



Job Title: Office Assistant - Opt 2

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-94330

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Southeast FCRC, 8001 S. Cottage Grove, Chicago, IL 60643
Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762
217-557-0347 FAX: 217-524-2116

How to Apply:

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

Option 2 – Typing

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email job leads to workforce@lashawnford.com
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Job Title: Office Associate - Opt 2

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-94331

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex specialized clerical duties for supervisory staff, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type at a rate of 45 wpm. Requires knowledge and understanding of medical, technical, and legal terminology.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Southeast FCRC, 8001 S. Cottage Grove, Chicago, IL 60619
Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services / Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762
217-557-0347 FAX: 217-524-2116

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

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Job Title: Office Clerk - Opt 1

Agency: Human Services
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 – General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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Job Title Banquet Servers

Posted 12/07/2015

Category Arenas

Location Sears Centre

5333 Prairie Stone Parkway

Hoffman Estates, IL 60192

<http://www.searscentre.com/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Banquet Server opportunities

- Job Requirements** • Lifts and transports up to 40 lbs. • Frequently reaches, lifts, stoops, bends and cleans to maintain service area • Walks and stands during entire shift
- Possible job hazards include, but are not limited to; slips, trips, falls, burns, cuts and strains
 - Able to communicate effectively with managers, guests and teammates by speaking and comprehending English
 - Must be of legal age to serve alcohol and possess any required certifications to do so

www.levyrestaurants.com

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status

Requirements

Please apply online today. Qualified candidates will be contacted for an interview.

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status.

Apply online at <http://workatlevy.com/job-detail/124462/2015-12-07>

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Job Title Concessions Cashiers

Posted 12/07/2015

Category Arenas

Location Sears Centre

5333 Prairie Stone Parkway

Hoffman Estates, IL 60192

<http://www.searscentre.com/>

Description

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Always accepting applications for Concessions Cashiers opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Apply online at <http://workatlevy.com/job-detail/124467/2015-12-07>

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Job Title Food Runners

Posted 12/07/2015

Category Arenas

Location Sears Centre

5333 Prairie Stone Parkway

Hoffman Estates, IL 60192

<http://www.searscentre.com/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Food Runners opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Apply online at <http://workatlevy.com/job-detail/124474/2015-12-07>

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Job Title Host/Hostess

Posted 12/07/2015

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

<http://www.unitedcenter.com/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world.

We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Host/Hostess opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Requirements

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Apply online at <http://workatlevy.com/job-detail/124556/2015-12-07>

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Job Title Retail Sales Associate

Posted 12/07/2015

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

<http://www.unitedcenter.com/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Retail Sales Associates opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Requirements

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Apply online at <http://workatlevy.com/job-detail/124563/2015-12-07>

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Job Title Server Assistant

Posted 12/07/2015

Category Arenas

Location Sears Centre

5333 Prairie Stone Parkway

Hoffman Estates, IL 60192

<http://www.searscentre.com/>

Description

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Always accepting applications for Server Assistant opportunities

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Requirements

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Apply online at <http://workatlevy.com/job-detail/124477/2015-12-07>

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-91-94272

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Western FCRC, 3910 W. Ogden Ave, Chicago, IL 60623

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

How to Apply:

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Job Title: Public Service Administrator - Opt 8T

Agency: Juvenile Justice
Closing Date/Time: Thu. 12/31/15 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

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Assistant School District Superintendent (SPSA), plans, develops, coordinates, and administers educational program at facility. Functions under broad latitude of independence guided preponderantly by Agency policies/procedures in program development, contractual commitments, staff appointment; works congruently with School District, facility administrators in program design, major revisions, long term commitments, space needs, other design or operational needs/problems. Implements policies and procedures.

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

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: Staff Development Specialist I

Agency: Human Services
Closing Date/Time: Mon. 12/21/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-90783

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Stroger , 600 South Hoyne, Chicago, IL 60612

Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2116
DHS.hiringunit@illinois.gov

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Support Service Worker

Agency: Human Services
Closing Date/Time: Fri. 12/18/15 4:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-82/93227

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Business Manager and guidance of the Support Service Coordinator 1, serves as a housekeeper for the intake/emergency and residential pavilion, including patient rooms, common areas, nurses station and pavilion offices.

Minimum Requirements:
Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Work Hours & Location/Agency Contact:
Housekeeping
2pm-10pm
Rotating days off

Valarie Laird/Personnel
Madden Mental Health Center
1200 S. First Avenue Hines, IL. 60141
Fax# 708-338-7078

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

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Job Title: Veterans Employment Representative II

Agency: Employment Security
Closing Date/Time: Thu. 12/24/15 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: RCRA 11626

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires one year professional experience in marketing, public relations or related experience. Requires other than dishonorable discharge from the Armed Services of the United States. Requires thorough knowledge of veterans' problems and special needs including such areas as readjustment to civilian life and benefits available to veterans, including education, training and provision of vocational guidance counseling. Requires extensive knowledge of the organization, operation and functions of IDES; state and federal labor and employment laws, methods and techniques developed by the agency and federal and state laws affecting veterans. Requires ability to: meet and deal with potential employers to promote IDES; analyze and evaluate effectiveness of services provided to veterans; establish and maintain harmonious working relationships with employers, employees, public officials, representatives of veterans' organizations and the general public; make decisions and initiate action to promote greater areas of Employment Services; 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:

WORK HOURS: 8:30 am - 5:00 pm Monday - Friday
WORK LOCATION: Waukegan, IL
WHERE TO APPLY: IDES Recruitment & Selection
607 E. Adams St. - 9th Floor, Springfield, IL 62701 Fax: (217) 524-3472

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

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Job Title Receiving Clerk

Posted 12/07/2015

Category Arenas

Location United Center

1901 West Madison Street

Chicago, IL 60612

<http://www.unitedcenter.com/>

Description

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We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Always accepting applications for Receiving Clerk opportunities

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The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

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Requirements

Please apply online today. Qualified candidates will be contacted for an interview.

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Inventory Controller II

Location: Evanston

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings, maintaining a clean and organized stockroom, developing and maintaining good written and verbal communications and good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for traveling to various locations for parts pick up on an as needed basis and other duties as assigned. Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller. One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful. Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred. Good verbal and written communications skills are required. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification. Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

Qualifications:

Qualified candidate must possess typing/word processing skills equivalent to the level of an Inventory Controller. One (1) to two (2) years progressively responsible transit experience is required. Having stockroom operations experience is helpful. Experienced with the Oracle system and proficient in personal computer, word processing and spreadsheets are preferred. Good verbal and written communications skills are required. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification. Must be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

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Mechanic

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Must be able to work independently and may perform Foreman's duties as needed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must possess at least three (3) years previous diesel/gas experience and/or technical training. Must be at least 21 years of age and have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

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Temporary Sign & Shelter Technician

Location: Melrose Park
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=704

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Sr. Inventory Controller

Location: Melrose Park

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, responsible for coordinating activities of the second and third shift Inventory Controllers, along with training and further development, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, monitoring scrap status, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings and maintaining a clean and organized stockroom. Developing and maintaining good written and verbal communications and a good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for coordinating traveling to various locations for parts pick up on an as needed basis. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least two (2) years of experience in materials, stockroom operations, inventory control or related field, progressive responsible transit experience, and possess typing/word processing skills equivalent to the level of a Senior Inventory Controller. Must have experience with the Oracle system, be proficient in personal computer, word processing and spreadsheets and have good verbal and written communications skills. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification and be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

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