



## **Temporary Sign & Shelter Technician**

Location: Melrose Park

Office: External Relations

Department: Sign & Shelter

### **Job Description:**

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders.

Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=704](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=704)

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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=100](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=100)

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### **Summer Interns**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### **Job Description:**

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include: filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned.

Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

#### **Qualifications:**

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply for Job button below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=606](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606)

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## **Member Benefits Manager**

Location: Chicago, IL

The Membership Benefits Manager is responsible for membership stewardship. This individual engages members, identifies member needs and is responsible for cultivating and enhancing the relationship between the Museum and its members. This position works to increase member loyalty, upgrades and renewal revenue. The Member Benefits Manager will report to the Director of Membership and Annual Funds.

### Responsibilities

Manage member services including telephone, mail, and email. Develop creative service plans to meet member special requests or needs. Maintain an understanding of customer needs and issues, as well as how business processes affect customer, member and donor satisfaction. Develop and monitor member satisfaction benchmarking. Manage all aspects of gift memberships and special revenue generating programs: strategy, budget, marketing, fulfillment, customer service and analysis. Manage and coordinate all aspects of member events such as Members' Nights, Member exhibition previews and breakfast lectures, etc. Analyze and compile event attendance statistics and survey results to ensure program enhancements. Manage department social networking and web site needs. Participate in the team delivering In the Field magazine. Manage aspects of contracts, scheduling, editing, approval, payments and storage of supplies. Implement and manage e-renewal cycle to current monthly renewal program. Work with data team to pull lists and format, schedule and manage e-renewals. Assist the Floor Operations Manager and team with service to members and donors at the Membership Services Desk when necessary. Use correct bank out procedures to ensure all sales and monies are reported. Manage membership vendor relationships for card fulfillment, premium offering, member stickers, gift supplies, event supplies. Manage loyalty program with the Annual Fund team to highlight 20+ year members.

### Qualifications

Bachelor's degree required. Must have previous supervisor/management experience. Must be available to work weekends and holidays as needed. Proven ability to think strategically and on a day-to-day operational level. Proven ability to manage department with sensitivity to institutional financial and operational goals. Superior communication skills, both written and oral. Proficient in Microsoft Office. Proven ability to manage multiple projects simultaneously. Proven ability to lead and manage department teams.

Apply online at <http://www.fieldmuseum.org/about/careers>

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## **Protection Services Officer**

Location: Chicago, IL

Under direct supervision of the security shift supervisor, the Protection Services Officer performs a wide variety of protective, service and courtesy duties on the shift to which assigned. This position provides a safe and secure environment for visitors and staff, and for Museum collections.

This position is available on the 1st shift (7:30 am-4:00 pm).

### **Responsibilities**

Patrol all assigned areas within the Museum and on Museum grounds to observe, caution, instruct, correct, investigate and report activities to maintain order and protect Museum property, visitors and staff

Respond to requests for assistance and evaluate appropriate courses of action

Respond to emergency situations such as fire, evacuation, or employee/visitor injuries

Maintain a post at assigned Museum entrance to screen incoming personnel

May perform limited emergency first aid treatment in the absence of EMT

Prepare required security and incident reports and records (documents actions taken while on patrol or at post)

Provide customer assistance to Museum visitors

Any other duties as assigned by Protection Services management staff

### **Qualifications**

A high school diploma or equivalent is required

Previous security, military, or law enforcement experience is preferred

The State of Illinois twenty-hour Security Certification is required upon hire

Must be able to communicate effectively, orally and in writing

Demonstrated ability to provide great customer service is required

Must be able to learn and follow multiple detailed instructions, policies and procedures under direct supervision of shift supervisor and lead officers

Must possess the skills necessary to identify security and/or safety hazards and respond according to standard procedures

Position requires the officer to stand, sit and walk for extended periods of time throughout the day

Will be required to lift or move equipment

Routinely exposed to moderate safety hazards while on patrol

Required to lift or move equipment

Routinely exposed to all climate conditions while patrolling Museum grounds

Apply online at <http://www.fieldmuseum.org/about/careers>

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## **ANESTHESIA TECHNICIAN**

Facility Presence Holy Family Medical Center  
Department SURGERY  
Schedule Full-time  
Shift 8 hour shifts  
Hours 0700-1530  
Location Des Plaines, IL  
Req Number 140115

FULL TIME ANETHESIA TECH  
7 AM - 3:30 PM  
MONDAY -FRIDAY, OCCASIONAL SATURDAYS

### **SUMMARY**

Under the direction and supervision of the professional staff, the Anesthesia Technician performs various duties to assist the Anesthesia Staff in meeting patient treatments and anesthesia administration requirements. All duties are carried out in accordance with the established policies and procedure of the hospital.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High School diploma or equivalent required. Recommend approximately one year of training in anatomy, physiology, cardiac hemodynamics, electronic principles, and circuits and/or biomedical instrumentation.

#### **Computer Skills**

EPIC, PMM

#### **Certificates, Licenses, Registrations**

CNA (Certified Nurse Assistant), licensed Pharmacy Tech and CPR certified.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032972>

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## **CATERING ASSISTANT**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Full-time  
Shift Day/Night rotation  
Hours varies  
Location Joliet, IL  
Req Number 140077

### Job Details

CATERING ASSISTANT  
FULL-TIME  
FOOD & NUTRITION  
PRESENCE SAINT JOSEPH MEDICAL CENTER

Assist in organizing, setting up and delivering catering events by assembling and transporting food according to HACCP standards, communicating room set up requirements to Environmental Services, ensuring cleaning needs and table/chair placement have been addressed, etc.

Maintain basic supplies needed for catering.

Check in supplies such as food, rental equipment, flowers and linens from vendors and organize supplies and equipment in catering room.

Provide assistance to other F&N department operations, as needed during staff shortages, by assisting with cold food preparation in the kitchen, stocking café supplies at Joe's Bistro and assisting with Jazzman's café food production.

### Education and/or Experience

High school diploma or general education degree (GED)  
6 months prior food service experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032868>

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## **CUSTOMER SERVICE-152120 / Public Storage**

Description

Location: Chicago, IL

### **JOB DESCRIPTION**

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

### **BENEFITS**

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

### **Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=152120>

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Broadview  
2001 W Roosevelt Rd  
BROADVIEW, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm

Mon - 1pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 1pm to 8pm

Sat - 1pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153391&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153391&mode=)

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### **Reservation Manager**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, IL

#### Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

#### Work Status:

Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 7am to 2pm  
Tue - 7am to 2pm

Wed - 7am to 2pm  
Thu - 7am to 2pm  
Fri - 7am to 2pm

Sat - 7am to 2pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153641&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153641&mode=)

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### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
UHC of Central Chicago  
435 Mannheim Rd  
BELLWOOD , IL

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 9am to 5pm

Tue - 9am to 5pm  
Wed - 9am to 5pm

Thu - 9am to 5pm  
Fri - 9am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153210&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153210&mode=)

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### **Parts Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

#### Description:

Order and stock all parts, materials, tools and supplies. Maintain inventory levels on computer. Stock shelves; deliver parts.

Record parts descriptions on repair statements.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=153123&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=153123&mode=)

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Fox Valley  
195 S Rte 59  
AURORA, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

#### Work Status:

Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 12pm

Tue - 6am to 12pm

Wed - 6am to 12pm

Thu - NA

Fri - NA

Sat - 6am to 12pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=152557&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=152557&mode=)

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### **Hitch Professional**

U-Haul Moving Centers  
U-Haul Moving & Storage of Fox Valley  
195 S Rte 59  
AURORA , IL

#### Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - NA

Fri - NA

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=149357&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149357&mode=)

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**Facility Maintenance Technician**

U-Haul Regional Marketing Offices  
UHC of Chicago Western Suburbs  
1282 N Lake St  
AURORA , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 7am to 5pm
- Tue - 7am to 5pm
- Wed - 7am to 5pm
- Thu - 7am to 5pm
- Fri - 7am to 5pm
- Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=148866&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148866&mode=)

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**Job Title: Seasonal Toll Collector - North Cook**

Opening Date/Time: Fri. 06/26/15 12:00 AM Central Time

Closing Date/Time: Thu. 07/09/15 11:59 PM Central Time

Salary: \$10.00/Hour

Job Type: Service Maintenance

Location: TC/North Cook County (Des Plaines, Rosemont, Schiller Park, Deerfield), IL

Department: Toll Operations

Examples Of Essential Duties: Seasonal/Temporary Toll Collectors report directly to the Plaza Manager, Plaza Supervisor and/or Collector-in-Charge. Abide by the Rules and Regulations as set forth by the Authority. Seasonal/Temporary Toll Collectors inform supervisors with information of any unusual road conditions, traffic accidents, and/or disabled vehicles. Returns temporary banks, and ensures proper deposit of monies collected. After repayment of temporary bank, ensures proper deposit of remaining monies collected. Properly disposes of all waste material and maintains a clean work environment. Wears and maintains uniform shirts in a clean and presentable manner. Perform other duties as assigned. Must possess the agility to walk up and down curbs, cross as many as 25 traffic lanes, and navigate stairs and doors while carrying a cash drawer. Must have the physical ability to withstand the rigors of working long periods in a standing position as well as being subjected to the severity of seasonal temperature extremes. Vision to work in both daytime and evening time conditions to be able to distinguish types of vehicles from a distance and provide change without errors is required. The ability to negotiate traffic lanes in a safe manner. Required to provide positive and courteous behavior towards patrons and interact professionally with co-workers and supervisors at all times.

Typical Qualifications: Must be able to work from approximately May 15, 2015 through October 31, 2015. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five(25) pounds is required. Excellent verbal and written communication skills are required. Must pass a written examination with a seventy five (75%) percent or higher score to qualify for an interview.

Supplemental Information: 1. Receives and assumes responsibility for temporary change bank. 2. Classifies vehicles, collects and assumes responsibilities for the appropriate tolls in accordance with the toll rate schedule. 3. In cases of overpayment, provides patron with appropriate change for monies tendered. 4. Returns temporary bank amount before end of workday.

Apply online at <http://agency.governmentjobs.com/illinoistollway/>

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**Part-Time Lot Attendant (Midway Airport)**

Job ID 97158

# 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.

**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.

Apply online at <https://usjobs-dtag.icims.com/jobs/97158/job>

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### **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

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### **Instant Return Rep (Part Time)**

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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### **Instant Return Rep**

Job ID 96237

# 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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