



Data Entry Assistant

Technomic, Inc. - Chicago, IL

Job Descriptions:

Technomic is a premier provider of foodservice industry information serving restaurant operators, food manufacturers and others allied to the industry from our downtown Chicago headquarters. We are currently seeking qualified candidates to provide data input on a part-time basis.

Job responsibilities include data entry, quality control, research, data collection and phone verification. Qualified candidates will be available to work a minimum of 25 hours per week.

To play an important role in our business function, we are seeking only those candidates with an interest in working hard, while gaining valuable business experience and knowledge. If you have a strong interest in an organization dedicated to service excellence, please submit your information.

Required Experience:

Ability to work a minimum of 25 hours a week

Experience working in a fast paced environment

Must be reliable, ambitious, adaptable, professional and hard working

Excellent written and verbal communication skills

Excellent telephone and customer service skills

Strong understanding of food, beverage & restaurant industry: especially classifications and types

Experience and/or an interest in the foodservice industry a plus

Attention to detail and accuracy a must

Proficiency with using the internet as a research tool

Knowledge of Microsoft Word and Excel, PowerPoint preferred

Data entry and 10 key skills a plus

Minimum three (3) professional references

Hourly compensation: \$10 - 12.00 per hour

Technomic is an Equal Opportunity Employer

Keyword: data collection, assistant

From: Technomic, Inc.

Apply online by clicking

http://www.indeed.com/viewjob?jk=e350184207ec1eea&q=Data+Entry&l=Chicago,+il&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Second Shift File Clerk/Data Entry

Randstad
Chicago, IL

Job Description: We are looking to hire temporary candidates to work a long term project in a bank lockbox located in the Loop. Candidates will be required to accurately process government paperwork/applications in a high-production environment. Meeting hourly quotas and maintaining 100% accuracy is the ultimate goal. Data Entry and Clerical positions are available.

Candidates may be required to work Saturdays.

Candidates MUST be able to pass an extensive Credit Check

2nd Shift (3pm - 11:30pm) - Pay = \$11.34 - \$13.50/hr
Location: Chicago Loop

Job Qualifications: - At least 1 year of office experience- Strong attention to detail skills
- Good ability to produce quality work in a high volume production environment required - Positive, helpful attitude with a high sensitivity to customer needs
- Adhere to quality standards and packaging requirements - Team Player - High School Diploma or equivalent.

If you are qualified for this position, apply to this posting.***Candidates MUST be able to pass an extensive criminal background check, credit check and drug test***

Working hours: 3pm-11:30pm
Data Entry positions require 9500 KPH (testing required)
Excellent attention to detail
1 year office experience
Comfortable meeting production goals
Able to lift a 30 box of documents

***Ability to follow directions is critical for this position/process. If you are interested in this position, please apply directly to the posting. Everyone that applies will receive a follow-up email within 1-2 business days. ***

EEO Employer: Race, Religion, Color, National Origin, Citizenship, Sex, Age, Disability, Ancestry, Veteran Status, Genetic Information, Service in the Uniformed Services or any other classification protected by law.

Apply online by clicking

http://www.ihiresecretarial.com/ppc/dp/03/34941743?ispd=1&Campaign=IndeedPPC&rx_source=indeed&rx_campaign=indeed11&rx_medium=cpc

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Scheduling Clerk

AIG

Chicago, IL

Job Description:

This position is for the individual who has effective telephone skills, basic computer knowledge and a professional attitude. Attention to detail and ability to organize and prioritize tasks are important.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Make outgoing calls to schedule appointments with current clients for financial advisors. Meet call and appointment scheduling goals.

Complete Marketing task which includes but not limited to (sorting, making copies, putting together Marketing projects, Mail Merges, running postage machine & shipping UPS).

Partner with Marketing to ensure all Marketing tasks are completed.

Work with MS Office data entry, misc. clerical duties.

Hours: 20 hours per week. Monday Thursday 2pm- 7:00 pm (hours can vary slightly)

Office Location: 125 South Wacker Drive, Ste 1900. Chicago, IL 60606

Position Requirements

SCHEDULING CLERK JOB REQUIREMENTS:

Effective communication and interpersonal skills.

Independent judgment required to manage multiple tasks and deadlines in a detailed, organized manner with minimal supervision.

Strong attention to detail

Must be familiar with MS office suite.

Proficiency in the use of desktop applications.

Self-starter, must be able to follow through on projects.

Strong phone communication skills required.

Willingness to support other regional office positions as needed.

High School Diploma or GED

6 months customer service experience in an office environment

Pass pre-employment credit, background check (no criminal convictions) and drug screen.

Apply online by clicking

http://www.ihiresecretarial.com/ppc/dp/03/33944265?ispd=1&Campaign=IndeedPPC&rx_source=indeed&rx_campaign=indeed11&rx_medium=cpc

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Reservation Manager

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , 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 - 1pm to 7pm
Mon - NA
Tue - NA

Wed - NA
Thu - NA
Fri - 1pm to 8pm
Sat - 1pm to 8pm

Apply online by clicking

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , 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 - 8am to 8pm

Mon - NA

Tue - NA

Wed - NA

Thu - 8am to 8pm

Fri - 8am to 9pm

Sat - 8am to 8pm

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137752&mode=

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Job Title: Truck Weighing Inspector

Agency: State Police

Closing Date/Time: Wed. 08/20/14 5:00 PM Central Time

Salary: \$3,492.00 - \$4,913.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 21-62-ISP14-068

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school, or comparable education, training, and/or experience. Requires elementary knowledge of various types of equipment used in measuring and weighing highway vehicles. Requires elementary knowledge of state laws governing vehicles on state highways. Requires exposure to unfavorable weather conditions and varied environmental conditions including engine noise, dust, dirt, grease, oil, petroleum, and other chemicals. Requires climbing ladders and steps, walking, crawling, bending and lifting buckets filled with water or cleaning solutions. Requires ability to lift items up to 45 pounds. Must hear and speak clearly and be able to work alone for periods of time. Must be able to interact effectively with the public, officers of the Illinois State Police, and other law enforcement personnel. Must be able to obtain and maintain LEADS certification at the less than full access level.

Work Hours & Location/Agency Contact: WORK HOURS: 2:30 PM to 12:30 AM, Monday through Thursday or Tuesday through Friday.

WORK LOCATION: Frankfort Scales I-80, Will County

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

How to Apply:

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

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Job Title: Veterans Service Officer

Agency: Veterans Affairs

Closing Date/Time: Tue. 08/26/14 4:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-25-15-84814

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: (i) The veteran must have served a total of at least 6 months (ii) The veteran served for the duration of hostilities regardless of length of engagement. (iii) The veteran was discharged on the basis of hardship. (iv) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions.

ATTENTION APPLICANTS: Your veteran status must be verified before a passing grade can be given to your application for this title. Please visit www.work.Illinois.gov and click on Veterans Outreach Program for information on how to secure your veteran status with CMS.

Work Hours & Location/Agency Contact: Days: Monday-Friday Hours: 8:00am - 4:00pm 1/2 hour lunch break

Location: IDVA Chicago VA Regional Office 2122 W. Taylor, Ste 127 Chicago, IL 60612

Contact: Renee Dougherty 833 South Spring Street Springfield, IL 62704

Phone: (217) 785-1788 Fax: (217) 557-7235

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

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Morton Grove
9009 Waukegan Rd
MORTON GROVE , 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 - 7am to 3pm
Mon - 7am to 3pm

Tue - 7am to 3pm

Wed - 7am to 3pm
Thu - 7am to 3pm

Fri - 7am to 3pm
Sat - 7am to 3pm

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP , 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 - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138000&mode=

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Leasing Advisor - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj05d0h>

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Traffic Control Manager

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
435 Mannheim Rd
BELLWOOD , IL

Description:

Coordinate all reservations (one-way and in-town) to ensure they are filled and that all customer reservation needs are met.

Establish plan to always maintain a balanced rental equipment inventory at centers and dealers to balance customer requirements with rental equipment supply.

Utilize and manage traffic boards to be aware of location or rental equipment at centers and dealers.

Direct, coordinate and train marketing company reservation managers.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - 8am to 6pm
- Mon - 6am to 8pm
- Tue - 6am to 8pm
- Wed - 6am to 8pm
- Thu - 6am to 8pm
- Fri - 6am to 9pm
- Sat - 6am to 8pm

Apply online by clicking

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Maintenance and Engineering Manager

Chicago, Illinois

Manufacturing and Production

Major Tasks, Key Responsibilities and Key Accountabilities:

Assures equipment reliability to maximize production line productivity

Implements process enhancements to improve process enhancements to improve package and flavor changeover efficiency

Utilizes visual factory concepts to maximize asset utilization and plant performance

Builds the capability of plant supervisors and technicians

Tracks standard manufacturing and warehouse measures and prioritizes plant maintenance opportunities

Maintains P&L responsibility over maintenance cost centers, repair and maintenance, maintenance labor, utilities and capital improvement plans

Basic Job Qualifications:

Bachelor's degree

A minimum of 5 years of operations

A minimum of 2 years of supervisory experience

Mechanical experience maintaining production equipment

Ability to work flexible hours

Preferred Job Qualifications:

Hydraulic maintenance experience

Pneumatic maintenance experience

Drive systems/transmissions experience

Industrial Electrical Wiring, Mechanical/Electrical Devices and Circuits experience

Basic Drive Maintenance, Installations, troubleshooting experience

Basic Controller/Processor Maintenance and troubleshooting experience

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If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eoo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eoo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 52233BR

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Maintenance Tech - Chicago

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets.

Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures.

Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim.

Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish.

Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills:

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

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

Compensation and Benefits:

Base pay starts at up to \$20/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj3hj07>

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Storage Facility Housekeeper

U-Haul Storage Facilities
U-Haul Moving & Storage of Markham
16643 Kedzie Ave
MARKHAM , 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 - 9am to 1pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 7am to 12pm

Sat - 7am to 12pm

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Spring Hill
890 W Main St
WEST DUNDEE , 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: Full-Time or Moonlighter/Part-Time

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

Sun - 9am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online by clicking

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Traffic Control Manager

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
435 Mannheim Rd
BELLWOOD , IL

Description:

Coordinate all reservations (one-way and in-town) to ensure they are filled and that all customer reservation needs are met.

Establish plan to always maintain a balanced rental equipment inventory at centers and dealers to balance customer requirements with rental equipment supply.

Utilize and manage traffic boards to be aware of location or rental equipment at centers and dealers.

Direct, coordinate and train marketing company reservation managers.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 6pm
Mon - 6am to 8pm
Tue - 6am to 8pm
Wed - 6am to 8pm

Thu - 6am to 8pm
Fri - 6am to 9pm
Sat - 6am to 8pm

Apply online by clicking

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Maintenance Engineer

Bridgeview, Illinois

Engineering

This position is responsible for taking the leadership role in coordinating maintenance efforts between all those affected by maintenance activities. Areas of focus include maximizing the use of the Computerized Maintenance Management System (CMMS) when planning, scheduling, tracking and evaluating work orders through completion. The Lead Planner will also create, schedule, and evaluate preventive maintenance routines, maintain the CMMS hierarchy, provide the communication link between the business unit and support areas and support the CMMS users group.

Qualifications:

BS Degree in a technical field highly desired.

AS Degree in a technical field with work experiences a plus.

Minimum 5 years of industrial maintenance experience in processing, packaging or related equipment. Ability to detail plan and schedule internal resources and contractors necessary to complete the required maintenance work.

Able to define and articulate work order plans and scope; schedule, set goals, determine priorities and meet target dates.

Ability to get along with all groups of people to drive results.

Ability to facilitate job requirements between all maintenance, operations and support groups in a professional manner. Ability to represent Quaker Oats with outside contractors and vendors in a professional manner. Must be a self directed, self-starter. Must have good verbal and written skills.

Ability to learn, use and understand the CMMS system.

Ability to use the Microsoft office applications.

Ability to use spreadsheets databases and analytical tools.

Ability to use spreadsheets databases and analytical tools.

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Job Ref: 51439BR

Apply online by clicking <http://www.pepsicjobs.com/en/job-detail?slug=51439BR&cult=en-US>

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

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

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

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville
2601 S LaSalle St
CHICAGO , IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability 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 - 9am to 5pm
Mon - 7am to 7pm
Tue - 7am to 7pm

Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137641&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Certified Nursing Assistant

West Suburban Medical Center, Oak Park, IL

Department: Subacute Rehab

Schedule: Full Time

Shift: Evenings

Job Details:

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures.

Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills.

High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=370639

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