



Electronic Technician II

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description: Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems. All diagnostic work and repairs will be performed down to component level. Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures. Other duties as assigned or required.

Qualifications: Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent. Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner. Must be familiar with the use of all common electronics lab equipment. Must be a self-starter in all areas of the position. Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus. The performance of these duties may be required at any time of the day or night, 24/7. Qualified candidate must have a good work history and valid drivers license.

Applied online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156

Hiring friendly faces!! All shifts

Cosi
203 N La Salle St Chicago, IL
River North, The Loop

Job Description

We have several open positions at all of our locations. We are looking for friendly people to help us grow. Experience is welcome but not necessary, we can train you for any job, but we can't train genuine friendliness. Respond to this post if you think you are a good fit. We are a 5 day only store, no late nights no weekends. This is a great job for the right person.

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-cosi-8662713>

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Customer Service/Production

Edible Arrangements
7511 Lemont Rd Ste 196 Darien, IL
Job ID: 8680075
Job Type: Part Time
Shift Type: None
Compensation: 9.00/hr starting
Experience: No Experience
References: Preferred

Job Description

We are looking to immediately hire a Part-time team member with a pleasant attitude, who is detail oriented, flexible, responsible, RELIABLE and great with customers! Must be a good multi-tasker.

Responsibilities include all dealings with customers both in person & over the phone, ability to prepare arrangements when needed and clean-up. Hours vary week by week, longer hours leading up to holidays.

We are open 7 days per week & most holidays. Hours will be 18-25 per week, probably closer to 25 on a regular basis.

We are a small team environment. Casual attire, jeans, EA T-shirt, gym shoes.

Starting pay is \$9.00 per hour with room for advancement if you prove your ability to offer a proactive effort and take on more responsibility.

If you are interested and would like to interview, please stop in to fill out an application (preferred method) OR send an email stating your Name, City in which you live, Phone number, any dates or times you are unable to work, Number of hours desired each week, work experience, something that you want to share about yourself that makes you stand out from all the rest!

Thank you! Can't wait to have you join our team! email: tgxbgbujtz@jobs.shiftgig.com
630-985-8543

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

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 or B Driver's 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-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

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/trailer-mover-pt-niles-illinois-job-1-4527581>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements:

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

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

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 206720

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/D4CC88C4591A497383F09F1843909ADB/job/>

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Courtesy Bus Driver in Chicago Illinois United States

As a * Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our *Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

Basic Qualifications/Minimum Requirements: Must have a high school diploma At least 6 months of experience in a customer service role Valid driver's license and a good driving record with previous driving experience Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds ** Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate (as mandated by state and location)

We provide you: *Competitive pay *Medical, Dental, Vision & 401K *Full training to learn the business and enhance your professional skills *Paid vacations, car rental discounts & much more!

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

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 204040

City: Chicago, IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/CB2A0115C12848C392FD7FFA66B43F7B/job/>

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Airport Manager in Chicago Illinois United States

ONLY INTERNAL APPLICANTS ARE BEING CONSIDERED AT THIS TIME

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday. We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are customer-led, service-driven, and offer a friendly and collaborative work environment.

As an Airport Manager, you will manage all activities and personnel at an airport related to servicing of customers at the rental counter in arranging for the rental of vehicles, the selling of incremental products to customers, and the cleaning and preparation of returned vehicles for the next rental.

As an Airport Manager, you will also manage the shuttling of customers from rental counters to cars or from cars to airline terminal, manage plans and implements staffing schedules based on business demands and transaction levels.

You will ensure that customer complaints are handled and resolved in a timely, effective manner and provide statistical information relating to transaction and revenue projections.

Airport Managers also assist management in the preparation of the annual budget, monitor the price of gasoline charges currently being paid, and implement HR department policies

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow. We recognize and reward all employees at all levels and across all functions for a job well done.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 219284

City: Chicago/Midway

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/airport-manager/84D08CED59C34F648B056033BD403320/job/>

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Vehicle Service Attendant-Service Agent in Chicago Illinois United States
ITS EXCITING being on the fast track to career success!

If you're looking for a career with a company that is as high energy as you are, join the Avis Budget Group Nasdaq-CAR Team. We operate two of the leading global brands in the vehicle rental industry through Avis and Budget. Along with our subsidiaries and licensees, we provide a complete range of vehicle rental services through 10,000 rental locations in three operating regions: North America; Europe, Middle East & Africa-EMEA and Latin America/Asia-Pacific. That means we're serving customers in approximately 175 countries around the world.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

VEHICLE SERVICE ATTENDANT REQUIREMENTS:

- Must speak English
- Must be 18 years of age or older
- High school diploma or equivalent or preferred
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Must be willing to work outdoors in all types of weather conditions
- Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Requisition Number: 223643

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/97A56B8D4E6E48769CFF49949A626A3D/job/>

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Customer Service Agent - Payless Car Rental in Chicago Illinois United States

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

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

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

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 213983
Chicago, IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/70862B810477439684159C69DD7FC5E9/job/>

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Part-time Retirement Benefits Assistant

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

Qualifications: Qualified candidate must have a High School Diploma and 1-2 years prior office experience. Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience. Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689

Classic steakhouse seeks versatile receptionist

Chicago Chop House

60 W Ontario St Chicago, IL

Near North Side, River North

Job Description: Operates multi-line telephone system; answers incoming calls and directs them to appropriate personnel; takes restaurant reservations for individuals and groups; works with "Open Table" reservation system; performs other administrative duties as assigned.

Requirements & Skills: Must be 21+ and Hospitality experience

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-chicago-chop-house-8639829>

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Lunch Help Wanted for Mall Location!

Potbelly Sandwich Shop
520 N Michigan Ave Ste 426 Chicago, IL
Near North Side

GENERAL DESCRIPTION

A Potbelly Associate's job is to make our customers really happy. Since they are the primary point of customer contact, it is up to them to provide our customers and excellent experience by providing fast, friendly and efficient service and by delivering a quality and consistent product every time, in a clean and inviting environment.

Other Key Functions

- ? Restock food line, chips and cooler.
- ? Work multiple stations (load, dress, shakes, cash, prep, front) as directed by Manager. ? Deliver catering orders as detailed in the Catering Driver and Delivery Agreement. ? Clean tables, counters, floors, bathrooms, kitchen and utensils; take out trash. ? Operate cash register: handle, balance and follow all cash handling procedures.
- ? Effectively handle customer complaints/issues.
- ? Take catering and delivery orders over the phone.

? PHYSICAL FUNCTIONS

- ? Ability to stand/walk a minimum of 3 hours or as needed.
- ? Must be able to exert well-paced and frequent mobility for periods of up to 3 hours or as needed. ? Be able to lift up to 10 pounds frequently. ? Will frequently reach, feel, bend, stoop, carry, finely manipulate and key in data. ? Able to work in both warm and cool environments, indoors (95%) and outdoors (5%). ? Must be able to tolerate higher levels of noise from music, customer and employee traffic. ? Must be able to tolerate potential allergens: peanut products, egg, dairy, gluten, soy, seafood and shellfish.

EXPERIENCE, EDUCATION AND BEHAVIORS

- ? Must represent Potbelly Advantage and Our Values. ? Must be at least 16 years of age. ? Must be friendly and customer service-oriented.
- ? Strong verbal communication skills. ? Must possess neat and clean hygiene.
- ? Ability to handle a knife confidently.
- ? Must be able to work in a fast-paced environment and have a sense of urgency.
- ? Ability to work as a team-player.
- ? Ability to comprehend and communicate in English via verbal and written communication.

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-potbelly-sandwich-shop-8614711>

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Fast Growing QSR looking for Shift Supervisors and Line Workers!

GRK Greek Kitchen
251 E Huron St Chicago, IL
Near North Side, Streeterville

Job Description

GRK Greek Kitchen, with downtown Chicago locations at 219 W. Washington (Loop) and 251 E. Huron (inside Northwestern Memorial Hospital in Streeterville), and soon to be opening TWO MORE LOCATIONS IN THE LOOP. We are currently looking for GENERAL MANAGERS, SHIFT SUPERVISORS and part-time and full-time LINE CREW MEMBERS.

GRK is a quick-serve Greek restaurant with two locations and growing, in addition to Hub's Restaurant in Lincoln Square since 1976. To join the GRK team is a step in the right direction for those interested in the restaurant industry.

GRK business hours are Monday - Friday from 7:00am - 9:00pm and Saturday & Sunday from 11:00am - 4:00pm. Candidates should have flexibility to work weekdays (early morning, daytime, late evening) and weekends (daytime) as needed.

Quick-serve restaurant experience is a plus. Must be able to handle a fast-paced, high-volume, team-oriented restaurant environment and excel at friendly customer service and keeping the restaurant clean.

GRK offers competitive hourly pay and an included meal.

Job Requirements:

--CASHIERS - LINE CREW MEMBERS should have experience with standard cashier duties and working on, restocking and cleaning the food line/area at a quick-serve restaurant.

No phone calls. Management will contact you if your credentials are a fit. A background check is completed on all hired employees. Thank you!

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-grk-greek-kitchen-8628281>

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Administrative Assistant in Chicago Illinois United States

This exciting position will provide administrative support at Chicago O'Hare.

Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports.

Also creating PowerPoint presentations, booking travel, processing expense reports. In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence.

Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry.

This position requires someone who can multi task while working in a very fast paced environment.

Minimum Qualifications:

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral) Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 216726

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant/8306012F213540939B5E6A890D4E65C7/job/>

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Agency Operator in NORTH CHICAGO Illinois United States

Do you have what it take to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you! Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an *Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location
Staffing your location
Marketing your operation
Promoting world renowned Avis Budget Group "We Try Harder" values
Maintaining a business plan aimed at developing rent-a-car business in your local area
Daily operational costs

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience
Business ownership experience
The ability to work independently
Outstanding Customer Service Skills
Car Rental/Travel experience preferred but not required.

*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Requisition Number: 229616

City: NORTH CHICAGO

State: IL

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/D6CE12F26FEA43AC9681F3D40FD2EE4B/job/>

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CARDIOLOGY TECHNICIAN I

Facility Presence Saint Francis Hospital
Department CARDIOLOGY(HEART STATION)
Schedule Part-time (benefits eligible)
Shift Day/PM rotation
Hours 4:30am-10am, 2pm-8pm,5pm-11pm
Location Evanston, IL
Req Number 127158

Job Details PT position 20 hours per week. Includes rotating weekends/holidays. Under supervision and within established policies and procedures performs routine and STAT electrocardiograms applies and removes holter monitors and assists in preparing patients for treadmill testing and signal averaged EKGs. High school diploma or equivalent and ECG recognition course completion. BLS Certification A minimum of 6 months experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=220122>

CODER

Facility Presence Saint Francis Hospital
Department HEALTH INFORMATION MANAGEMENT
Schedule Full-time
Shift Day shift
Hours flexible
Location Evanston, IL
Req Number 130071

Job Details: Codes and abstracts diagnoses and/or surgical procedures on all inpatient, outpatient and ER records utilizing ICD-9 CM and CPT-4 coding classification systems. Completes MS-DRG and APC assignments on inpatient or outpatient record as appropriate. Ensures ethical and accurate coding, in accordance with all regulatory requirements and AHIMA Standards of Ethical Coding. months ICD-9 CM coding experience in an acute hospital setting preferred . RHIT (or eligible), RHIA (or eligible), CCS or CPC-H. Non-credentialed candidate with previous coding experience or those with coding certificate will be considered.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=438311>

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COOK

Facility Presence Saint Francis Hospital
Department FOOD SERVICES
Schedule Part-time (benefits eligible)
Shift Rotation
Hours 3:00 -7:30 pm
Location Evanston, IL
Req Number 130817

Job Details This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times. Position will maintain high quality standards in all aspects of production and service. Illinois Department of Public Health Food Service Sanitation Certification required, City of Chicago certification required for all facilities located in Chicago. Certifications should be secured within six (6) months of hire. 1 -3 years experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=912472>

CUSTOMER SERVICE OFFICER

Facility Presence Saint Francis Hospital
Department SECURITY
Schedule Part-time (benefits eligible)
Shift Rotation
Hours Rotation
Location Evanston, IL
Req Number 130865

Job Details FT position,40 hours per week. Includes weekends/holidays. Performs a variety of duties associated with visitor screening and providing information to employees, patients and visitors entering the facility. assists security officers in maintaining a safe and secure environment by reporting unusual activities and occurrences. high school diploma or equivalent required. previous security experience and/or training in customer services preferred. PSTN customer services course certification (within 90 days of employment. Bilingual spanish a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=522227>

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COORD MEDICAL STAFF ADMIN

Facility Presence Saint Francis Hospital
Department MEDICAL STAFF ADMINISTRATION
Schedule Full-time
Shift Day shift
Hours 8:00am - 4:30 pm
Location Evanston, IL
Req Number 133052

Job Details The Medical Staff Administration (MSA) Coordinator coordinates all operational aspects of credentialing for assigned entity, striving for compliance and promoting best practices under the direction of the Regional Director of MSA and Provider Engagement Provides support to the Regional Director of MSA , Medical Staff Leadership, Department Chairpersons, and Section Chiefs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associates degree in business, organization management or health care related field or HS Diploma/GED plus two years experience in health care with emphasis in medical staff credentialing.

Computer Skills

Word, Excel, and Power Point skill to prepare business correspondence and reports with speed and accuracy. Preferred proficiency in the electronic Morrissey credentialing system.

Certificates, Licenses, Registrations

Certification by National Association of Medical Staff Services as a Certified Provider Credentialing Specialist (CPCS) or Certified Professional Medical Services Management (CPMSM) is preferred.

EOE of Minorities/Females/Vets/Disability

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PROGRAM & EVENT COORDIATOR BASEBALL Job ID: 1738

Closing Date: 10/15/2014

Administrative

Date Posted: 10/2/2014

Location: Central Administration Building

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Salary \$50,686

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LIFEGUARD (PART TIME- YEAR ROUND) Job ID: 1744

Closing Date: 10/22/14

Aquatics/Life Guard (H)

Date Posted: 10/8/2014

Location: Community Recreation - Aquatics

Region: Districtwide

EXAMPLES OF DUTIES:

Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$13.85 per hour

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Project Manager (M) Job ID: 1742

Date Posted: 10/6/2014 Closing Date: 10/20/2014

Professional/Project Manager

Location: Northerly Island Region: Central Level: 4167

Specialization: Facilities Contract Management

MINIMUM QUALIFICATIONS - Training and Experience: Bachelors degree or equivalent experience, preferably three to five (3 -5) years in project management for the appropriate field (Facilities Management, Contract Management, Project Management) is required; or an equivalent combination of training and experience is required. License requirement: Illinois Driver's License. **Desired Training and Experience:** Experience identifying maintenance-service wants/needs involving multiple trades and developing contract specifications that balance the wants, needs, costs, timeliness, and other factors. Experience negotiating scope of work, preparing cost estimates, and preparing work instructions.

Knowledge, Skills and Abilities: Knowledge of the management processes in a variety of settings and the ability to apply this knowledge to the development of innovative solutions to problems in the design and implementation process. Professional knowledge of management principles and practices. Knowledge of computer methods and techniques. Demonstrated ability to manage successfully the design and implementation process for large and complex projects within demanding time and cost constraints. Demonstrated ability to manage project budget in design and implementation. Demonstrated ability to manage project schedules. Comprehensive understanding of project delivery gained through documented education and/or experience. Ability to perform multiple tasks concurrently. Ability to detail, to perform within deadlines, to maintain confidentiality and to manage multiple and various stakeholders.

Desired Knowledge, Skills and Abilities: The principles and practices of contract negotiation, administration, and control as they relate to the provision of building services. City and state laws and regulations applicable to the maintenance of public buildings. Supervisory methods and techniques used in the negotiation, implementation, evaluation and compliance of contracted building service work performed by contracted employees. Municipal budgeting and financial planning practices. The principles, and practices of administrative organization and management and their application in solving a variety of operational and administrative problems. Current developments in the field of building maintenance. The use of personal computers and computer software applications used in contract and building service evaluation.

EXPECTED SALARY OFFER: \$57,000 - \$66,000

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