



Manager Corporate Major Gifts

Location: Chicago, IL

Division: External Affairs

Status: Full Time

Under limited supervision by the Director of Corporate Giving and Sponsorship, this development generalist positions the Museum of Science and Industry with existing and prospective donors; develops, implements, evaluates and refines giving programs (corporations, individuals and sponsors) as necessary; provides leadership and coordination in identification, cultivation, solicitation and stewardship of donors; and manages a staff of two development professionals.

Qualifications:

Bachelor's degree in a related discipline with seven-plus years of major gifts work and management experience. Strong understanding of and capacity to communicate the nonprofit community's role and challenges. Solid knowledge of and experience with corporate, individual and sponsorship giving.

Understanding of donor-centered fundraising as well as a deep respect for the donor-Museum relationship. Successful record of fundraising using a variety of methods including personal solicitations. Exceptional interpersonal skills and the ability to interact effectively with Museum leadership, staff, prospects, donors and volunteers. Knowledge of the prospect and donor management process.

Ability to supervise and train staff including mentoring, motivating, organizing, prioritizing and scheduling assignments. Advanced verbal and written communication skills and the ability to present effectively to small and large audiences. Writing samples are required. Ability to assess and interpret the needs and wishes of prospective donors and to translate these into effective action plans. Ability to foster effective working relationships within a team environment.

Ability to make evaluative judgments. Database management skills.

Ability to plan, organize and coordinate special events.

Skill in budget preparation and fiscal management.

Ability to gather data, analyze information and prepare reports.

Program planning and leadership skills.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Senior Coordinator of Guest Facing Programs (Volunteer Department)

Location: CHICAGO, IL

Division: Education and Guest Services

Status: Full Time

This individual leads the Museum guest-facing volunteer captains and volunteers in providing exhibit content in a positive, fun, inclusive and educational capacity. The Senior Coordinator of Guest-Facing Volunteers works with team captains to ensure facilitation content is being communicated to guests in an engaging capacity that inspires children to achieve in science, technology, engineering and medicine. The Senior Coordinator of Guest-Facing Volunteer Programs will lead the volunteer captains in their role of team communication and planning fun, team-based recognition events.

Qualifications:

Bachelor's degree from four-year college or university, and one to two years of related experience and/or training; or equivalent combination of education and experience.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Knowledge of Raiser's Edge Development software.

Proficiency in Microsoft Office software.

Excellent writing, communication and facilitation skills.

Strong organizational skills.

Previous experience in training others on new programs or concepts.

Research skills.

Ability to work independently.

High energy and strong interpersonal skills.

Background in improv and science.

Available for a five-day workweek that includes weekends.

Available to work occasional evening events.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Law Clerk - Part-time (Office of the Inspector General) - DIS0000640

Duties and Responsibilities

Office of the Inspector General – City Colleges of Chicago
Location: 740 North Sedgwick Street
Suite 310
Chicago, Illinois 60654

The position reports to the Assistant Inspector General and provides support in the performance of legal research, factual investigation, and related legal work. The Law Clerk will develop an understanding of and practical experience regarding the legal issues confronted by a governmental investigative agency and perform related duties as required.

Research questions of law and conducts factual investigation for assigned cases
Summarize and present findings of legal research and factual investigations in written and oral reports

Assist investigators with various aspects of investigations, including interviewing witnesses, gathering evidence, and analyzing documents

Assist attorneys and or investigators in preparing legal cases for court or administrative hearings

Identify, review, interpret, and explain relevant City Colleges of Chicago policies and procedures

Qualifications

Completion of at least one semester in an American Bar Association (ABA) accredited law school. Knowledge of the legal system and the principles and practices of applicable areas of the law. Knowledge of courtroom procedure and legal terminology

Knowledge of legal research methods, techniques, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Legal

Primary Location: District Office

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Aug 27, 2015, 4:58:18 PM

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

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Note Taker - Part-Time - WIL0000513

Duties and Responsibilities
Wilbur Wright College
4300 N. Narragansett
Note Taker (Part-Time)
Fall 2015

Overview of the position: Note Taker attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take through legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

Take notes in class for students with disabilities. Read printed material aloud for students with visual impairments. Transcribe for students with mobility impairments. Assist students with visual impairments by copying information from the board in large print. Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs. Assist students with visual impairments in science labs by providing verbal description of visual information.

Serve as a proctor for students with disabilities during tests.

Perform other duties as assigned.

Adheres to CCC Customer Service Excellence standards.

Qualifications

High school diploma, or equivalent with a minimum of one year post secondary educational experience. Must possess understanding of the basic issues pertinent to communication with students who have disabilities. Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms. Must have legible handwriting, accurate spelling, use of acceptable grammar, and proficiency in use of computers. Must possess good organizational skills. Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.

Job: Student Services

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Aug 26, 2015, 6:24:57 PM

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

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Fleet Asset Manager - TDL Center - OLI0000394

Duties and Responsibilities: Olive-Harvey College is looking for a Full-Time Fleet-Asset Manager for the Transportation, Distribution, and Logistics (TDL) Center. A state of the art Transportation, Distribution and Logistics (TDL) facility is scheduled to open at the Olive-Harvey College campus in 2016. The comprehensive TDL education center will support and house the College to Careers (C2C) TDL curriculum designed to prepare students for in-demand careers in ground, air, rail transport, multi-modal distribution, and logistics. The TDL career cluster focuses on providing students with academic instruction and training in a variety of transportation related courses with hands-on training in warehousing, supply chain/logistics, automotive technology, and diesel engine technology; certificate programs in commercial driving and forklift training; and transfer opportunities in aviation. Accountable for developing and implementing inventory control and management processes to account for, manage, and protect the TDL Center's proprietary tools and equipment, vehicles, and other assets Oversees the receipt, inventorying, and tagging/labeling of tools, equipment, and vehicles. Coordinates with District Office to ensure appropriate property/asset records, and vehicle records (titles, warranties, insurance) are maintained. Ensures trucks and vehicles used in the Commercial Truck Driving Programs undergo required city and state inspections, and that all on-road vehicles have valid registration, license plates and city stickers.

Qualifications

A degree is highly preferred from an accredited college or university in Business and/or five years of industry specific experience as a Fleet or Asset Manager. Three years management experience in the transportation industry, preferably in the areas of property and asset management, inventory control, or warehousing. Experience working with transportation related programs in a community college environment highly preferred. Proficient in the use of Microsoft Office (Word, Excel, PowerPoint)

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

Job: Workforce & Economic Development

Primary Location: Olive-Harvey College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Aug 26, 2015, 3:56:03 PM

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Fitness Room Attendant / Trainer PartTime - DAL0000601

Daley College - Fitness Room Attendant/Trainer- Part Time
7500 South Pulaski Road
Chicago, IL 60652

PRIMARY OBJECTIVE Under the general supervision of the CCC athletics Department, instructs in exercise activities and on proper equipment usage, monitors sports equipment usage by fitness center visitors following established rules. Welcomes fitness center visitors to the facility, explains programs, activities and rules, and monitors exercisers as they are working out to ensure safety and proper equipment usage. Shows new users how to use equipment in one-on-one or group orientation sessions. Responds to equipment users questions in the safe setup, operation, and dismantling of equipment. Maintains safe and clean facilities, ensuring that equipment is sanitized on a daily basis. Performs testing and usability checks on all fitness equipment and monitors for broken parts. Reports problems immediately. If necessary, will place signs on machines so exercisers do not use the machine while it is broken. Initiates requests and obtains approval for all equipment repairs, replacement or disposal. Assists with making arrangements for transport and storage of equipment during a relocation of equipment used during recreational events, classes, competitive training, and competitive meets. Fills out incident report forms after accidents or injuries related to equipment use or mishandling. Wears appropriate uniform, attire, and protective gear, if required.

Qualifications: Completion of a high school diploma or GED required. Must have current certifications for CPR, AED and First Aid. Must be a certified trainer from an accredited program. Must be in good physical condition possessing adequate body strength to handle equipment. Prior experience with and proficient use of various types of sports equipment, weights, training materials preferred. Multilingual skills a plus, but not required. Flexibility to work outside normal college business hours, weekends, or holidays. Ability to work in a team environment with flexible work hours as needed for scheduled college events.

We are an equal opportunity and affirmative action employer.

Job: Athletics/Sports/Recreation
Primary Location: Daley College
Employee Type: Part Time | Regular
Union Code: N/A
Job Posting: Aug 25, 2015, 9:25:31 AM

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Asst Dir-Financial Aid - HAR0000398

City Colleges of Chicago - Harold Washington College - Assistant Director of Financial Aid - Full-Time

The Assistant Director of Financial Aid assists the Director in the overall planning, administration and operational activities of the Office of Financial Aid. Plans, directs and manages the Office of Financial Aid. Serves as second-in-command of the department and is in-charge in the Director's absence. Oversees the daily office activities and monitors work progress and productivity of staff. Plans and coordinates staff schedules in order to assure sufficient coverage for hours of operation. Fully responsible for the service excellence provided to our students, their families and the community. Establishes and implements financial aid guidelines, policies and procedures, and develops long-range plans that conform to the demands of regulatory agencies, the needs of College and its students. Oversees special financial aid programs such as Veteran's Affairs, Federal Work Study, college orientations, college tours, CPS college visits, FAFSA-ON-The-Web workshops, and other scholarship programs. Coordinates the Office of Financial Aid's customer service and public relations campaign. Provides training for staff in customer service. Provides training on financial aid rules and regulations for other College staff responsible for outreach activities. Develops and organizes materials for training in mandatory Federal and State guidelines and regulations. Works with the Director and College Information Technology staff to establish procedures for managing data processing needs. Identifies, investigates, analyzes and resolves student and parent situations. Interviews student/parent applying for financial aid with more complex circumstances. Evaluates the student's eligibility and executes judgment concerning financial aid eligibility. Prepares narrative and statistical reports to ensure compliance with federal and state funding sources. Generates financial aid reports for staff to use in the processing of student financial aid awards.

Qualifications : B.A. degree in related field plus 1-3 years of senior level experience in the area of student financial aid. Thorough knowledge of federal and state regulations related to student financial aid. Experience working with Microsoft Office programs, MAPNET, COD, and NSLDS. Excellent organizational and administrative skills. Excellent verbal and written communication 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
Job Posting: Aug 25, 2015, 2:09:00 PM

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Locker Room Attendant (Part-Time) - TRU0000478

CITY COLLEGES OF CHICAGO'S TRUMAN COLLEGE - LOCKER ROOM ATTENDANT-ATHLETICS DEPARTMENT - PART-TIME

Primary Objective: Clean and stock locker rooms to CCC's standards of cleanliness.

Monitor conditions in locker room, concerning Safety and Sanitation issues.

Responsible for the cleaning and distribution of towels for men and women.

Maintain and Wash all Uniforms for Male & Female athletic teams.

Performs other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.
Must be able to perform all duties listed above.

Ability to manage multiple tasks and meet time schedules.
Ability to understand and follow oral and written instructions.

Ability to interpret and apply proper sanitation and safety procedures.

Must maintain effective work relationships with those contacted in the performance of required duties.

Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.

Primary Location: Truman College

Employee Type: Part Time | Regular

Job Posting: Aug 24, 2015, 5:59:46 PM

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Restaurant Manager - DAW0000125

Duties and Responsibilities

Reporting directly to the Food and Beverage Manager, the Restaurant Manager is responsible for the business performance of the restaurant, ensuring that the Parrot Cage Restaurant operates efficiently and profitably while maintaining high standards of food quality, service, and health and safety. Ensures standards are maintained relating to food quality, ambiance, cleanliness and service. The Restaurant Manager also assists and supports the business operations of all Washburne Culinary Institute facilities based on seasonal and event driven needs. Performs related duties as required. Manages front of house operations, training staff/ students working in the dining room area as waiters/servers, bus people, and host/hostesses on procedures and service standards to ensure customers receive a positive dining experience (i.e., greeting and seating customers, timely delivery of food, attention to detail by servers). Establishes and enforces policies and procedures including customer service standards, personal conduct rules and dress code to ensure client satisfaction and smooth running of restaurant. Prepares work schedules and makes work assignments to ensure dining room is properly staffed and that all related dining room activities/stations (i.e. reservations, table assignments, cashiering, Communicates and coordinates work efforts with Executive Chef on issues of menu items, planned menu changes, menu prices, and quality of food items. Receives customer feedback and comments, resolve customer complaints about food or service, addresses negative feedback with staff/students, and implements corrective actions. Maintains health and safety records and meets with health inspectors for scheduled sanitation inspections of facilities. Maintains on-site presence during business hours, assisting staff, greeting guests and ensuring the overall efficient running of the restaurant.

Qualifications

Bachelor's degree preferred. Three years of work experience as a supervisor/manager in the food service industry. Food Service Sanitation certification by the City of Chicago and the State of Illinois is preferred. A combination of education and experience may be taken into consideration based on the applicant's credentials.

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

Job: Administration/Management
Primary Location: Dawson Technical Institute
Employee Type: Full Time | Regular

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COMPUTER LAB ASSISTANT

Duties and Responsibilities

CITY COLLEGES OF CHICAGO'S TRUMAN COLLEGE - COMPUTER LAB ASSISTANT -
INFORMATION TECHNOLOGY - PART-TIME

Primary Objective: The computer lab assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks. Demonstrate software applications, and keyboarding and computer techniques to students. Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed. Assist in giving instructions in the use of standard software applications, in context and as required by the teacher. Maintains computers and peripheral equipment in clean and work conditions. Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc. Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software. Perform other duties as assigned. Adheres to CCC Customer Service Excellence standards.

Qualifications

High School graduate or equivalent with vocational/Technical School Training in P/C micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be a team player with good communication skills.

Ability to work independently with minimal supervision.

Ability to relate well with students, faculty and staff.

Ability to follow written and verbal instructions.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Information Technology

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Aug 20, 2015, 4:02:05 PM

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Assistant Registrar at Daley College - DAL0000597

Daley College - Assistant Registrar - Full Time
7500 South Pulaski Road
Chicago, IL 60652

This position is responsible for the supervision of records and data entry by clerical staff. Coordinates, manages and writes procedures for the registration/grade process and records maintenance for the Credit, Adult Education and Skills Center programs in the Office of Admissions and Records.

Coordinates and manages the registration process for the Adult Education, Skills, off-campus programs and Middle College.

Coordinates and manages the grade report process to and from faculty for terminal input. Follows-up on missing/outstanding grade report forms.

Establishes procedures and maintains the student records for Adult Education, State Legalization Impact Assistance Grant (SLIAG) and Skills programs. Coordinates the activities for these programs. Handles student related problems.

Verifies and processes staff certificate-of-attendance timesheets.

Oversees the process for students' transcripts. Writes procedures for tasks. Prepares semester activities schedule and registration calendar for Adult Education, Nursing Program, and Credit programs. Assists in the planning of campus registration. Verifies state and reimbursement claims.

Trains college staff on PeopleSoft system. Interviews and recommends applicants for vacancies in the Records area of the Registrar's office. Attends various meetings..

Qualifications : Bachelor's degree in Business Administration or Management supplemented by five-six years of college experience; or an equivalent combination of training and experience is required. Proven organizational skills and supervisory ability. Must have the ability to use computers to perform work activities. Must have excellent verbal and written communication skills. Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

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

Job: Administration/Management
Primary Location: Arturo Velasquez Institute
Employee Type: Full Time | Regular

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Police Officer - Lateral

Northfield Police Department
350 Walnut Avenue
Northfield, IL 60093
Phone: 847-441-3848
Website: www.northfieldil.org
Salary: \$70,279 - \$89,027
Population: 5,420
Sworn Officers: 19
Application Deadline: 10/24/15
Sworn Police Officer (Lateral Appointment Only)
Village of Northfield

The Board of Police Commissioners is accepting applications for lateral appointment of sworn police officers. Applications for its initial pool of candidates must be submitted to the Board on or before October 24, 2015 at 4 PM. Thereafter, applications will be accepted at any time.

Applications can be downloaded from our website: www.northfieldil.org
OR

Can be picked up at: Northfield Police Department
350 Walnut Avenue, Northfield, IL 60093

For additional information, please contact:
Deputy Chief Claude Casaletto 847-441-3848 OR
Maureen French 847-441-3850

Applicants must be certified by the Illinois Law Enforcement Training Standards Board as full-time sworn police officers, successfully completing the minimum standards basic law enforcement course required by that Board, and have served with an Illinois municipal police department for at least 3 years.

Application age requirements for non-certified applicants do not apply.
No preference will be given for education, military or law enforcement experience.
The 60 hour education requirement may be waived by the Board for comparable work experience.

Applicants will be subject to the minimum qualifications and requirements for non-certified candidates, including, among other things, oral exam(s), thorough background investigation, physical agility test, medical exam, psychological exam, polygraph exam, and probation.

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Operations Accounting Admin

Accounting | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

Apply online at <https://www.pangeare.com/careers>

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Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- * Schedule, coordinate, and conduct unit showings with prospective tenants
- * Meet and exceed monthly leasing targets
- * Work flexible hours as needed to show units
- * Navigate, update, and work effectively in PropertyWare software environment
- * Any projects or additional duties as requested

Qualifications:

- * 2-year Associates degree highly desired
- * Good working knowledge of Microsoft Excel and Word
- * Willing to work very hard, and flexible schedule as needed
- * Access to reliable automobile – REQUIRED
- * Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

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Pest Control Technician

Field Management | Chicago, IL, United States

Summary: This is a full-time role that requires performing pest control duties including, but not limited to: * pesticide application * proper mixing of chemicals * covering rodent holes * placing traps according to safety * implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

Responsibilities: * Apply pesticides to resident units according to schedules, safety procedures and label instructions. * Cover rodent holes in the interior of resident units as well as the exterior of buildings. * Place appropriate traps where necessary. * Call residents to confirm scheduled services. * Inspect building interior and exteriors regular for signs of infestation. * Fill out necessary documents in accordance to our standards and procedures. * Use supplies in an efficient and cost-effective manner. * Perform regular inspection of the buildings and correct any issues.

Minimum Requirements:

- * Must have own tools necessary to carry out essential job duties.
- * 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.
- * Computer literacy and smart phone knowledge a must.
- * Ability to communicate, both oral and written, in the English language.
- * Basic mathematical and reasoning skills are required.
- * Must be flexible on hours and able to work overtime and weekends if necessary.
- * Must possess necessary local and state licenses and certificates.

Physical Requirements:

- * Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly.
- * Must be able to stoop/bend, squat, and reach above shoulder frequently.
- * Must be able to twist/turn and push/pull occasionally.
- * Must be able to lift and carry 25 pounds occasionally.

Compensation and Benefits

- * Base pay start's at \$13/hour, depending on experience and skill.
- * Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

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New Resident Support Representative

Contact Center - New Resident Support | Chicago, IL, United States

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong data entry or administrative backgrounds to be a part of our New Resident Support team. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

Responsibilities:

Maintain/surpass goals as set by management (call answer times, quality assurance scores, task completion time, etc)

Efficiently and accurately complete detailed tasks such as application processing, auditing lease documents, creation of leases, various data entry

Troubleshoot technical issues and escalate if necessary

Prioritize and organize tasks throughout the day

Other duties and projects as assigned by management

Qualifications/Minimum Skills to Apply:

Previous administration or data entry experience required

Associate's degree required, Bachelor's degree preferred

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

Previous underwriting or auditing experience is highly preferred

Compensation

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. -6 p.m. available and Saturdays are REQUIRED. To apply for this job

Location: Chicago, IL - Loop

Compensation: \$13-\$15 per hour, depending on experience.

Apply online at <https://www.pangeare.com/careers>

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Property Manager - Chicago

Field Management | Chicago, IL, United States

Responsibilities:

- * Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)
- * Show, walk through, and sell units to prospective residents Manage paperwork flow between prospective residents and corporate office
- * Follow-up on maintenance / repair requests and ensure properties stays in excellent condition
- * Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction
- * Collect monthly rents and administer collection procedures when needed
- * Successfully pass annual CHA Section 8 unit screening to ensure continued revenue *
- Perform routine drive/walk by of properties at various times throughout the day/night
- * Treat the units and residents as if they were your own

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree
- * Demonstrable conflict management and problem solving skills
- * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED
- * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

- * Base pay depending on experience, starting at \$41,600 annually
- * Bonus plan has potential to pay up to \$3,000 annually
- * Full benefits available for full-time employees
- * Gas and phone allowance available for eligible full-time employees

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

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 Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

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. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/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.

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Helpdesk Support / Junior SysAdmin

Information Technology | Chicago, IL, United States

Job Responsibilities

Manage and deploy user desktop systems, applications and configuration both manually as necessary and using automated tools and scripting. Troubleshoot user desktop issues, basic networking and basic server and application problems. Provide the first level of support for the users, managing tickets and ensuring that they are completed or escalated as necessary, based on priority and urgency of the problem. Complete lower level IT projects as delegated. Work with the rest of the IT team and other parts of organization to complete large projects.

Qualifications

Solid understanding of Microsoft operating systems, including advanced configuration and troubleshooting. Solid understanding of networking concepts and how to troubleshoot networking issues. Understanding of what it takes to provide good technical support to both local and remote users that most likely do not have technical expertise. Experience working on both Windows and Unix command line interfaces. Self-motivating and well organized to ensure that tickets and projects are completed with minimal supervision. Fast learning, motivated to continue to expand ones technical knowledge and adaptable to a fast moving, ever changing environment. Advanced Unix/Linux command line experience considered a plus. Scripting/programming languages like ruby, python, perl, java, bash etc considered a plus. Experience automating deployments using tools like PXE booting, chef, puppet, tftp servers etc considered a plus. SQL scripting and query troubleshooting experience a plus. Exposure to LDAP, Samba, virtualization or pbx and related phone technologies a plus. Participation in OSS projects a plus; send a github.com link if possible. Bachelors degree in Computer Science or equivalent experience. 2+ years in related position
Come work with us

Hint: This part is a test on your ability to read and follow directions.

Please apply by clicking the link below. Please upload or include a cover letter, in which you use one paragraph to answer one of the following:

What have been the interesting/frustrating computer problems you've seen? How did you resolve these problems? What do you feel has been the most innovative technical solution you've implemented and why? What other options did you consider and why did you feel this solution was a better option?

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Full Stack Developer

Computers/Software | Chicago, IL, United States

Some of the problems you'll be working on.

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.
- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.
- Use GPS & Geolocation Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model
- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue! All while helping revitalize troubled neighborhoods and serve the community.

Read for yourself:

<http://www.chicagomag.com/Radar/Deal-Estate/May-2012/Pangea-Is-Reviving-Neighborhoods-Building-by-Building/>

[http://www.multifamilybiz.com/PR/1685/Pangea Properties Wins 2013 Chicago Good Neighbor](http://www.multifamilybiz.com/PR/1685/Pangea_Properties_Wins_2013_Chicago_Good_Neighbor)

Only those interested in writing code that changes industries and changes lives need apply.

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