



Medical Assistant Cert\Reg

Location: Chicago, Illinois

Job ID: 13821

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full Time - 1

Shift: Day/PM

Graduate of a medical assistant program or successful completion of the certification/registration exam. Good communications skills. Experience using a keyboard and computers. Familiarity with equipment used in ambulatory care. Current Medical Assistant Certification/Registration. Current CPR certification. Ability to travel locally to multiple sites as needed. Ability to work in stressful conditions and difficult situations. Resilient and flexible in a changing environment. May be exposed to hazardous materials and life threatening diseases. Ability to cooperate and work with others. Ability to make sound and timely decisions. Ability to work rotating shifts any day of the week. Ability to perform lifting/transfer activities related to patients as needed, ability to stoop/bend.

This requirement supersedes any previous lifting requirement effective 08/01/2014. Ability to lift up to 35 pounds without assistance. For patient lifts of over 35 pounds, or when patient is unable to assist with the lift, patient handling equipment is expected to be used, with at least one other associate, when available. Unique patient lifting/movement situations will be assessed on a case~by~case basis. The Medical Assistant Certified/Registered will support the physician(s), and other providers in delivering quality health care to ambulatory patients and perform a variety of nursing related tasks to promote continuity of care.

Accountabilities: Risk/Safety Compliance

Funding Our Future: Miscellaneous

Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care.

Patient Satisfaction and Service: Provides efficient, high~quality service to patients who arrive for appointments or who telephone or visit in person to request appointments or information on tests and procedures, bills and charges, referrals, and other matters.

Health Information Management (HIM) and HIPAA standards: A complete and accurate hard copy and/or electronic medical record will be maintained for every individual who is evaluated or treated within the medical group.

This position is located at 3000 N. Halsted

Apply online at http://jobs.advocatehealth.com/chicago/medical-assistant/jobid6866112-medical-assistant-cert_reg-jobs

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Patient Svcs Rep

Location: Chicago, Illinois

Job ID: 13735

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full Time - 1

Shift: Day/PM

Advocate Medical Group is a physician-led medical group providing primary care, specialty services, medical imaging, outpatient services and community based medical practices throughout the Chicagoland and Bloomington/Normal. High school diploma or equivalent. 2~3 years experience in ambulatory medical office setting. Experience handling difficult callers/customers/patients. Cashier and computer skills preferred.

CRT/PC experience in a customer service setting. Working knowledge of the IDX System preferred. Ability to solve problems posed by callers leaving messages, seeking referrals, appointments, billing issues and clinical information. Ability to meet, greet and use positive customer service skills in working with patients, customers. Good communication skills. N/A Ability to function in a high volume, multiple~task environment. Exposure to ill patients. Possible travel to other sites or to ancillary settings for training programs and/or temporary assignments. Bilingual preferred (especially in Spanish and Polish). Ensures the provision of efficient, effective, quality customer service and practice support by performing a variety of general office duties: Maximize revenues by accurately entering appropriate charges and collecting payments at the time of service and entering all codes accurately from encounter form, up to date and accurate billing information into the patient accounting system. Assists patients with any problems or concerns and directs them to the appropriate support function for assistance. Coordinates the technical functions of the records department. Ensures that confidentiality is maintained at all times.

Accountabilities:

Patient Reception (Check~In Process). Provision of efficient, high~quality service to patients who arrive for appointments in person or who telephone requesting appointments or information on tests and procedures, bills and charges, referrals and other matters. Time of Service collection for prior balances and/or converting insurance for fee~for~service patients or collection of co~payments for HMO patients. Billing Services. Reconciliation of patient accounts on a daily basis is in an efficient and

Apply online at

http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid6872928-patient-svcs-rep-jobs

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Claims Clerk HP

Location: Rolling Meadows, Illinois

Job ID: 13505

Facility: ADVOCATE PHYSICIAN PARTNERS

Status-FTE: Full Time - 1

Shift: Day

Advocate Physician Partners (APP) brings together more than 4,000 physicians who are committed to improving health care quality, safety, and outcomes for patients across Chicagoland and Central Illinois. APP is a leader in population health management and has garnered wide-spread national recognition for its innovative clinical integration program. Formed as a care management collaboration with Advocate Health Care, APP supports its physician members in managing the health of their practices with contracting, medical management, electronic medical records and other value-added services.

High School/GED

1 year clerical/office experience

Light typing

Calculator

Some light computer experience

Copier/Fax machine N/A Posses an automobile and valid drivers license

Good communication skills

Food organization skills

Detail oriented

Batches all Appeals mail for our scan vendor on a daily basis. Handles our Mis~Directed claims process ~ reviews claims and sends them back to to the payer on a weekly basis. Photocopy's and batching of the daily deposits. Uses check log data base to enter, review and retrieve check information a daily basis. Handles photocopying, batching, day files and general filing needs of the claims department. Delivers inter department mail. Special mailing projects.

Accountabilities: Batches claims by HMO and entity for our scan vendor.

Performs basic inquiries and entry on GE system, including claims, eligibility and

Dictionaries. Some data entry on PC required, i.e., Microsoft Excel and Word.

Photo copies checks and related material and correspondence.

Apply online at

http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid6856995-claims-clerk-hp-jobs

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Posting Title Admissions Associate

Auto req ID 723BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Admissions

Union Status Non-Union

As an Admissions Associate you will represent the Society by meeting, greeting, and welcoming guests as they begin their visit at Brookfield Zoo. Customer service is Brookfield Zoo's number one priority. Your pleasant smile and outstanding focus on guest satisfaction while, at the same time, demonstrating your keen product knowledge in assisting guests with purchasing the best value for their visit, and maximizing their experience at Brookfield Zoo is of utmost importance. To complete the admissions process, you will operate a cash register accurately and efficiently for up-selling admissions, parking, internal attractions, packages, rentals, membership sales, and other initiatives. As our guests often appreciate enthusiastic and accurate information about the various attractions, special events, and other destinations within the Zoo, you will become very familiar with Brookfield Zoo while maintaining a high quality experience for our 2 million guests each year. Admissions Associates are assigned to work the parking booths, admission booths, Guest Relations buildings, stroller rentals, internal attraction ticket booths or entrances, and/or access control for general admission or internal attractions.

We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 8:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events).

Position Requirements and Specifications You must be at least 16 years of age for this position. This is a temporary position with a starting wage of \$8.25 per hour. The requirements for this position include: High School graduate or (GED) equivalent preferred. Accurate basic math skills required. Ability to operate a point-of-sales (POS) system desired. Demonstrated strong customer service skills required. Ability to communicate effectively with the public and staff required. Demonstrated ability to work effectively under pressure and meet deadlines. Incumbent must have the ability to work non-standard hours including evenings, holidays, and weekends. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

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

Apply online at <http://www.czs.org/Brookfield-ZOO/Careers/Job-Openings.aspx>

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Posting Title Food Service Associate

Auto req ID 651BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Multiple Openings! Now Hiring! Apply Today!

This is a temporary position with a starting wage of \$8.55 per hour.

As a Food Service Associate you will be assisting our guests, welcoming them with a friendly smile—customer service is a number one priority. Along with exceptional customer service, you may be preparing and serving food product safely, operating the variety of food service equipment, such as deep fryers, ice cream machines, soda machines, grills, etc; operating the cash register to accurately ring up sales and balancing the cash draw at the end of the work day. Clean-up tasks, such as bussing and wiping tables, cleaning counter tops, sweeping, mopping, emptying trash, washing dishes/utensils, etc., are equally important to providing a high quality food experience at Brookfield Zoo.

Position Requirements and Specifications The requirements for this position include: High School graduate or (GED) equivalent preferred. Basic math skills and willingness to learn. Strong customer service and interpersonal skills required with the ability to communicate effectively with the public and staff required. Demonstrated ability to work effectively under pressure, ability to handle multiple tasks and ability to meet deadlines required. Must project a neat, clean, professional appearance at all times. Must be able to work effectively and accurately and at a brisk pace during busy periods. Incumbent must work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions or for other reasons. Food Service Associates may be assigned to work in restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

Additional Information

This requisition is to actively recruit for numerous openings for 2015 at a variety of food service locations.

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Patient Service Rep OB\GYN Aurora FULL TIME 1.0

Location: Aurora, Illinois

Job ID: 13239

Facility: DREYER MEDICAL CLINIC

Status-FTE: Full Time - 1

Shift: Day

High School graduate or GED

1 year experience in a customer service position medical office experience preferred. Clear and professional communication skills both written and verbal. Functional PC skills with ability to learn various software programs. Able to meet minimum typing speed of 25 wpm with good accuracy. Pleasant and well developed customer service and interpersonal skills. Strong team orientation. Understands concept of service recovery. Demonstrate potential to learn medical terminology.

MINIMUM LEVEL QUALIFICATIONS:

Proven ability to work well independently and in a team environment.

Flexible and willing to rotate work stations with ease.

COMPETENT LEVEL QUALIFICATIONS:

Same as minimum, plus: Developing knowledge of medical terminology.

General autonomy with regards to daily duties/tasks in all work stations of assign department. Ensures the provision of efficient, effective, quality customer service by performing a variety of general medical office duties to include direct and indirect patient services while adhering to and upholding department and Dreyer Medical Clinic philosophy, policies, procedures and safety regulations. Works to support department processes, efficiency and effectiveness by performing a variety of practice management duties.

Accountabilities:

Appointment Scheduling

Check Out

Administrative Duties

Telephone Communication

Performs a variety of practice management duties in a time effective manner to maintain and/or enhance department processes, and positively impact customer service.

Apply online at http://jobs.advocatehealth.com/chicago/nonclinical-support/jobid6844577-patient-service-rep-ob_gyn-aurora-full-time-1.0-jobs

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Clerical Associate II

Location: Hazel Crest, Illinois

Job ID: 11765

Facility: SOUTH SUBURBAN HOSPITAL

Status-FTE: Part Time B - 0.5

Shift: Day/PM

~High School Diploma or GED equivalent. ~Knowledge of Medical terminology preferred. ~Transcription experience preferred. ~ 1~2 years previous healthcare experience ~Knowledge of computer keyboard. ~Good communication and telephone skills. ~Meets Advocate behavioral expectations.
None ~Ability to rotate shifts to provide coverage.
~Exposure to various contagious diseases, radiation, chemicals, caustic materials, electrical equipment and hazards associate with their use.

The Clerical Associate II works as a member of the patient care team, and serves to facilitate unit operations through processing orders, requisitioning of services and patient procedures, maintenance of accurate and complete patient charts and management of unit supplies. The associate serves as unit representative for the patient care team as a whole when in direct contact with patients and their families.

Accountabilities:

Processes therapeutic and diagnostic orders

Ensures accurate maintenance of the patient's medical record.

Provides accurate and complete patient information to internal customers.

Demonstrates time management and organizational skills.

Communicates effectively with all customers.

Coordinates all activities related to the patient admission, discharge, and transfer processes.

ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY

Report patient safety events and near misses in timely fashion

Adhere to all behavioral and procedural patient safety practices

Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm

Communicate openly and promote team work

Report intimidating behavior and other threats to patient safety promptly

Apply online at

http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid6815214-clerical-associate-ii-jobs

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Warehouse Worker-1500974

Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Part-time

Description: The Warehouse Worker is responsible for building product orders for outgoing loads for placement on route delivery trucks in an accurate and safe manner.

Salary Information: \$10.00 per hour.

Schedule and Shift: This is a Part Time position

The schedule will vary, with average hours set as 25-30 per week. Some weeks will be Tuesday-Saturday 8:00 a.m. - 2 p.m., other weeks will be Tuesday-Friday, 1:00 p.m. - 7:00 p.m.

Position Responsibilities

Load route trucks and semi-trailers with propane or battery-operated forklift and/or pallet jack, moving product in and out of the warehouse.

Move product to storage areas using the proper equipment.

Stack and store merchandise in the appropriate area according to established sequences and procedures. Document all material transfers, shipments and movements electronically and/or on appropriate forms.

Ensure items are stored in an orderly and accessible manner.

Review orders for shipment and assemble the correct types of merchandise to be shipped. Maintain cleanliness in assigned area.

Qualifications

High school diploma or general equivalency diploma (GED)

Experience with operating a forklift

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

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Jason's Deli Hourly Team Member Opportunities

Jason's Deli
1530 Mc Connor Pkwy, Schaumburg, IL
Job ID: 9531489
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: < 1 Year
References: Preferred

Job Description

Jason's Deli is seeking Hourly Team Members!
NOW OFFERING A \$100 SIGN-ON BONUS FOR DELIVERY DRIVERS*!!!

Jason's Deli is THE fast paced, incredibly high volume, fast casual deli restaurant that specializes in business catering and delivery.

We work to make every customer happy as we continue to expand, serving 240+ delis in 28 states.

Our people are our best ingredients! Discover the career opportunities and benefits at Jason's Deli.

We are interviewing Delivery Drivers, Kitchen and Customer Service Team Members including Cashiers/Order Takers, Food Runners, Preps/Cooks, Dishwashers, and Production Line Associates for our locations in Vernon Hills, Park Ridge, and Schaumburg, IL!

PICK A LOCATION & APPLY IN PERSON

Jason's deli - 545 Lakeview Parkway - Vernon Hills, IL 60061
Jason's deli - 608 West Touhy Ave. - Park Ridge, IL 60068
Jason's deli - 1530 McConnor Parkway - Schaumburg, IL 60173

*Sign-On Bonus will only be paid to Delivery Driver new hires after 30 days of employment.

EOE

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Laugh Factory seeks experienced Cocktail Servers

Laugh Factory

3175 N Broadway St., Chicago, IL

DePaul, Lakeview

Job ID: 9531027

Job Type: Part Time

Shift Type: Night

Compensation: N/A

Experience: 1-3 Years

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

Job Description

We are looking for friendly, fast, and talented Bartenders & Servers to join our Comedy Club team!

****Must have 2 years of high-volume serving or bartending experience****

Job duties include (but are not limited to):

- Greet customers in a friendly and welcoming manner
- Take drink/food orders and inform guests of specialty drinks and specials
- Enter drinks/food into POS system & deliver them to customers
- Monitor and observe the experience of the guests, ensuring that they are pleased with the service
- Present checks to guests & accurately collect payment
- Bus glassware and clean sections
- Prep the bar area/showroom & maintain a clean service area
- Perform side work and duties requested by the night manager
- Be willing to assist other servers if necessary

Qualifications:

- Must be able to work well in a high volume/high pressure environment
- Experience with POS system & service bar preferred
- Must be able to commit to working at least 2-4 nights a week & holidays
- Must have excellent communication & interpersonal skills
- Must be detail oriented & a self-starter

Requirements & Skills

Must be 21+, high volume experience preferred.

Serious inquiries only. Please reply via e-mail to t7uas4wdjs@jobs.shiftgig.com with cover letter and resume for consideration.

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Order Builder (Loader)-Part Time (7pm – 3:30am)

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV045783

Full or Part Time : Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

- Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.
- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.
- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.
- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.
- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-part-time-7pm-330am-alsip-illinois-job-1-5079633>

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Full Service Delivery Driver-

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV045636

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.

- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-alsip-illinois-job-1-5075696>

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Merchandiser Part Time-St. Charles

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV045832

Full or Part Time : Regular Employee PT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-st-charles-st-charles-illinois-job-1-5074764>

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Driver Merchandiser Relief

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV045379

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.

- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.

- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.

- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-chicago-illinois-job-1-5059992>

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Maintenance Supervisor, Sparkling Production, Niles, IL

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 29539

Full or Part Time : Regular Employee FT

Position Description

Responsible for first line supervision for mechanics and electricians who maintain equipment within the production facility. Assists in establishing methods, controls and standards for the actual execution of maintenance work.

- Staff, train, supervise, evaluate and develop team members.
- Maintain equipment to ensure line efficiencies, improve key performance indicators and to eliminate down time.

- Service and repair equipment on a continual basis, adhering to established preventative maintenance schedule.
- Ensure that working conditions are safe at all times.

- Maintain safe work environment by holding regular safety meetings to communicate safety awareness and policies.
- Manage within labor and OPEX budget.

- Maintain an accurate parts inventory at all times.
- Ensure compliance with good manufacturing practices and safety standards.
- Create, plan and execute preventative maintenance programs.

- High school diploma or GED required.
- Bachelor's Degree preferred.

- 2+ years of manufacturing equipment related experience required.
- Prior supervisory experience preferred.
- Strong technical knowledge of manufacturing environment and high-speed production equipment.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-supervisor-sparkling-production-niles-il-niles-illinois-job-1-5057871>

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Manager, Inventory III -Alsip, IL

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00029409

Full or Part Time : Regular Employee FT

Position Description: Providing leadership for the plant's manufacturing warehouse organization, owns the manufacturing warehouse and transportation management processes and serves on the plant's leadership team. Manages and develops manufacturing supervisor, inventory control, shipping & receiving personnel and transport personnel. Provides warehousing guidance and oversight for all plant associates.

Requirements:

- High School Diploma/GED · Bachelor's Degree - Technical or Food Science Preferred
- 7 yrs of increasing levels of manager or supervisory roles of people & processes
- Demonstrated ability to support a long term warehousing plan showing year over year improvement in shrink, warehouse KPIs and warehouse cost.
- Extensive knowledge of the principles of manufacturing and inventory management.
- Extensive knowledge of specific supply chain capabilities, strategies and interdependencies.
- Demonstrated ability to collaborate cross-functionally and coordinate efforts around process improvement.
- Working knowledge of national, state , and local regulatory requirements in the areas of food safety, safety, environment and emergency management.
- Extensive knowledge of basic elements of Good Manufacturing Practices in a manufacturing and warehousing environment
- Extensive knowledge of key business drivers used to gauge the effectiveness and performance of an internal group or supplier.
- HACCP· Good Manufacturing Practices· Inventory Troubleshooting· Inventory Analysis

Preferred

- ISO (22000, 9000, 14001, etc) or other management system
- Lean, Six Sigma, 5S

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Full Service Supervisor

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00028779

Full or Part Time : Regular Employee FT

Position Description

The Full Service Supervisor directly manages and supervises the daily activities of Full - High School Diploma/GED or 4 years experience directly in Full Service or Logistical department.

- College degree Finance or Business Administration preferred.
- General Management with 2 years experience.
- Minimum two to four years of experience in beverage retail or distribution required.
- Coca-Cola System Experience preferred.
- Good understanding and appreciation of technology solutions.
- Ability to make sound decisions and recommendations based on analytical evaluations.
- Ability to provide leadership, motivation and training for developing the Full Service team.
- Ability to initiate activities and perform duties without direct supervision.
- Good interpersonal skills to work with and through other departments.
- Excellent written and verbal communication skills.
- Solid project management and follow up skills.
- Ability to periodically lift, push, pull 50 pounds, stand walk, kneel bend, and reach.
- Both office and trade environment-in customer accounts, occasional hot/cold environments.
- Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred.
- Experience managing in a Union environment preferred.
- Please note - position requires a Credit Check

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Inventory Planner - Niles, IL

Talent Area : Supply Chain

Location : Niles, IL, USA

Requisition Number : 7679

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.

- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports.
- Prepare and file reports.
- Other duties as assigned by management.

- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00027979

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress

- Maintain compliance with all company policy and procedure guidelines - Remain aware of and trained on all technical advances within the area of responsibility - Answer and complete service calls in an efficient manner - Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals - Maintain an accurate log of all parts used and assist in maintaining inventory - Support and assist mechanics with expertise in electrical equipment

- High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience - Ability to read and utilize schematics in equipment repair - Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems

- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules - Solid PC system skills and ability to use software applications

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Account Executive II-Central

Talent Area : Sales

Location : Niles, IL, USA

Other Location :

Requisition Number : 00027190

Full or Part Time : Regular Employee FT

Position Description

The Account Executive II will work with the integrated account team to manage key aspects of the business relationship with multiple customers.

Develops and implements Annual Business Plans which support business objectives.

Acts as system-wide expert on strategy, business systems, and operating philosophy of assigned customer(s). Ensures flawless execution of programs throughout the system.

Education

Bachelor's degree in business or related background required.

Master's degree preferred.

Experience

- Seven to ten years of progressive responsibility with account management in large consumer goods organization.
- Complex selling knowledge with proven ability to create and sell-in customer specific promotional programs & key initiatives.
- Knowledge of bottler and fountain environment and systems and business development planning experience.
- Proven ability to manage needs and concerns of multiple stakeholders across various business systems.

APPLY BY UPLOADING A COPY OF YOUR RESUME IN WORD.DOC OR PDF FORMAT

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