



Posting Title Banquet Set-up (Seasonal)

Auto req ID 287BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details: This position requires flexibility to work mornings, evenings, holidays, weekends, and non-standard hours. Catered Events employees may be required to work a 10-hour day or longer. This may be a set up for a casual picnic to exquisite plated dinners including tables, chairs, audiovisual equipment, linens, serving ware, etc. Events may be located in various venues throughout Brookfield Zoo so the position also requires loading needed supplies safely into appropriate vehicles and transporting to the location of the event(s). The Banquet Set-Up team also assists in running food to and from the kitchen/event and assists bussing tables as needed. Due to the driving requirement, a valid driver's license is required; you must be at least 18 years of age for this position. This is a temporary (seasonal) position. Starting wage: \$8.90 per hour.

The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- One-year banquet/catering experience desired.
- Minimum 18 years of age required.
- Demonstrated experience coordinating multiple projects and activities preferred.
- Strong customer service skills required.
- Must have ability to work well with minimal supervision and to complete and follow through on tasks independently.
- Must be reliable, neat, highly organized, and accurate.
- Must be able to work effectively under pressure and meet strict deadlines.
- Must be able to work weekends and evenings as required. May be required to work a 10-hour day or longer.
- Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

Additional Information: This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.

Additional requisitions will be posted shortly for future anticipated start dates in spring of 2014. Please visit the CZS Career Center for future opportunities.

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Posting Title Supervisor, Food Warehouse (Seasonal)

Auto req ID 285BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This position generally requires flexible availability to work non-standard hours including evenings, holidays, and weekends. This is a temporary (seasonal) position. The starting wage is \$10.25 per hour.

The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- One year of prior warehouse experience required.
- Some supervisory experience preferred.
- Experience operating a pallet jack and fork lift required.
- Must be at least 18 years of age.
- Must be reliable, neat, highly organized and accurate.
- Basic math skills, basic reading and writing skills required.
- Basic computer skills desired, with knowledge of Microsoft Excel and Outlook preferred.
- Must hold or obtain a Food Service Sanitation certificate as required by the city, county and state within one year of hire.
- Must be able to work non-standard hours including evening, holidays, and weekends.
- Valid driver's license required.

Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

- One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License. Valid medical authorization card required for positions responsible for operating a Commercial Motor Vehicle.
- Spanish fluency a plus, but not required.

Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.

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Posting Title Cashier (Seasonal)

Auto req ID 282BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Public Safety

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The Seasonal Cashier assists the full-time cashiers in the counting of funds generated by all Society operations in a timely and accurate manner. This includes sorting and verifying cash in each money bag received from the previous day from all retail stores, restaurants, and admissions; banding the money for the day's deposit and wrapping received and counted coins for transport to the bank. You will also fill and verify money bags for daily distribution and prepare the bag list and money cart for the next days' distribution. The position also requires availability to work evenings, weekends and holidays as needed; work schedules are based on the needs of the operation. This is a seasonal (temporary) position. The starting wage for this position is \$8.90 per hour.

The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- Accurate basic math skills required.
- Bookkeeping and cash handling experience desired.
- Basic computer skills required including data entry experience. Experience with Microsoft Excel, Microsoft Word and Microsoft Outlook preferred.
- Experience with adding machine operations helpful.
- Prior experience in switchboard operation, handling a telephone system, and two-way radio communication system helpful.
- Must possess excellent customer service/relations skills and strong communications skills, including good listening skills.
- Must be reliable, attentive, courteous, and friendly.
- Must be able to juggle multiple priorities simultaneously.
- Must be cooperative, flexible, and helpful with the ability to work effectively under pressure.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus.

Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates in the month of January 2014.

Additional requisitions will be posted shortly for future anticipated start dates in spring of 2014. Please continue to visit the CZS Career Center for future opportunities.

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Unarmed Security Officer - Lisle - All Shifts

ID 2013-1283 Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security is currently recruiting for Full Time Unarmed Security Officers to work at a commercial property located in Lisle.

Unarmed Security Officers responsibilities include, but are not limited to:

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$14.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1283/unarmed-security-officer---lisle---all-shifts/job>

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Door Staff - South Loop - All Shifts

ID 2013-1281 Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security Group is currently recruiting for Full-Time Door Staff to work at a residential located in the South Loop.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$9.00 and \$11.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1281/door-staff---south-loop---all-shifts/job>

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Door Staff - River North - Overnight Shift

ID 2013-1279 Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Responsibilities: •Train and qualify to work assigned post. Understands the specific and general post instructions for that assigned post. Maintain practical knowledge of all additional and emergency post instructions that are called for by the client. •Maintain access control procedures set by building management. •Effectively utilize access control systems, visitor management systems and CCTV systems as needed. •Identify all tenants and/or visitors upon arrival. •Ensure visitors and vendors are properly signed in prior to accessing the building. •Observe departing personnel to guard against theft of tenant or building property. •Monitor security cameras that are within the facility. •Respond to incidents including property emergencies. •Conduct general patrols of the entire property during various hours, if required, including numerous flights of stairs and patrols of the exterior in any weather conditions. •Ability to stand/sit/walk for extended periods of time. •Assist tenants and visitors with directions and general business information. •Clearly and accurately record data such as property damage, unusual occurrences, and malfunctioning of equipment, to building and Titan management. •Maintain clear, accurate logs pertaining to people or property including packages. •Provide excellent Customer Service to all parties encountered while on duty. •Other duties as assigned.

Qualifications: Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements. Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus. Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Salary & Benefits: Compensation is between \$9.00 and \$11.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1279/door-staff---river-north---overnight-shift/job>

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Posting Title Accounting Clerk (Seasonal) Zoological Society-Brookfield Zoo

Auto req ID 281BR

Department Accounting

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The Accounting Clerk (seasonal) is responsible for assisting accounts payable/receivable staff with daily clerical functions. Utilizing your accurate data entry skills, you will assist accounts payable staff with daily processing of invoices including, but not limited to, matching vendor invoices to purchase orders and other documents and entering invoices into the financial system. Using your basic computer skills, you will assist accounts receivable staff with daily processing of customer invoices including, but not limited to entering information from catering documents into the financial system. Drawing upon your accurate basic math skills, you will assist accounts receivable staff with miscellaneous reconciliations including, but not limited to, reconciliation of credit card transactions and assist with journal entry input into financial system.

This position requires flexible availability to work any five days out of seven days each week. This is a temporary (seasonal) position. The minimum starting wage for this position is \$11.25/hr.

The requirements for this position include: •High school diploma or equivalent combination of training and experience required. •Some college with accounting coursework desired. •Experience in accounts payable, accounts receivable or bookkeeping is strongly preferred, but not required. •Accurate basic math skills required. •Eye for detail, completeness and accuracy required. •Basic computer skills required, preferably in Microsoft Excel. •Accurate data entry skills required. •Ability to maintain confidentiality of privileged information. •Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Spanish fluency a plus, but not required.

Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.

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Security Installer/PC Technician - Chicago

ID 2013-1266 Eligibility to Work in the U.S. Required No

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Security System Installer/PC Technician responsibilities include but are not limited to:
Responsibilities: •Install and configure Access Control Systems, Analog & IP CCTV Systems, DVR's & NVR's, Burglar Alarms, Intercom systems, Telephone Entry Systems and associated equipment and software. •Assemble PC's and install OS and application software •Troubleshoot PC hardware, application software and OS problems •Travel to customer sites in personal or company provided vehicle throughout the Chicago area, Southern Wisconsin, and Northwest Indiana. •Interface with customer personnel to develop relationships, demonstrate systems, and provide training as needed. •Use technical manuals and interface with manufacturer's technical support teams to troubleshoot problems. •Other duties as assigned.

Qualifications: Education and/or Experience: Associates Degree from a technical school or Technical training

Computer Skills: •Knowledge of computer and electrical concepts, systems, and testing procedures •Familiar with Windows XP/7/8/2003/2008/Active Directory •Knowledge of computer networks, switches, IP addresses, routers, and modems •Familiar with small office networks, switch and router setup •Familiar with security camera DVR software and IP cameras •Reliable and enthusiastic

Certificates, Licenses, Registrations: Ability to obtain a valid PERC. This position also requires a driver's license with a clean driving record.

Language Skills: Must have ability to read, write speak, and understand English.

Other Qualifications: Required skills include knowledge of computer networks, switches, IP addresses, routers, and modems. Ability to pass pre-employment drug screen and criminal background check. Physical Demands: Must be able to work in outdoor environments and be comfortable working on step ladders, extension ladders and power lifts. Ability to routinely lift, push, or pull packages of up to 60lbs.

Wages & Benefits: \$12.00-\$16.00 per hour (depending on experience) plus discretionary year-end bonus, paid vacation and personal days, medical insurance, dental insurance, vision insurance, life and AD&D insurance, paid holidays, and 401(k) match. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

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Posting Title Line Cook (Seasonal)

Auto req ID 279BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

The Line Cook position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. and may be required to work a 10-hour day or longer. The peak operating months for this position are from April - October and again in December. The typical work schedule consists of mainly Fridays/Saturdays/Sundays and can average approximately 20 hours per week. Due to the driving requirement, a valid driver's license is required. This is a temporary (seasonal) position. Starting wage: \$9.30 per hour. The requirements for this position include:

- Must be at least 18 years of age.
- Knowledge of safety and food handling guidelines and procedures.
- Understanding of proper use and maintenance of all major kitchen equipment including grills, stoves, refrigeration, slicer, knives and dish machine.
- Strong customer service and organizational skills required.
- Ability to work in a team environment and take direction.
- Able to work calmly and effectively under pressure and meet strict deadlines.
- Able to stand and exert fast-paced mobility for entire shift.
- Must maintain a physical presence in the kitchen during dining hours.
- Must be punctual in attending scheduled shifts.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience.
- Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable/preferred qualifications include:
- High School graduate or (GED) equivalent preferred.
- Current enrollment in a culinary degree program strongly desired.
- Experience as a line cook in a restaurant, banquet or catering environment preferred.
- Multilingual ability, Spanish fluency a plus.

Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.

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Loan Servicing Administrator - Chicago, Illinois

Job Reference : S_202343

Position Type : Temporary

Sector : Banking

Location : Chicago, Illinois

Salary : US\$16 - US\$16 per hour

Contact : Liesen, Caitlin, Contact Code: S_202343, Randstad USA Administration, CHICAGO LOOP, United States

Phone : 312-201-9690

Description

Randstad in Chicago is currently seeking a Collateral Analyst for our client located downtown. The Collateral Analyst will work closely with the closing analyst and processor to ensure all requests are handled accurately. This employee will setup and maintain new and renewed loans. This is a full time, temporary role for 3-4 month duration but may possibly be extended. Our client would like candidates to start IMMEDIATELY. The candidate MUST have a MINIMUM of 3 years of Loan Servicing experience AND knowledge of ACBS/IBS.

Working hours: Monday-Friday 8am-5pm

Qualifications:

- must be detail oriented and organized with excellent communication skills
- must have MINIMUM of 3 years experience with loan servicing
- experience with ACBS/IBS loan systems REQUIRED

Please follow up after applying to the position on www.randstadstaffing.com by EMAILING your resume to caitlin.liesen@randstadusa.com

Randstad is a world leader in matching great people with great companies. Our experienced agents will listen carefully to your employment needs and then work diligently to match your skills and qualifications to the right job and company. Whether you're looking for temporary, temporary-to-permanent or permanent opportunities, no one works harder for you than Randstad.

Qualification: high school diploma or equivalent

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Posting Title Bartender (Seasonal)

Auto req ID 278BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details This position requires flexibility to work mornings, evenings, holidays, weekends, and non-standard hours. Catered Events employees may be required to work a 10-hour day or longer.

As a Bartender, you assist in creating this extraordinary experience by preparing the bar for the event and, during the event, with your engaging conversation while masterfully preparing beverages with both professionalism and showmanship. Your organizational skills will ensure that the bar is kept clean, orderly and proper supply quantities are maintained at all times. Your focus following food service sanitation practices will make certain that we provide a high-quality event. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. and may be required to work a 10-hour day or longer. Because alcoholic beverages are served, you must be at least 21 years of age for this position. This is a temporary (seasonal) position. Starting wage: \$11.25 per hour. The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- Bartending school certificate preferred.
- One year work experience as a bartender required.
- Strong customer service skills required.
- Strong communication and organizational skills required.
- Demonstrated experience coordinating multiple projects and activities.
- Must be able to work effectively under pressure and meet strict deadlines.
- Must be able to work with little supervision and complete and follow through on tasks independently.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

Multilingual ability and Spanish fluency a plus.

Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates in the month of January 2014.

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Posting Title Banquet Server (Seasonal)

Auto req ID 277BR

Job Location Chicago Zoological Society-Brookfield Zoo

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

As a Banquet Server in Catered Events, you may become part of this world-class catering and culinary team. Your superior serving standards and extraordinary customer service will contribute to creating uniquely memorable guest experiences - whether a picnic at the Pavilions, cocktails with the animals, or a meeting at our premier banquet facility. The Banquet Server position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. You must be at least 18 years of age for this position. This is a temporary (seasonal) position. Starting wage: \$11.25 per hour.

The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- Must be at least 18 years of age.
- Outstanding customer service orientation required.
- Strong communication and interpersonal skills required.
- Must be detail oriented, organized and able to maintain a high level of accuracy.
- Ability to maintain customer satisfaction under pressure and meet deadlines.
- Must be able to work with little supervision and complete and follow through on tasks independently.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

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Security Representative (part-time)

Job ID 68943 # Positions 2

Location US-IL-Chicago

Category Customer Service

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the position Security Representative position.

Bring your energy, drive, and motivation to Dollar Thrifty Automotive Group, and set your goals on cruise control! Dollar Thrifty Automotive Group, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Security Representatives at Dollar Thrifty Automotive Group work in the security booth at the exit of our lot. You will check out customers as they leave the Dollar Thrifty Automotive Group property to ensure the customer has matching numbers on the vehicle and the rental contract.

This includes: directing traffic, scanning vehicle numbers into a handheld computer, dealing with customers in a polite, professional manner, working outside in all weather elements.

Educational Requirements: A High School Diploma or GED is preferred
Professional Requirements: 6 months to 1 year customer service experience.

General Requirements: •Honest & Dependable •Professional Attitude
•Organized •Must have a pleasant, outgoing, and friendly personality

Must be at least 18 years of age and have a valid driver's license Able to work various hours, weekends, holiday and overtime Must be able to communicate effectively & courteously to customers Must be neatly groomed and have a professional appearance This position requires you to work outdoors and stand for long periods of time

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA /M/F/D/V

Apply online at <https://usjobs-dtag.icims.com/jobs/68943/job?hub=20>

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Lube Technician

Job ID 66630 # Positions 1

Location US-IL-Chicago

Category Maintenance - Vehicle

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, the Lube Rack Attendant position at our Des Plaines / O'Hare Operations may be the position for you.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players.

Mandatory Requirements:

Basic duties of this position include oil changes, tire rotations and replacements, and performing preventative maintenance, among other things.

The successful candidate must be 20 years of age and have a satisfactory driving record and a valid driver's license.

Must have your own tools. Ability to work days, nights and weekends required

Apply online at <https://usjobs-hertz.icims.com/jobs/66630/lube-technician/job?hub=20>

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Temporary Accounts Payable Clerk - Chicago, Illinois

Job Reference : S_202341

Position Type : Temporary

Sector : Administrative & Support Services

Location : Chicago, Illinois

Salary : US\$15 - US\$16 per hour

Contact : Liesen, Caitlin, Contact Code: S_202341, Randstad USA Administration, CHICAGO LOOP, United States

Description

Randstad in Chicago is currently seeking an Accounts Payable Clerk for a temporary assignment in the Loop. This opening is with a global manufacturing company, headquartered in Chicago across from Union Station. This is a full time, temporary opportunity with a reputable company. This position will start ASAP and is an indefinite opportunity through the end of next year. The A/P Clerk is responsible for entering vendor invoices on a daily basis and ensuring timely payments in accordance with company policy.

Typical duties: -inputting/scanning vendor/freight/P.O related invoices into SAP
-preparing and entering journal entries
-reviewing customer files to ensure accurate balances and correct vendor information
-answering and investigating questions from vendors and internal customers
-working other departments to efficiently process invoices
Working hours: Monday-Friday 8am-5pm

Qualifications: -2-5 years experience
-experience in a computerized accounting environment preferred
-must be accurate with strong attention to detail
-able to build relationships with vendors
-experience with SAP software preferred

Randstad is a world leader in matching great people with great companies. Our experienced agents will listen carefully to your employment needs and then work diligently to match your skills and qualifications to the right job and company. Whether you're looking for temporary, temporary-to-permanent or permanent opportunities, no one works harder for you than Randstad.

Qualification: bachelor's degree

If you are interested, apply to the posting on www.randstadstaffing.com and follow up by EMAILING your resume to caitlin.liesen@randstadusa.com for consideration!

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Service Representative

Job ID 63397 # Positions 1

Location US-IL-Chicago

Category Sales - Sales Administration

General Responsibilities: As a Service Representative you will partner with one of our insurance business partners onsite to represent Hertz and facilitate the rental process. You will maintain and grow strong relationships with your business partner, provide outstanding customer service and generate increased business. This is a growth orientated opportunity in our Sales organization and is positioned to lead to an exciting career path at Hertz.

Responsibilities: •Identify opportunities and implement initiatives to grow revenue and market share. •Manage and facilitate the rental process for assigned insurance business partner. •Liaise with rental locations and with various internal and external clients to carry out rental initiatives and resolve issues. •Act as primary contact for business partner customer support. •Perform daily administrative activities; conduct phone calls, collect receivables and ensure account rental management is up to date. •Explore and implement new ways to improve customer service, improve metrics and create value for the business partner. •Partner with Sales Account Representatives to carry out marketing initiatives.

Mandatory Requirements:

Educational Background: •A Bachelor's degree.

Knowledge:•Customer service/sales work experience.

- Sales experience and/or a desire to work in a sales organization.
- Possess a strong commitment to customer service.

Skills: •Well-developed organizational, verbal and written communication skills.

- Demonstrated ability to work independently.
- Must be a self-starter, quick learner and possess excellent decision making skills

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/63397/service-representative/job?hub=20>

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Digital Signage Designer

Responsibilities include but are not limited to designing and creating motion graphics displayed on our various sizes video displays from concept to completion.

The main responsibility will be to manage, schedule, coordinate and create graphics for our outdoor displays and indoor concourse monitor wall.

These include sponsor animations, logo treatments, opens, headshots, etc. Extensive knowledge in After Effects, Photoshop and Illustrator is mandatory.

Additional experience in non-linear editing, 3d software and workflow in a digital environment is advantageous.

College degree preferred and 2-3 years of experience are necessary. Flexible schedule is a must.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

No phone calls please.
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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Accounting Clerk

Responsibilities include but are not limited to:

- Processing weekly payroll
- Reconciling accounts
- Processing AP/AR

Two to four years experience preferred.

Associate's degree required. Bachelor's degree preferred. Sage and Paychex or equivalent system experience preferred.

Ability to work in a fast paced environment and multi-task are essential for this position. Competitive salary and benefits.

Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following position:

Help Desk Analyst

The successful candidate will respond to end users inquiries concerning problems including service requests, system status, network connectivity and hardware/software issues for all applications and operating systems.

The candidate will need to analyze and resolve simple to moderately complex inquiries, provide technical support during events as well as other assigned duties.

Must be able to handle multiple projects in a timely and efficient manner.

A flexible schedule is necessary; two years experience preferred.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

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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:

- *Clubs - Supervisor, Runner, Busser, Host, Server*
- *Banquets - Porter*
- *Suites - Supervisor, Dessert Attendant*
- *Warehouse - OP Tech*
- *Culinary - Dishwasher, Cook*
- *Concessions - Runner, Server*
- *Retail - Store Associates*

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.com or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)
Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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