project review. Runs and monitors software performance tests on new and existing programs for the purpose of correcting errors, isolating areas for improvement, and general debugging. Conduct user system training and develop training course materials and user job aids, including visual aids, handouts, on-line help, training exercises, user manuals and cheat sheets. Modify and document program code to correct errors or enhance a program's capabilities to reflect changes in the organization's business or to adapt to new operating requirements. Performs other duties as assigned.

#### Qualifications:

Bachelor's Degree in Computer Science or related field, Some previous programmer analyst experience, developing and supporting applications utilizing various programming languages and reporting tools is desirable. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=679](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=679)

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### **Building Maintenance Person**

Location: Elgin

Office: Revenue Services

Department: Maintenance

#### **Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for scheduled preventative maintenance, repairs of building and facility systems and equipment such as; power operated equipment, hydraulic systems, HVAC and mechanical systems.

Routine cleaning, janitorial, painting, maintenance of facility, grounds and Terminal. Snow removal, landscaping and cleaning of grounds. Basic plumbing and electrical repairs.

Will work with Maintenance Specialist on coordinating work projects of outside contractors. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

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

#### **Qualifications:**

Must have a minimum of three (3) years experience in a comparable field, basic administrative experience, and must be able to pass Building Maintenance examination.

Must be at least 21 years of age and have or able to obtain a Class A Illinois Commercial Drivers License and have ability to operate all Pace equipment. Must have or able to obtain; air conditioning certification, forklift license, and underground tank certificate.

Must have a set of hand tools, and be able to work any hours of the day and all days of the week. Must be able to stand for long periods of time, able to climb ladders, and cable of heavy lifting. This is a safety sensitive position, must meet all requirements and must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=140](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=140)

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### **Administrative Assistant**

Chicago, Illinois

Admin and Secretarial

This position will provide lead administrative support to the Sr. Director, Fruit and Vegetable Innovation in GNG as well as multiple members of the extended team.

Duties include:

Preparation of documents, correspondence and presentations

Maintain calendars, schedule and organize meetings

Coordinate travel plans and visas

Distribution of mail for the team & phone coverage

Work on special projects as needed

Track and process department invoices

Accurately reconcile monthly T&E, SAP, P-Card

Electronic submission and management of agreements and contracts

Organize & maintain departmental files & supplies

Budget management and invoicing

Qualifications:

High Level of Proficiency in Microsoft Word

High Level of Proficiency in Power Point

Proficiency in Excel

High Level of Proficiency/Experience in Microsoft Outlook

Basic knowledge of Pepsi Systems (T&E, SAP, Concur )

Willingness to learn new software as needed

Experience in prioritizing work

Experience in supporting multiple managers

Strong organizational skills

Strong verbal and written communication skills, will need to deal with all levels of management internal and external

Excellent follow-up skills

Self-motivated pro-active team player a must

Ability to handle multiple tasks

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### **Driver - Relief Schedule (Full Time/Days)**

Chicago, Illinois

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

**PRIMARY ACCOUNTABILITIES:**

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

**BASIC QUALIFICATIONS:**

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

**HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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**Merchandiser (Part Time/Days)\*\***

Chicago, Illinois

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

**BASIC QUALIFICATIONS:**

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift • Valid driver's license • Proof of insurance

**HELPFUL EXPERIENCE:**

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

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## **HR Associate Manager - Chicago**

Chicago, Illinois

Human Resources and Personnel

The Human Resources Associate Manager at PepsiCo plays a key role in executing a talent agenda that aligns with the team's business priorities. HR Generalists are expected to work closely with the teams they support to create and execute initiatives designed to address performance at both the individual and team levels. Initiatives HR Generalists will support include employee engagement action planning; performance management; staffing and career coaching and planning.

### **Key Responsibilities:**

Partner with teams to implement solutions to talent and organizational issues  
Assess employee engagement and develop action plans to ensure a positive, engaging, and supportive workplace. Develop and lead training across multiple levels and topics  
Partner with Talent Acquisition to source and staff a diverse workforce, and ensure a positive onboarding experience. Serve as advisor and coach to associates around career development and performance issues. This position supports sales and sales planning leaders in regions across the United States and is based in Chicago, IL

### **Education/Certifications:**

Bachelor's Degree required

Master's Degree in Business Administration, Labor Relations, or Human Resources Management preferred

A minimum of 5 years of prior Human Resources Generalist experience

### **Skills & Capabilities:**

Understanding of, and some experience with, most or all of the core aspects of Human Resource Management (staffing; employee relations; performance management; leadership development; training)

Ability to think strategically and translate concepts into actionable items

Previous talent management and succession planning experience preferred

Proven ability to influence decision making

Must possess strong verbal and written communication skills. Ability to present their point of view in varied business situations

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## **Finance Associate Manager**

Chicago, Illinois  
Financial Services

As a Finance Associate Manager at PepsiCo, you will be a key Finance contact responsible for providing the financial expertise and recommendations that enable effective decision-making within the business. This is your opportunity to take your financial and analytical skills to the next level with endless possibilities!

The Finance Associate Manager will be the key finance contact. The Finance Associate Manager will provide overall support for the period end results, preparation of forecasts, Annual Operating Plan (AOP) and Innovation Growth or Integrated Business Plans, along with financial analysis, reporting and budgeting.

### Education/Certification:

Bachelor's Degree Required (Finance or Business Administration preferred)  
MBA preferred, CPA is a plus.

### Work Experience:

5 - 8 years of experience and practical exposure in some of the following areas: Financial Planning and Analysis, evaluating business performance, Financial Accounting and Control. Functional finance experience is a plus (e.g. Marketing, Sales, R&D, Operations, Procurement etc.)

### Skills & Capabilities:

Experience with forecasting and budgeting, financial modeling  
Excellent analytical skills and the ability to translate analytical findings into actionable solutions and processes  
Results-oriented with ability to initiate and lead projects to completion  
Innovative thinker with a focus on continuous process improvement  
Strong verbal and written communication skills to effectively interact with all levels of management. Ability to function effectively in a team environment and gain the cooperation of individuals across the organization  
Proficient in Microsoft Excel and PowerPoint with the ability to quickly learn various in-house software applications  
Aptitude to work with minimal supervision  
Must be willing and able to travel up to 5-10% of the time

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### **Transportation Engineer**

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

**Job Description:** Under the direction of the Section Manager, Long Range Planning, serves as engineering advisor to Pace. Engineer provides technical guidance and support for transit related design elements to regional planning agencies, municipalities, developers, and Departments of Transportation. Reviews IDOT, ISTHA, county and municipal roadway projects for transit accommodations, pedestrian improvements and transit supportive design recommendations during phase I and phase II design. Lead the detailed review process for Pace of IDOT, ISTHA, county and municipal roadway preliminary and final contract plans to ensure the satisfactory delivery of transit related design elements into Phase III construction. Conducts site plan and development reviews pertaining to transportation improvements including transit supportive guideline designs and pedestrian access. Administers the multi-modal Development Review Assistance for Transit (DRAFT) program. Develops sketch plans and reviews plans for transit facility designs, bus stop and station locations. Performs traffic and safety analyses on transit projects. Submits bus stop and shelter location designs for approval, coordinates with contractors and consultants on bus stop construction issues. When required by permitting authority submits P.E. approval on construction permit applications for bus stop locations. Provide technical guidance adhering to engineering design standards and Best Management Practices (BMPs) during the development of multi-modal construction projects including Pace's Bus on Shoulder (BOS), Arterial Bus Rapid Transit (ART), park & ride facilities, express bus network, station development, queue jump lanes, conversion to posted-stops-only operation, transit access lanes and Transit Signal Priority (TSP) programs. Assists the Supervisor Transit Engineer ITS. Other duties as assigned.

**Qualifications:** Bachelor's Degree in civil engineering or related field with emphasis on traffic and transportation engineering. Masters Degree preferred. Professional Engineer License for the State of Illinois is required. Three to five years progressively responsible experience as a Transportation Engineer or similar position. Demonstrate familiarity with USDOT, FHWA, IDOT regulations, project management experience, roadway design, construction and managing consultants. Provide an understanding of transit planning and facility design. Must have good communication and interpersonal skills and have experience with software including AutoCAD, Microstation, Synchro and GIS. Qualified candidate must have a good work history and possess a valid driver's license in order to use Pace owned vehicles for field work, attending off-property meetings or to travel to Pace facilities.

Apply online at

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