



## **Tractor Trailer Driver**

Hodgkins, IL  
Job ID: ILHOD7

UPS is hiring individuals to work as full-time Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift. Some work is performed outdoors.

Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards.

UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that they live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/tractor-trailer-driver/jobid5577643-tractor-trailer-driver-jobs>

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### **Building Maintenance Person**

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

#### **Job Description:**

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment.

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. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=514](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=514)

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## **Temporary Part Time Sr. Customer Assistance Representative Springfield (Enterprise)**

### Responsibilities:

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors

Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone

Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return

Process returns, check-ins and exit kiosk transactions

Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed

Understand and communicate rental terms and conditions, vehicle features and other services. May sell optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance

Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as:

research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing

Perform miscellaneous and backup duties job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be at least 18 years old. High school diploma or GED equivalent required

Some college required. Associates Degree preferred

Must have at least 1 year prior customer service or 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.

Apart from religious observations, must be able to work within the following hours of operation: Monday - Friday 7:30 am to 6pm Saturday - 9am-1pm

Apply online at [http://careers.enterprise.com/springfield/customer-service/jobid6730793-temporary-part-time-sr.-customer-assistance-representative-springfield-\(enterprise\)-jobs](http://careers.enterprise.com/springfield/customer-service/jobid6730793-temporary-part-time-sr.-customer-assistance-representative-springfield-(enterprise)-jobs)

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## **Part Time Sr. Customer Assistance Representative West & Northwest Suburbs (Enterprise)**

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 their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location. This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- \*Fun and friendly environment
- \*On The Job Training in a Professional Work Environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service)

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

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.

Apart from religious observances, preferred work schedule:

Monday and Friday 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday 8:30AM-12:30PM

Sunday 9:00AM-1:00PM

Apply online at [http://careers.enterprise.com/illinois/customer-service/jobid6015357-part-time-sr.-customer-assistance-representative-west-%EF%B9%A0amp;-northwest-suburbs-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/customer-service/jobid6015357-part-time-sr.-customer-assistance-representative-west-%EF%B9%A0amp;-northwest-suburbs-(enterprise)-jobs)

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

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!

The CAR Sr. provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

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 [http://careers.enterprise.com/illinois/customer-service/jobid6758739-pt-sr.-customer-assistance-representative-sales-position-\(4-30pm-1am\)-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/customer-service/jobid6758739-pt-sr.-customer-assistance-representative-sales-position-(4-30pm-1am)-(enterprise)-jobs)

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**Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

**Qualifications:**

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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### **Chief Safety Officer**

Location: Arlington Heights

Office: Revenue Services

Department: Safety

#### **Job Description:**

Under the direction of the Department Manager Safety, Training and Security or designate, responsible for ensuring the safest possible environment for all Pace employees, various agencies which deal with Pace, or riders and the general public. In addition, safeguarding rolling stock and facilities. Supervises the duties related to the instruction, development and presentation of Pace Standard Operating Procedures and Defensive Driving training course at Fox Valley centralized training facility for Fixed Route, Paratransit, contractors and Vanpool. Monitors and conducts driver's license and record checks. Assists with local police and fire departments on emergency drills and bus construction. Supervise and coordinate special projects. Prepare and maintain accident data for the FTA. Monitor, track and review all Pace accidents looking for trends and make recommendations, when necessary to improve safety record utilizing the accident statistical reports. Supervise and audit Secretary of State third party certification program. Monitor paratransit and contract carrier employee information. Review and approve license and DOT physical and drug/alcohol for compliance with paratransit contractors. Develops, prepares and implements safety and training manuals and materials for operating personnel. Recommends and tests new safety material and investigates major accidents.

#### **Qualifications:**

Qualified candidate must have an Associate's degree in Public Administration, business or equivalent experience as well as a Class A CDL with passenger and airbrake endorsements, or able to obtain within 3 months, DOT certification and third party certified certification through the Secretary of State. Must have a minimum of five (5) years experience in transportation or related experience, must be familiar with Pace Operations including a through knowledge of safety, training and maintenance procedures inclusive of Standard Operating Procedures and Defensive bus driving. Computer experience with emphasis on Microsoft Windows application. Must be proficient in computer word processing programs and computer applications to extent required by specific job functions and must be prepared to write documents related to job duties using the work processing applications. The performance of these duties must be available 24 hours a day, 7 days a week and be able to maintain confidentiality.

Apply online at

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**Contract Buyer I**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Section Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies. Performs price/cost analyses.

Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

**Qualifications:**

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

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

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

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

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

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

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

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

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

Apply online at

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## **Manager of Paratransit Contracted Bus Operations**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

### **Qualifications:**

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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=681](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681)

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## **Mechanic**

Location: Melrose Park  
Office: Revenue Services  
Department: Maintenance

### Job Description:

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

Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

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

### Qualifications:

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training. Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment.

Knowledge of the service area and the ability to operate all company equipment is also 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. Qualified candidate must have a good work history.

Apply online at

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**Frontera Fresco Restaurant - Food Expeditor, Full Time/Part Time: Skokie, IL - Macy's Old Orchard Mall**

Location: Skokie, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71231582

**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:** Extended periods of standing and walking are required. Some kneeling, stooping, crouching, or crawling may be required. Must be able to move and/or lift at least 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **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:** 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.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71231582>

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**Macy's River Oaks Center, Calumet City, IL: Assistant Loss Prevention Supervisor**

Location: Calumet City, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71231489

**Customer**

Role model exemplary service, lead Loss Prevention team to provide an outstanding shopping experience. Clearly communicate store and Company objectives to ensure both Store Executives and Associates are informed and knowledgeable

Develop a positive partnership with all Executives and Associates to make shortage awareness a priority. Maintain safety awareness and a safe shopping and work environment for customers and associates. Assist Loss Prevention Manager with conducting audits; follow through on corrective action opportunities

Assist Loss Prevention Manager with the recruitment and selection of qualified Loss

**Prevention Associates**

Work with Loss Prevention Manager to train, motivate and develop Loss Prevention team to reach their fullest potential and to maximize business opportunities

Partner with Loss Prevention Manager to address Associate concerns in a reasonable and fair manner, consistent with the values expected by the Company

Advise and Provide input in to performance evaluations, ensuring Associates participate in the development of individual performance improvement plans

Make recommendations to Loss Prevention Manager on Associate promotion, advancement, talent development and termination

**Skills Summary:**

A minimum of 1-3 years of leadership/supervisory position in Loss Prevention

Strong leadership profile and excellent negotiation skills

Ability to effectively plan and execute strategies

Effective prioritizing and time management skills

Ability to build partnerships and direct teams

Excellent written and verbal communication skills

Commitment to exemplifying the highest integrity and professional business standards

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

Apply online at <http://www.macysjobs.com/Search/JobDetail/71231489>

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**Retail Sales - Furniture/Bedding, Full Time: Chicago, IL - Macy's State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71231496

**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.

**Physical Demands:**

This position involves constant moving, talking, hearing, reaching, and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. 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/71231496>

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**Sr. Customer Assistance Representative Waukegan\Highland Park\ Lake Forest\Wheeling (Enterprise)**

**Responsibilities:**

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors. Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return. Process returns, check-ins and exit transactions. Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed. Understand and communicate rental terms and conditions, vehicle features and other services. May sell optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance. Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing. Perform miscellaneous and backup duties job-related duties as assigned  
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 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.

Apart from religious observation, must be able to work the following schedule(s):

Highland Park location: Monday 7:30am-12pm, Friday 12pm-6pm, Saturday 9am-2pm, Sunday 10am-1pm  
Wheeling location: Open schedule: Preferred Monday 7:30am-6pm, Friday 7:30am-6pm, Saturday 9am-12pm

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## **Account Specialist Commercial Truck Rental Chicago (Enterprise)**

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business. The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business. The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit. The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately run the branch unit.

### **Responsibilities:**

Assist in Branch sales and marketing efforts to increase business and income  
Prospect and target accounts to develop new business relationships  
Understand, communicate and sell optional protection products, rental terms and conditions, vehicle features and benefits as well as fuel options and additional equipment. Create a strategy to convince prospects of their need to learn about our services. Conduct various meetings with our clients including initial and follow up fact-finding presentations, closing and transition meetings. Build the initial relationship with decision makers and secure referrals. Create custom business solutions to facilitate closing the sale. Relationship management with clients after the transition on an as needed basis. Provide a high level of customer service by assisting customers and assessing their rental needs in person and/or by phone  
Effectively market the company while picking up and/or dropping off customers in a safe and courteous manner and assisting customers as needed  
Conduct follow-up with various customers and businesses, including insurance adjusters or agents, dealerships, body shops, road-side assistance, and mobile vendors.  
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Must be at least 21 years old. Must have a Bachelor's degree  
Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required. Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 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

Apply online at [http://careers.enterprise.com/illinois/sales/jobid5993977-account-specialist-commercial-truck-rental-chicago-\(enterprise\)-jobs](http://careers.enterprise.com/illinois/sales/jobid5993977-account-specialist-commercial-truck-rental-chicago-(enterprise)-jobs)

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## **Vehicle Service Attendant Truck Rental Naperville (Enterprise)**

The Enterprise Commercial Truck Division has an immediate opening for a part time Vehicle Service Attendant (VSA) at our Naperville, IL location. Our Commercial Truck Division provides transportation solutions within the commercial truck industry, renting business to business. Our goal is to provide high service levels and clean, well-maintained trucks. The VSA will be responsible for cleaning, detailing, and providing light maintenance on a diverse fleet of Medium- Duty trucks.

The starting pay for this position is \$10 per hour.

**\*\*Full time status may be available after 90 days\*\***

**Responsibilities:** Clean vehicle interior and exterior and also clean vehicle windshields, windows, mats, etc. Drive various vehicles safely and efficiently while on and off the lot and while assisting with local vehicle deliveries and miscellaneous job related duties. Check and maintain fluid levels on all vehicles. Notify manager of any potential unsafe equipment, conditions and vehicle problems. Perform basic maintenance such as tire pressure, check fluids, replace marker lights, the lift gate, etc. Keep work area, tools, and equipment organized and in clean and working condition. Maintain a regular and reliable level of attendance

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 21 years old

Must have a current and valid drivers license with no more than one moving violation and/or at-fault accident on driving record in the past 3 years.

No drug or alcohol related convictions (ie., DUI/DWI) 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.

Class C license preferred, but not required.

Candidate cannot hold another job if hired for this position due to DOT regulations

Must have reliable transportation to and from the Naperville, IL location

Must be able to work on an on call basis from Monday through Friday 7am-5pm

### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations:

All applicants must be at least 21 years of age and be qualified to drive under D.O.T regulations. Applicants will be required to submit to and successfully complete a D.O.T. medical examination. Applicants cannot hold another job if hired for this position.

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## **Shuttle Bus Driver Part Time O'Hare International Airport (Enterprise)**

The primary responsibility of this position is to safely operate an Enterprise shuttle bus between the airport and the rental facility, transporting customers picking up and returning vehicles in a courteous and helpful manner.

### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.  
May drive a maximum of 10 hours after 8 consecutive hours off duty.  
You may not work more than 70 hours in 8 consecutive days.

### **Responsibilities:**

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner  
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment  
Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels  
Provide appropriate local information, distribute maps and handouts as required  
Communicate with office and other drivers via 2-way radio or cellular phone  
Performs miscellaneous job-related duties as assigned  
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 25 years of age.  
Must have a high school diploma or equivalent.  
Must have a valid drivers license  
No more than 1 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.  
Previous driving experience in a similar vehicle (large shuttle van or bus) preferred  
Must have previous customer service experience.  
Must be able to lift a minimum of 50 pounds to assist customers.  
Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend  
Must be available to work the following shift: Fri, Sat, Sun 5pm-1am for a total of 24 hours. Must be willing to work for \$9.00/hour

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## **Part Time Driver Northbrook (1572) (Enterprise)**

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 out of 933 Skokie Blvd, Northbrook, IL.

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) professional customer service.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions. Drive and deliver vehicles locally or out of area as needed, following all rules of the road. Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely. May need to communicate via 2-way radio or cellular phone. May be asked to clean vehicles. Perform miscellaneous job-related duties as assigned. 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 \$8.25/hr.
- Apart from Religious observances you must be able to work the following schedule:  
Mon-Friday: 8:00am-1:00pm

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## **Part Time Service Agent (Car Detailer) Highland Park (Enterprise)**

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: 1430 Old Skokie Valley Rd, Highland Park, IL.

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

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies May assist with local automobile deliveries Perform miscellaneous job-related duties as assigned 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-Friday: 1:00pm-6:00pm

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