



## **U-Box Customer Care Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Logan Square  
4100 W Fullerton Ave  
CHICAGO , IL

### **Description:**

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

### **Requirements:**

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

### **Hours Needed:**

(These hours may change based on business needs)

Sun - 7am to 7pm  
Mon - 7am to 7pm  
Tue - 7am to 7pm  
Wed - 7am to 7pm  
Thu - 7am to 7pm  
Fri - 7am to 7pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=137751&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=)

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## **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Midway  
4705 W 47th St  
CHICAGO , IL

### **Description:**

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm

Mon - NA

Tue - NA

Wed - 2pm to 7pm

Thu - NA

Fri - 12pm to 7pm

Sat - 12pm to 6pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=144887&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144887&mode=)

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### **Reservation Manager**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP , IL

#### Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

#### Work Status:

Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5am  
Mon - 7am to 2pm  
Tue - 7am to 2pm  
Wed - 7am to 2pm  
Thu - 7am to 2pm  
Fri - 7am to 2pm  
Sat - 7am to 2pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=144596&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144596&mode=)

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## **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Markham  
16643 Kedzie Ave  
MARKHAM , IL

### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - 3pm to 7pm

Fri - NA

Sat - 2pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=140174&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=140174&mode=)

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**Detail Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 5pm

Tue - 6am to 5pm

Wed - 6am to 5pm

Thu - 6am to 5pm

Fri - 6am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=144862&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144862&mode=)

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## **Mechanical Express Specialist**

U-Haul Repair Facilities

Park Forest Rers

PARK FOREST , IL

### Description:

Diagnose source of general mechanical and drive ability problems to repair and/or replace parts and assemblies of U-Haul trucks.

Perform a variety of repairs or replacements which include, but are not limited to, cooling systems, suspension, electrical system, and engine performance.

Position requires general automotive repair and maintenance experience.

### Work Status:

Full-Time

### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 5pm

Tue - 6am to 5pm

Wed - 6am to 5pm

Thu - 6am to 5pm

Fri - 6am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=144861&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144861&mode=)

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### **Storage Facility Housekeeper**

U-Haul Moving Centers

U-Haul Moving & Storage of Bolingbrook

240 W North Frontage Rd

BOLINGBROOK , IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

#### Work Status:

Moonlighter/Part-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=144814&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144814&mode=)

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## Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:  
Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

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

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## Kitchen manager

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality. Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time. Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business!

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

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## **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

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

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

Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable work experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business!

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

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## **Manager**

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

Providing service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Providing an experience that is comfortable, distraction-free and picture-perfect

Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards

Ensuring proper staffing in each area of the theatre

Performing daily opening and closing operational duties

Reviewing financial numbers on a regular basis and make operations adjustments, as necessary

Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

Receptive to training and personal development

Effective written and oral communication skills along with strong analytical skills

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

Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous

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## TLE Development Services and Database Manager

The Adler Planetarium

**DESCRIPTION:** The Adler Planetarium (Chicago, IL) has an opportunity available in the Institutional Advancement department for a Development Services and Database Manager. The Manager will be responsible for the Raiser's Edge database for the development and membership departments. The Database Manager will oversee the database's use and manage the daily processing of membership transactions, gifts, record keeping, data management, department tracking and coordination of mailing lists. He/she will provide excellent customer service on constituent related issues utilizing good judgment and discretion at all times.

**Duties and Responsibilities:** Oversee and conduct all gift coordination and entry, including memberships and contributions at all levels and reconciliation with the business office. Manage and build membership and development reporting and mailing lists including monthly progress reports, weekly membership/gift analysis, and frequent mailing/email lists. Provide data strategy and support to development and membership teams in partnership with the visitor services data team, including the communication of RE policies and guidelines for staff and data audit processes that ensure the integrity of donor and member data. Develop reports and systems in Raiser's Edge that support each fundraiser and fundraising team, the VP and CEO in tracking and managing prospects and solicitation activity

**Education and Experience:** Bachelor's Degree; 3-5 years of Raiser's Edge 7 and Crystal reports experience required. Experience in a Chicago cultural institution preferred; Organized, exceptional attention to detail and proficiency with technology required.; Must be able to comprehend and articulate connections between data management and effective fundraising. Ability to teach and guide peers effectively and patiently and troubleshoot problems on a variety of software applications in conjunction with Raiser's Edge

**FULL-TIME/PART-TIME:** Full-Time

**REQ NUMBER:** FUN-14-00005

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

**EOE STATEMENT:** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=981994&B\\_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=981994&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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## **Part Time Seasonal Position (Job Number: 14000135)**

West Side-1059 West 13th Street (John M Smyth School)

### Description

#### Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

### Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at

[https://pcpsep.epm.cps.edu/psc/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIP1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psc/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIP1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

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## **Parent Worker - Bus Monitor (School Site Pickup - Transport)**

**(Job Number: P022384)**

West Side-1420 West 17th Street (Pilsen Community Academy)

### Description

Parent Worker positions are hourly school-based positions. They can be opened for anywhere from 4 to 8 hours per day. These positions allow principals to hire parents or community members at their schools to fulfill specific roles at a school.

Apply online at

[https://pcpsep.epm.cps.edu/psc/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB\\_CPS\\_EXTN.ISCRIP1.FieldFormula.IScript\\_CPS\\_EXTRNL\\_CAREERS](https://pcpsep.epm.cps.edu/psc/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIP1.FieldFormula.IScript_CPS_EXTRNL_CAREERS)

## **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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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Temporary School Clerk I (Job Number: 140002XR)**

West Side-1018 North Laramie Avenue (John Hay Comm Academy School)

**ESSENTIAL FUNCTIONS:** Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

### **MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

**Knowledge, Abilities, and Skill.** General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable. Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Apply online at

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## Talent Acquisition Representative - Supply Chain

Chicago, IL  
Human Resources

### Key Responsibilities:

Work with clients to understand functional talent needs broadly and for specific roles

Develop short and long-term attraction strategies to close talent gaps

Screen and evaluate prospects to narrow the pool to the most qualified

Oversee courtship of the recruitment process

Identify and present a diverse slate of qualified candidates to Hiring team

Inform candidates of PepsiCo's recruiting and on-boarding process and ensure an overall positive experience

Sell PepsiCo to candidates taking a transparent approach to the role, our culture and expectations

Partner with Talent Acquisition coordinators to execute the recruitment process from job posting through new hire on-boarding

Advise Hiring Manager on offer recommendations and negotiation terms

Guide clients on external market trends, labor updates and innovation approaches to recruitment

### Qualifications:

Bachelor's degree

Minimum 5 years recruitment experience preferably within a Fortune 500 organization

Proficient with applicant tracking systems, preferably Kenexa

Knowledge of supply chain and engineering recruitment is a big plus

Ability to develop authentic relationships with a diverse audience

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

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## **Vendor Managed Inventory (VMI) Planner**

Chicago, IL

Supply Chain

*\*\*This requisition is to be used for pipeline recruitment purposes. If the hiring team is interested in speaking with you, a member of the Talent Acquisition team will reach out.\*\**

Manage the day-to-day execution of customer vendor managed inventory (VMI). Direct accountability for service improvements in assigned VMI customers with emphasis on inventory turns, replenishment and fulfillment. Lead the collaboration effort among the customer, demand planning, sales, distribution centers and sales finance to effectively manage inventory and forecast accuracy. Identify and implement areas for improvement. Manage data integrity to facilitate timely and accurate order generation to deliver key business initiatives such as promotions, discontinued products and seasonality. Ensure order accuracy through flawless execution in managing products, pricing/bracket compliance, allowances and shipment. Execute merchandise return, dump, transfer and donate as necessary. Use SAP and VMI tools to recognize trends and assess the impact to the forecast and order decisions. Conduct VMI customer reviews to identify and implement opportunities for continuous improvement to increase profitability. Review and analyze historical data to develop seasonal inventory strategy by working with demand planning, sales and the customer.

Monitor and report baseline customer service key performance indicators (KPI), including product availability, order fill rate, inventory turns, store service levels and on-time delivery and promotional analysis. Due to the ever-changing environment of our customers and the PepsiCo organization, VMI responsibilities may change as a result of the business needs, and are not limited to this job

Qualifications: BA/BS degree. 2+ years experience in VMI, inventory, buyer, logistics, planning, supply chain or customer service. Analytical, strategic thinker with a continuous improvement mindset. Problem solving, issue resolution, influencing and prioritization skills. Excellent verbal and written communication, collaboration and networking skills. Ability to develop and improve customer relations  
Ability to speak in technical terms to a supply chain audience  
Intermediate MS Office skills (Excel, Word, Outlook)

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## **Supply Chain Customer Management Senior Associate**

Chicago, IL  
Supply Chain

*\*\*This requisition is to be used for pipeline recruitment purposes. If the hiring team is interested in speaking with you, a member of the Talent Acquisition team will reach out.\*\**

At PepsiCo Chicago, our Order Management Coordinator (OMC) is an excellent entry point into the Quaker, Tropicana, and Gatorade Supply Chain organization. We believe that people are our greatest resource and PepsiCo is committed to individual development and career growth for all employees.

Candidate's who begin their career with PepsiCo in the Customer Service organization will have the opportunity to explore future job opportunities throughout Supply Chain in order to gain the critical experiences necessary to build a career.

In this role, the OMC is responsible for coordinating and executing all base-line activities surrounding the processing of customer orders from the time of order submission all the way to the point our product reaches the customer. The OMC will work in a team-based environment dedicated to one or a group of accounts to ensure we meet our customer commitments.

### **Required Skills**

BA/BS degree

Basic to intermediate MS Office skills (Excel, Word, Outlook)

Strong organizational skills, detail-oriented and ability to multitask

Problem solving, issue resolution and prioritization skills

### **Desired Skills**

Proven track record with customer service

SAP experience

Previous experience in a CPG and/or food manufacturing environment

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## **Driver - Relief Schedule (Full Time/Days)**

Chicago, IL

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

**PRIMARY ACCOUNTABILITIES:** • Deliver products and execute all promotions • Service all scheduled customers by the end of shift • Merchandise all accounts to local standards • Follow DOT regulations • Establish positive working relationships with primary contact at each account • Regular, reliable, predictable attendance

**BASIC QUALIFICATIONS:** • 21 years or older • Valid CDL or Valid CDL Permit

- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks • Pass DOT physical and DOT Road Test

### **HELPFUL EXPERIENCE:**

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

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## **Merchandiser - Seasonal - Part-Time Days**

Elk Grove Village, IL

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

### **BASIC QUALIFICATIONS:**

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

### **HELPFUL EXPERIENCE:**

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

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