



Job Title: Registered Nurse I

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: 34-50-13-Cont. 2

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients. Responsible for assigned nursing care activities on a health care unit, utilizing professional training and experience in the field of nursing. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Make regular rounds of patients in relation to nursing duties and physician rounds. Consults with physician and other professional staff regarding patient treatment and care.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois
Contact: Jeri Gulli 815/468-6581 ext 328

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Posting Title Veterinary Technician (Part time)

Auto req ID 624BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Veterinary Services

Union Status Non-Union

Work Shift Rotating Schedule

This is a part-time position that will include working weekends and holidays.

Position Requirements and Specifications

The requirements for the position include graduation from an AVMA certified school of veterinary technology; licensure in the state of Illinois within 90 days of hire, and experience with zoo/exotic animals required and/or a minimum 2 years of experience as a certified veterinary technician working in a small animal/exotics practice. Technical skills are required including proficiency in restraint, sample collections techniques, patient monitoring, intravenous catheter placement, cytology, parasitology, and blood analysis. Detailed and current knowledge of veterinary medical practices, animal anatomy and physiology, basic pharmacology and principles of anesthesia and ability to work with live animals safely are required. Must possess knowledge of sterile techniques and surgical equipment cleaning and sterilization in addition to knowledge of infection control and quarantine practices, must be able to deliver various medications through standard practices, must be capable of dealing with emergencies calmly and efficiently, must possess good decision-making skills and sound judgment, and must be proficient in perceiving and acting upon relevant changes in animal behaviors and conditions. Must be able to maintain confidentiality with regard to animal matters, personnel, and other privileged information; must be a team player and able to develop and maintain good working relationships; and must have the ability to work with minimal supervision. Strong communications (reading, writing, and speaking) and interpersonal skills required, as is computer proficiency with Windows, Microsoft Outlook, Word, and Excel. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Multilingual ability, Spanish fluency a plus.

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

Apply online at

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or go to www.brookfieldzoo.org

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Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

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Job Title: Technical Support & Outreach Development Specialist

Agency: Aging

Closing Date/Time: Tue. 11/18/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-14-36

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as the Technical Support & Outreach Development Specialist to the Colbert class members, Aging network, Managed Care providers, Housing providers, Community Service providers, and other public and government entities to collaborate and coordinate all trainings and outreach programs. Responds to inquiries via email or phone to manage the communications link to and from the service providers and the Department to ensure compliance. Serves as the first point of contact for providers who are experiencing difficulties. Meets with community based key stakeholders to discuss transition efforts and issues. Prepares reports on the management of providers and nursing home facilities, strategic achievements, risk assessments, and critical incidents. Maintains necessary records ensuring confidentiality of clients and their transition to the community and prepares related reports.

Minimum Requirements: Education: Must possess a MSW.

Experience: Minimum of 7-10 years of experience in housing services. Must possess a demonstrated knowledge and understanding of the issues involved with housing transition and of all human services facilities and programs available to individuals as it relates to Aging and persons with disabilities. Must be able to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: Mon - Fri 8:30 - 5:00
160 N. LaSalle Ave., N-700 Chicago, IL

Agency Contact: Illinois Department on Aging Attn: Office of Human Resources
One Natural Resources Way, Ste. 100 Springfield, IL 62702

How to Apply:

Agency Contact: Illinois Department on Aging

Attn: Office of Human Resources

One Natural Resources Way, Ste. 100 Springfield, IL 62702

Fax: 217/785-4477

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Posting Title: Section Supervisor, BZ Red Hots II (Seasonal)

Auto req ID 642BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details

This seasonal position requires flexible availability to work any five days out of seven days each week. The position also requires the ability to work non-standard hours including evenings, holidays, and weekends.

This is a temporary (seasonal) position. The starting wage for this position is \$8.90/hr.

The requirements for this position include:

High School graduate or (GED) equivalent preferred.

Minimum one year relevant experience in a food service environment required.

Requires good communication and interpersonal skills.

Good organizational skills.

Good customer service skills.

Requires a responsible individual who can work well with staff and management.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

Incumbents are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations. Food Service employees may also be required to assist temporarily at other Guest Services locations.

Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions.

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

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Posting Title: Administrative Assistant, Animal Programs

Auto req ID 641BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Animal Programs Administration

Union Status Non-Union

Work Shift Monday thru Friday

The requirements for this position include the following:

Associates Degree in Business, Communications or other directly relevant field or equivalent combination of training and/or experience required. Three years administrative and/or management experience providing comparable level of support for multiple managers. Computer proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint. Must be able to use basic office equipment (copier, fax, etc.). Excellent prioritization skills and strong attention to detail and accuracy. Must be able to work under pressure and meet critical deadlines.

Effective problem-solving skills, ability to make sound decisions; strong coordinating skills, solid follow-up and follow through skills. Strong interpersonal skills required. Ability to effectively deal with all levels of staff, both within and outside the organization. Strong verbal communication skills. Excellent telephone etiquette and effective listening skills required. Must communicate with sensitivity and have a strong customer service approach in addition to a demonstrated ability to work with the public. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable/preferred qualifications include the following: Non-profit experience desirable. Multilingual ability, Spanish fluency a plus.

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

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Lead Support Associate

Location: Chicago, IL, United States - Ford City Shop Ctr 7601 S Cicero Ave

Job ID: 1005910

Date: October 26, 2014

Job Description

General Description

Do the words order and process get you excited? Do you enjoy making things happen behind the scenes and seeing your work flourish on stage? Wellbeing a Lead Support Associate for JCPenney might be the position for you! Come be a part of our team. The Lead Support Associate's role is to handle the logistics and merchandise preparations necessary to ensure the coordinating teams are able to provide our customers with the latest fashion trends and merchandise.

Responsibilities: .com process You manage the receiving, sorting, and organization of the merchandise as well as returns and maintenance. Backroom activities You ensure that the stockroom is completely safe for all associates to enter and you frequently conduct bar code audits of the merchandise to support the restock process. Supports the restock process You're running barcode audits, but you are also reviewing restock reports to identify opportunities and when you find one, you get the merchandise ready to go out to the sales floor ASAP! Reverse logistics You've got responsibilities of the .com merchandise coming in but you've also got responsibilities for ALL the merchandise and recycled materials that need to go back out to the vendors or our store support centers. Supports a learning environment You enjoy sharing your knowledge of processes and even train other associates from time to time on how all of the support processes relate to one another to ensure the best possible shopping experience. **Skill and Characteristics:** Build Trust: You demonstrate character and integrity in your actions, you show the courage to do whats right, and you do great work because you have the right skill and experience. Work with Others: Youre a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships. Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better. Organization You thrive in environments that need order and rely on process to get things done right. Decisive You are exact and can make good decisions quickly even when you may not have all the information available.

Job Title: Lead Support Associate

Location: Chicago, IL, United States - Ford City Shop Ctr 7601 S Cicero Ave

Job ID: 1005910

Apply online at <http://jobs.jcp.com/jobs/2838339-lead-support-associate--77>

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Loss Prevention Supervisor

Location: Chicago, IL, United States - Ford City Shop Ctr 7601 S Cicero Ave

Job ID: 1010354

Date: October 27, 2014

General Description

you to have complete and accurate reports to assist any investigation that may need to occur for the store. You are always on top of the documentation to ensure everything is complete and in order for the team. Participates in court hearings You're a pro when it comes to witness stand. Others may get nervous or forget the details under pressure, but not you. You have the facts, you know the facts, and you are more than willing to educate others on the details. Workplace safety You know that having a safe environment is a critical factor in customer satisfaction and associate engagement. You coach associates within the store on best practices and when an event occurs, you are breaking it down to find the root cause of the issue to prevent it from occurring in the future. Internal investigations You know that one of the major causes of loss is store associate dishonesty and unfortunately, you've got to keep a close eye on them as well. Sure, it can be awkward to investigate someone that you know by checking bags, setting up surveillance, or interviewing but its absolutely necessary to store profitability. Merchandise protection and safety assessment compliance You periodically walk the sales floor to audit shops to ensure merchandise protection standards as well as operational practices are in compliance with company standards. When they are not, you know who to talk to and what needs to get done. Supports organized crime initiatives You are the eyes and ears on the ground when it comes to company or industry related initiatives to stop organized retail crime. You partner with district teams as well as other retailers to combine forces to identify trends and patterns or collect evidence to stop these crime rings before they even start. Skills and Characteristics: Build Trust: You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience. Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships. Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better. Time Management You know how to prioritize your work based on the biggest needs of the business. Social Intelligence You can read between the lines and adjust your behavior and actions based on how someone is reacting.

Job Title: Loss Prevention Supervisor

Location: Chicago, IL, United States - Ford City Shop Ctr 7601 S Cicero Ave

Job ID: 1010354

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TEMPORARY Support Specialist (Seasonal)

Location: Chicago, IL, United States - Ford City Shop Ctr 7601 S Cicero Ave

Job ID: 1003074

General Description: The Temporary Support Specialist is a seasonal role that handles all of the backroom and merchandise replenishment opportunities that occur in the store to ensure jcp is Americas favorite place to shop! As a seasonal hire you will have a defined employment time period. Your leader will communicate with you what your last day worked will be as the peak season comes to an end.

Responsibilities: Executes the merchandise strategy You take the plans that have been communicated by leadership on how to display the merchandise throughout the store and drive it home with efficiency and detail! Replenishes and restocks the store You've got your finger on the pulse of the customer; you know when merchandise is getting low and you know just where to get more to ensure all of our customers have the styles and sizes they need! Receive and unload merchandise you can unload a truck and prepare the merchandise in the backroom like nobody's business! Responsible for backroom standards Your stockroom is immaculate; everything's always in the right place so all of your teammates know just where to get merchandise for the customer and you make it safe, so no one will get hurt on your time. Executes pricing and signing you can change ticket prices and signing on merchandise across the store better and faster than anyone! Delivers .com merchandise you know where all the orders are that have come to the store from jcp.com orders. Assists customers You're maneuvering around the store at a fast pace with the merchandise, but when a customer stops you to ask a question or request assistance, there's no one they'd rather be talking to than you. **Skills and Characteristics:** Organization Skill You thrives in environments that need order and rely on process to get things done right. Attitude you are a glass half-full type of person. You can take any situation and make it a positive. Motivation you have an internal drive to be fantastic. You feel a real sense of accomplishment when the customer is happy and the store looks great Adaptability you are a chameleon. You can change directions on a dime. You can do something one day and do it completely differently the next without missing a beat. Detail Orientation you've never left your Ts uncrossed or you're is undotted. You know what's right and check and double check to ensure its right Initiative You're on the move even before someone asks. You see the opportunities and you go after them!

Job Title: TEMPORARY Support Specialist (Seasonal)

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1003074

Apply online at <http://jobs.jcp.com/jobs/2667049-temporary-support-specialist-seasonal--26>

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Customer Service Specialist

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1000948

General Description

Do you like serving customers and doing everything you can to make them happy? Do you like working in a fast and ever changing environment, with the latest fashion? Wellbeing a Customer Service Specialist at JCPenney might be the position for you! Come be a part of our team. The Customer Service Specialists role is to always be on the lookout for customers that need assistance or merchandise that needs to be reset. Responsibilities Assists customers You seek out customers and do whatever you can to make their experience great. You listen, you help, and you make them want to come back! Adjusts to customer flow You're always on the move and making sure that you are available to provide assistance to customers or your teammates. Maintains product presentation You are always making adjustments to display the latest fashion and merchandise trends after the customer has taken time to explore all of our great products! Replenishes products You've got your finger on the pulse of the customer; you know when merchandise is getting low and you know just where to get more to ensure all of our customers have the styles and sizes they need! Participates in a learning environment You're like a sponge, ready to absorb new information from your peers or training materials on our merchandise or business processes.

Skills and Characteristics: Build Trust:

You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience.

Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships. Drive

Results: You use your abilities to think critically, solve problems and take action to get things done and make things better. Adaptability You are a chameleon. You can change directions on a dime. You can do something one day and do it completely differently the next without missing a beat. Passion for Retail You love the retail environment. You love being on your feet, moving around, handling merchandise, and making people HAPPY!

Job Title: Customer Service Specialist

Location: Chicago, IL, United States - Ford City Shopg Ctr 7601 S Cicero Ave

Job ID: 1000948

Apply online at <http://jobs.jcp.com/jobs/2666076-customer-service-specialist--359>

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TEMP Commission Associate Fine Jewelry
Location: Niles, IL, United States - Golf Mill S/C 220 Golf Mill Ctr
Job ID: 1023376

General Description

The Temporary Commission Associate in Fine Jewellery's role is important to ensure that we have plenty of hands on deck to serve our customers in fine jewelry during the very busy holiday peak! Bring your skills with the fundamentals of jewelry professionalism and let them work for you at JCPenney! You can get to know the products and help educate the customer on how your merchandise can enrich their lives.

Responsibilities:

- Educates customers. Your merchandise can get complicated and customers need your help in understanding how things work or how they are best used. You love teaching them these things and seeing that smile on their face!
- Assists customers – You seek out customers and do whatever you can to make their experience GREAT. You listen, you help, you educate, and you make them want to come back!
- Maintains product presentation – You are always making improvements to how the merchandise is displayed after the customer has taken time to explore all of our great products!
- Replenishes products – You've got your finger on the pulse of the customer; you know when merchandise is getting low and you know just where to get more to ensure all of our customers have the styles and sizes they need!.

Skills and Characteristics:

- Build Trust: You demonstrate character and integrity in your actions, you show the courage to do what's right, and you do great work because you have the right skill and experience.
- Work with Others: You're a team player who willingly shares information, you enjoy providing outstanding service, and you build positive working relationships.
- Drive Results: You use your abilities to think critically, solve problems and take action to get things done and make things better.
- People Skills – You are engaging and have no problem striking up a conversation with complete strangers. You like working in a team environment where you help your peers and they help you!
- Influence – You are not a pushy sales person, but you know how to maneuver in a conversation to get someone to think differently.
- Passion for Product and Retail – You know all of the finer details of the product and are always hungry to learn more and you genuinely love working in the retail environment.

Job Title: TEMP Commission Associate Fine Jewelry
Location: Niles, IL, United States - Golf Mill S/C 220 Golf Mill Ctr
Job ID: 1023376

Apply online at <http://jobs.jcp.com/jobs/2884733-temp-commission-associate-fine-jewelry--30>

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Job Title: Administrative Assistant 1 - Accounting/bookkeeping Preferred

Department: Res Admin Nursing

Shift: 1st

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

Specialty: Finance

Job Number: 2014-1876

Job Description:

The College of Nursing is looking for a full-time Administrative Assistant I – Accounting/Bookkeeping Preferred. If you are an experienced Administrative Assistant with experience in accounting/bookkeeping, you may be the ideal candidate for this position.

Position Qualifications Include:

High School Diploma/GED required. Associates degree in business or related field preferred, plus three years of related experience.

Accounting/Bookkeeping experience preferred.

Knowledge and proficiency in Microsoft Office suites – Word, Excel, PowerPoint, Access (testing will be administered). Typing proficiency required at 50+ words per minute.

Must have demonstrated analytical and interpersonal skills.

Proven ability to work in complex administrative systems.

Strong verbal and written communication and customer service skills required to effectively interact with customers to resolve difficult and stressful situations.

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Job Title: Billing Coordinator -(Part-time) O.R. Billing/Surgical Information

Department: OR Billing/Surg Information

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Billing

Job Number: 2014-1727

Job Description: The Billing Coordinator is responsible for all billing activities related to patient services provided by Perioperative and Intervention Services. This includes the organizing, compiling and scanning of billing documentation, assignment of charge codes and amounts and performance of computer charge entry and posting of Epic logs for all patient services rendered by the Operating Room, Endoscopy, Cardiac Catheterization Lab, Electrophysiology, Interventional Radiology, Neuroendovascular Lab, Anesthesia, Post Anesthesia Recovery, Neurophysiological Monitoring, Procedure Room and ECT. Assures that any discrepant, missing or inconsistent billing data is reconciled prior to the posting of logs and that all charges are entered in an accurate manner within the time guidelines established by the Medical Center.

Position Qualifications Include:

Candidates must have a high school diploma. Two years college preferred.
3 years billing or medical coding experience Typing skills of a minimum of 60 wpm,

This position requires knowledge of clinical procedures
Must have well-developed organizational skills, strong problem solving ability, strong attention to detail with a high level of accuracy
Ability to communicate in a fast-paced and high-volume environment.
Knowledge of medical terminology
Working knowledge of computer systems.
Knowledge of Medical Terminology (testing is required)

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Account Executive

Auto req ID 18846BR
Job Type Full Time
CBS Business Unit CBS Radio
Station WBBM-AM
Market Chicago
Location IL-Chicago

Purpose of Position: To provide a high-quality sales effort in prospecting, cold calling, developing, and maintaining new business sponsorship revenue directly at the client/advertiser level for the WBBM Chicago Bears & Chicago Cubs Radio Networks & the WSCR Chicago White Sox Radio Network, in order to assure annual sales goals are exceeded.

Required Qualifications-Principals Duties and Responsibilities:

Must be able to prospect, cold call and schedule face-to-face meetings with high-level marketing executives consistently on a weekly basis.
Must be able to conduct a thorough needs analysis followed by a customized, creative, solutions based sponsorship proposal.
Must be available to entertain clients and prospects at Cubs home games.
Responsible for assuring client invoices are paid in a timely manner.
Conduct oneself with the highest degree of integrity and ethics.

Knowledge and Skill Requirements:

Previous sales experience in radio or other broadcast medium preferred.
Sports marketing and/or sponsorship sales experience strongly preferred.
Must have a strong passion for sports. Ideal candidate must be energetic, aggressive, persuasive, personable, and self-motivated. Strong communication and presentation skills a must. Proficient with Microsoft Office, including Word, Power Point, Excel and Outlook. Must have excellent time management skills. Must be extremely organized and detail orientated. Must be a creative thinker. Must be proficient with digital/web capabilities. Four Year Bachelor's Degree is required.

EEO Statement

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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Senior Motion Graphics/Animator

iHeartMedia, the nation's largest multi-platform media company, is looking for a seasoned Sr.

Motion Graphics Designer/Animator to work hand in hand with editors, Art Directors, illustrators, and designers on the conceptualization, packaging, animation, and execution of multiple, high-visibility projects produced by the company.

Think everything from tent-pole live concert events, to cutting-edge sales activations, to one-of-a-kind artist experiences artist experiences, to logo and brand design, and everything in between.

Requirements:

We're looking for hands-on makers, eager to join a growing NYC creative team that is taking the lead on setting the creative direction for the company.

Experience with AfterEffects/Premiere, illustration, Cinema4d/Maya required.

3-5+ years experience. Work with a tight creative team in NYC producing compelling video and animation with unparalleled access to a company that shapes music and media culture.

Ability to independently set tasks and complete work with limited direction

Excellent written and verbal communications

Ability to manage competing priorities in a complex environment and maintain high productivity

Ability to devise creative technical solutions

Bachelors degree or equivalent

Additional Considerations:

FT job. Based in our Tribeca and Midtown offices.

Interested in applying? Please send over your resume to jobs@iheart.com

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Senior Designer/Art Director

iHeartMedia, the nation's largest multi-platform media company, is looking for a seasoned Sr.

Motion Graphics Designer/Animator to work hand in hand with editors, Art Directors, illustrators, and designers on the conceptualization, packaging, animation, and execution of multiple, high-visibility projects produced by the company.

Think everything from tent-pole live concert events, to cutting-edge sales activations, to one-of-a-kind artist experiences artist experiences, to logo and brand design, and everything in between.

Requirements:

We're looking for hands-on makers, eager to join a growing NYC creative team that is taking the lead on setting the creative direction for the company.

Experience with typography, illustration, Cinema4d/Maya a plus.

3-5+ years experience. Drop the client pitches that go nowhere and join us to get amazing stuff out the door!

Ability to independently set tasks and complete work with limited direction
Excellent written and verbal communications

Ability to manage competing priorities in a complex environment and maintain high productivity

Ability to devise creative technical solutions
Bachelors degree or equivalent

Additional Considerations:

FT job. Based in our Tribeca and Midtown offices.

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Project Coordinator

We are looking for a highly intelligent Project Coordinator to join our product team.

The successful individual will be able to plan and coordinate project schedules to support the project staff.

He/she will facilitate project logistics such as meetings, conference rooms, conference calls, etc.

This is an outstanding opportunity to grow your project skills and make a positive impact on the lives of millions of listeners.

Primary Responsibilities:

- Take meeting minutes and action items during meetings and perform basic follow-up with necessary teams

- Assists in development of presentations

- Manage change request following change request process

- Approval and communication of change requests

- Validate test plans and test execution

- Coordinate operational readiness

- Assist with special projects as required

Required Qualifications:

- Minimum BA/BS degree

- Strong Math and Excel skills

- Significant exposure to and understanding of the online/digital/internet space

- Familiar with SDLC and Project Management concepts, practices, and procedures

- Excellent communication and organizational skills

- Ability to meet deadlines and handle multiple tasks

- Audit/ Financial experience is a plus

Benefits:

- Competitive salary

- 401(k), Medical, and Dental

- Fun and dynamic work environment

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Senior Web Engineer

iHeartRadio is looking for a kick-ass Sr. Web Engineer (full time) to work on our high visibility music products.

This is not your average "jQuery monkey" position, you'll be working on cutting-edge high traffic Javascript/Python applications, where reliability and high performance are key.

The person should be responsible for architectural software decisions, as well as software implementation in a team environment.

The environment is dynamic with focus on creative thinking and usage of open source to solve complex problems and business needs.

Requirements:

5+ years of hands-on experience with full stack web development

Serious Javascript skills. We love and use jQuery heavily, but DOM manipulation is only a small part of what we do in JS.

Node.js a big plus

Python experience a big plus. We use Django, Jinja and Gunicorn, among other awesome projects.

A good visual eye and solid CSS experience. By the way, we use LESS to make it easier to build slick interfaces

Ability to independently set tasks and complete work with limited direction

Excellent written and verbal communications

Ability to manage competing priorities in a complex environment and maintain high productivity

Ability to devise creative technical solutions

Bachelors degree or equivalent

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Part-Time Driver - (Alsip)

Job ID 2014-119121

Category Customer Service/Support - Driver

Location US-IL

Area Chicagoland

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

The starting salary for this position is \$8.25/hour.

Responsibilities:

The Part Time Driver is responsible for the transporting of customers, fleet cars and vans to and from Enterprise Rent-A-Car locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

One year of work experience required.

Must have valid driver's license with no more than one moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observation, must be available to work the following schedules

Monday, Wednesday, Friday: 8:00am-4:00pm

Tuesday, Thursday: 8:00am-4:00pm and Saturdays: 8:00am-2:00pm

Apply online at <https://us-erac.icims.com/jobs/119121/part-time-driver---%28alsip%29/job>

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Account Specialist - Commercial Truck Rental - Chicago

Job ID 2014-122656

Category Sales - Sales

Location US-IL

Area Chicagoland

Responsibilities:

Assist in Branch sales and marketing efforts to increase business and income
Prospect and target accounts to develop new business relationships
Understand, communicate and sell optional protection products, rental terms and conditions, vehicle features and benefits as well as fuel options and additional equipment
Create a strategy to convince prospects of their need to learn about our services
Conduct various meetings with our clients including initial and follow up fact-finding presentations, closing and transition meetings.

Build the initial relationship with decision makers and secure referrals
Create custom business solutions to facilitate closing the sale
Relationship management with clients after the transition on an as needed basis
Provide a high level of customer service by assisting customers and assessing their rental needs in person and/or by phone
Effectively market the company while picking up and/or dropping off customers in a safe and courteous manner and assisting customers as needed
Conduct follow-up with various customers and businesses, including insurance adjusters or agents, dealerships, body shops, road-side assistance, and mobile vendors.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 21 years old.

Must have a Bachelor's degree

Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required

Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/122656/account-specialist---commercial-truck-rental---chicago/job>

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