



**Office Clerk**

ClearStaff, Inc. • Maywood, IL  
Job #197986886

**Company Description:**

ClearStaff, Inc, is a locally owned, independently operated staffing company with six locations strategically placed in Chicago, Bensenville, Bolingbrook, Aurora, West Chicago and Glen Ellyn. Our goal is to place every employee in the best position to succeed. Job Description: OFFICE CLERK with experience needed immediately for our client in Maywood, Illinois! This position handles data entry into Excel, create tables, charts, formulas, etc.; uses of Microsoft Word for purchase orders and general correspondence, basic customer service.

Pay: \$12 per hour 1st Shift: 7:30 A.M. - 4:00 P.M., Monday - Friday

REQUIREMENTS: Must be good at data entry into MS Excel Must be familiar with MS Word Must have MS Office e-mail experience Must have good verbal skills Detail Oriented Must pass background check Must pass Drug Test Must pass MS Office test.

Apply online at

<http://www.beyond.com/jobs/office-clerk-maywood-il-197986886-job.html>

**Inventory Clerk**

RGIS • Burbank, IL  
Job #197553674

RGIS is now hiring an Inventory Clerk in Oak Lawn, IL!

Inventory Clerks are responsible for physically counting inventory, working as part of a team, and utilizing a hand held computer and other inventory equipment.

Qualified applicants will be at least 18 years old with a teamwork mentality and high attention to detail.

Apply Online Today!

Apply online at <http://www.beyond.com/jobs/inventory-clerk-burbank-il-197553674-job.html>

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### **Receiving Clerk**

Hyatt Corp • Chicago, IL

Job #197180077

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. The Receiving Clerk is responsible for checking in all incoming product and guest packages. This person is also responsible for shipping guest packages and in house needs. Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Apply online at <http://www.beyond.com/jobs/receiving-clerk-chicago-il-197180077-job.html>

### **Clerk II**

Vanguard Medical Group • Westchester, IL

Job #197673988

Reporting to the Manager of Business and Billing Reimbursement, is responsible for filing and maintenance of health information records and data, records assembly, completion and archiving . JOB SPECIFICATIONS: Level of knowledge normally acquired through the completion of a High School diploma. Previous experience in Home Health filing and data entry preferred. Operates standard and/or automated office machines including but not limited to a personal computer, calculator, photocopier and fax/scanner. The ability to understand and follow written and verbal instructions. The interpersonal skills necessary to communicate in a courteous, clear and concise manner both verbally and in writing. The analytical skills necessary to calculate accurate data and sort and file numerically and alphabetically. Organizational skills necessary to complete multiple tasks in a timely manner. I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Influenza Prevention and Vaccination Guidance Policy.

Apply online at <http://www.beyond.com/jobs/clerk-ii-westchester-il-197673988-job.html>

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**Job Title: Office Coordinator - Opt 2**

Agency: Workers Compensation Commission

Closing Date/Time: Thu. 10/16/14 11:59 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IWCC-50-14-0020

Description of Duties/Essential Functions Benefits Supplemental Questions  
Candidate coordinates and monitors the filing, scheduling and hearings of emergency petitions at the Commission and selects arbitrators and hearing sights to assure timely arbitration hearings. Maintains records of emergency petitions through computerized record management system; enters motions, notices and transcripts onto the mainframe and other computerized systems. Establishes new files in the case system by preparing complex documentation and assures that statutory requirements have been met by the litigants. Prepares complex statistical reports of emergency activities comparing monthly and yearly activity. Coordinates electronic tracking of arbitration transcript costs and calculates transcript costs. Calculates decision due dates to assure timely issuance of arbitration decisions. Responds to inquiries from the public regarding the procedures of emergency petitions.

Minimum Requirements: Requires skill, knowledge and mental equivalent to two years of secretarial/business college, or completion of high school and two years of related experience or two years of independent business experience. Requires the ability to operate commonly used manual and automated office equipment. Requires thorough knowledge of the Workers' Compensation Commission Act, Rules, policies and procedures. Requires skill of typing 30 wpm. Requires working knowledge of computer operations and programs. Requires ability to move boxes and files that weigh up to 25pounds.

Work Hours & Location/Agency Contact: Monday - Friday, 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission  
100 W. Randolph Street, 8th Floor Chicago, IL 60601

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 2 - Typing

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**Job Title: Certified Medical Assistant, Internal Medicine**

Department: MSP Internal Med

Shift: 1st

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

Specialty:

Job Number: 2014-1912

**Job Description:**

Certified Medical Assistant, Internal Medicine

Full Time

For more than a century and a half, Rush University Medical Center in Chicago, Illinois has provided superior health care to hundreds of thousands of people. Everything we do centers on one goal: improving patient care. Ranked among the top academic medical centers in America, Rush is an outstanding place to build your career. We're educating tomorrow's health care professionals, researching new and more advanced treatment options, transforming our facilities and investing in new technologies—all with the goal of improving patient care now and into the future. We are a health care leader offering world-class INNOVATION, driven by COLLABORATION and committed to ACCOUNTABILITY and RESPECT, continually striving for EXCELLENCE in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Ability to work in a high stress, fast paced environment

Ability to work flexible hours which includes rotating Saturdays

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141001144756&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141001144756&)

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**Production Clerk**

MRI Chattanooga • Chicago, IL

Job #196562641

**Company Profile:**

Our client is a well established leader in the Food - Manufacturing Industry and is growing at a fast pace.

**Job Description:**

This position is for local residents only. Sorry, Visa / sponsorship not available. Production Coordinator will assist the Production Manager with administrative duties and reporting details.

Develop Daily Production Score Chart, distribute supervisor paperwork, report daily finished items manufactured in the previous days production. Updating Vicinity for items produced daily.

Assist in streamlining the production scheduling process to ensure 3 -6 week finished goods inventory level. Additional responsibilities as assigned.

**Job Requirements:**

College Degree preferred Bi-Lingual in Spanish a MUST Excellent written, organizational and communication skills. Ability to work in a rapid pace environment.

Intermediate level in working knowledge of computers Well versed in Microsoft Excel, Word, and Powerpoint Willing to learn Microsoft Access as well as Crystal report writing or other software programs that will enhance the company.

**Physical Requirements**

Must be able to do the essential job functions as listed, stoop, stand, bend and crouch on a regular basis.

Ability to do basic math and computational skills as well as possess verbal and written skills. Must be able to do the essential job functions as listed above.

Apply online at <http://www.beyond.com/jobs/production-clerk-chicago-il-196562641-job.html>

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### **Billing Clerk**

Robert Half Finance & Accounting U.S • Chicago, IL

Salary: 60000.00

Job #198239839

Apply [Learn More](#)

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Ref ID: 01300-150884

Classification: Billing Clerk

Compensation: \$49,090.99 to \$60,000.00 per year

Our client a well known law firm in the loop is looking for a Senior Billing Analyst. Person will be responsible for handling a variety of sophisticated billing processes including preparing detailed client bills, split billing requests, e-billing, and billing distribution. This position requires excellent time management skills and precision to detail in order to meet many. If interested please send resume to Ryan Kelly at ~~~ time sensitive billing requests.

Apply online at <http://www.beyond.com/jobs/billing-clerk-chicago-il-198239839-job.html>

### **Certified Nursing Assistant**

Department: Rehab Exempt

Schedule: Part Time

Shift: Nights

Hours: 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified

Experience is preferred

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=698428](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=698428)

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**General Clerk**

HCR ManorCare • Oak Lawn, IL

Job #197457991

Location: 469 - MCHS - Oak Lawn West, Oak Lawn , Illinois Title: General Clerk

**Description:**

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The General Clerk will perform a variety of routine clerical tasks in support of the business office. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma, preferred.

Position Requirements: Business Office Experience Preferred.

Job Specific Details:

Part time position. Experience with Medicare/Medicaid and A/P and A/R preferred.

Category: Administrative - Clerical

About The Organization: EOE AA M/F/Vet/Disability

Qualified applicants will receive consideration for employment without regard to their race, color, religion,

national origin, sex, protected veteran status or disability.

EEO Poster

**Company Description:**

HCR ManorCare is a leading provider of short- and long-term medical and rehabilitation care. Care is provided through a nationwide network of skilled nursing and rehabilitation centers, assisted living facilities, outpatient rehabilitation clinics, and hospice and home care agencies. The company operates primarily under the respected Heartland, ManorCare Health Services and Arden Courts names.

Apply online at <http://www.beyond.com/jobs/general-clerk-oak-lawn-il-197457991-job.html>

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## **Deli Clerk**

Kramer Foods • Hinsdale, IL

Job #197989986

### Company Description:

Kramer Foods has been a part of the Hinsdale community since 1953. We are known for our homemade deli, the freshest produce, and the highest quality meats hand-trimmed daily in our meat department. We are looking for people who are driven to be great in the things they do. Job Description: Your role will be to serve and make customers happy, run slicers, maintain ready stock inventory in display cases, and cleaning and maintain equipment. Plus you will be responsible for assisting with additional production, filling deli coolers, maintaining coolers and freezers, assisting with loads or any additional duties assigned by management, as needed.

### RESPONSIBILITIES

Fill customer orders, answer questions, provide product suggestions and expertise all with your undivided attention Package, wrap and label value added product (must know scale operation and pricing procedures) Develop and maintain understanding of Deli products including name, origin, flavor profiles, nutritional value, substitutions, uses and any other product information helpful to answer customers questions. Including available sale items and special order items. Constant up-keep of the departments high standards for cleanliness. Follow end of shift procedures for cleaning and completing of shift duties. Champion clean, fresh, sanitary food handling, preparation, storage and packaging practices. Assist customers with requests for special orders, product information, etc. Follow up with all customer requests. Stock, rotate and fill deli items. (keeping all products fresh) Assist in receiving inventory from vendors including knowing backroom put away procedures and organization. Other projects or duties as assigned by management.

### REQUIREMENTS

1-2 years minimum professional kitchen prep experience preferred Proven drive to excel and exceed expectations Competent working at a high pace Able to balance following direction, asking follow-up questions and confidently solve questions without supervision Work very well in a team environment Work schedule shifts Able to lift 50 lbs Able to stand while completing physically demanding tasks 8+ hours a day

Apply online at

<http://www.beyond.com/jobs/deli-clerk-hinsdale-il-197989986-job.html>

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**Job Title: Employee Benefits Specialist**

Opening Date/Time: Thu. 09/25/14 12:00 AM Central Time

Closing Date/Time: Wed. 10/08/14 11:59 PM Central Time

Salary: \$13.97/Hour

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Administration

Typical Qualifications:

- Associate degree in Human Resources, Employee Benefits or related field or equivalent work experience of three (3) plus years in Employee Benefits with knowledge of insurance, COBRA, retirement, disability, etc. required.
- Good interpersonal, organizational customer service and follow-up skills, with attention to detail and accuracy is required.
- Proficiency in Microsoft Office including Excel, Outlook and Word is required.
- Familiarity with Family Medical Leave Act (FMLA) and Health Insurance Portability and Accountability Act (HIPAA) is desired.
- Experience working with HRIS systems is desired.

Supplemental Information:

1. Educate and enroll new employees in appropriate benefit programs during new hire orientation.
2. Set up and maintain accurate employee benefit files.
3. Verify, process and record changes to employee benefit information in MAR and relay information to appropriate insurance carriers.
4. Assist employees with filing appropriate claim forms and answering or redirecting any claim related questions.
5. Provide back up for monitoring and processing FMLA and ALWOP requests system wide.
6. Process retiree insurance reimbursement invoices quarterly as well as update and maintain data in spreadsheet.
7. Handle COBRA/HIPAA notifications, maintain and record monthly COBRA payments, respond to COBRA/HIPAA inquiries.
8. Develop, promote and facilitate benefit programs including Wellness programs, EAP, Credit Union, Deferred Compensation, FSA, etc.
9. Prepare monthly insurance carrier invoices.
10. Other duties as assigned.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

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**Job Title: Traffic Permit Technician**

Opening Date/Time: Thu. 09/25/14 12:00 AM Central Time

Closing Date/Time: Wed. 10/08/14 11:59 PM Central Time

Salary: \$12.29/Hour

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

The Traffic Permit Technician administers the Tollway's lane closure process, utilizing the GIS Lane Closure Application. The process accounts for and coordinates all lane closures on the Tollway System. The Technician prepares a daily lane closure report consisting of all maintenance and construction work requesting traffic control on the Tollway and a list of information and personnel to contact for each project. The Technician receives, evaluates and processes overweight and over dimension permits for vehicles entering the system and keeps a log of all permits issued.

Typical Qualifications: ·High School diploma or GED equivalent is required. ·Ability to type 40 words per minute is required. ·Working knowledge of Microsoft Word, Excel and Outlook is required. ·Excellent written and oral communications skills are required. ·Ability to work with the public in a professional manner. ·Excellent interpersonal and communication skills are required.

Supplemental Information:

1. Analyzes and processes permit requests; checks for vehicle conformity to the Rules and Regulations for permit moves per ISTHA and IDOT; issues documentation to the Illinois State Police and Finance Departments. Logs all permit payments for records received from Finance; ensures accurate payment record keeping for audit purposes utilizing Permit Application on the GIS System.
2. Keeps track of all lane closures for the system. Gathers information from all Maintenance sections, contractors and Project Engineers for the daily Lane Closure Report.
3. Distributes the Lane Closure Report internally to all Divisions of the Engineering Department; TIMS, Dispatch, Public Relations for public/patron information on up-to-date traffic data; District 15 of the Illinois State Police; and externally to IDOT, and to Radio, TV and Traffic Reporting.
4. Communicates with outside agencies and contractors for special traffic operations and lane closure information.
5. Other duties as Assigned.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

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**Job Title: Food Service House Attendant - Room 500 Dining Room**

Department: Room500 Dining Room

Shift: 1st

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

Specialty: Food Service

Job Number: 2014-1903

**Position Responsibilities:**

Set up and breakdown, including moving of furniture, in conference and dining rooms  
Set up and performs dish room and pot and pan room tasks required for the proper sanitation of service ware and equipment. Executes quality control monitoring and cleans work areas at completion of task. Set up and breakdown of breakfast and lunch buffet. Executes quality control monitoring and cleans work area at completion of task  
Set up and execute Rush catering deliveries. Completes quality improvement monitoring and cleans work area at completion of task. Set up and breakdown of service stations with supplies, ice and water. Puts away food and supply deliveries and restock areas with supplies. Pre busses, clears and resets tables in dining room and conference rooms. Delivers food and assists servers with food orders and beverages  
Transports dishes to and from dishwashing and service areas  
Sweeps, mops, scrubs floors in all service and production areas; washes walls and windows as needed. Disposes of waste and trash in proper manner, cleaning and replenishing bags. Cleans and sanitizes all equipment, service and production areas including, but not limited to, storeroom, refrigerator, freezer, dining room, mop room and hand sinks. Performs other cleaning duties as assigned including power washing and carpet cleaning. Cleans all public areas, including restrooms and offices, replenishing supplies. Assists in linen quality controls, monitoring usage and limiting loss or damage. Trains new personnel as assigned. Orients dietetic interns to work areas as assigned. Performs related duties as assigned by supervisors  
Complies with all regulatory agency standards and all departmental policies and procedures.

**Position Qualifications Include:**

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Apply online at

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**Job Title: Technical Security Coordinator**

Department: Security

Shift: 1st

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

Job Number: 2014-1933

**Job Description:**

Rush University Medical Center is seeking an experienced Technical Security Coordinator to join our Security Department! The ideal candidate will have a four-year college degree, experience managing technical systems and databases, and one or more years of experience in security or information technology. The Technical Security Coordinator will work closely with Medical Center Engineering and Information Systems departments to ensure the operation and reliability of Medical Center's security systems. The Coordinator will exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures

Work Schedule: 7:30a - 4:00p, must be flexible

**Knowledge, Skills and Abilities:**

Four-year degree preferred in a technical field or Criminal Justice

One to two years of experience in IT or Security with systems management experience

Ability to assess and solve complex issues with technical systems

Above average technical skills strongly preferred

Must be capable of using department and system technology; skills include using menus, creating pathways and backing up data

Must be able to work collaboratively with other key departments at the Medical Center such as Engineering and Information Systems

Prior experience working in a large medical center environment is a plus

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20141001145007&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141001145007&)

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### **Leasing Advisor - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj05d0h>

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### **Maintenance Tech - Chicago**

Reports to: Maintenance Supervisor

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

#### Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight.

Hard working and flexible on hours if necessary.

Must commit to Pangea full time – not for contractors.

Criminal and credit checks will be run as this position deals with cash and potential high stress.

Management experience preferred.

Computer literacy a plus.

#### Other Skills:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings.

Knowledge of 220V.

Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

#### Compensation and Benefits:

Base pay starts at up to \$20/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj3hj07>

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### **Property Manager - Chicago**

Reports to: Zone Leader

Location: Chicago, IL

#### Responsibilities

Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)

Show, walk through, and sell units to prospective residents

Manage paperwork flow between prospective residents and corporate office

Follow-up on maintenance / repair requests and ensure properties stays in excellent condition

Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction

Collect monthly rents and administer collection procedures when needed

Successfully pass annual CHA Section 8 unit screening to ensure continued revenue

Perform routine drive/walk by of properties at various times throughout the day/night

Treat the portfolio and tenants as if they were your own

#### Qualifications/Minimum Skills to Apply:

2-year Associates degree

Demonstrable conflict management and problem solving skills

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Willingness to invest time outside of normal business hours to ensure the zone prospers

#### Desired Qualifications

Property management a plus, but NOT required; training is provided

Experience running/managing a multiple-site retail store/chain

Sales or management experience

Face-to-face customer service experience

#### Compensation

Base pay depending on experience, starting at \$40,000 annually

Bonus plan has potential to pay up to \$3,000 annually

Full benefits available for full-time employees

Gas and phone allowance available for full-time employees

Company stock potential for top performers

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkjaejpu>

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### **Resident Care Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

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### **Zone Leader - Chicago**

Reports to: Regional Manager

Location: Chicago, IL

#### Responsibilities

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units  
Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone  
Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition  
Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending  
Oversee the zone's other monthly purchasing costs  
Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy  
Audit apartment buildings in zone to ensure high level of quality  
Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections  
Recruit, train, assess, and cultivate talent on all zone teams

#### Qualifications/Minimum Skills to Apply:

2-year Associates degree  
Customer service experience  
Management experience  
Working knowledge of Microsoft Excel, Word, and mobile communication  
Access to reliable automobile – REQUIRED  
Property management or entrepreneurial background a plus  
Previous experience running/managing a multiple-site retail store/chain desired

#### Compensation and Benefits

Base pay starts at \$50,000, commensurate with qualifications and experience  
Medical, dental, vision, life, and 401(k) available.  
Company stock may be available for top performers.

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**Clerk II**

Vanguard Home Care, Westchester, IL  
Department: HOME HEALTH  
Schedule: Registry  
Shift: Days

Job Details: Reporting to the Manager of Business and Billing Reimbursement, is responsible for filing and maintenance of health information records and data, records assembly, completion and archiving.

**JOB SPECIFICATIONS:**

Level of knowledge normally acquired through the completion of a High School diploma. Previous experience in Home Health filing and data entry preferred. Operates standard and/or automated office machines including but not limited to a personal computer, calculator, photocopier and fax/scanner.

The ability to understand and follow written and verbal instructions.

The interpersonal skills necessary to communicate in a courteous, clear and concise manner both verbally and in writing.

The analytical skills necessary to calculate accurate data and sort and file numerically and alphabetically.

Organizational skills necessary to complete multiple tasks in a timely manner.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections.

I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Influenza Prevention and Vaccination Guidance Policy.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=307882](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=307882)

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### **Dietary Attendant I**

MacNeal Hospital, Berwyn, IL  
Department: Food & Nutrition Services  
Schedule: Full Time  
Shift: Rotation

#### Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

#### JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

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Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=755358](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=755358)

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## **HOME HEALTH LIAISON**

Department: HOME HEALTH

Schedule: Full Time

Shift: Days

Job Details:

Reporting to the Director of Home Care Services coordinates care for patients requiring health care in the home. Serves as a resource for the hospital staff and patients concerning services available, reimbursement requirements and related areas in discharge planning. Responsible for utilization review activities taking the appropriate action as needed. Also responsible for evaluating intravenous needs and appropriate venue post hospital discharge and coordinating those services with contracted vendors. *This position is based at MacNeal Hospital, 3249 S. Oak Park Ave., Berwyn, IL*

### **JOB SPECIFICATIONS:**

Current licensure as a Registered Nurse in the state of Illinois The level of knowledge normally acquired through the completion of a Bachelor's degree from an accredited school of Nursing. Minimum of two (2) years of previous nursing experience preferably in home health or community health setting. Current CPR certification. Current Illinois driver license and auto insurance liability. The communication and interpersonal skills necessary to regularly interact with all levels of hospital personnel, physicians, patients and family members in a professional manner. Extensive knowledge of insurance plans, the criteria for home health and of infusion therapy. The analytical ability to identify potential referrals. Coordinates the assignment of agency personnel and to exercise clinical and professional judgment in providing comprehensive care to patients. Ability to work weekend rotations and travel to various locations within the Vanguard Chicago Market. Working knowledge of Microsoft Office applications and office equipment. Bilingual English/Spanish speaking preferred.

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Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=935893](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=935893)

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