



Maintenance Mechanic - Chicago, IL-1400187

Description

Mondelez, a major food manufacturer, currently, has an opening for a Maintenance Mechanic. This opportunity, is located at our Nabisco Bakery in Chicago. This individual, maintains and repairs all production related equipment, in both the Processing and Packaging areas. Will also troubleshoot and perform Proactive, Maintenance on Manufacturing Equipment.

Additional, responsibilities may include; building maintenance and minor machining work.

Applicants must be self-motivated and own personal hand-tools. Mondelez-Nabisco Plant offers an excellent pay and benefits package. Only individuals meeting minimum requirements will be considered.

Required Skills:

High School Diploma or Equivalent

Technical Training, experience in mechanical troubleshooting

Five years verifiable experience in a high speed manufacturing plant, including the operation of standard machine shop equipment is strongly desired.

Food processing experience is a plus.

The ability to read and interpret blueprints.

Welding (GMAW, MIG, TIG) and fabrication required.

Prefer prior experience with SAP.

Completion of a 4-yr machinist apprenticeship program is preferred.

Ability to work any shift, weekends, and holidays as required.

Ability to work well in a team-based environment with limited supervision

Must be physically able to perform the essential elements of the job as determined by the Company, including lifting 50 pounds and climbing ladders and stairs

Must obtain passing score on maintenance skills assessments for Basic Mechanical knowledge and Mechanical concepts and aptitude.

“Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.”

Job : Maintenance

Primary Location : NA-US-IL-Chicago

Apply online at

https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl

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RECEPTIONIST

January 7, 2015

Alden Courts of Waterford is seeking a receptionist. Receptionists are responsible for answering the phones, greeting visitors and doing some office work.

Position Requirements

The ideal candidate will have experience answering phones and have an outgoing personality. The hours are typically 4p-8p, but other hours may also become available. Some weekend and holidays are required.

Educational Requirements

High school education or equivalent.

Facility Information

Alden Courts of Waterford
1991 Randi Drive
Aurora, IL 60504

How to Apply

[Either Online or In Person](#)

Derek Temple
6308511466

wfc_offmgr@thealdennetwork.com

TRANSPORTER

Location: Mount Sinai Hospital, Chicago, IL
Required Education: High School/GED

Job Details: Escorts or transports patients and/or specimens within hospital. As the result, provides service as an in-house messenger for specimens and transport services for patient care areas.

MINIMUM Education: · High School Diploma or Graduate Equivalent Degree.

MINIMUM WORK EXPERIENCE: · One to three months of related experience and/or training preferred.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100753

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Title Production Control Clerk

Requisition Number 14-0064

City Bensenville

State IL

POSITION SUMMARY:

Processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction. Works with production orders primarily to enter transaction for order completion, receive item into inventory and prepare documents to ship or transfer completed items. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

ESSENTIAL FUNCTIONS:

1. Receives, researches, and responds to all customer inquiries, requests and complaints regarding accounts, products, and pricing.
2. Performs all clerical and order entry requirements.
3. Familiar with product line, prices, delivery time, and various promotional services.
4. Follows up on customer inquiries.
5. Monitors, evaluates and presents solutions to potential problem areas.
6. Performs in a manner that will prevent errors and omissions.
7. Assures compliance with policies, procedures, and regulations.
8. End completed production orders and receive into inventory.
9. Allocate inventory from completed production orders to open sales orders. Print shipping documents.
10. Create transfer orders to move inventory to corporate office and other OTD warehouse locations.
11. Review / receive purchased items against purchase orders.

ADDITIONAL RESPONSIBILITIES:

1. Review expedited production orders for delivery information.

QUALIFICATIONS:

1. Must be High School Graduate or equivalent.
2. Must have experience of Microsoft Word and Excel.

Apply online at

https://rew12.ultipro.com/OSG1000/JobBoard/JobDetails.aspx? ID=*176A63973A2D1907

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Position Title: Customer Service Associate - Full-Time - Cermak & Cicero Branch

Auto req ID 202781BR

Line of Business Retail Banking - Branch Banking

Building Location Code IL395 - Cicero - 5847 W Cermak Rd

Job Type Regular

Job Status Full Time

Job Description: In a typical banking day, you will enjoy a high level of customer contact, and you'll draw upon your own product knowledge, cash handling experience, and service training. Every day will be different, and you will spend some time on the teller line and other times at a sales and service desk. Your colleagues will count upon your ability to convey features of PNC products to customers and then refer them to the appropriate branch professional for further assistance. PNC is committed to leadership, so you will be backed by state-of-the-industry software, call-desk support, and training resources. You'll have the prestige, security and room to grow offered by a large company, and the intimacy of a neighborhood bank, where you'll know customers by name, and work in a team-oriented environment.

The successful candidate will have the following qualifications:

High School Diploma, GED or equivalent is required

Some cash handling experience is required

At least 2 years of customer service experience in a financial services, sales or retail industry is preferred. Prior experience in being evaluated by customers is preferred

Ability to multitask. Excellent interpersonal skills and professional manner

Strong written and verbal communication skills

Computer skills to include ability to work in Windows based applications

Able to lift heavy coin as well as stand on feet for a long period of time

Able to work evenings and weekends depending on branch needs is required

Candidates being considered for this position will be subject to additional background checks as required by Consumer Financial Protection Bureau regulations.

Job Preview To learn more about this and other opportunities in Retail watch this video. Special Job Requirements-Bilingual Spanish Required

EEO Statement: PNC provides equal employment opportunity to qualified persons regardless of race, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or other category protected by law

Total Hours Per Week 40

HR Job Code C07181 CUSTOMER SERVICE ASSOCIATE

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1031952&partnerid=15783&siteid=5130&codes=WIND>

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Bilingual Retail Customer Service Representative

Job ID 2015-4845

Positions 1

Location US-IL-Berwyn

Posted Date 1/7/2015

Category Agents/CSR

Type Regular Full-Time

Days Monday – Friday Days (Additional Hours) ..

Work Hours Start ..Work Hours Start 10:00 AM

Work Hours End ..Work Hours End 5:00 PM

Position Summary:

As a Customer Service Representative, you will serve as a direct point of contact that handles all customer interaction received by telephone, face to face, email, fax or mail in the retail locations.

Responsibilities:

Answers the telephone in a prompt and courteous manner.

Provides quotations, pricing, required information, and directions to both customers and prospects. Ensure documents are completed accurately and scanned into the system and properly filed. Perform outside marketing activities to generate sales.

Assist sales agent with covering the retail office when the agent is performing outside marketing. Responsible for guiding complaint resolution to ensure proper and satisfactory closing are obtained. Conduct daily customer follow-up calls and receive customer payments. Report any and all out of line conditions affecting customer satisfaction. Assist in the daily cleaning/maintenance of the location.

Contributes to the team effort by accomplishing related results as needed.

Performs other duties as assigned by management.

Qualifications:

An insurance license is required in order to work in this position. Acceptance Insurance pays 100% of the cost to obtain your license upon joining the company.

Must have excellent communications skills. Must be professional and have excellent customer service and interpersonal skills. Self-motivated and dependable.

Strong computer skills.

Apply online at <https://jobs-firstacceptance.icims.com/jobs/4845/retail-customer-service-representative/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=1008&height=500&bga=true&needsRedirect=false>

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College Advisor - HAR0000326

Job: Academic Advising
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Jan 5, 2015, 9:17:18 AM

Duties and Responsibilities

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

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

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

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

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College Clerical Asst I - MAL0000489

JOB DUTIES:

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Security/Police

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jan 2, 2015, 11:04:28 AM

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

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College Clerical Assistant II - DAL0000502

Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel.
- Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing.
- Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts.
- Maintains and updates college course data and inputs student registration information.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

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

Job: Office/Administrative Support
Primary Location: Daley College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Jan 7, 2015, 4:13:57 PM

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

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Janitor - DAL0000489

Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture. •Metal polishing.
- Hosing and sweeping of sidewalks. •Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside). •Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. •Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Janitorial

Primary Location: Daley College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Jan 7, 2015, 2:50:26 PM

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

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College Storekeeper - Part Time - OLI0000345

Primary Objective: Under general supervision, maintains and rearranges stockrooms and storerooms; and performs related duties as required.

- Tags and records new furniture and equipment.
- Processes requisitions for materials, supplies and equipment in accordance with established procedures.
- Participates in physical inventories and maintains perpetual inventory records.
- Maintains records of the receipt and distribution of materials, supplies and equipment.
- Maintains records of obsolete equipment and furniture.
- Maintain storage room of college records.
- Moves and arranges furniture.
- Perform other duties as assigned.

Qualifications

- A high school diploma supplemented by two years of college with two years experience in receiving, recording, storing and issuing materials, supplies and equipment or an equivalent combination of education and experience is required.
- Good knowledge of college store procedures.
- Must be in good physical condition and have the ability and willingness to perform some duties that may require some physical labor.
- Ability to prepare and maintain records and to perform simple mathematical computations.

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

Job: Facility/Operations

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1708 – PT

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

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Seedays is hiring experienced and personable, happy cashiers!

Seedays

201 N Clark St., Chicago, IL

Job ID: 9351673

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: Competitive

Experience: 1-3 Years

No walkins or phone calls will be considered. Please apply online

Job Description

Are you a person who likes to interact with customers on a daily basis? Do you thrive on making the customer feel important and welcomed.....everyday? Then Seedays is looking for candidates like you!

We have an immediate opening for a cashier at our downtown location inside the Garvey Food court.

Responsibilities

Deliver exceptional customer service by greeting customers and completing their transactions

Be knowledgeable and enthusiastic about the restaurant's menu and products

Suggest additional items to customers, as appropriate

Support other areas of the restaurant as requested, such as light prep work (kitchen experience a plus), answering telephones, stock work and cleanup.

Qualifications

Have a high school diploma, or equivalent (preferred)

Minimum of 1 year experience in food service/hospitality desired, but not required

Some kitchen/prep experience a plus

Customer service focused and solution oriented

Drive to support the growth of a new, fast-growing concept

Must enjoy and be able to succeed in a fast-paced work environment

Ability to communicate clearly and professionally with customers and coworkers

Strong math and written communication skills

ServSafe certified a plus but not required

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-seedays-9351673>

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Receptionist/Office Assistant

Worldwide Express

414 N Orleans St Ste 410 Chicago, IL

Job ID: 9322771

Job Type: Full Time

Shift Type: Morning

Compensation: \$25

Experience: < 1 Year

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

Receptionist/Office Assistant needed. Duties include but are not limited to: answering phones, scheduling appointments, internet research and supporting office manager with overflow administrative responsibilities. Proficiency with MS Word and Excel A MUST!

Skills/Qualifications:

*At least 2 years office experience or Associates Degree

*No Criminal Background

*Outstanding Telephone Skills

*Documentation Skills

*Meeting Planning

*Verbal Communication

*Written Communication

*Dependability

*Attention to Detail

*Administrative Writing Skills

*Proficiency with Microsoft Word, Excel and PowerPoint a must.

Please apply online and be sure to upload your resume and a working phone number; you will be contacted by our office for an interview.

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-worldwide-express-9322771>

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Job Title: Administrative Assistant Job

Job ID: 9313011

Starbucks

1341 N Paulina St Chicago, IL

Wicker Park, Goose Island

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: \$25/hr

Experience: < 1 Year

References: Preferred

No walkins or phone calls will be considered. Please apply online

We need a talented and trusted employee

Job Description: Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution

Apply online at <http://www.shiftgig.com/job/chicago/il/administrative-assistant-job-openings-at-starbucks-9313011>

Cashiers Needed ASAP

Bullpen Chicago

1101 W. Fulton Market Chicago, IL

Job Description

Want to make some extra cash and work your own hours? Do you have experience working as a cashier? Our company is looking for experienced cashiers to join the team. We are an exciting new staffing company that services events in Chicago. As a cashier, you will be able to pick up shifts when YOU want to. Please apply now and we will get back to you shortly.

Benefits of joining our community:

Make extra cash!

Choose your own hours for when you want to work, during the week, at night or on the weekends. Expand your network and opportunities. Our support team is here for you. Let us know what you need help with and we will take care of you.

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-bullpen-chicago-9334065>

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Customer Services Representative, Data Entry Personal, Office Administrative Assistant, Call Center and Clerical are needed

EMMA PAN

Westbrook Dr Aurora, IL

Job ID: 9251873

Job Type: Full Time

Shift Type: Morning

Compensation: N/A

Experience: No Experience

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

We are looking for a motivated, outgoing and responsive person to fill the following positions:

Customer Services

Data Entry

Office Administrative Assistant

Call Center

Clerical

The successful candidate should have at least 2 years' experience of direct contact with customers in a call center environment, enjoys interacting with different levels in an organization, and creative in finding solutions to problems.

Skills & Qualifications:

*Must be proficient in communicating with customers, processing orders, and problem resolution.

* Must have good follow-through and communication skills. There will be daily interactions with all levels of company personnel, especially with upper management and the owners.

* Must be PC-literate. Experience in computerized ordering a plus.

Interested applicant should send cover letter and resume, If your qualifications are a match for this position, a member of our HR team will quickly respond to your resume submission.

Apply online at <http://www.shiftgig.com/job/aurora/il/data-entry-job-openings-at-emma-pan-9251873>

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Premises Technician Wheaton and Des Plaines

AT & T

Location: Wheaton, Illinois

What you'll do as an AT&T Premises Technician:

Educate customers on service features and functionality

Verify all services are working correctly

Install and rearrange inside wires

Possibly work in small confined spaces or aloft (up to 28ft)

Work with hand tools

Work outdoors in all kinds of weather

In addition to STRONG communication skills, our Premises Technicians must have the following:

Valid state drivers license and non-negligent driving record

Meet 285lbs weight limit due to safety restrictions

Ability to lift and move up to 80lbs

Ability to work a flexible schedule including evenings and weekends

Satisfactory results from a background/employment history investigation and drug screening

Qualification on pre-employment screening

Ability to perceive differences in wire and cable colors

Ability to complete on-the-job and/or classroom training as required to remain on the job

Technical/Mechanical Test - Field II (TMT-F II)

Premises Technician Assessment (PTA)

Premises Technician Inventory (PTI)

Physical Abilities Evaluation (PAE)

Test study guides can be found at : <http://att.jobs/test-guides.aspx>

Requisition ID: 1476118

Apply online at <http://connect.att.jobs/wheaton/technician/jobid6441850-premises-technician-wheaton-and-des-plaines-jobs>

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Part Time Retail Sales Consultant Crestwood IL 28+ HRS

Location: Crestwood, Illinois

AT&T

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

Round out your experience with training on the latest technologies and devices today, tomorrow and for as long as you work with us

As you learn and succeed, you'll be eligible for new opportunities and financial rewards

And every day, you'll work in a fast-paced environment with customers and colleagues that appreciate your energy and assistance

JOB DESCRIPTION

Develop and attain customer experience and sales objectives for store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provide efficient, courteous customer service and assist in all aspects of product offerings and services. Ensure an extraordinary customer experience. Position may be commissioned and quota based.

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1467807

Apply online at <http://connect.att.jobs/crestwood/part-time/jobid6363107-part-time-retail-sales-consultant-crestwood-il-28+-hrs-jobs>

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Part Time Sales Support Representative St. Charles IL

Location: St. Charles, Illinois

AT&T

GENERAL ESSENTIAL FUNCTION WHICH ARE NORMALLY REQUIRED:

Customer Experience and Sales

- Deliver AT&T's "Our Retail Promise"
 - Welcome customers to our store, coordinate check-in process and customer flow
 - Function as a customer experience advocate· Assist with sales when needed
 - Work in a team environment to meet and exceed assigned goals
- Store Operations (*may or may not not be required in all locations)
- Inventory management – including counts, ordering, maintaining, receiving, returning, tracking and securing equipment and supplies
 - Perform operational tasks to maintain audit-ready status in store at all times
 - Prepare bank deposits· Balance cash drawer
 - Process and prepare paperwork for recordkeeping and report generation
 - Assist with store merchandising

MINIMUM REQUIREMENTS:

- Perform the following with reasonable accommodation:
 - o Work flexible hours (including evenings, weekends and holidays)
 - o Stand for long periods of time
 - o Ability to lift up to 25 pounds
 - o Operate a personal computer, wireless equipment, copier and fax
 - o Work in other locations as the needs of the business dictate what may be required
 - o May be required to wear a uniform or company apparel as designated by management

PREFERRED QUALIFICATIONS:

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Requisition ID: 1479609

Apply online at <http://connect.att.jobs/saint-charles/part-time/jobid6551239-part-time-sales-support-representative-st.-charles-il-jobs>

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Posting Title: Hospital Operations Manager

Auto req ID 759BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Veterinary Services

Union Status Non-Union

Work Shift Monday thru Friday

Schedule Details This is a full-time, salaried position, which occasionally requires work beyond the normal work day, work week, or on holidays.

Position Requirements and Specifications: The requirements for the position include the following: Bachelor's degree in science (biology, zoology, or animal related field) or business management or equivalent combination of training and/or experience required. 10 years of directly relevant experience working in an animal hospital or equivalent setting, with five years of management experience required. Excellent prioritization and organizational skills, strong attention to detail and accuracy required. Strong interpersonal skills, verbal and written communication skills, and professionalism required. Ability to interface easily with all levels of staff within and outside the Society. Strong figure aptitude and/or prior budget management or accounting experience required. Effective problem-solving skills and the ability to make sound decisions. Effective personnel management skills; ability to effectively manage and motivate staff, resolve conflict, foster a strong team environment, and hold staff accountable. Must be able to work under pressure and meet critical deadlines. Computer proficiency with Microsoft Outlook, Word, and Excel required. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Illinois driver's license required for Illinois residents within 90 days of hire. Valid license for out-of-state residents.

This is a full-time, salaried position, which occasionally requires work beyond the normal work day, work week, or on holidays. The desirable qualifications include the following: Certified Veterinary Technician (CVT) certification a plus. Certified Veterinary Practice Manager (CVPM) certification or eligibility to obtain certification within three years of hiring preferred. Prior experience working in a zoo or with exotic animals a plus. Broad management skills or previous experience as a hospital manager strongly preferred. Relevant budgeting experience preferred. Previous experience working in a unionized environment preferred. Multilingual ability, Spanish fluency a plus.

The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

The Chicago Zoological Society is a VEVRAA federal contractor. We desire priority referrals of protected veterans. The Chicago Zoological Society located at 3300 Golf Road, Brookfield, IL 60513 is the hiring location for the organization.

The Human Resources contact person for the organization is Wendy Larsen, Director of Talent Acquisition, email: wendy.larsen@czs.org.

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Maintenance Mechanic I

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

Responsibilities and Duties:

- Demonstrate commitment to Shedd's vision, mission and values.
- Perform preventive maintenance on all base building and life support equipment which includes but is not limited to: Assemble all tools, supplies and instruments necessary to complete the job. Perform work with a minimum amount of disruption in the Aquarium. Conduct immediate cleanup of work area. Complete the preventive task sheet. Return tools to workshop and unused supplies to the store room. Report any impending supply or material shortages to the maintenance foreman. Advise the maintenance foreman of any equipment problems.
- Perform water transfers and mixing salt.
- Assist with Service Desk function by utilizing Excel spreadsheets and other computer programs.
- Routine building up-keep including changing light bulbs, cleaning vents, painting, carpet repairs and replacements, and cleaning/organizing rooms.
- Install and repair plumbing, piping, and tubing.
- Install and rebuild pumps and motors while also replacing bearings in all types of motors and seals on pumps.
- Install and rebuild air compressors and heat exchangers.
- Assist with repair of piping, valves, filters, hot water systems and associated controls.
- Assist other mechanics and operators with major repairs and maintenance of building and equipment.
- Assist with the maintenance of electrical controls, switching and motor controls, pumps, valves, piping, filters and associated controls, boilers, heating, ventilating and hot water equipment, water cooling and air conditioning equipment, air compressors and associated controls, and also other building machinery and equipment as assigned.
- Complies with departmental policy for the safe storage, usage and disposal of hazardous materials.
- Maintains a clean and safe workspace.
- Maintains records for work completed in a neat and organized manner.
- Performs other duties as assigned.

Qualifications: Education: Minimum of a high school degree required.

Experience: - Minimum of two years' experience in industrial repair and maintenance.
- Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred.
- Minimum of one year electrical system maintenance experience or educational equivalent.
- Intermediate computer skills including knowledge of Excel

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Coordinator, Individual Giving, Member and Donor Relations

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

As an integral part of the Individual Giving team, the Coordinator will support the daily operations of the aquarium's programs via our membership program and individual fundraising efforts. They will also direct activities involved in promoting and marketing alternative giving programs, while also providing support to the Development in the strategic development of a robust Individual Giving and membership program.

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.

The candidate will be an intelligent, articulate and highly organized self-starter who maintains high standards for their work and can work effectively with the Aquarium's diverse constituencies. They will welcome the opportunity to build collaborative relationships with their team and other aquarium-wide staff; will enjoy the challenges of managing and meeting deadlines in a fast-paced environment. An awareness and interest in the conservation of aquatic environments and their inhabitants is also important. Must be a great team player!

Education: Bachelors' Degree

Experience:- 2+ Years of experience in development, marketing, sales -- preferably at a major institution.

- Tessitura experience a significant plus.
- Cold calling and phone solicitation a must.
- Excellent verbal and interpersonal communication skills.
- Computer literate in Microsoft Office Suite Experience with fundraising/CRM software and advanced Microsoft Excel skills are highly desirable.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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