



**Job Title: Public Service Administrator - Opt 8T**

Agency: Juvenile Justice

Closing Date/Time: Tue. 12/08/15 3:30 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly; \$37,392.00 - \$117,180.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: IDJJ-27-10-15-0966

**Minimum Requirements:**

Requires a Master's degree with graduate credits as specified by the State Teacher Certificate Board and a valid Administrative Certificate with the General Administrative Endorsement (Type 75), prefers three years of educational administrative experience; requires working knowledge of laws, policies and directive relative to educational leadership and the Illinois Learning Standards for School Leaders.

**Work Hours & Location/Agency Contact:**

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S.

Human Resources Representative

Illinois Youth Center - St. Charles

3825 Campton Hills Road

St. Charles, IL 60175

630-584-0506

630-584-1014 (fax)

[susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.illinois.gov)

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION (REVISION 10/2014), SCREEN PRINT OF PEL FROM ISBE WEBSITE, CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE, AND BID FORM, IF A CURRENT STATE OF ILLINOIS EMPLOYEE, BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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**Job Title: Registered Nurse II**

Agency: Human Services  
Closing Date/Time: Mon. 12/07/15 4:59 PM Central Time  
Salary: \$5,024.00 - \$6,833.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC023  
Bid ID#: 10/79 93410

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Clinical Nurse Manager, serves as a charge nurse to RN's, LPN's and Mental Health Technicians; participates as a member of the interdisciplinary Treatment Team; directs personnel in the delivery of patient care and treatment consistent with individual treatment plans.

**Minimum Requirements:**

Requires graduation from an approved nursing program and an associate degree in nursing and two years of professional nursing experience, preferably in a psychiatric setting; or a bachelor's degree in nursing and one year of professional nursing experience, preferably in a psychiatric setting; or a master's degree in nursing. Requires a license as a Registered Nurse in the State of Illinois Requires moderate to heavy physical effort in lifting patients and the ability to interact with severely mentally ill recipients.

**Work Hours & Location/Agency Contact:**

Nights 11pm -7am rotating days off / Unit C-South  
CONTACT INFORMATION: Summer Doxie / Human Resource Office  
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

**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).

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**Part-Time Service Agent (Car Detailer) - Chicago - Riverview**

Job ID 2015-154721

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

*The position is based at 4314 N. Western Ave., Chicago, IL 60618*

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 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.

Must be willing to work for a non-negotiable wage of \$10.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday/Tuesday/Wednesday/Friday: 1:00pm-6:00pm

Saturday: 8:30am-12:00pm

Apply online at <https://us-erac.icims.com/jobs/154721/part-time-service-agent-%28car-detailer%29---chicago---riverview/job>

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## **Sales Management Trainee Intern - Chicago-Loop**

Job ID 2015-157807

Category Internships - All Internships

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

### **Responsibilities:**

When you join our Sales Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible.

At Enterprise, you won't be a glorified gopher getting coffee or filing all day. Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees.

Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards. The business training you'll receive will be an amazing jumpstart to your career.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 18.

Must have a high school diploma or GED.

Must be currently enrolled in a bachelor's degree program at a college/university.

Students who have completed a minimum of two years preferred.

Experience in sales, customer service, leadership and management preferred.

Must have a valid drivers license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years.

No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 3 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/157807/sales-management-trainee-intern---chicago-loop/job>

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**Part- Time Service Agent- Goose Island-Chicago, IL**

Job ID 2015-159612

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 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 observations, must be able to work the following schedule(s):

Monday 7am-6pm

Fridays 7am-6pm

Saturdays 9am-12pm

Apply online at <https://us-erac.icims.com/jobs/159612/part--time-service-agent--goose-island-chicago%2c-il/job>

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**Part- Time Service Agent- West Loop**

Job ID 2015-159057

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 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 observations, must be able to work the following schedule(s):

Tuesday 7:30am-6pm

Wednesday 7am-12pm

Thursday 7:30am-6pm

Apply online at <https://us-erac.icims.com/jobs/159057/part--time-service-agent--west-loop/job>

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### **Part-Time Driver Franklin Park**

Job ID 2015-145812

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview: Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

*The Driver delivers vehicles safely and timely to the appropriate destination(s).*

The starting salary is \$10.00/hour

#### Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental 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 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. 12 months work experience preferred.

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

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

Must be willing to work for \$10.00 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/145812/part-time-driver-franklin-park/job>

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## **Shuttle Bus Driver (O'Hare International Airport)**

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

### **DOT Requirements:**

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift. You may not work more than 70 hours in 8 consecutive days.

### **Responsibilities:**

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 25 years of age. Must have a high school diploma or equivalent.

Must have a valid drivers license. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Previous driving experience in a similar vehicle (large shuttle van or bus) preferred. Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers. Must be authorized to work in the U.S. and not require sponsorship, now or in the future.

Must be available to work a day during the weekend

Must be available to work the hours of 5:00pm - 1:00AM

Must be willing to work for \$11.00/hour

Apply online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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**Part- Time Building Support Staff /Custodian (O'Hare International Airport)**

Job ID 2015-145892

Category Other - Other

Location US-IL

Area Chicago O'Hare Airport

**Responsibilities:**

Maintain clean, professional looking buildings and grounds at all times.

Maintain clean, professional bathrooms and customer waiting areas.

Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.

Perform duties in customer service areas during business hours and contribute to the quality of customer service.

Perform other related jobs as required.

Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age.

Experience handling building support responsibilities is preferred.

Must be currently eligible to work in the U.S. and not require sponsorship now or on the future.

Must be able to work weekends.

Must be willing to work for \$10.00/hour

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/145892/part--time-building-support-staff--custodian-%28o%27hare-international-airport%29/job>

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**Manager, Service & Training - Watertower Place - #3004**

Position: Manager, Service and Training

Department: Remote - Store Operations

Reports to: Assistant Store Manager of Service and Operations

Direct Reports: No

FLSA Status: Non-Exempt

Location:

**Job Purpose:**

The Service and Training Manager helps oversee new Associates, registers, new floor set concepts, loss prevention, core values, launchers, and manager on duty training. The Manager will ensure that such training is completed in accordance with company-defined practices and processes.

**Knowledge, Skills, and Qualifications:**

Must be at least 18 years old with a high school diploma or equivalent. College degree or relevant technical or vocational training preferred.

Must have at least 2 years of retail experience. Prior supervisory or management experience preferred.

Must be skilled in coaching and training, strategic planning, and customer service. Must have excellent communication and interpersonal skills.

Must be able to maneuver around sales floor and stock rooms, work with cleaning chemicals, and lift and carry up to 50 lbs.

Must be available to work a flexible schedule to meet the needs of the business, including 2 closing shifts per week and 2 full weekends per month.

Job Code : 20114

Division : Field - Region : Central

Location : 3004 - F21 - Water Tower Place, Chicago IL US 60611

Job Type : Full Time

Career Level : Manager (Manager/Supervisor of Staff)

Education : High School or equivalent

Category : Retail - Field Operations, Sales & Business Development

Offer Relocation : N

Apply online at [https://forever21.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=20114&referrer=120&site\\_id=148&view\\_language=en-US](https://forever21.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=20114&referrer=120&site_id=148&view_language=en-US)

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## **Second Assistant Store Manager**

2749 North Elston Avenue in Chicago - IL 60647

Why you'll love working at David's Bridal!

At David's Bridal, we're in the business of making dreams come true. From her first prom to her wedding, and every special occasion in between, we want to be the place she comes to feel celebrated and stylish.

When it comes to style, we're adding new product lines from top designers, with more sizes and selection than anyone else can offer. In fact, we are the number one bridal retailer in the world, with stores in the US, Canada, and the UK.

We need a strong leadership team to lead a team of incredible associates that are making dreams come true daily!

If you can manage, lead, and coach a sales oriented team in a positive professional environment and have the ability to recruit and train a high caliber team, we would love to speak to you.

### **Job Description**

The Second Assistant Manager assists the Assistant Store Manager in operating a David's Bridal retail store by focusing primarily on floor management, loss prevention issues, and other duties as necessary.

In addition, the SASM performs any Division of Responsibility assigned by the store manager. Based on his/her particular DOR assignment, he/she may monitor sales performance over a specific division (bridal, dress, etc.), a specific function (support, receiving), or both.

The Second Assistant Manager is a key holder and will be responsible for opening or closing the store and the accompanying duties assigned to that task. He/she role models our culture of trust, fairness, integrity, and accountability in accordance with David's Bridal's Core Values.

Second Assistant Store Manager:

Experience Required: 1+ years prior retail in supervisory role

Apply online at <http://jobs.davidsbridal.com/jobsearch/job-details/second-assistant-store-manager/812620/90/EverGreen/>

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## **Store Manager**

David's Bridal

2749 North Elston Avenue in Chicago - IL 60647

### Job Description

Hiring – Store Manager

### Job Description

The Store Manager is responsible for all aspects of running a David's Bridal retail store. He/she is responsible for managing the overall Brand Standards, product inventory, visual merchandising, recruitment, hiring, training, and scheduling of all store personnel. The Store Manager assesses each Division of Responsibility to achieve the ideal combination for success. He/she is accountable for the overall store sales and customer service performance, ensuring that all of our customers have a superior shopping experience with us. The Store Manager champions our beliefs in the store, and creates a culture of trust, fairness, integrity, and accountability in accordance with David's Bridal's Core Values.

Store Manager: Required Experience: Minimum of 4 years prior retail management

- Meet or exceed all store customer service and satisfaction goals and objectives
- Meet or exceed all store conversion metrics, and achieve or exceed annual sales plan
- Lead the recruiting efforts for all store positions to achieve proper staffing
- Secure company assets by implementing Company Loss Prevention measures
- Effectively manage associate turnover
- Provide a positive work environment
- Meet objectives for payroll management
- Training • Direct and execute store visual standards
- Write and conduct performance reviews
- Perform effective coaching and counseling to all associates
- Flexibility to work retail schedules such as weekends, evenings, and Holidays
- Ability to lift up to 10 lbs., climb, bend, twist, stand, and to move throughout the store

A comprehensive benefits package is available.

- Professional Environment • Health/Dental/Vision Insurance
- A 401K Program • Paid Vacation & Paid Personal Days
- Paid Sick Days & Paid Holidays
- Generous employee discount • Pet Benefits

Apply online at <http://jobs.davidsbridal.com/jobsearch/job-details/store-manager/499631/89/EverGreen/>

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## **Customer Service Representative [Part-Time]**

David's Bridal

2749 North Elston Avenue in Chicago - IL 60647

Job Specifications: (Knowledge, skills and abilities normally required for competent performance in the job.)

### Work Experience:

High school diploma or an equivalent degree or 1 -2 years prior retail experience in an apparel, service or specialty store environment  
Prior experience with computerized POS system.

### Customer Service Skills:

Ability to provide excellent customer service to all customers  
Willingness to support all efforts to build a customer-centric culture in the store  
Ability to prioritize tasks, while maintaining an emphasis on servicing the customer  
Ability to communicate effectively with store staff and customers

### Analytical Skills:

Ability to understand and operate all technical systems within the store area  
Ability and willingness to learn new computer applications as needed  
Ability to read and process product information, including intranet content, newsletters, pamphlets, and other Company documents  
Demonstrated ability to learn David's Bridal merchandise and build on product knowledge on an ongoing basis

### Team Orientation Skills:

Assist in actively building a "One Team" environment within the store  
Attend and participate in weekly Winners' Circle meetings

### Physical Requirements:

Manual dexterity to perform non-selling responsibilities, such as use of POS (Point of Sale) terminals, counting money, steaming garments, accessing computers and receiving or initiating telephone calls  
Ability to move throughout the store  
Ability to lift and/or move up to 10 pounds  
Ability to climb, balance, stoop, kneel, crouch, and reach with arms  
Ability to bend, twist and stand

Apply online at <http://jobs.davidsbridal.com/jobsearch/job-details/customer-service-representative-part-time/691059/90/EverGreen/>

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**Front Office Overnight Manager**

Job ID:HOT026QO

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, 60603

Full/Part Time: Full-time

Directs and administers all Front Office Operations to insure profitability, control costs and quality standards to ensure total guest satisfaction.

Oversees room reservations, front office systems, supplies inventory, scheduling, forecasting and department.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected.

From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/front-office-overnight-manager-job-chicago-illinois-6031150?cntry=united-states>

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## **Part-Time Customer Assistance Representative - Sales Position**

Job ID 2015-145949

Category Customer Service/Support - Customer Service/Support

Location US-IL. Area Chicago O'Hare Airport

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included. The position pays \$11.00 an hour.

### **Responsibilities:**

Sell optional protection products, upgrades, fuel options and other additional equipment  
Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return. Process returns, check-ins and exit kiosk transactions. Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed. Understand and communicate rental terms and conditions, vehicle features and other services. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance . Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing. Perform miscellaneous and backup duties job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 18 years old. High school diploma or GED equivalent required  
Some college preferred. Must have at least 1 year prior customer service retail or administrative support experience. 1 year of commission or incentive based sales experience preferred. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 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. Must be willing to work for \$11.00/hour non-negotiable starting salary. Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/145949/part-time-customer-assistance-representative---sales-position/job>

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**Part-Time Car Detail (O'Hare Airport)**

Job ID 2015-159164

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 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.

Must be willing to work \$10.00/hour.

Apply online at <https://us-erac.icims.com/jobs/159164/part-time-car-detail-%28o%27hare-airport%29/job>

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**Service Agent - Chicago, IL (9214 S Stony Island Ave)**

Job ID 2015-158946

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

**Overview:** The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

**Responsibilities:** The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Must be at least 18 years old  
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 3 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 observations, must be able to work the following schedule(s)

Tuesday 8:00 am - 6:30 pm (1 hr unpaid lunch)

Wednesday 2:00 pm - 6:30 pm

Thursday 8:00 am - 6:30 pm (1 hr unpaid lunch)

Every Other Saturday 9:15 am - 12:15 pm

Apply online at <https://us-erac.icims.com/jobs/158946/service-agent---chicago%2c-il-%289214-s-stony-island-ave%29/job>

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**Cook II (Full Time) - 720 South Bar & Grill**

Job ID:HOT022ZA

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, 60605

Full/Part Time: Full-time

A Cook II with Hilton Hotels and Resorts is responsible for preparing cold food items in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/cook-ii-full-time-720-south-bar-grill-job-chicago-illinois-5923227?cntry=united-states>

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### **Guest Service Agent - Full Time**

Job ID:HOT027N7

Location Name: Hampton Inn Chicago/Naperville

Location Address: 1087 East Diehl Rd., Naperville, IL, 60563

Full/Part Time: Full-time

A Guest Service Agent with Hampton Inn and Suites is responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Guest Service Agent, you would be responsible for greeting and registering guests and checking guests out of the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet guests and complete the registration process to include, but not limited to, inputting and retrieving information from the computer, confirmation of guest information and room rate, selection of rooms, coding electronic keys, promoting marketing programs, providing a welcome packet and ensuring guest knows location of room and/or has a bell person accompany him/her

Assist guests with check-out including, but not limited to, ensuring rooms and services are correctly accounted, using the point-of-sale system, handling money, processing credit and debit cards, accepting and recording various forms of payment, converting foreign currency, making change and processing gift certificates and cards

Demonstrate a thorough knowledge of hotel information including, but not limited to, room categories, room rates, packages, promotions, the local area and other general product knowledge and answer guest questions and inquiries

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Field guest complaints, conduct research and resolve and negotiate solutions for guest satisfaction, as needed

Receive, input, retrieve and relay messages to guests, as needed

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/guest-service-agent-full-time-job-naperville-illinois-6041269?cntry=united-states>

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**Maintenance (Hourly) - Full Time**

Job ID:HOT027NB

Location Name: Hampton Inn Chicago/Naperville

Location Address: 1087 East Diehl Rd., Naperville, IL, 60563

Full/Part Time: Full-time

A Maintenance Technician with Hampton hotels is responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Maintenance Technician, you would be responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas

Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment

Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry

Conduct inspections for preventive maintenance needs

Record and report completed repairs and items that require further attention

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/maintenance-hourly-full-time-job-naperville-illinois-6041268?cntry=united-states>

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