



### **Admissions Registrar**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

#### Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

#### Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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## **Budget & Reimbursement Analyst**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital. S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Clinical Dietitian

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### Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

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### Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Cook

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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**Job Title: Traffic Operations Technician**

Opening Date/Time: Tue. 11/17/15 12:00 AM Central Time

Closing Date/Time: Wed. 12/02/15 11:59 PM Central Time

Salary: \$14.05/Hour

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

Monitors and coordinates real-time traffic conditions on the Illinois Tollway and on adjacent expressways and roadways to assist in mitigating the impacts of congestion.

Communicates directly with the Authority's Dispatch Operation, District 15 State Police, the Gary-Chicago-Milwaukee (GCM) Corridor, the media, and the motoring public via the TIMS software, Dynamic Message Signs (DMS), Computer Aided Dispatch (CAD) Systems, and two-way communications systems.

Work also involves gathering information on daily and permanent lane closures, posting lane closure messages accordingly, along with monitoring construction areas for incidents and or traffic flow problems.

Freedom to act is limited to well defined assignments in accordance with established standards and techniques of the operation of the TIMS Operation Center.

Assists with snow operations.

Typical Qualifications:

High School graduate or equivalent. Prior experience in traffic operations.

Knowledge of the Tollway roadway system, CAD operations and computer operations.

The ability to type forty (40) words per minute. Demonstrable ability to read a map, demonstrable logic skills, and the ability to work with minimal supervision.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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## **Custodian**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

### EOE

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### Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.  
Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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### **Dental Clinic Front Desk Coordinator**

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#### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

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#### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day.

Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

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**Job Title: Accountant Advanced**

Agency: Employment Security  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: RCRA 11618

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports; determine violations and noncompliance with the law and to detect and explain significant irregularities; review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to establish and maintain satisfactory working relationships and to deal tactfully with controversial problems.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street, Chicago, Illinois

**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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**Job Title: Corrections Transportation Officer II**

Agency: Corrections  
Closing Date/Time: Wed. 12/09/15 4:00 PM Central Time  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDOC29-82-15-1214  
Position Number: 09872-29-82-440-32-01

Minimum Requirements: Requires completion of an approved training program. Requires two (2) years of experience as a Correctional Officer, youth supervisor or experience in a related security position, including on year in a custodial transportation program or related field. Requires working knowledge of Illinois traffic laws and safety rules; Requires. Requires working knowledge of methods, transportation, and surveillance of inmates and students under custody. Requires skill in the use operation of assigned security vehicles. Requires ability to render first aide. Requires ability to properly use firearms. Requires ability to enforce rules, regulations, and requirements of the agency. Requires physical ability to perform assigned duties. Requires visual/audio acuity. Requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures. Requires valid CDL License - Class B.

Work Hours & Location/Agency Contact: WORK HOURS: 6:00am to 2:00pm Monday through Friday with days off of Saturday and Sunday.  
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 6044  
Phone: (815) 727-3607 extension 6693  
Fax: (815) 727-0838  
Email: Diana.wysocki@doc.illinois.gov

**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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**Job Title: Employment Security Specialist I**

Agency: Employment Security  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: RCRA 11619

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides information and guidance to employers and clients concerning IDES Employment Service programs; assists in collecting program information to analyze for effectiveness. Utilizing Illinois Job Link, reviews and researches employer and/or client accounts, resolving discrepancies and ensuring accuracy. Monitors agency and regional training programs designed to provide increased employability skills to clients; ensures programs fulfill client needs. Using a personal computer, reviews and processes job orders, provide technical assistance to employers and clients; compile information for program and goal planning on employer and client needs. Responsible for providing prompt and accurate responses, as well as quality customer service, in accordance with established agency goals. Assists manager with various office and administrative duties related to the management of Employment Services for the Region.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level. Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws. Requires knowledge of automated system capabilities within IDES. Requires the ability to travel; effectively communicate ideas, both orally and in written form; organize and analyze pertinent data; and to use a personal computer with related software programs.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm  
Work location: 2444 W. Lawrence, Chicago, IL 60625

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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**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Wed. 12/09/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 49-16-0054

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigation and surveys of health facilities (hospitals, Ambulatory Surgical Treatment Centers (ASTCs), End Stage Renal Dialysis Centers (ESRDs), Home Health Agencies, Hospices, Health Maintenance Organizations) for compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires ability to travel/valid driver's license.

Work Hours & Location/Agency Contact: 4 day, Tuesday - Friday  
Office of Health Care Regulation  
HealthCare Facilities & Programs, 122 S. Michigan Ave., Chicago, IL  
Office of Human Resources, 535 West Jefferson, Springfield, IL 62761  
217/785-2031 ph# 217/785-2038 fax#

**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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**Job Title: Management Operations Analyst II**

Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1508014-085967

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree in business or public administration, with coursework in areas such as organizational theory, and operations research; requires extensive knowledge of the application and conduct of management studies; requires three years progressively responsible professional experience in management operations analysis; a strong base in social work practice as demonstrated by a bachelor's degree in social work or a related human services field, supplemented by a master's degree in social work or a related human services field, is preferred; experience in working with and counseling families and children in child welfare services, child protective investigations, or child welfare licensing services and an understanding of the dynamics of abuse and neglect are preferred; working knowledge of DCFS rules and procedures is preferred; requires ability to analyze problems and develop systems of action, requires ability to present ideas clearly, both orally and in writing; requires ability to work closely with staff and management professionals in planning and developing assignments and conducting management studies; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Mon-Fri 8:30a-5p  
1911 S. Indiana, Chicago, Illinois 60616  
Agency Contact: Vanasha Little / Office of Employee Services  
JRTC, 100 W Randolph 6-100, Chicago IL 60601  
Phone: 312-814-122 Fax: 312-814-1224 Email: [Vanasha.Little@illinois.gov](mailto:Vanasha.Little@illinois.gov)

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

Agency: Children & Family Services  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1560054-601655

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Child Intake and Recovery Administrator, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; receives and assists visitors and callers; provides general information and assistance to office inquiries; abstracts information and supportive data.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM

Location: 1911 S Indiana, Chicago, IL 60616

Agency Contact: April Coats

406 E Monroe, Station #30, Springfield, IL 62701

Phone (217) 557-7430 Fax (217) 785-0395

[APRIL.COATS@ILLINOIS.GOV](mailto:APRIL.COATS@ILLINOIS.GOV)

**How to Apply:**

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

**Option 2 – Typing**

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**Job Title: Veterans Employment Representative I - Opt 2**

Agency: Employment Security  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: RCRA 11620

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral sciences, business administration or marketing.

Requires other than dishonorable discharge from the Armed Services of the United States and requires a qualified Service-Connected disability.

Requires extensive knowledge of veterans' problems and special needs, including such areas as readjustment to civilian life and benefits available to veterans, including education and training.

Requires ability to follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/ laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm  
Work location: Richard J. Daley College, 7500 S. Pulaski Road, Chicago, IL 60652

**How to Apply:**

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

Option 2 - Qual/Serv-Conn Disab Vet

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**RETAIL CUSTOMER SERVICE-153951**

Location: NORTHWEST CHICAGO, IL

**BENEFITS**

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more.

All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=153951>

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**Package Handler - Part-Time**

ADDISON, IL, United States

Job ID: ILADD1

Package Handlers will earn \$10.10-\$11.00/per hour plus a weekly bonus up to \$75/per week. Strongly encourage you to select the early morning shift(sunrise)if your schedule permits. Earn up to \$25,000 towards your college education!

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/addison/package-handler-part-time/1187/225487>

Auto req ID 97599BR

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**Posting Title Maintenance Tech I - IV (Specialist)**

Position Type Full Time

FLSA Status Nonexempt

**Job Summary** Supports the FedEx Ground Facility maintenance effort by performing standard preventative maintenance procedures through the application of basic maintenance processes and techniques used to diagnose and repair electrical, electronic, mechanical, and control systems.

**Essential Functions** • Performs assigned basic preventative maintenance work according to FXG standards ensuring all instructions are followed and that each step is fully executed.

**Minimum Education** • High School Diploma or GED required; Associate's degree in electrical, electronic, mechanical, or maintenance engineering technology preferred.

**Minimum Experience**

• No experience required, 1 year of light industrial maintenance experience preferred.

**Required Skills, Abilities and / or Licensure** • Software skills, including use of Microsoft Office software and web-based applications. • Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment. • Verbal and written communication skills necessary to communicate with immediate management. • Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals. • Developing knowledge of motors and motor control methods. • Developing skills in electrical and mechanical troubleshooting techniques. • Developing the ability to weld, burn, and solder. • Develop ability to read electrical and mechanical schematic diagrams.

**Other Job Description Information:** LOCAL CANDIDATES ARE PREFERRED

1430 South Wolf Road, Wheeling, Illinois, 60090

Search Engine Description Maintenance

Operations: Domicile Location P602

**EEO Statement**

FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

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**Posting Title      Vehicle Maintenance Support II-III (Senior)**

Auto req ID 54141BR

Position Type Full Time

FLSA Status Nonexempt

**Job Summary**

Supports the FedEx Ground (FXG) vehicle maintenance effort by processing invoices, cost tracking, inventory control, physical inspections of company owned equipment, and vendor quality audits, for one or more stations within the assigned district.

**Minimum Education**

- High School Diploma or GED required.

**Minimum Experience**

- One (1) year experience required in vehicle maintenance or related area.

**Required Skills, Abilities and / or Licensure**

- Software skills, including use of Microsoft Office software and web-based applications.
- Time management and organizational skills necessary to manage multiple tasks, appropriately prioritize workload, and respond to functional needs.
- Ability to develop effective methods for tracking and monitoring data or information.
- Verbal and written communication skills necessary to communicate with immediate management.

% of Travel for the Position 0-25%

Address 6833 West 75th Street

City Bedford Park

State Illinois

Zip Code 60638

Search Engine Description Maintenance

Domicile Location P604

**EEO Statement**

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Auto req ID 98227BR  
Posting Title Operations Admin I - III (Senior)  
Position Type Part Time  
FLSA Status Nonexempt

**Job Summary:** Responsible for performing the clerical and administrative functions for any or all hub and station operational areas, including linehaul, quality assurance and customer service. Tends to damaged and incorrectly addressed packages in a timely manner to optimize delivery time. Serves as a customer's first line of contact for a variety of issues.

**Minimum Education** • High School Diploma or GED required  
**Minimum Experience** • Previous clerical or customer service experience preferred

**Required Skills, Abilities and / or Licensure**

- General business skills such as typing; data entry and review; and use of phone, copier, and fax
- Software skills, including use of Microsoft Office software and web-based applications
- Customer service skills necessary to effectively and professionally respond to requests
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals

**Other Job Description Information:** LOCAL CANDIDATES ARE PREFERRED

**Tentative Work Schedule:** Monday-Friday 8 AM-12 PM

**Address** 1260 Rowena Road  
**City** Grayslake  
**State** Illinois  
**Zip Code** 60030-9546

**Search Engine Description** Operations  
**Domicile Location** P603

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