



Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply:

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm.

For inquiries call 312-640-2548. All candidates will be required to come in prior to interview for a typing test.

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Hotel Front Desk

Holiday Inn & Suites Bolingbrook
205 Remington Boulevard Bolingbrook, IL
Job ID: 8916819
Job Type: Part Time
Shift Type: Morning
Compensation: N/A
Experience: No Experience

Job Description

Looking for friendly and outgoing people
Flexible schedule based on your availability

Apply online at <http://www.shiftgig.com/job/bolingbrook/il/front-desk-clerks-job-openings-at-holiday-inn-suites-bolingbrook-8916819>

LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center. Levy Restaurants at the United Center, is currently hiring for the following part time/seasonal positions:

Concessions - Runner, Standworker, Bartender, Supervisors
Restaurants - Host, Runner, Server, Server Assistant
Retail - Sales Associate, Retail Warehouse Associate
Sanitation - Cleaning Crew
Suites - Dessert Attendant, Host, Server, Server Assistant, Supervisor, Guest Relations Representative
Warehouse - Op-Tech
Office Support - Administrative Assistant
Accounting - Cash Room Associate
Banquets - Lounge Attendant
Culinary - Dishwasher, Cook I, Cook II, Cook III, Receiving Clerk, Porter

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs>.

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**Retail Alterations Tailor/Seamstress, Full Time: Chicago, IL
Macy's State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71230638

Essential Functions:

- Perform basic alterations on garments including, but not limited to, sleeves, backs, sides, collars and bodices, inserting shoulder pads, altering waists, taking out hems to lengthen, shortening lengths, and adding cuffs
- Do minor repairs to garments by replacing buttons, mending seams, and replacing hem
- Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer-the most important person in our stores
- Give advice regarding the fit and care of garments to customers
- Write up alterations tickets recording the details of the alterations being made on the garment
- Regular, dependable attendance and punctuality

Qualifications:

- Education /Experience

High School degree or equivalent. Prior experience a plus.

- Communication Skills

Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

- Mathematical Skills

Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

- Other Skills

Must be able to operate and perform basic maintenance on sewing machines. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers.

- Work Hours

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays

Apply online at <http://www.macysjobs.com/Search/JobDetail/71230638>

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Macy's Old Orchard Mall, Skokie, IL: Administrative Support Team Supervisor

Location: Skokie, Illinois

Job Category: Stores

Requisition ID: 71230010

Overview: As the Administrative Support Team Supervisor, you will support Stores Own Sales and My Macy's by performing all functions of an AST Associate and in addition you will oversee AST Associates, prioritize workload, and delegate all tasks appropriately to each individual team member.

Staffing Functions

- Act as liaison to District Staffing office for all Staffing issues and objectives
- Print Current and Future week(s) scheduling reports
- Review schedule edit requests with Store Manager, complete with approval
- Coordinate Annual Vacation solicitation from Associates
- Coordinate On Call communication and solicitation of open hours
- Monitor weekend compliance in partnership with Store Manager and Sales Managers

Skills Summary:

- Minimum of two years of administrative experience
- Previous supervisory experience not required but highly recommended
- Strong technical skills; Proficient in Excel, Word, Lotus Notes
- Strong customer service orientation
- Excellent written and verbal communication skills
- Good interpersonal and leadership skills
- Highly organized, with the ability to adapt quickly to changing priorities
- Effective prioritizing and time management skills
- Good analytics with knowledge of payroll systems
- Motivated self-starter, able to handle multiple tasks simultaneously

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71230010>

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Military Executive Development Program -- Chicago, IL

Location: Chicago, Illinois

Job Category: Human Resources

Requisition ID: COR01538

Program Overview: The Macy's Military Executive Development Program is designed to leverage your leadership experience and prepare you to become the leader of a multi-million dollar Macy's store. You will participate in a highly structured 9-12 month rotational training program that will teach you how the store organization operates, both within the building itself and across the entire field organization. You will gain exposure to all levels of management and learn how Macy's executive team collaboratively contributes to the company's success. You will learn the skills necessary to analyze business performance, coach and lead an executive team to drive sales results. At the conclusion of the training program, you will be placed into a leadership role in one of our stores to gain experience that will lead you to Senior Store Management positions.

Networking Group

Identify sales and profit improvement opportunities through analysis of business reports, customer logs, and competitive shopping. Develop action plans to address deficiencies. Prepare and present strategies to all levels of management

What to bring to the program:

Bachelor's degree with solid academic record, all majors welcomed

4-10 years of military leadership, either as a Junior Military Officer or degreed

Noncommissioned Officer

Must be flexible following the program to relocate within your region

Understanding of retail management lifestyle and demands

Results-driven, passionate and committed to excellence and high standards

Seeks to be the leader of people, wants to be in a position of influence

Demonstrated ability to empower and develop a team of executives

Ability to work well with all levels of management, build partnerships and direct teams

Communicates purposefully and takes charge of situations; excellent

presentation/platform skills. Able to independently organize and prioritize workload to

meet deadlines. Ability to anticipate and solve problems, act decisively and persist in

the face of obstacles

Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/COR01538>

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MACY'S IS HIRING: Seasonal Retail Fitting Room Associate, Full Time/ Part Time - Oakbrook, IL - Oakbrook Center

Location: Oak Brook, Illinois

Job Category: Stores

Requisition ID: 71230793

Job Overview: As a Seasonal Fitting Room Associate, you will be an integral part of bringing the Magic of Macy's to life. Your individual responsibilities are critical to offering our customers the best experience when they shop in our store and include: clearing fitting room stalls, price checkers and wrap stands of merchandise, sorting merchandise and preparing it for return to the selling floor, and replacing merchandise on the correct fixture according to Macy's merchandising standards.

Qualifications: Education/ Experience:

High School degree or equivalent. Minimum 1 year previous merchandising or retail operations Experience preferred.

Language Skills: Ability to effectively communicate and present information to customers, peers and all levels of management.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Self-starter, able to work independently with minimal supervision and as part of a team.

Physical Demands: This position involves heavy lifting and constant moving and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. May involve reaching above eye level.

Other skills: Ability to work efficiently in a fast-paced environment and adapt quickly to changing priorities and the needs of the business; Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71230793>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Mon. 12/08/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1433038-338567

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Elgin Office 595 S. State Street Elgin, IL 60123 Team: 2A66/N.Baynes
SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

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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Administrative Assistant

Friedman Billings and Ramsey
311 S Wacker Dr Ste 4550 , Chicago, IL
West Loop, Printer's Row

Job ID: 8973539
Job Type: Full Time
Shift Type: Morning

Compensation: \$18
Experience: 1-3 Years
References: Preferred
No walk-ins or phone calls will be considered. Please apply online

Job Description

We are a global recruiting company with a focus on the interactive gaming, digital media, and mobile technology space. We are seeking an entry-level, eager and passionate Administrative Assistant to support our growing team.

Responsibilities:

- Answering multi-line telephones
- Data Entry
- Filing, copying, and faxing
- Assisting with Accounts Receivables
- Administrative tasks as needed

Job Requirements:

- Proficiency in Microsoft Office
- Professionalism
- Bachelor's Degree preferred but NOT REQUIRED
- Excellent customer service and communication skills
- The ability to multi-task and work in a fast-paced environment
- Strong attention to detail
- Must be organized and self-motivated.

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-friedman-billings-and-ramsey-8973539>

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Facility Maintenance Manager

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

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

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

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

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Kitchen Manager

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

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

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

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

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

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Restaurant Theatre Manager

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

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre general manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

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

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Job Title Analyst II, Customer Service Business Systems

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Revenue & Fare Systems

Position Summary

SALARY TARGET IS \$57,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, engages in the proactive analysis and interpretation of system and customer-related data to deliver insight and recommendations to management.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Business Administration or a related field, plus two (2) years of experience with data analysis, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the practices and methods of data analysis.

Strong customer service skills and an understanding of key performance indicators in customer service. Strong computer skills including the ability to utilize multiple applications and word processing software. Strong critical thinking skills.

Strong project management skills. Strong analytical skills required to gather and interpret data in situations where problems are difficult or complex.

Strong verbal and written communication skills to maintain effective working relationship with departments, employees, and managers at all levels of the internal organization and vendors. Good interpersonal skills to effectively communicate with all levels of management as well as internal and external customers.

Ability to identify and resolve issues in a timely and efficient manner.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title Analyst, Treasury Operations

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Finance - Treasury

Position Summary: Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, prepares and researches financial and operational information for analysis. Coordinates activities between the Finance department and Authority business units. Analyzes and monitors the activities and projects of the Treasury Department, including such functions as cash management, cash and revenue projections, debt management, investments, cash flow analysis, and bank and broker relations.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Finance, Accounting, or a comparable analytical degree, plus one (1) year of experience in accounting, finance, and/or treasury in both public and private sectors, or an equivalent combination of education and experience related to this position. Certified Public Accountant (CPA) preferred.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. May be required to travel to various field locations, or on special project assignments.

KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of the principles and methods in cash flow analysis, business planning, capital analysis, spreadsheet development and creation of financial and accounting models. Working knowledge of debt management, reporting, and compliance procedures and processes. Working knowledge of Treasury Department functions and current accounting principles, practices and procedures. Working knowledge of Treasury accounting and bank account systems. Good corporate finance, analytical background, financial, analytical and research skills. Good organizational skills. Good MS Word, MS Excel, MS PowerPoint, Outlook, and Adobe Reader skills. Good written and oral communication skills. Ability to operate in a fast paced environment. Ability to assist senior level managers in forming and executing strategic initiatives with all CTA business units. Ability to prepare investment portfolio and interest analysis. Ability to competently operate personal computer systems to develop and maintain business applications using standard software, such as Excel, PowerPoint, Word and windows. Ability to maintain amiable relations with Authority personnel and outside contacts

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title: Production Assistant

Auto req ID 20033BR

Job Type Full Time

CBS Business Unit CBS Radio

Station WXRT-FM

Market Chicago

Location IL-Chicago

Qualifications: Requires knowledge of digital editing software (i.e. Pro Tools/Adobe Audition) and Audio Vault. Previous commercial or station imaging producing is preferred.

Required Qualifications

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

- Focus will be on station imaging production which will also include creative writing of promo's sweepers, station ID's and contesting elements to completion.
- Will work collaboratively with programming and promotions department to shape the brand elements of the radio station.
- Assisting with commercial production
- Maintain production imaging library elements and services
- Other duties as required by management

Additional Information

NOTE: The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

"It is the continuing policy of CBS Radio to afford equal employment opportunity to qualified individuals regardless of their race, color, religion, sex, or sexual orientation, national origin, age or physical or mental disability, veteran or disabled veteran status, and to conform to applicable laws and regulations. We solicit assistance on these openings and future openings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position."

EEO Statement Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^21XF57boTrwUovu3panENx80YdGgSV_slp_rhc_qWbZd8JP1xiZXP_slp_rhc_N7MtL_slp_rhc_slp_rhc_ZsAxN4siQuv&jobId=503992&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=503992_5129&GQId=0

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Customer Experience Rep (Repair)

COMCAST

Location: Oak Brook, IL, USA

Area of Talent: Customer Care - Call Center

Job Type: full time Req. Number: 85857

Business Unit: Call Center

More Than a Call Center

The Front Line to Customer Happiness

When XFINITY customers call with a problem, it's up to you to help set things right. Which means you'll need to be equal parts empathizer, negotiator, troubleshooter and techie - a think-on-your-feet multi-tasker who's able to turn any situation around - and close the call with a smile.

XFINITY'S Customer Service Account Executives are the all-around, front line customer resource, handling everything from technical questions about our products and equipment, addressing billing issues, promoting and selling new products and services (including XFINITY HOME), and generally doing whatever it takes to help our customers feel well taken care of and happy.

To succeed, you'll need sound judgment, strong tact and diplomacy, and the talent to think "off-script" to deliver the best solution in a timely, efficient manner. A high school diploma or the equivalent is required, along with the flexibility to work overtime, weekends. Fluent in another language? Certain locations have amazing bilingual opportunities available!

If you're ready to be the Voice of Awesome and you'd welcome the challenge of providing exceptional support in a supportive, team setting, we'd like to hear from you.

To get started on this new and exciting path, please use the link below to review the full job description and complete an application.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/customer-experience-rep-repair-oak-brook-illinois-job-1-4936860>

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Job Title Maintenance Technician 403(g)

Auto req ID 19956BR

Job Type Full Time

CBS Business Unit CBS Television Stations

Station WBBM-TV

Location IL-Chicago

Required Qualifications PLEASE SEE PREFERRED QUALIFICATIONS

Preferred Qualifications CORE COMPETENCIES:

A sound engineering foundation and the ability to troubleshoot and repair complex television broadcast systems. Strong technical background in video transmission and transmitters, newsroom systems, ingest, wireless and cellular bonded technologies, automation systems, microwave, master control, satellite, control room, IT, studio and field operations. Candidate must be a self-starter and highly organized. Strong project execution and coordination skills. Outstanding communication skills, both verbal and written, with the ability to effectively communicate and work with other members of the engineering staff, station employees and management, and outside vendors in a fast paced, dynamic environment. Ability to train fellow engineers in new systems, technologies, procedures and techniques. Expected to work weekends, holidays and overtime assignments per the CBA. Shifts can vary when necessary to meet station needs, sometimes with little notice.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

College degree in Engineering or SBE Certification. 3-5 years of experience in broadcast engineering or technical operations. Must join the IBEW 1220 union if not a current member. Work rules, compensation and vacation time are dictated by the master agreement. Knowledge and experience working with Sony automation, cameras and recording devices, Grass Valley non-linear editing systems, Telestream transcoding products, Harris routers and encoders and Harmonic video servers. Knowledge of and understanding of FCC rules and regulations. Experience in IT, including an understanding of networking, software, and operating systems. Working knowledge of Microsoft Office Applications, Visio, and AutoCAD.

EEO Statement Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at

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Janitor

Christopher House - Chicago, IL

Responsibilities: Perform all manner of janitorial, maintenance and custodial duties needed to maintain the cleanliness of the facility. Maintain floor care on a daily basis. Maintain cleanliness of bathrooms, kitchen, meeting rooms, offices and common areas on a daily basis. Perform general housekeeping tasks on a scheduled or as needed basis. Dispose of trash and garbage daily and with regard for health concerns. Operate janitorial equipment such as vacuum cleaners, polishers, rug shampoos and lawn mowers safely. May be required to assist in accepting delivery to the building of food supplies, office supplies and/or office furniture.

Qualifications:

Ability to follow accurately written and verbal instructions. Must have knowledge of using tools and supplies correctly in performing janitorial work. Able to lift heavy boxes and/or equipment (at minimum 50lbs) and ability to climb several stairs several times a day. Preference for six months to a year of experience, but not having experience is not a disqualifier for the position.

Education: No formal education required.

Submit cover letter & resume to:

Joseph Swojenski

Email: jswojenski@christopherhouse.org

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Janitor/ Housekeeper

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60644

Property : Lavergne Courts

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Education : High School or equivalent

Category : Maintenance Manager

Job Description :

The Janitor/Housekeeper assists the Maintenance Manager in the day to day maintenance and clean up of a combined 95 unit property. Provides maintenance coverage when the Maintenance Manager is absent.

Must be a team player who provides safe, decent, and affordable housing to the residents of the community. The janitor will work in conjunction with maintenance staff to coordinate an appropriate schedule to meet the regular operational maintenance requirements of the property.

Job Requirements :

Education: High School Diploma preferred.

Experience: Experience with janitorial routine.

Abilities:

Sensitivity to the special needs of the resident population.

Good communication skills; able to understand and follow directions.

Ability to perform minor repairs.

Flexibility and reliability.

Treat a variety of people with respect and compassion.

Represent Mercy Housing with a professional manner at all times.

Understand and commit to the Mission and Values of Mercy Housing.

% of Travel Required : None

Open Date : 11/14/14

To submit your resume for this job, select how you heard about the job and then click the "[Submit Your Resume](#)".

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

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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