



Administrative Assistant - Sales

Chicago, Illinois

Admin and Secretarial

Provide on-going day-to-day general administrative support for Gatorade VP Sales and Team Directors.

Includes but not limited to:

Calendar management, travel arrangements, expense reports, meeting and conference call scheduling/preparation.

Ability to create Executive level presentations in PowerPoint

Show strong attention to detail and ability to communicate effectively internally and externally including customers.

Build and maintain effective working relationships with other functions/teams.

Maintain and timely payment of invoices and purchasing card reconciliations

Schedule and plan off site meetings including conference space, hotel rooms, and all other logistics

Proactively seek ways to improve administrative functions, processes and location support

Effectively train/mentor new team members to help develop understanding of PepsiCo systems, processes, resources

Proficient in Microsoft Office (Word, Excel, PowerPoint)

Analytical aptitude to summarize data

Accurate and detail-oriented individual

Strong Organizational Skills

Excellent Interpersonal & Communication Skills

Excellent Follow Up skills

Ability to work in a fast paced, diverse environment managing multiple tasks

Experience with SAP operating environment preferable

Ability to flex work schedule based on fluctuating needs/demands

Equal Opportunity Employment M/F/D/V

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Vehicle Service Attendant in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward everyday. We are a global leader in the travel services industry operating through our Avis and Budget brands, which have more than 10,000 rental locations in approximately 175 countries around the world, and through our Zipcar brand, which is the world's leading car sharing network, with more than 775,000 members. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done. If you want to GO somewhere in your career, Avis Budget Group is the place to be.

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements: * Must be 18 years of age or older
* High school diploma or equivalent or preferred * 6 months of prior work experience preferred * Physical ability to move in and out of vehicles * Effective verbal communication skills to communicate with customers, co-workers and management * Must be willing to work outdoors in all types of weather conditions * Must be willing to work various shifts including weekends, nights, and holidays * Driving experience with a valid Driver's License (as mandated by state and location) and a good driving history
* Willing to complete pre-employment testing, drug screen and background check

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Employee Type: Full Time
Required Experience: None Selected
Category: General Labor
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago, Illinois, 60666 Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892549/job/>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually! As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Some of the programs and services we provide include:

- * Free tobacco cessation courses (including nicotine replacement supplies)
- * Customized nutritional coaching * Fitness center discount program
- * Healthy weight loss nutrition solutions * One-on-one active lifestyle coaching
- * Trusted, on-line health information available 24/7 * Free flu shots

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database * Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Employee Type: Full Time

Required Experience: 0-1 Years

Category: Sales

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago, Illinois, 60638 Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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Vehicle Return Associate in Chicago Illinois United States

Your passion for helping customers with their needs - whether it is directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following: * High school diploma

- * At least 1 year of prior Customer Service experience
- * Good communication skills
- * Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- * Willingness to learn and help others
- * Motivation and dependability

We provide you: * Competitive pay * Medical, Dental, Vision & 401K

- * Full training to learn the business and enhance your professional skills
- * Paid vacations, car rental discounts & much more!

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time

Required Experience: 1 Year

Category: Customer Service

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/23304458/job/>

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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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Restaurant Theatre Manager

As an AMC® restaurant/theatre 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 experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals: Providing service that is friendly, helpful and fast; Maintaining facilities that are clean, safe and in good repair; Providing an experience that is comfortable, distraction-free and picture-perfect; Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by: Guaranteeing associates meet and exceed guest-service standards
Ensuring proper staffing in each area of the theatre; Performing daily opening and closing operational duties; Reviewing financial numbers on a regular basis and make operations adjustments, as necessary; Overseeing an individual theatre department, as assigned by theatre general manager; Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

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!

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

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect
Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations. Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming.

Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Part-time Maintenance Data Coordinator (3)

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

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at
http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Servicer

Location: Des Plaines
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 daily fueling and cleaning of company vehicles, while accurately recording both. Must operate and service wash rack, cleaner, sweeper, empty fare box vaults, take fare box readings and park/spot equipment, as directed. Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties. Responsible for completing all required documents and reports for work performed. And other duties as assigned or required.

Qualifications: Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License, and have the ability to operate all Pace equipment. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night of the week. This position is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at
http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=412

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Senior Staff Attorney

Location: Arlington Heights

Office: Office of Executive Director

Department: Staff Counsel

Job Description:

Under the direction of the General Counsel, provides legal services for collective bargaining for Pace and advises and assists with labor issues, labor litigation, and grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues and labor disputes/actions.

Advises and assists in negotiating collective bargaining agreements; defends Pace in labor litigation in all venues; represents Pace in mediation and/or interest arbitration; advises and assists in grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues; performs other duties as assigned.

Qualifications:

Qualified candidate must have at least six or more years experience in labor/employment law including litigation and collective bargaining.

Bachelor's Degree and Juris Doctor and be licensed to practice law in Illinois is required. Public sector experience preferred.

Work is primarily performed in normal office environment but travel to Pace divisions and as necessary for collective bargaining, mediation, arbitration, and related hearings is required.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=658

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Human Resources Senior Manager

Danville, Illinois

Human Resources and Personnel

As a Sr. HR Manager within PepsiCo - Quaker Foods North America, you will provide daily Generalist support, including employee relations, labor relations, performance management and leadership development, to a salaried and hourly employee population within the Supply Chain function at the Danville, IL location. In addition, you will be expected to partner with the Quaker HR Leadership to drive division wide HR initiatives.

Key Responsibilities include:

- Build and execute HR initiatives in the areas of staffing, people capability, positive workplace initiatives, safety and labor relations
- Establish credibility and influence as a leader among the Supply Chain leadership team
- Improve management/supervisory capability by enhancing management skills and abilities through training, coaching and leading by example
- Consult with site leadership to develop an accurate plan of resourcing requirements and conduct staffing initiatives in an efficient and effective manner
- Provide direction and leadership to managers in the performance management and succession planning processes
- Build an effective relationship with local union leadership.
- Execute site Labor Strategy and participate in contract negotiations.

Basic Qualifications:

Bachelor's Degree

A Master's Degree in HR, Labor Relations OR a minimum of 5 years experience as an HR Generalist within another Consumer Products or Manufacturing company

Preferred Qualifications:

Bachelor's degree in Industrial/Labor Relations or Human Resources Management
Master's degree in Business Administration, Labor Relations or Human Resources Management

Prior experience as an HR Generalist in another Consumer Products and/or Manufacturing company

Previous labor relations experience, including contract negotiations

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SAP Security Design and Governance Specialist

Chicago, Illinois

IT

The SAP Security Design and Governance Specialist ensures that application security standards and governance are well integrated into systems by designing the SAP Security Roles, Standards and defining restricted system access.

This position is responsible for defining and adhering to an IT Security framework for the PepsiCo SAP implementation and gaining alignment from the business leadership on the key security design points.

The Specialist is familiar with security key concepts (Design, Governance, and SoD), and use of the GRC tools to enforce them. Also, the Specialist will determine what constitutes incompatible security access and maintain /enforce that access with Segregation of Duties rules. The resource will also be responsible for identifying areas of opportunity to leverage tools such as GRC and Aveksa to lower sustainment costs and enhance risk protection.

The SAP Security Design and Governance Specialist will work closely with the Project and COE Technical Teams, the GCoE Security team, and Internal Audit.

Job Qualifications - Competencies:

Minimum of 4+ years' experience in implementing SAP controls or security

Minimum of 2 full life cycle implementations

Broad understanding of Sarbanes Oxley compliance and COSO framework. Familiarity with audit, business controls, and segregation of duties is a plus.

Deep understanding of principles of risk and control processes in general.

Possess extensive knowledge about the SAP authorization concept and prior experience in role design and SOD mitigation. Knowledge of Aveksa and SAP's GRC tool.

General understanding of business and IT process areas within the PepsiCo (e.g. Supply Chain, Finance, Go-To-Market).

Job Qualifications - Behaviors:

Ability to lead complex design decisions for Technology amongst (often) competing priorities. Ability to plan and organize development work & recreate deliverables

Ability to present and defend design decisions across functional areas.

Possess good decision making skills. Must have excellent communication skills.

Need to have organizational skills and be capable of multi-tasking.

Excellent focus in the building of security policies and procedures and collaborating with various business partners. Must be willing and able to travel up to 25% of the time.

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Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Wed. 01/22/14 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79-14/01

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

Work Hours & Location/Agency Contact: 1 Days 7am-3pm 1 Eve 3pm-11pm

CONTACT INFORMATION: Summer Doxie / Human Resource Office

Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 2

Agency: State Police

Closing Date/Time: Fri. 01/24/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 3

Plan/BU: RC014 Bid ID#: 21-43-ISP14-01

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult or sensitive clerical work for the Quality Assurance Unit. Utilizes the Law Enforcement Agency Data System (LEADS) and other software applications, i.e., Microsoft Word, Lotus Approach, the automated Law Enforcement Communication System (ALECS) or email, provides missing background check responses to non-criminal justice agencies. Utilizing LEADS, audits criminal justice submission returned from the keying vendor for completeness and accuracy. Utilizing LEADS, provides fatal errors to both criminal justice and non-criminal justice agencies. Receives, corrects, controls and maintains a database for the Illinois Department of Corrections Offender Tracking System, specifically for inmates with new correctional numbers.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school, and one year of related office experience. Requires the ability to type accurately at 35 wpm. Requires the ability to learn and use Microsoft Word, Lotus Notes, and Lotus Approach software applications.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. to 4:00 p.m., Monday through Friday

WORK LOCATION: IL STATE POLICE - BUREAU OF IDENTIFICATION

260 North Chicago, Joliet, IL

AGENCY CONTACT: Wanda Kieft-Flood / Public Safety Shared Services Center

1301 Concordia Court PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

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

Option 2 - Typing

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Job Title: Office Assistant - Opt 2 (WARDEN'S OFFICE)

Agency: Corrections

Closing Date/Time: Fri. 01/24/14 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0042

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Office Administrator III, performs a variety of receptionist and clerical duties, confidential in nature; answers phone and directs callers and visitors; composes and types reports and correspondence; may serve as back-up Executive Secretary III; receives, logs, copies and files incoming correspondence.

Position Number: 30010-29-82-000-05-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Monday through Friday with day off of Saturday and Sunday.

LOCATION: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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

Option 2 – Typing

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Job Title: Office Associate - Opt 1 (WORKER'S COMP.)

Agency: Corrections

Closing Date/Time: Fri. 01/24/14 4:00 PM Central Time

Salary: \$2,991.00 - \$4,151.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0071A

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Business Administrator (PSA), performs complex clerical duties of a highly specialized nature dealing with job related injuries and workman's compensation claims requiring independent judgment and actions; contacts various agencies, vendors and health care providers to obtain information and validate claims.

Position Number 30015-29-82-180-05-02

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

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

Option 1 – General

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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