



## **Mechanic Helper**

Location: Markham

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must possess at least one (1) year previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be 21 years of age and have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=487](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=487)

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### **Part-time Bus Operators**

Location: Melrose Park

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

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### **Part-Time Facilities Maintenance Assistant**

Location: Arlington Heights  
Office: Internal Services  
Department: Administration

#### **Job Description:**

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters. In addition, performs various duties as assigned or required.

Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

#### **Qualifications:**

Must have a valid Driver's license and have a high school diploma.

Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

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**Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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## **ADMINISTRATIVE RECEPTIONIST**

Advocate Health Care • Oak Lawn, IL

Job #192623891

Job ID Number: 25001-72887

Facility: CHRIST HOSPITAL

Department: ADMINISTRATION

City: Oak Lawn

State: Illinois

Hours per pay period: 80 hours

Shift: Day

### Qualifications:

High school diploma. . 6 month-1 year business office experience. . Must have at 2 - 4 years experience in a professional office setting as a receptionist. . Experience running a switchboard with 10 or more lines with heavy call volume is required. Alcatel-Lucent would be a plus. . Excellent phone etiquette. . Computer/keyboard experience. . Basic knowledge of Microsoft Office including: Excel, PowerPoint, Outlook and Word. . Excellent customer service skills. . Must be organized and able to multi-task. . Must have excellent verbal communication skills. . The ability to maintain a pleasant attitude in high pressure situations. . Must be able to work independently. . Professional attitude. Proficiency of PC N/A Flexible hours must be able to change accordingly. Mondays through Friday 7:45 am - 5:00 pm. Ability to work independently and interface with a variety of Administrative staff.

### Job Description:

The position of Receptionist serves as the first point of contact for the Executive Suite and responsible for handling the front office reception and administrative duties including greeting and directing all internal and external guests, including vendors, contractors, job candidates and customers (in a friendly and professional manner) to the appropriate location. Answers and directs incoming calls. Provide clerical support and assist with a variety of tasks including ordering supplies.

### Accountabilities:

1. Reception
2. Office Administration
3. Financial/Budget Management

Updated 09/18/2014

Apply online at <http://www.beyond.com/job.asp?id=192623891&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B>

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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

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=137751&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=)

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**MACY'S IS HIRING: Seasonal Retail Sales Part Time - Chicago, IL - State Street**

Location: Chicago, Illinois  
Job Category: Stores  
Requisition ID: 71227257

**Qualifications:**

**Education/Experience:**

No specific educational accomplishment is required. No experience is required.

**Communication Skills:**

Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

**Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

**Reasoning Ability:** Self-starter, able to work independently and as part of a team and must have good time management skills.

**Physical Demands:**

This position involves constant moving and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders. May involve reaching above eye level. Involves close vision, color vision, depth perception, and focus adjustment.

**Other skills:** Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

**Work Hours:**

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71227257>

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## **Payroll Accountant II**

Location: Arlington Heights

Office: Internal Services

Department: Accounting

### Job Description:

Under the direction of the Payroll Supervisor, the Payroll Accountant II is responsible for the coordination and preparation of payroll for 350 employees that includes the Headquarters location and the Board of Directors.

The Payroll Accountant II also serves as a key contact and support person to the nine operating division locations.

Current job responsibilities include collection and review of timesheets, entry of payroll data into automated payroll system, coordination of new hires and terminations with Human Resources, benefit deductions and 401K changes, preparation of wage deduction payments, tracking and reporting of employee vacation, sick and leave time, processing of the general ledger interface, journal entry preparation and account analysis and preparation of payroll reporting.

This position will also be involved in the implementation of the Oracle Time and Labor system. They will serve as a point person to headquarters staff and the division payroll administrators regarding questions regarding this new module.

### Qualifications:

Qualified candidate must be accurate and detail oriented. Must be comfortable using a computer and have knowledge of Excel. Five years of experience with automated payroll processing as well as strong verbal and written communication skills are required.

Experience with automated time and attendance systems is preferred. General knowledge of a report writer such as Crystal Reports is also preferred.

The person in this position will be privy to confidential information so it is essential that they are discreet and trustworthy. Qualified candidate must have a good work history and be willing to work during holiday weeks.

Apply online at

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## **Safety and Training Coordinator**

Location: North Aurora

Office: Revenue Services

Department: Safety

### Job Description:

Under the direction of the Safety, Training and Security Department Manager provides training and retraining to new and veteran bus and paratransit operators and maintenance personnel, and emergency services personnel from outside agencies. Duties include the following: assists in the design and preparation and implementation of safety and security procedures, programs, requirements, manuals and other training material; conducts property safety inspections; trains mechanics and shop personnel in proper safety procedures; performs ride checks to insure compliance with established operating guidelines and defensive driving techniques; assists in preparation and implementation of safety award programs, events and activities; works closely with operating division safety personnel; performs accident grading and assists in safety data entry and analysis.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must have a valid driver's license and the ability to obtain both a Class A CDL with passenger endorsement, and Illinois Third Party Certification and Safety Program License. Must have mechanical aptitude and exhibit above-average organizational, oral, written, math and computer skills.

Ability to work flexible schedule as required. Candidate must not have incurred a preventable accident within the previous 24 months of job posting date.

Experience as instructor/teacher with thorough knowledge of Pace's rules, policies, procedures and guidelines related to vehicle operation and maintenance safety preferred.

Must have a good work history.

Apply online at

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## **Service Worker**

Location: Joliet

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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.

Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. 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" 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 service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Apply online at

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**Food Service Caterer, Flex Team: Chicago, IL - Macy's State Street**

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71226509

**Qualifications:**

- **Education/Experience:** No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement.
- **Communication Skills:** Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.
- **Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.
- **Reasoning Ability:** Must be able to work independently with minimal supervision. Must be able to follow instructions.
- **Physical Demands:** This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.
- **Other skills:** Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment.
- **Work Hours:** Ability to work a flexible schedule based on department and store/company needs.

**Working Conditions:** This position is exposed to sharp objects such as knives and scissors. This position is also exposed to high levels of heat within an enclosed space. This position is required to use potentially hazardous equipment, such as grills and ovens. Reasonable accommodations have been made to enable individuals with disabilities to perform essential job functions. Work generally occurs in an office environment with moderate temperature and noise level.

**Disclaimer**

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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## **Technical Specification Writer**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

### **Job Description:**

Under the direction of the Division Manager, or designate, research of new proposed and/or changes to current applicable regulations at Federal, State and local levels. Research of advancements and/or changes in applicable technologies and products. Create schedule for revisions of specifications to coordinate with components procurements.

Create and maintain specifications for rolling stock commodities and components, i.e. diesel fuel, engine oil, transmission fluids, gear lubricants, chassis grease, turbo charges, charge air coolers, radiators, etc.

Research and create specifications for support equipment, i.e. forklifts and support trucks. Maintain current specifications for rolling stock procurements. Test and evaluate new product and commodities Pace is requested to review for possible future use.

Enter requisition into Oracle, monitor procurement progress, prepare budget statements, and compile back up information as required for awards. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and 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 vehicles and components; extensive knowledge of specifications, Oracle and procurement process; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications. 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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**Job Title: Office Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Fri. 09/26/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-83875

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions for the Bureau; serves as facility contact to CMS Call Center; utilizes computer word processing programs; types complex correspondence, reports and other information from handwritten hard copy; answers and screens telephone calls; receives, screens and forwards incoming mail; maintains calendar and makes travel arrangements for Bureau Chief; maintains bureau filing system and serves as bureau timekeeper.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Business Services 401 S. Clinton Chicago, IL 60607

Please submit applications to: Bureau of Employee Services / Hiring Unit  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762  
FAX: 217-524-2116

**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).

**Option 2 - Typing**

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## **Facility maintenance manager**

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

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

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

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

Apply online at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>

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## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality. Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time. Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

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

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**PT Sr. Customer Assistance Representative - Sales Position -(4:30PM-1AM)**

Job ID 2014-123347

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

**Overview:**

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting branch and rental needs. The primary focus of the position is selling optional protection products and providing customer service. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and sell products. If you have experience with incentives or commission based sales, this is a great opportunity for you!

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included.

The position pays \$10.00 an hour.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience

Must have a minimum of 1 year of commission or incentive based sales experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to work for \$10/hour

Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/123347/pt-sr.-customer-assistance-representative---sales-position--%284%3a30pm-1am%29/job>

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**Part-Time Service Agent (Car Detailer) -Chicago - Uptown**

Job ID 2014-110578

Category Customer Service/Support - Service Agent

Location US-IL

**Overview:**

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at: 5313 N. Sheridan Rd, Chicago, IL. 60640

Benefits included with this position are:

- \*Fun and friendly environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service) Finish

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday: 1:00pm-6:00pm

Tuesday: 1:00pm-6:00pm

Wednesday: 1:00pm-6:00pm

Friday: 1:00pm-6:00pm

Saturday (every other) 8:00am-12:00pm

Apply online at [https://us-erac.icims.com/jobs/110578/\\*part-time-service-agent-%28car-detailer%29--chicago---uptown/job](https://us-erac.icims.com/jobs/110578/*part-time-service-agent-%28car-detailer%29--chicago---uptown/job)

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**Job Title: Billing Coordinator -(Part-time) O.R. Billing/Surgical Information**

Department: OR Billing/Surg Information

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Billing

Job Number: 2014-1727

**Position Highlights:**

The Billing Coordinator is responsible for all billing activities related to patient services provided by Perioperative and Intervention Services. This includes the organizing, compiling and scanning of billing documentation, assignment of charge codes and amounts and performance of computer charge entry and posting of Epic logs for all patient services rendered by the Operating Room, Endoscopy, Cardiac Catheterization Lab, Electrophysiology, Interventional Radiology, Neuroendovascular Lab, Anesthesia, Post Anesthesia Recovery, Neurophysiological Monitoring, Procedure Room and ECT. Assures that any discrepant, missing or inconsistent billing data is reconciled prior to the posting of logs and that all charges are entered in an accurate manner within the time guidelines established by the Medical Center.

**Position Qualifications Include:**

Candidates must have a high school diploma. Two years college preferred.

3 years billing or medical coding experience

Typing skills of a minimum of 60 wpm,

This position requires knowledge of clinical procedures

Must have well-developed organizational skills, strong problem solving ability, strong attention to detail with a high level of accuracy

Ability to communicate in a fast-paced and high-volume environment.

Knowledge of medical terminology

Working knowledge of computer systems.

Knowledge of Medical Terminology (testing is required)

Apply online at

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**Job Title: Cashier - Dietary Cafeteria (Part-time)**

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-1808

**Job Description:**

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

**Position Qualifications Include:**

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

Apply online at

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**Job Title: Temporary Support Associate - Administrative/Clinic Support**

Department: TASC/Administrative Assistant

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-1506

**General Summary**

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

**Qualifications**

Minimum of two to five years of administrative and/or business office coordination experience required

High School diploma or GED required; Bachelors degree strongly preferred

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.  
Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.  
Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

Apply online at

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