



Job Title: Administrative Assistant II

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Pediatric Cardiology

Job Number: 2014-2532

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant II to join our Center for Congenital Heart Disorders at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

This employee provides administrative support for the Pediatric Cardiology Practice. Must have excellent organizational skills and be able to prioritize projects. Responsibilities include triaging incoming phone calls, project management, typing correspondence and the coordination of office management routines. This position requires excellent organizational skills and follows through of all details. Exemplifies the Rush mission, vision and values; and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma or equivalent required, Associates degree preferred

Two to four years administrative experience in a medical office environment preferred.

An effective communicator, detail oriented, innovative, self-motivated and technically proficient

Ability to type 45 wpm and able to manage multiple tasks at one time and prioritize workload. Also must be able to follow through on issues/projects until completion in a timely manner.

Willingness to be flexible and adhere to deadlines.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Access.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150105134443&

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Job Title: Pre-Admission Nurse Coordinator II

Department: Case Management

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Case Management

Job Number: 2014-2523

General Summary:

The Pre-Admission Nurse Coordinator (PNC) is an expert nurse who demonstrates leadership and serves as a resource related to level of care management. They work with Rush inpatient and outpatient departments, physician practices and the health care team to develop and implement efficient effective processes to support level of care and certification management. The PNC contributes to the team's effectiveness by reviewing plans of care, identifying and resolving barriers, assuring appropriate levels of care and facilitating level of care changes when appropriate. They function as a liaison between physician practices, nurses, physicians, patients, external agencies, the hospital, and case management staff. The PNC ensures that patients are at an appropriate level of care, with required documentation to justify the designated level of care and reimbursement for services, and effective coordination of care is provided.

Knowledge, Skills and Abilities:

Current license in Illinois as a registered nurse required.

Bachelor's or Master's degree in nursing required.

Minimum of three-four years of experience as a health care provider for the pediatric, adolescent, adult and / or geriatric patient and expert knowledge in utilization review/um, and criteria application.

Leadership skills and clinical expertise related to criteria, regulations and case management functions (utilization review and / or utilization management certification preferred).

Strong working knowledge of computer databases.

Skilled educator and communicator. Ability to perform all job components and serve as a team and department resource.

Excellent interpersonal and team building skills, and ability to collaborate effectively with physicians, nurses, and other staff.

Ability to perform tasks independently, prioritize workload, problem solve, and analyze data.

Ability to work a flexible schedule including weekends.

Apply online at

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Branch Manager Trainee (Western Chicago)

Job ID 89165

Positions 1

Location US-IL-Chicago

Category Management - Entry-Level Management

General Responsibilities:

Our program provides hands-on training in: Sales, Operations, Customer Service, Finance & Accounting Management, Revenue Management, Fleet Management, and most importantly: People Management.

Hertz rewards its employees with competitive compensation packages including: hourly pay, overtime pay, and performance based bonuses. Employees have the ability to earn up to \$35,000k a year upon achievement of all company goals, you will also receive the use of a company car upon entry into the Branch Manager ranks.

The Hertz program provides a clearly defined career path to a Branch Manager in as little as 12-18 months! Our promotions don't stop there; our top level management regularly comes from the training ranks. Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

Mandatory Requirements:

Strong communication and multitasking skills; Ability to drive multiple types of vehicles
Ability to read and understand driving directions and maps; Proficiency in English
Valid driver's license in good standing; Minimum Associates Degree

Preferable Requirements:

Previous held Leadership roles i.e., Campus, Community or Sports
Previous sales and/or retail customer service experience

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, driving, speaking, hearing, writing, lifting, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, portable, copy machine, and fax machine is required.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/89165/branch-manager-trainee-%28western-chicago%29/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Utility Worker (Chicago - Stony Island)

Job ID 88620

Positions 1

Location US-IL-Chicago

Category Fleet Operations

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

Educational Background:

High school diploma or equivalent education required.

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/88620/utility-worker-%28chicago--stony-island%29/job?hub=20>

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Part-Time Vehicle Service Attendant (Car Detailer) - O'Hare Airport

Job ID 88424

Positions 3

Location US-IL-Chicago

Category RAC Operations

Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable). Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids. Clean the exterior of vehicle. (debug and wash). Meet processing and standardization quotas.

Perform related tasks as directed by managers.

Able to work outdoors in all types of weather conditions.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

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Courtesy Bus Driver (O'Hare Airport)

Job ID 88423

Positions 2

Location US-IL-Chicago

Category RAC Operations

General Responsibilities: The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Hertz rental location.

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/88423/courtesy-bus-driver-%28o%27hare-airport%29/job?hub=20>

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Instant Return Rep (part-time) - O'Hare Airport

Job ID 88031

Positions 2

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

The Instant Return Representative is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile

A minimum of one year of sales or customer experience in a high volume or service oriented environment

Proven strong sales and closing skills and the ability to friendly, engaging manner

Basic computer proficiency

Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills

Demonstrate professionalism and interpersonal skills

Proven experience of working well within a team.

100% customer focus, with proven experience within a customer facing environment

Work flexible shifts including weekends and holidays; and work overtime as required

Work outdoors during all weather conditions

Stand for long periods of time. Lift up to 45 pounds

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/88031/instant-return-rep-%28part-time%29---o%27hare-airport/job?hub=20>

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Vehicle Service Attn/Car Detailer (Full-Time) - O'Hare Airport

Job ID 87745

Positions 4

Location US-IL-Chicago

Category RAC Operations

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed.

Check for vehicle damage and ensure features of the vehicles are operational.

Check vehicle status. (rentable/non-rentable)

Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)

Fill gasoline tank and check fill levels of all fluids

Clean the exterior of vehicle. (debug and wash)

Meet processing and standardization quotas.

Perform related tasks as directed by managers.

Able to work outdoors in all types of weather conditions.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills:

Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above.

The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/87745/vehicle-service-attn-car-detailer-%28full-time%29---o%27hare-airport/job?hub=20>

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Car Cleaner / Vehicle Service Attn - Full Time (O'Hare Airport)

Job ID 87693

Positions 3

Location US-IL-Chicago

Category RAC Operations

General Responsibilities: Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable) Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids Clean the exterior of vehicle. (debug and wash) Meet processing and standardization quotas. Perform related tasks as directed by managers. Able to work outdoors in all types of weather conditions.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/87693/car-cleaner---vehicle-service-attn---full-time-%28o%27hare-airport%29/job?hub=20>

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Gold Choice Counter Sales Rep (O'Hare Airport)

Job ID 86992

Positions 2

Location US-IL-Chicago

Category Customer Service

General Responsibilities:

The Gold Choice Counter Sales Representative Lead is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This sales commissioned team member provides world class customer service and professionally and effectively sells Hertz products and services to meet our Gold Plus Rewards customer's travel needs.

Educational Background: High School Diploma or equivalent

Professional Experience: 1- 2 years customer service and/or sales experience required.

Basic Qualifications:

Proven strong sales and closing skills and the ability to sell in a friendly, engaging manner . Passion for customer service and attention to detail – Goes the extra mile A minimum of one year of sales or customer experience in a high volume or service oriented environment . Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

Competencies:

Passion for Customer Service and Stakeholder Success
Effective Communication; Agility and Adaptability; Trust and Integrity; Drives Collaboration; Demonstrates Initiative; Uses Insightful Judgment
Attention to Detail; Process Excellence

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/86992/gold-choice-counter-sales-rep-%28o%27hare-airport%29/job?hub=20>

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Lube Tech

Job ID 86079

Positions 4

Location US-IL-Chicago

Category Maintenance – Vehicle

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Combination Worker position at our Airport facility.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Mandatory Requirements:

Basic duties of this position include oil changes, tire work, light maintenance and state inspections (will train). Must have your own tools.

Preferred Requirements :

The successful candidate must have a satisfactory driving record and a valid driver's license.

Must have automotive education or relevant experience. Ability to work days, nights weekends and holidays required.

Apply online at <https://usjobs-hertz.icims.com/jobs/86079/lube-tech/job?hub=20>

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Bus Mechanic

Job ID 86026

Positions 2

Location US-IL-Chicago

Category Maintenance – Bus

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Bus Mechanic position at our location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Basic duties of this position encompasses all aspects of bus maintenance from basic repairs to complete diesel engine and transmission diagnosis and repair. Additional responsibilities include electrical troubleshooting, oil changes, air brake and suspension service, air conditioning services, and performing preventative maintenance.

Mandatory Requirements:

The successful candidate must have:

Must be at least 25 years of age

3-5 years bus repair experience

A satisfactory driving record and a valid driver's license

CDL with passenger and air-brake endorsements. Must have your own tools.

ASE certification preferred.

Ability to work days, nights and weekends required.

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/86026/bus-mechanic/job?hub=20>

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Sales and Operations Trainee

Job ID 89120

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

General Responsibilities:

Hertz Equipment Rental Corporation (HERC), one of the largest suppliers of rented industrial & construction equipment, seeks talented people for a Sales & Operations Coordinator Trainee position at our location. This is an excellent opportunity for motivated self-starters who want to gain valuable industry insight that could lead to possible advancement with a company whose reputation speaks for itself.

This position is directly involved in identifying customer needs, coordinating activities of delivery drivers, maintaining competitive data, inventory control and daily business reporting. Some of the other responsibilities include..

Answer customer calls and concerns

Schedule delivery and pick up of equipment

Maximize sales revenue for branch through excellent customer service on existing orders

Close sales from inbound inquiries and successful outbound telemarketing

Provide customers with expert advice on equipment selection, operation and maintenance. Process daily business reports

Educational Background: Bachelors Degree Preferred

Professional Experience: Ability to effectively work on multiple assignments in the fast paced environment of the construction industry; An attention to detail; Customer service focused

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Ability to engage in verbal interaction with customers

Ability to walk in unfamiliar environments

Competitive salary & benefits.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/89120/sales-and-operations-trainee/job?hub=20>

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Communication Technician 1, Installation & Service

Location: Romeoville, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time Req. Number: 88763

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

CONNECTING CUSTOMERS TO THE TECHNOLOGY THEY DEMAND

Get your foot in the door to
an awesome future.

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career. As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible. During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization. What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure. A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

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Mental Health Specialist

Job Code: 123242

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

The Hospital is seeking full time and part time, experienced and new grad Mental Health Specialists to work in our inpatient units with children, adolescent and adult populations. This is a great opportunity to establish a career within behavioral health, as well as an opportunity to further ones career in the field of psychology! This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The Primary Responsibilities are as follows:

- Run Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse including patient vital signs, assistance with head to toe assessments and proper clinical documentation
- Maintain a safe and therapeutic milieu including crisis intervention and Q15 observation rounds
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Maintain all patient health data and records

Requirements:

- Prefer Bachelor's degree in Psychology or related disciplines; Associates Degree accepted with applicable years of experience; High School Diploma accepted with 10+ years of experience within the field
- Acute inpatient experience working with children, adolescents and/or adults strongly preferred
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management
- Must be self motivated, results-oriented individual who is customer focused
- Bilingual (English/Spanish) applicants a plus!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Server (Part-Time) Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts
Employee Type: Full-Time
Location: Chicago, IL
Experience: Not Specified
Date Posted: 1/6/2015
Job ID: R105670-EN

The Career Opportunity: Michael Jordan's Steak House - Server (Part-Time Temporary) Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all guests.

Job Requirements

- Essential: •Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.
- Must be TIPS Certified prior to or after hire

Desirable:

- Previous job related experience. •Food Hygiene certificate.
- First aid awareness. •Possess a friendly, upbeat & outgoing personality.

Essential Skills:

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment. •Ability to work under pressure.
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Server-Part-Time-Michael-Jordan-s-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3F2C06B23Y5NWCMDDX/>

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Bellperson - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Experience: Not Specified

Date Posted: 1/5/2015 Apply Now

Job ID: R104777-EN

Responsibilities

- Welcomes guests and familiarizes them with the hotel and facilities.
- Accompanies guests and delivers luggage to rooms. • Answers inquiries.
- Able to give clear directions (Chicago)
- Delivers packages, guest messages and newspapers.
- Informs Assistant Manager of guest challenges.
- Keeps public area and bell storage area clean.
- Notifies Engineering of any mechanical difficulties throughout the hotel.
- Alerts Security of any suspicious occurrences or individuals in the hotel.
- Understands responsibility during all types of hotel emergencies.
- Provides services in absence of Door Attendant.
- Attends meetings and hotel training sessions as required by hotel management.
- At IHG we are committed to providing our employees with a safe, secure and healthy workplace. It is your responsibility to comply with all workplace health and safety requirements, including any department specific training regarding equipment and procedures.
- Perform other duties, tasks and special projects as assigned.

Qualifications:

- High School diploma or equivalent
- College is preferred
- Guest service experience
- Hotel experience is preferred

You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying, pushing, or lifting items weighing up to 100 pounds.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Bellperson-InterContinental-Chicago-Magnificent-Mile/J3G47T78BPH10BQP9Q8/>

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Cocktail Server (Part-Time) - Michael Jordan Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts
Employee Type: Part-Time
Location: Chicago, IL
Experience: Not Specified
Date Posted: 1/1/2015
Job ID: R104009-EN

The Career Opportunity: Cocktail Server

Qualifications:

- Must be able to speak and understand English
- High School diploma or equivalent

- Food Hygiene awareness and at least basic training.
- Ability to provide legible written communication.

- Must be TIPS Certified prior to or after hire
- Previous job related experience.
- Food Hygiene certificate.
- First aid awareness.

- Possess a friendly, upbeat & outgoing personality.
- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.

- Ability to be a clear thinker remains calm and resolves problems using sound judgment.
- Ability to work under pressure.
- Ability to comprehend instructions

- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

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Apply online at <http://ihg.jobs.net/job/Cocktail-Server-Part-Time-Michael-Jordan-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3J144693Y6VMV7QWPJ/>

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Catering Sales Manager

Job Description:

Holiday Inn Chicago O'Hare Area has an immediate need for a Catering Sales Manager.

7,000 Total Square Feet of Banquet and Meeting Space.

The perfect Candidate will have Catering Sales experience in a comparable hotel or Banquet Facility.

Experience in selling and working in the Ethnic Markets is a plus! Experience with working in Opera is a plus!

Job Requirements:

- * The Candidate will sell banquets and banquet services to organizations and individuals.
 - * Supervises functions in progress.
 - * Assists the Director of Sales in marketing through outside sales and telemarketing.
 - * Handles incoming inquiries and books premium business.
 - * Prepares banquet event orders form clearly and detailed after conclusion of interview and booking with client.
 - * Gathers as much information as possible so each function can proceed smoothly.
 - * Attends catering, sales, and food and beverage meetings as scheduled.
 - * Assists the Director of Sales in reviewing the function book and conducts evaluation of releasing or finalizing functions.
 - * Possesses knowledge of competition and what other companies offer their clientele.
 - * Possesses knowledge of property policies and current pricing.
 - *
- Performs special projects and assignments in relationship to catering needs

Apply online at <http://ihg.jobs.net/job/Catering-Manager/J3F1XB5ZKHW86W4XZ19/>



Activities Instructor (Part Time) (Boxing) Humboldt Park Job ID: 1852

Closing Date: 01/19/2015

Recreation/Activities Instructor (H)

Date Posted: 1/5/2015

Location: Humboldt Park

Region: Central

Position is budgeted to work up to 23 hrs/week

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating.

Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY \$17.45 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?al>

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