



**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Wed. 09/09/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 80018

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

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

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations, 245 W. Roosevelt Rd., West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl., Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

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

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## **Office Assistant**

Skylight Counseling Center - Chicago, IL

\$15 an hour

Skylight Counseling Center is looking for a bright and talented Office Assistant to join our lively, dedicated and passionate staff. With offices in the Chicago Loop and Skokie, Skylight is now hiring a part time Office Assistant to help with administrative duties of our growing practice.

The Office Assistant supports and reports directly to Skylight's President, and performs administrative duties for the Office Manager and the Clinical Staff. These duties may include screening emails and calls, managing calendars, making travel, meeting and event arrangements, managing the website, preparing reports, training and supervising other support staff, and customer relations. The position requires strong computer, internet and communication skills, flexibility, excellent interpersonal skills, the ability to work independently and think creatively, project coordination experience, and the ability to work well with all levels of internal staff, as well as outside clients and vendors. Sensitivity to confidential matters may be required.

This is a part-time position, starting at 15 hours a week, with the potential to build to 3/4 or full time. Candidates must be available weekdays from 9am-noon and must have a car. The position includes working from home, but travel to each of the offices will also be required.

If interested, please submit a resume and a cover letter via email to David Klow, LMFT. Please put Skylight Counseling Center Office Assistant Position in the email subject heading.

Skylight Counseling Center provides professional counseling services to individuals, families, couples and groups and is proud to be an equal opportunity employer. We are committed to creating a diverse environment, and are dedicated to the growth and development of our clients and ourselves. We aim to help people gain insight into themselves, and to live their lives with deeper passion, conviction and harmony. We look forward to the opportunity to have you join our staff.

Job Type: Part-time

Salary: \$15.00 /hour

Local candidates only: Chicago, IL

Apply online at <http://www.indeed.com/cmp/Skylight-Counseling-Center/jobs/Office-Assistant-7c3a8ab3062aa30b?q=receptionist>

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### **Client Service Representative**

Metropolitan Veterinary Center - Chicago, IL

\$12 - \$15 an hour

Immediate opening for full time Client Service Representative at our state of the art veterinary hospital located in the South Loop. The ideal candidate is professional, outgoing, responsible, detail oriented, and a team player. Skills required are the ability to work well in a fast paced environment, the ability to communicate effectively with team members & clients, and the desire to go the extra mile for our patients & their families. This is a fast paced, but relaxed and fun environment! We offer a very competitive salary. Benefits include health care, pet care and PTO. Must have at least one year of reception experience and veterinary experience is preferred. Some night and weekend shifts are required. \$12-\$15/hour based on experience.

Required experience:

Customer Service/Receptionist (Veterinary Preferred): 1 year

Apply online at <http://www.indeed.com/cmp/Metropolitan-Veterinary-Center/jobs/Client-Service-Representative-480c3390937030a2?q=receptionist>

### **Maintenance/Janitor**

Pilsen Wellness Center - Chicago, IL

We are seeking a full-time Maintenance/Janitor to join the Division of Substance Abuse site located at Cermak Rd and Kedzie in Chicago. This individual will be responsible for the general upkeep and efficiency of interior and exterior building needs.

EDUCATION and/or EXPERIENCE

High school degree required. Experience in a similar role required.

Full-time employees of the agency will be eligible for medical/dental/life insurance as well as generous time off in the form of vacation, sick and holiday pay. You would be joining a growing agency with opportunities for advancement. In-house training and workshops in addition to the support of continuing education will be available.

Please visit [www.pilsenwellnesscenter.org](http://www.pilsenwellnesscenter.org) or more information!  
EOE.

Apply online at [http://www.indeed.com/cmp/Pilsen-Wellness-Center/jobs/Maintenance-Janitor-9f7e89136f3ece80?sjdu=QwrRXKrqZ3CNX5W-O9jEvdUDknwyisDVnztz\\_G9ci6he7jWkuRbSIWBdZah47uqXeq4KxpUWZzR1-EVztdrQ8Q](http://www.indeed.com/cmp/Pilsen-Wellness-Center/jobs/Maintenance-Janitor-9f7e89136f3ece80?sjdu=QwrRXKrqZ3CNX5W-O9jEvdUDknwyisDVnztz_G9ci6he7jWkuRbSIWBdZah47uqXeq4KxpUWZzR1-EVztdrQ8Q)

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## **Janitor C**

The Habitat Company  
Chicago, IL (Columbus Plaza)

### Job Description

We are currently seeking a Janitor C for Columbus Plaza located in Chicago, IL.

\*This is a 2nd shift position as follows: Sunday-Thursday\*

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

### DUTIES AND RESPONSIBILITIES:

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks. Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc. Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security. Conduct building walk-downs daily and replace items as necessary. Maintain curb appeal of the property at all time. Trash-out vacant units as needed. Strip and Wax assigned floors quarterly. Monitor supplies and advise supervisor of items needed as necessary. Participates in a standby emergency schedule for evening, weekend, and holiday coverage.

### Skills & Requirements

Excellent Customer Service skills.  
Full time maintenance or janitorial experience, or experience in related field.  
Knowledge of industry safety standards preferred.  
Experience working in resident/hospitality communities preferred.  
If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union.

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?jid=343976&cid=6648&source=Indeed.com#.Vd4w8SVViko>

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**TITLE: Custodian \$10.00/hour**

**EDUCATION AND CERTIFICATIONS:** Prefer a high school diploma or equivalent plus 1-2 years of experience in custodial, janitorial, or cleaning services.

**ESSENTIAL FUNCTIONS** • Able to read and communicate in English • Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 50 pounds • Repetitive motion involved on a daily basis may include, but not limited to, bending, twisting, pushing, pulling, reaching, climbing, and squatting • Ability to operate small power tools • Requires stooping, kneeling, crawling, bending, turning, and reaching into areas not fully air conditioned • Able to stand and walk for extended periods of time to include climbing/descending stairwells and ladders • Can work independently and in stressful environments • Regular, consistent and predictable attendance • Optional local area travel using personal vehicle. Approximately 10% of the time and will vary during the month and week. • May have responsibility to enter customer facilities that require background screening.

**FULL-TIME/PART-TIME** Full-Time

**POSITION REQUIREMENTS** **ADDITIONAL SKILLS: REQUIRED & PREFERRED**

**Required Skills:** •Basic knowledge of custodial duties and janitorial responsibilities •Knowledge of cleaning equipment including vacuuming, sweeping, mopping, scrubbing and applying finishes on different flooring materials •Knowledge of cleaning techniques and processes. Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds •Experience in cleaning and sanitizing washrooms •Able to demonstrate importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to appropriate Supervisor •Ability to follow directions and work within guidelines •Must be able to read, understand and follow units of measure on product labels. •Satisfactory personal appearance and hygiene within company guidelines •Demonstrated ability of maintaining janitorial equipment in a clean, safe and operable condition

**Preferred Skills:** •Ability to maintain janitor closets in a clean, organized and safe manner and according to company guidelines and all regulations

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

[https://www.appone.com/maininforeq.asp?Ad=407372&R\\_ID=1110082&Refer=http://www.indeed.com/jobs&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=407372&R_ID=1110082&Refer=http://www.indeed.com/jobs&B_ID=91)

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### **Medical Receptionist/Patient Entry**

Chicago Cosmetic Surgery and Dermatology - Chicago, IL

Chicago Cosmetic Surgery and Dermatology, the leading dermatology and cosmetic surgery office located in beautiful River North, is looking for a Medical Receptionist to add to our team! Our ideal candidate must possess a positive, "can-do" attitude, be energetic, a team player, detail-orientated, and enjoys interacting with people.

**Position Summary:** Responsible for greeting all patients and visitors to the practice at front desk and/or on the phone. Schedules all patient appointments. Serves as a liaison between the patient and clinical staff. Participates in staff meetings and follows the general policies and rules of conduct as outline in the employee handbook.

**Requirements:** Treats all patients and other staff members with respect, is polite and professional, and keeps patient information private and secure according to HIPAA. Ability to effectively triage calls from patients to ensure appropriate scheduling. Excellent customer service, communication skills and telephone etiquette. Ability to understand patient's needs and concerns. Ability to work as a team member. Ability to manage multiple tasks simultaneously. Organized with attention to detail. Computer proficiency. Knowledge of medical terminology. Knowledge of CPT and ICD-9 coding.

**Education:** High school diploma or equivalent.

**Experience:** Two years minimum experience in a physician medical practice preferred.

Our office hours are Monday, Thursday and Friday 9:00 AM to 5:00 PM and Tuesdays and Wednesdays 9:00 AM to 6:00 PM. Scheduled hours vary but the ideal candidate must be available from 7:30 AM to 6:00 PM Monday, Thursday and Friday. Tuesdays and Wednesdays 8:00 AM to 7:00 PM. This is a full time position (32-40 hours a week). We offer medical and dental benefits after a probationary period. Personal time off (PTO) is earned each pay period at a rate determined by the amount of years worked. PTO can be used after three months of employment.

**Job Type:** Full-time

**Required education:** High school or equivalent

Please submit your cover letter and resume to the attention of Jessica. Please do not call about this job.

We look forward to hearing from you! Please visit our website [www.chicagodermatology.com](http://www.chicagodermatology.com) for more information about our practice.

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## **Human Resources Office Assistant**

All times are in Central Daylight Time.

Job ID 2015-7727

Center Metro Office

Posted Date 8/25/2015

Address 801 N Dearborn

# Positions 1

City Chicago

Category Human Resources

State IL

Type Regular Part-Time

Hours per Week 30

Variable Schedule Hours 10:00pm-5:30pm, M-F

### **Job Summary:**

Assists the HR Department with general administrative duties.

### **Scope of Responsibilities:**

Research basic information from Employment Records for basic maintenance.

Copy records from employees' personnel files as needed.

Assists the receptionist for maximum coverage of the Corporate front desk area.

Open and distribute mail for the HR Department.

Consistently files all necessary information in personnel files.

Assists HR team with various administrative tasks.

### **Requirements:**

HS Diploma required.

1-2 years previous office administrative software. Previous HR experience a plus.

Proficient in all standard business software.

Knowledgeable about office processes and procedures.

Ability to work with integrity, discretion and professional approach.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/7727/human-resources-office-assistant/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false&jan1offset=-360&jun1offset=-300>

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### **Front Desk Clerk (Resource Pool)**

Req ID 2823

Location: Chicago - North Side

# of Openings: 10

Shift: Varies

FT/PT: Part time

Employment Type: Resource Pool

Salary Schedule: BU 1

Job Notes: This position is on-call, as needed for different shifts including overnights and weekends.

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 GED, Demonstrated ability to work effectively with a wide range of populations and demonstrated ability to complete written reports and follow written instructions. A criminal background check is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently required to stand, sit, and walk.

Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987.

Apply online at

<http://chk.tbe.taleo.net/chk03/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&cws=1&rid=2823&source=Indeed>

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**Groundskeeper / Janitor**

Operations Illinois, United States  
MCGJC2209/SB-A  
Chicago, IL  
\$Competitive

Our client is a leading property manager with a portfolio of more than 17,000 units of high-quality housing. They are now seeking a Groundskeeper / Janitor to join their team in Chicago.

If you're a committed grounds or janitorial professional seeking a fresh new role, this is a superb opportunity to undertake a diverse and varied position with a successful and growing company.

As a Groundskeeper / Janitor, you will be responsible for ensuring the clean and tidy appearance of our client's apartments based in Chicago.

Preparing vacant units for new residents, you'll clean the hallways, door and window areas, and restrooms within the building to ensure that all areas are presentable.

Walking through the grounds on a regular basis, you'll empty trash containers, pick up any paper and undertake basic repair tasks, ensuring that all activities are carried out in line with safety procedures.

To be considered for this role, you must have previous grounds or janitorial experience.

As a Groundskeeper / Janitor, you must be trustworthy and dependable with a solid work ethic and good organizational skills.

Please note, our client is an equal employment opportunities employer.

To apply for the role of Groundskeeper / Janitor, please apply via the button shown.

This vacancy is being advertised by Web Recruit LLC. Web Recruit, LLC is in the business of performing recruitment services.

Apply online at

[https://fusion.webrecruitjobs.com/JobSeeker/JobDescription/DzS3SGX6m-Kxh\\_LBZQbZ-orufG-U3xRZmsZV\\_ITLudY!?mid=66](https://fusion.webrecruitjobs.com/JobSeeker/JobDescription/DzS3SGX6m-Kxh_LBZQbZ-orufG-U3xRZmsZV_ITLudY!?mid=66)

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### **Data Entry Clerk**

Hektoen Institute LLC

Posted: August 26, 2015

Location: Chicago, Illinois

Salary: Open

Type: Full Time - Entry Level

Category: Administrative Support

Preferred Education: Some College

#### General Purpose:

Under the direction of the HIV Manager, provides data entry of all HIV related reporting requirements and assists with day to day grant maintenance activities.

#### Job Responsibilities include, but are not limited to:

Enters data from source documents into computer or onto tape or disk for subsequent entry using keyboard or scanning device.

Encounter forms coordination with testers and counselors and infectious disease clinical staff involved with testing and counseling activities.

Assist with data collection for quarterly reporting

Files completed documents

Deletes incorrectly entered data

Maintains records of completed work

Compiles, sorts, and verifies accuracy of data to be entered

Excellent typing skills

Knowledge of modern office practices and procedures.

Knowledge of processors, chips, electronic equipment and computer hardware and software, including applications and programming.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, transcription, designing forms, and other office procedures and terminology.

The ability to monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective actions.

The ability to read and understand information and ideas presented in writing.

Correctional experience highly desirable

Knowledge of Microsoft Excel

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**File Clerk (Highland Park)**

Location: Highland Park, IL: North Shore, IL: Chicagoland, IL

Muller Auto Group is hiring! We are your trusted North Shore dealership. Starting in 1975, we've been family owned and operated for over 40 years, and have continued to grow while holding true to our values of integrity, customer service, and professionalism!

With our A+ rating on the Better Business Bureau and stellar track record for unsurpassed customer service, there is no better team to join. Our convenient location off of route 41 makes getting to work easy!

Do you want to be PROUD of where you work? Do you want to leave work each day feeling FULFILLED by what you accomplished? Do you want to join a team that PRIDES THEMSELVES in making customers happy? If the answers are "YES," -we want to talk to you!

Muller Auto Group is seeking a part-time File Clerk to join our winning team!

You will...

- File records away in alphabetical or numerical order
- Clean and maintain file space
- Purge old files and ensure all files removed are logged properly
- Ensure no materials in files are lost

You have...

- High school diploma or equivalent
- Proficient communication skills
- Proficient computer skills
- Excellent organizational skills

We offer...

- Competitive hourly salary
- Good working conditions
- Flexible hours

Apply online at

<https://mullerautogroup.hireology.com/careers?id=41450&ref=indeed.com#41450>

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## **Experienced Automotive Warranty Administrator**

Location: CHICAGO, IL

Busy dealership look for a qualified Warranty Administrator! Competitive salary and great benefits!

The Warranty Administrator prepares, records, and reconciles warranty claims and submits them to the factory and to distributors for defective parts.

Warranty Administration experience necessary!

### **ESSENTIAL DUTIES:**

Process warranty claims. Verify criteria required by factory or distributor.  
Post edits on computer.  
Prepare CSI documents.  
Track parts by tagging.  
Arrange for parts to be shipped to the factory for distributor, or to be scrapped.  
Follow up with the factory and distributors regarding unpaid claims.  
File sales documents after they are posted and the commission is paid.  
Reconcile flooring interest statements.  
Reconcile selected vendor accounts.

### **QUALIFICATIONS:**

Must have past Warranty Administration experience.  
Reconcile Warranty Receivables Schedules.  
Follow Up on Over/Under Payments.  
Track Warranty Parts Retention.  
Create Write Off Sheets for approval.  
Some knowledge of automotive parts.  
General office experience.  
Basic MS Office knowledge, computer software.  
Excellent verbal and written communication skills.

Up to \$25/hr BOE

Apply online at

<https://bermansautogroup.hireology.com/careers?id=41425&ref=indeed.com#41425>

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Bltn & Assignmt Clk - 90113307 - Chicago

Date: Aug 17, 2015

Location: Chicago, IL, US, 60607

#### SUMMARY OF DUTIES:

Responsible for work load distribution to 4 bulletin assignment clerks. Inputting and revising work schedule, including job assignment, vacations and employee leave days, in SAP and Access Data Base, for craft workforce of 400 employees. Responsible for training new clerks and acts as technical expert. Prepares bulletins & awards of positions, post notices, assignment sheets and forward notices. Ensures all posting notices are listed in accordance with the current union agreements.

**ESSENTIAL FUNCTIONS:** . Prepares required forms when positions are awarded and follows up to ensure they are signed-off. . Handles requests for time off. . Prepares and files reports. . Uses DB text software, Microsoft Office, Access, SAP and Work Management. . Frequent viewing of computer screen and use of keyboard with variable lighting and moderately comfortable seating. . Environment requiring quick thinking, light time constraints and changing priorities working with a large number of employees. . Requires occasional bending, reaching, lifting and carrying of paper materials.. Must have a visual acuity and hearing capability sufficient to perform the essential functions of the job, unless other vision or hearing standards are required by law.

**WORK EXPERIENCE:** . Must be able to type 45WPM. . Must have office administrative experience.. Must have experience in Microsoft Office products; specifically, Advanced Experience in Microsoft Access. . Must have SAP experience.

#### COMMUNICATION AND INTERPERSONAL SKILLS:

Must have excellent verbal and written communication skills

Requisition ID:15826 Job Family/Function: Mechanical

Relocation Offered: No Education Requirements: High School/GED

Employment Experience Requirements:1 - 3 years of experience

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Apply online at [https://jobs.amtrak.com/job/Chicago-Bltn-&-Assignmt-Clk-90113307-Chicago-IL-60607/28813000/?feedId=75300&utm\\_source=Indeed&utm\\_campaign=Amtrak\\_Indeed](https://jobs.amtrak.com/job/Chicago-Bltn-&-Assignmt-Clk-90113307-Chicago-IL-60607/28813000/?feedId=75300&utm_source=Indeed&utm_campaign=Amtrak_Indeed)

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### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Supervisor, Accounts Payable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=488](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488)

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services. Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties 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 be able to obtain a valid Class "B" Illinois Commercial Drivers license.

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

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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### **Operations Administrator III**

Location: Melrose Park

Office: Revenue Services

Department: Revenue Services

#### Job Description:

Under the direction of the Division Manager or designate, will be responsible for assisting in the coordination of Administrative functions between the Manager and Division staff.

Responsible for the attendance and time sheets of non-union employees, records management, filing, typing and all other secretarial functions.

Composing correspondence, preparation of reports, meeting minutes and coordinating project work.

Back up to the receptionist and payroll administration.

This is a highly Confidential Position. Responsible for ordering office supplies, maintaining inventories and other duties as assigned or required.

#### Qualifications:

Qualified candidate must have one (1) to three (3) years progressively responsible experience in an Administrative role and or possess a Bachelors degree in Business, a related field or its equivalent.

Must possess typing and word process skills equivalent to the level of Operations Project Administrator.

Candidate must exhibit excellent organizational and math skills. Above average verbal and written communication skills.

Proficiency in Microsoft Windows, Word, Excel and all other computer applications. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=718](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=718)

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### **Senior Contract Administrator**

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

#### **Job Description:**

Reporting directly to the Chief Information Officer, the role of the Senior Contract Administrator (SCA) is to ensure all future contracts are administered appropriately. The SCA is responsible for preparing, examining, analyzing, conveying, and revising contracts that involve the purchase or sale of goods such as Information Technology (IT) equipment, materials, supplies, or products and professional IT services. Handles a variety of tasks to ensure successful contract completion, including conducting performance assessments and evaluating budgets or bids. Is familiar with the ins and outs of a contract and ensures all sides adhere to its specific terms, conditions, rights, and obligations. Keeps a record of contract deadlines, estimates and any extensions or changes made to the contract terms. Coordinates any changes that may transpire, and makes sure that those changes are agreed upon by all involved. Ensures, when necessary, that all FTA guidelines are met through the review of expenditures and auditing contractor payroll. When the contract has been fulfilled, completes a closeout process to ensure that the contract has been ended in an appropriate manner. Oversees the specific mandates in a contract and makes sure that all parties involved fulfill obligations to which they agreed.

#### **Qualifications:**

Qualified candidate must have bachelor's degree with emphasis in business, finance, mathematics and computer science; or a comparable combination of education, experience and training. Candidate should have experience in contract preparation and administration and involvement in reviewing expenditures of administrative costs for information technology. Candidate must demonstrate a good knowledge of information technology terminology. Good analytical, organizational, project management and time management skills. Good written and verbal communication skills are important. Good service-oriented interpersonal skills. Ability to work with top level management, including executive staff. Ability to handle multiple assignments and to work with minimal supervision. Ability to respond quickly within a dynamic environment with tight deadlines. Qualified candidate must have a good work history.

Apply online at

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### **Supervisor /Dispatcher**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

#### **Job Description:**

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: Investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and field calls. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least 5 years experience in transportation. Must have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

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### **Vanpool Part-time**

Location: Arlington Heights  
Office: Revenue Services  
Department: Vanpool Program

Job Description: Under the direction of the Vanpool Division Manager or designate, responsible for the day-to-day operational support for the Vanpool Program. Responsibilities include, but are not limited to: reviewing, entering, sorting and filing reports. Data entry and oversight of various data collection. Assist with van movements, vehicle site inspections and compliance reminders. Other projects and duties as assigned.

Qualifications: Qualified candidate must be at least 21 years of age, have excellent written/verbal communication skills and strong organizational skills. Must have good computer skills primarily Word and Excel. Must have a valid driver's license, with good driving record. Previous customer service experience preferred. May be subject to working outdoors year round.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=714](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=714)

### **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

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## **Nurse Assistant**

Date: Aug 26, 2015

Location: 117015, US

Company: Presence Health Network

Requisition ID: 1650

Location: Presence St Mary Kankakee

Location Address: 117015 United States (US)

Daily Hours: No Selection

Standard Hours: 6:00 a.m. to 6:00 p.m.

Employment Status: Part-time

Employment Type: Regular

Shift: Day

FLSA:

This position requires specific knowledge to provide direct care, the ability to recognize and report situations that require professional intervention, and manage the environment in which the care is provided. Decisions are yet in consultation with the Registered Nurse in regard to coordinating and delivering patient care in a timely fashion. Actions are dependent on the designated plan of care for the patient and based on professional nursing instruction/direction and policies/procedures mandated by the hospital. Delivers direct patient care, assists in maintaining the orderliness of the unit and provides other services as delegated by the professional staff.

### Qualifications:

- High school graduate or equivalent preferred, or currently enrolled in high school
- Certification as a nursing assistant preferred; if enrolled in an Associate Degree Nursing Program, must have completed first semester of program. If in a BSN Degree Program, must have completed second year of program. Must have included Introduction to Nursing course, which included basic nursing skills.
- Meditech experience is helpful

Business Unit: Presence St Mary Hosp Kankakee

Department Name: MED SURG 2 W

Apply online at <https://jobs.presencehealth.org/job/Nurse-Assistant-1170/290352800/>

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