



Posting Title: Maintenance Tech I - IV (Specialist)

Auto req ID 67434BR

Position Type Part Time

FLSA Status Nonexempt

Job Summary

Supports the FedEx Ground Facility maintenance effort by performing standard preventative maintenance procedures through the application of basic maintenance processes and techniques used to diagnose and repair electrical, electronic, mechanical, and control systems.

Minimum Experience

• No experience required, 1 year of light industrial maintenance experience preferred.

Required Skills, Abilities and / or Licensure • Software skills, including use of Microsoft Office software and web-based applications.

• Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment.

• Verbal and written communication skills necessary to communicate with immediate management.

• Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.

• Developing knowledge of motors and motor control methods.

• Developing skills in electrical and mechanical troubleshooting techniques.

• Developing the ability to weld, burn, and solder.

• Develop ability to read electrical and mechanical schematic diagrams.

Address 6833 West 75th Street

City Bedford Park

State Illinois

Zip Code 60638

Search Engine Description Maintenance

Domicile Location P604

EEO Statement

FedEx Ground is an equal opportunity / affirmative action employer

(Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=99029>

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Posting Title: Operations Admin I - III (Senior)

Auto req ID 75162BR

Position Type Part Time

FLSA Status Nonexempt

Essential Functions

Provides clerical support to various management and operational functions, including, but not limited to, photocopying, filing, faxing, emailing and answering telephone

- Reviews, researches and/or enters data in various systems to support respective functional area
- Compiles data and provides various regular and adhoc reports to management for review and determination
- Serves as frontline customer service to receive, solve and/or escalate customer inquiries and issues
- Assists management with Business Control Self Assessment (BCSA) audit activity by retrieving data and/or files for Reviews and enters all Independent Contractor (IC) settlement information into appropriate system to ensure proper payments. Enters settlement adjustments as directed by manager
- Compiles required documentation to establish and maintain Department of Transportation (DOT)-required files. Verifies timely log entry into system
- Serves as initial contact to receive IC inquiries or issues relating to settlement, uniforms, decals, etc., to route to management for appropriate resolution

Minimum Education • High School Diploma or GED required

Minimum Experience • Previous clerical or customer service experience preferred

Required Skills, Abilities and / or Licensure •General business skills such as typing; data entry and review; and use of phone, copier, and fax

- Software skills, including use of Microsoft Office software and web-based applications
- Customer service skills necessary to effectively and professionally respond to requests
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals

Address 920 W Taylor Rd., Romeoville, Illinois 60446

Search Engine Description Administrative

Domicile Location P608

EEO Statement

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Apply online at

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Package Handler - Part-Time

UPS

ADDISON, IL, United States

Job ID: ILADD1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/addison/package-handler-part-time/1187/225487>

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Part-Time Dockworker W/CDL

UPS

PEORIA, IL, United States

Job ID: ILPRE51

UPS Freight is hiring individuals to work as Part-Time Dockworkers with a CDL license.

This position that involves the physical moving of freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck.

Forklift experience is not required but preferred. This position also involves the driving of a tractor-trailer and the daily pick up and delivery of freight from commercial and residential customers, as assigned.

Dockworkers with CDL are required to meet driver appearance standards when making deliveries to customer sites.

Candidates must be at least 21 years of age; must be able to read, write and speak the English language; must have a valid, Class A CDL, Haz-Mat and Twin Trailer endorsements required; and must be able to operate equipment safely.

Candidates must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Candidates must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/peoria/part-time-dockworker-w-cdl/1187/224736>

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Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.

- Research and reconcile daily inventory variances.

- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
 - Identify and report close dated product.

- High school diploma or GED required.
 - Associate's degree preferred.
 - 0-3 years warehouse/inventory experience required.

- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.

- Ability to read and follow directions.
- Ability to work with minimal supervision.

- Forklift certification is preferred.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

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Receptionist

Job Location: Lombard, IL

Job Duties Include: Provides general support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate personnel, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties. Answers multiple phones efficiently and with utmost Customer Service, transfers to appropriate parties. Greets and directs visitors in person and by telephone.

Performs clerical support functions.

Establish work priorities and action plans to complete daily routines, responsibilities, activities, projects or assignments. Prioritize and distribute work to managers

Support department filing

Support maintenance of office equipment

Contact building management with office problems

Observes legal and ethical guidelines for safeguarding the confidentiality of patient and proprietary Walgreens information. Assists in the ordering, receiving, stocking and distribution of office supplies. Accepts other responsibilities and duties that may be assigned.

Minimum Requirements:

High School Diploma or equivalent

Experience communicating both verbally on phone and in writing emails, letters, reports, to various audiences work group, external clients.

Basic level skill in Microsoft Office 2003 or later: Word (for example: creating documents, entering and formatting text, page layouts, creating tables, and adding graphics), Excel (for example: creating worksheets, entering data, creating basic formulas, working with cells and rows) and PowerPoint (for example: creating a new presentation from a design template, adding and removing slides, entering and formatting text, adding speaker notes, and viewing presentations).

Experience developing ways of accomplishing goals with little or no supervision, depending on oneself to complete objectives and determining when escalation of issues is necessary.

Preferred Qualifications: Prior receptionist experience.

Requisition ID: 311508

Apply online at <http://jobs.walgreens.com/us/lombard/clerical/jobid8117057-receptionist&jobBoardId=1112?apstr=%26jobBoardId%3D1112>

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Membership Clerk - Morgan Park Club

Boys & Girls Clubs of Chicago - Chicago, IL

Summary: Responsible for member check in, maintaining applications and files, and collecting and assuring that all participants hold a valid membership card. This position is located at 1425 W. 112th St., Chicago, IL 60643

Description:

Education: High School diploma or equivalency. Experience:

- One/Two year's experience in office work, organizing and filing.
- Experience working with youth preferred. Skills:
- Familiarity with Microsoft Office.
- Good and oral and written communications skills.

- Ability to meet and greet the public. Position Responsibilities:
- Records members in the membership book, issues club cards and collects any membership or program fees connected with the membership.

- Ensures that all members scan in/out on Kid Trax system.
- Maintains current records and files for all members. Submits monthly statistical reports of membership to Club Director.
- Greets visitors positively and acts as an information center for guests and members.

Explains the various programs in the Club and directs visitors to the proper individuals and program areas.

- Notifies all Parent Group Association activities through phoning, written correspondence, brochures, and notices.
- Supervises the front desk and lobby and enforces the club rules and policies.

- Participates in staff meetings and conferences.
- Files general documentation member records.
- Other duties as assigned. Environmental and Working Conditions: Office oriented work.

Physical Requirements: Physical requirements related to office work.

This position is located at 1425 W. 112th St., Chicago, IL 60643

Apply online at

<http://www.indeed.com/viewjob?jk=563a6b4a2e975d57&q=File+Clerk&l=Chicago%2C+IL&tk=19seo5mfq0k4u147>

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Invoicing Clerk

El Rey USA Meats & Seafood, Inc. - Chicago, IL
El Rey USA Meats & Seafood INC.

MUST SPEAK SPANISH.

Invoicing Clerk (Spanish-Bilingual)

Support core process and activities providing efficient and quality clerical services and control data inputting.

Responsibilities:

Accurately compile information and support documents in order to produce invoices in timely manner

Data entry of inventory items used.

Assist in preparing and managing all types of documentation as required.

Answer incoming phone calls for the department and direct them to the appropriate person.

Execute clerical activities according to requirements

Archive paper and electronic documentation as required

Issue invoices to customers

Issue monthly customer statements

Update customer files with issued invoices

Update the customer master file with contact information

Support in preparing reports and data analysis.

Invoicing Clerk Skills and qualifications:

Education: Associate Degree

Experience: 2+ years

Special skills/knowledge: General knowledge of Microsoft office, proficient in reading and writing.

Local candidates only: Chicago, IL 60636

Required experience: Invoicing/Accounts Receivables/Payable/Clerical : 2 years

Required education: Associate

Required language: Spanish

Apply online at <http://www.indeed.com/cmp/El-Rey-USA-Meats-&-Seafood,-Inc./jobs/Invoicing-Clerk-18cdce6bbdfbc91c?q=File+Clerk>

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Part Time Accounting Clerk

Action For Healthy Kids - Chicago, IL

Purpose of Position

Serve as part-time accounting clerk for AFHK and assist the Controller in performing the accounting functions and financial reporting of the organization.

Knowledge, Skills and Abilities

1 to 5 years' experience in an accounting clerk role.

Working knowledge of Windows and the Microsoft Office Suite.

Working knowledge of accounting/bookkeeping software, knowledge of Intacct and Bill.com a plus.

Detail-oriented, with ability to multi-task.

Good written and oral communication skills.

Good customer service skills.

Ability to work both independently and as a member of a team.

Essential Functions

Accounts payable processing using electronic approval, routing and storage system.
Maintain vendor files.

Accounts receivable processing including invoice preparation and cash receipt entry.

Recording of cash receipts.

Prepare bank reconciliations.

Preparing and posting journal entries into the ledgers.

Other duties as assigned.

Compensation and Work schedule

This part time Accounting Clerk position is expected to be a 15-25 hour a week position. The pay range for this position will be between \$14 -\$18 an hour depending on experience. The position will work in our West Loop office and will have some flexibility in the work schedule.

Action for Healthy Kids is an Equal Opportunity Employer

Salary: \$14.00 /hour

Required experience: Accounting clerk, AP & AR experience: 1 year

Apply online at <http://www.indeed.com/cmp/Action-for-Healthy-Kids/jobs/Accounting-Clerk-8a7d0546e07ef141?q=File+Clerk>

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Job Title: Copy and Mail Clerk

JOB DUTIES AND RESPONSIBILITIES

Runs high volume copy machines and performs binding and finishing work.
Operate high volume scanners. Operate image handling software
Operate MS Office and Email systems
Ensures convenience copiers are working properly, checking for quality via daily inspections. Clears paper jams and informs technicians of specific problems.
Maintains records for management reports and inventories of supplies needed.
Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required. Calculates charges for jobs performed and maintains some billing logs. Responds to and coordinates all service calls required by customer. May perform filing duties in conjunction with specific customer requests.
Delivers completed jobs to pre-determined customer locations within and outside of the site. Maintains daily meter and service logs. May travel between customer's buildings.
Answers customer questions regarding status or feasibility of job requests.
Ensures upkeep of convenience copier areas by keeping neat and well stocked.
Performs duties related to the shipping and/or receiving of materials.
Uses shrink-wrap machine, paper cutter, hole driller, bindery equipment, jogger, tape machine, stackers, electric stapler and scales in completion of various jobs contracted.
Uses all copier equipment, calculator, fax machine, postage meter and some PC.
Performs filing duties, which may include 'purging' and archiving old documents.
Performs other duties as assigned.

QUALIFICATIONS (Education, Experience, and Certifications)

Typically Required: Requires high school diploma, GED, or equivalent work experience. Some related copy job experience is preferred. May require a valid driver's license and minimum levels of auto insurance coverage per Ricoh policy. Demonstrated competency in basic computer skills including proficiency in MS Office Suite. Ricoh is an EEO/Affirmative Action Employer -- Minorities/Women/Protected Veterans/Disabled.

Ricoh is an EEO/Affirmative Action Employer -- Minorities/Women/Protected Veterans/Disabled.

City Chicago
State IL
Req Number 15-05767

Apply online at
<https://www.recruitacommunity.com/srctcb/RTI.home?t=127364&r=5000042072910&rb=INDEED>

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CASE MANAGER

Department: Case Management

Loretto Hospital

Schedule: Full Time

Shift: Days

Hours: 8:30am - 5:00pm

Job Details:

The Case Manager assumes responsibility for assessing and coordinating the clinical management of patients in specific case groups for an episode of care.

The Case Manager is responsible for developing and meeting desired patient care outcomes for his/her caseload based on assessment of patient care needs and as ordered by the physician, within an appropriate length of stay and appropriate use of resources.

The Case Manager, responding to complex patient care needs from admission to discharge, works productively and cooperatively in collaboration with the physician, clinical staff nurses and managers, as well as other health care professionals.

Requirements

Bachelors degree in Social Work or related field with minimum two years experience in the mental health field

Master's degree from an accredited school of social worker a master's degree in a related field with one year experience in the mental health field.

Strong communication skills, work ethic and ability to work effectively as team member.

Demonstrates awareness of regulatory requirements; including but not limited to, JCAHO, IDPH, CMS.

Apply online at

https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=104639

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Merchandiser / Stocker

DAVACO - Chicago, IL

DAVACO Inc. is looking to staff Product Merchandisers for Regionally Based Temporary project in your area. DAVACO Inc is focused on the quality execution of high-volume rollouts, resets and remodels.

Employed per Project Merchandiser candidates must:

Have the ability to read and understand Plan-o-gram's or have visual merchandising or stocking experience.

Have the ability to read and understand floor maps

Have a minimum 6 months of merchandising experience in a retail environment,

Have the ability to lift 40 lbs. without assistance

Be able to be on their feet for 8 to 10 hours at a time –

Be able to work on a team

Must have active e-mail address

Must have basic knowledge of store fixtures

Have transportation to get to all locations.

DAVACO, Inc. is an Equal Employment opportunity Employer and is a Drug-Free Workplace

Required experience: merchandising: 1 year

Apply online at <http://www.indeed.com/cmp/DAVACO/jobs/Merchandiser-7a2dd693116f6e50?sjdu=QwrRXKrqZ3CNX5W-O9jEvRM5MVKUOJwb-7aev3-oNAMBuQ0MaWzZxZVCzoEQfWxt1Fipyvvgiwy2-JPIB-f8Og>

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Material Handler / Forklift and Crane Operator

MS International, Inc. - Chicago, IL

Join our fast growing team!

M S International is currently seeking Full Time Warehouse Associates to fulfill various warehouse openings in our Chicago, IL Branch.

Summary: Employee to perform warehouse and other duties as assigned.

Essential Functions:

Responsible for loading and unloading Granite, Stone and Quartz Slabs (Adequate training will be provided) Assist sales associates and visiting customers.

Assure for the quantity and quality of the outgoing orders . * Maintain warehouse housekeeping duties . * Other duties may be assigned. Follow MSI safety guidelines

Requirements:

1-2 years of experience.

Forklift and crane experience plus

Able to use tablets (IPad).

If you possess the required skills and understand values of our unique and loyal customers and are willing to have a winning attitude every day, we would love to meet you!

MSI offers Competitive Salary and Benefits including medical, dental, vision, life, STD, 401k. You can learn more about us online at www.msistone.com

M S International, Inc. is the leading natural stone importer, wholesaler and distributor in the United States. Started in 1975, we are a family owned business with headquarters in Orange, CA. Our product line includes granite, slate, marble, travertine, sandstone, limestone, porcelain, ceramic, mosaics and other natural stone products imported from over 36 countries on six continents.

Employment is contingent upon successful completion of background check, drug test, and physical exam.

Required experience:

Forklift and crane experience: 1 year

You can submit your resume directly at

<http://www.msistone.com/careers/CareerDetail.aspx?joblocid=4>

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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

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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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Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre
Complete necessary repairs and schedule any repairs with vendors as needed
Report facility problems that can't be immediately repaired to the General Manager
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
Observe, direct and follow-up with janitorial service provider about cleaning duties
Manage the theatre's variable operating expenses for maintenance, repairs and supplies
Uphold AMC's high standards and deliver entertaining company-wide programs
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
Extreme attention to detail to perform and document facility inspections
Proficient guest service, administrative and follow-up skills
Safe use of all cleaning materials in the theatre
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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College Academic Guide-Part Time - KEN0000334

Duties and Responsibilities

Kennedy-King College is seeking a Part Time College Academic Guide.

This position helps students make academic progress, while promoting independent learning and self-reliance.

Provides academic assistance to assigned tutees, either in a group or individually.

Establishes liaison with the instructor and works under the instructor's direction, if necessary, to assist the student.

Attends periodic training sessions given by staff members to increase competency in working with students.

Maintains records on each student who is being tutored, including follow-up and periodic assessment.

Provides evaluations and other reports as required by staff.

Helps students develop positive attitudes toward learning and studying.

Helps students develop self-confidence and reduce anxiety or fear of failure in academic work. Helps students develop a high level of motivation in academic areas.

Assists students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas.

Helps students develop the study strategies and techniques necessary for academic success. Establishes and maintains rapport with the assigned student(s).

Reviews class materials, helps students formulate ideas, and works on solutions for problems. Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

Qualifications

Completion of a high school diploma required. Completion of an Associate's degree preferred. Possess excellent communication skills, and the ability to work with a diverse student body. Must be self-directed and able to complete assignments in a timely manner. We are an equal opportunity and affirmative action employer.

Job: Other

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Aug 11, 2015, 3:02:38 PM

Apply on line at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Janitor Supervisor - TRU0000471

PRIMARY OBJECTIVE: Direct, train and coordinate the activities of custodial personnel under their jurisdiction. Introduce and instruct staff in the preparation, distribution and usage of equipment and materials in order to provide efficient and economical methods of maintaining the college. Maintain an inventory of cleaning materials, supplies and equipment and prepare a requisition of items that need replenishing or are in need of repair. Prepare daily assignments, schedules and assist in the execution of special and periodic cleaning. Keep daily and monthly progress records of each individual and/or team of employees under his/her jurisdiction and review conditions of assigned areas of staff daily. Keeps abreast of all construction, repair or maintenance in the college and assign necessary manpower, request additional manpower or request additional or special supplies or equipment if necessary. Tour College daily, covering each assigned area to observe staff and determine and assure that instructions are followed, quality and quantity work performance is adequate and safety rules are observed. Evaluate, discipline and counsel employees. Keep accurate account of payroll time sheets, attendance records and key distribution. Assist in the scheduling of staff vacation, personal days and floating holidays. Conduct daily inspections and review results with appropriate staff. Perform other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred. Previous experience working at a CCC facility preferred. Satisfactorily completed one (1) cycle as a Group Leader and satisfactorily completed four (4) courses in the Housekeeping Certificate Program. Ability to train and maintain harmony among employees. Ability to conduct and maintain personnel evaluations. Ability to communicate effectively in both verbal Knowledge of all functions of the positions under the position's jurisdiction. Ability to perform the duties of lower-level janitorial staff if necessary. You must be willing to work the second shift for a few months, then switch to the evening shift.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Grounds/Maintenance

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Aug 11, 2015, 12:54:11 PM

Apply on line at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Advisor - MAL0000558

CITY COLLEGES OF CHICAGO- MALCOLM X COLLEGE

FULL TIME COLLEGE ADVISOR OPENING

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce. Advises students on establishing academic and career goals; identifies the educational and career options appropriate for each student; and assists with the analysis of each option, including possible outcomes and their implications. Establishes an action plan for students to explore alternative careers and related majors. Performs related duties as required. Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable. Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Academic Advising

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Aug 10, 2015, 1:24:25 PM

Apply on line at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Financial Aid Advisor I - WIL0000487

Wilbur Wright College
4300 N. Narragansett Ave
Chicago, IL 60634

Overview of the position: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required. Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study programs. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Perform other duties as assigned.

Qualifications

Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Finance

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Aug 7, 2015, 3:31:56 PM

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