



College Advisor - HAR0000166

Duties and Responsibilities

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce. Advises students on establishing academic and career goals; identifies the educational and career options appropriate for each student; and assists with the analysis of each option, including possible outcomes and their implications. Establishes an action plan for students to explore alternative careers and related majors.

Participates in professional activities including NACADA (National Academic Advising Association), ILACADA (Illinois Academic Advising Association), IACAC (Illinois Association for College Admission Counseling), and other professional organizations which encourages continuous professional growth and development as an Advisor. Maintains confidentiality of information exposed to in the course of business regarding students and others who may obtain advising services. Performs related duties as required.

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirement: Availability to work some evenings and weekends

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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Assistant Teacher

Job ID 2013-5776 Center South Side Children Services
Positions 1 Address 6330 S Stony Island
Posted Date 12/9/2013 City Chicago
Category Education & Training State IL
Type Regular Full-Time Hours per Week 40
Variable Schedule Monday – Friday 7:30am - 4:30pm

Job Summary:

Under the direct supervision of the Child Care Site Director, the Assistant Teacher assists the Teacher to provide a safe, structure, and nurturing learning environment for each enrolled child.

Scope of Responsibilities:

Assist the Teacher to plan and implement developmentally and educationally appropriate experiences for children based upon individual and group needs, within the guidelines of the identified curriculum; assist in the evaluation and reporting on each child's progress through observation recordings, early childhood screenings, and developmental assessments; assist in the maintenance of educational records on each child as required; assist in implementing activities and modeling behavior that is reflective of N.A.E.Y.C. and Head Start performance standards; encourage and support parent development through classroom volunteerism, home centered activities, home visits, parent/teacher conferences, and participation in parent development activities and meetings; observe and respect issues of confidentiality, ethics and best practices of the Early Childhood profession, and mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act; maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

Requirements: AA in Child Development/ ECE, EIDE, EC Special Education; must have 1-3 years experience working in a child care program preferably with children 6 weeks - 5 years old. (this requirement may be fulfilled through a practicum or student teaching); excellent oral and written communication skills; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college training programs.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5776/assistant-teacher/job>

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Group Worker Aide

Job ID 2013-5771
Center Wabash Children Services
Positions 1
Address 3763 S Wabash Ave
Posted Date 12/9/2013
City Chicago
Category Child Care
State IL
Type Regular Part-Time Hours per Week 25
Variable Schedule Monday – Friday Hours Varies

Job Summary:

Under the direct supervision of the Group Worker, the Group Worker Aide is responsible for participating in activities for school-aged children that foster overall character building in an before/after school program setting.

Scope of Responsibilities:

participate in a variety of activities for school-aged children; follow program schedule including snack time, homework time, cleanup, and other times set for activities; assist in maintaining high standard of health and safety keeping the health and welfare of all children in mind at all times; participate and assist in the pool program (if any), schools out and holiday break programs; other duties as assigned.

Requirements:

High school diploma or equivalent work/education experience; 1 year teaching experience in a classroom setting under qualified supervision; must have 12 hours in Child Development, Recreation, Physical Education or a related field; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5771/group-worker-aide/job>

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Program Assistant

Job ID 2013-5874

Center Buehler

Positions 1

Address 1400 W. Northwest Hwy

Posted Date 12/5/2013

City Palatine

Category Child Care

State IL

Type Regular Part-Time Hours per Week 5-10

Variable Schedule varies - depends on class arrangement

Job Summary:

Working under the direct supervision of the supervisor, assist in management of staff and groups of children 6 weeks – 12 years old.

Scope of Responsibilities:

Assist in the implementation of the daily program, which will include activities that are developmentally appropriate.

Assist with scheduling staff and ensuring proper staff coverage.
Assist in handling parent's comments, concerns and questions.

Help with general housekeeping tasks.
Supervise and lead the activity areas.

Interact with children, treating them with respect and dignity.
Attend all staff meetings and training programs.

Requirements:

Must have prior experience working with children.

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Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5874/program-assistant/job>

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Chief of Police

Summary of Duties: Reporting directly to the Deputy Executive Director, Administration, plans, directs and controls the overall operations of the Metra Police Department. Oversees and supervises a sworn police force that includes the department's Commanders, Lieutenants, Sergeants and Patrol Officers. Directs division activities and works in conjunction with other police departments in state, federal and other law enforcement agencies in the six (6) county Northeast Illinois areas. Oversees and monitors the activities of the Special Operations Unit and manages Department of Homeland Security funded projects. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications: Bachelor's degree in Business Administration, Criminal Justice, Public Administration, or related field OR in lieu of degree, any combination of education and experience as a law enforcement officer equal to four (4) years of college. A Master's degree is preferred. In addition to #1, must have ten (10) years of police experience in federal, state, or local service, holding a supervisory rank of captain or above for a minimum of five (5) years. Must be a graduate of the FBI National Academy or comparable police command course of instruction. Must be certified as a law enforcement officer in the State of Illinois or be able to attain certification if coming from out of state. Must be able to meet the annual minimum firearms qualifications as required by the State. Must have knowledge of emergency management and counter-terrorism operations. Must have experience in budgeting and forecasting. Strong and effective oral and written communication skills. Must possess and maintain a valid driver's license. External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position.

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College Senior Storekeeper - INTERIM - OLI0000183

Primary Objective:

Under general supervision, assists in organizing and supervising store functions for one or more stockrooms; and performs related duties as required.

Orders, receives, and records the receipt and issuance of supplies, equipment and furniture in accordance with established procedures.

Supervises student aides and stock handlers in the performance of basic stores activities.

Maintains daily receiving records.

Supervises the tagging and recording of new furniture and equipment.

Oversees physical inventories and maintains computerized inventory records.

Maintains computerized inventory records; maintains files of purchase orders and office and school product catalogs.

Prepares materials for routine, bulk and express mailings.

Performs other duties as assigned.

Qualifications

Graduation from high school or the equivalent required, supplemented by three years of training and /or experience in requisitioning, receiving, recording, storing and issuing materials, supplies and equipment; or an equivalent combination of training and experience.

Good knowledge of receiving, recording, storing and issuing materials, supplies and equipment.

Good knowledge of college shipping and receiving procedures and college inventory procedures.

Knowledge of postage meters and other office equipment.

Ability to plan, organize and supervise the work of subordinates.

Ability to use personal computer in the maintenance of shipping and receiving records.

Ability to perform manual tasks requiring good physical condition.

Good organizational skills. Good supervisory skills. Good verbal skills.

Chicago residency is required for all full-time employees within 6 months of hire.

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College Clerical Assistant I - PT - DAL0000212

Duties and Responsibilities

College Clerical Assistant I - PT

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Adheres to CCC Customer Service Excellence standards.
Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
Knowledge of word processing software; and knowledge of basic office procedures.³

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
Skill in basic filing; and good verbal communication skills.

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Supv., Rolling Stock & Regulations

Minimum Acceptable Qualifications

Must be a Mechanical Journeyman OR possess four (4) years of manufacturing and/or equivalent military experience.

In addition to #1, must have a minimum of seven (7) years of railroad and/or rolling stock manufacturing experience.

Must have knowledge of operating and maintenance systems of rolling stock including locomotive, passenger cars, and MU locomotives to include, but not limited to air brakes, cab signal/PTC, propulsion, prime mover, inverter, doors, communications, HVAC, AESS, EM2000, QES.

Must have knowledge of O.E.M., F.R.A., F.T.A., A.A.R., and A.P.T.A. maintenance standards as they apply to locomotives, passenger cars, and MU locomotives.

Must obtain 49CFR part 238 certification within sixty (60) days of hire.

Must be proficient in Microsoft Office Suite with emphasis in Word and the ability to create spreadsheets using Excel.

Must be capable of working both independently and in a team-oriented, collaborative environment.

Must possess three (3) years of managerial experience. Supervisory experience preferred. Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

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Project Leader

Summary of Duties

Reporting directly to the Department Head, of Systems Development, the Project Leader will write COBOL and CICS code, installing and maintaining new financial application systems. Oversee testing and analysis of software programs and applications. Identify, troubleshoot and resolve issues with programs which may include modifying programs and/or software specifications. Develop system requirements, writing specifications for programs, writing the code, testing, migrating to production and supporting the full life cycle of the production. Prepare Gantt charts for manpower and project timeline. Provide technical leadership to junior level programmers. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Bachelor's degree in computer science or related discipline OR in lieu of degree, any combination of education and experience in Information Technology that equals four (4) years. Must have seven (7) years of analysis, design, coding, testing, installation and training for large, complex financial business systems. Must have proficiency in batch and CICS, Command-Level COBOL, with the ability to code and test complex business systems. Must have strong organizational skills. Must have experience in systems development methodology and project management. Oracle PL/SQL, VB Script, Microsoft Office, Project, Visio, FTP and Windows Operating System experience preferable. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

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Temp. Legal Secretary

Summary of Duties

This is a temporary position. The legal secretary will provide secretarial support, draft and proofread legal documents, and perform other related duties.

Minimum Acceptable Qualifications

High School diploma or GED equivalent.

Minimum of three (3) years experience as a legal secretary or directly related experience.

Proficient in Microsoft Office Suite and Adobe Professional.

Able to type a minimum of fifty (50) wpm.

Highly motivated and organized.

Must be able to interact professionally with all levels of staff, court personnel, representatives of federal/state/local agencies, outside vendors, and the general public.

Prioritize and monitor projects to completion.

Work with sensitive information and maintain strict confidentiality.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.

Relocation is not available for this position.

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Section Chief, Grant Reimbursement

Summary of Duties: Reporting directly to the Manager, Grant Reimbursement, administers the month-end requisition process for reimbursement of capital expenditures made under all Metra grants to ensure timely receipt of funds required to meet the company's cash flow needs. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Must possess a Bachelor's degree in Business Administration, Accounting or a related discipline OR in lieu of a degree one (1) year of experience in the public transportation industry, including capital grant accounting and associated financial control systems, may be substituted for each year lacking relevant college-related course work up to four (4) years. In addition to #1, five (5) years of finance and/or accounting experience is required. Knowledge of capital grant administration processes and federal, state and local governmental agency regulations and requirements strongly preferred.

Knowledge of FTA Circular 5010.1D, Grants Management Requirements, a plus.

Must be proficient in Microsoft Office Suite. Must possess strong Personal Computer skills with proficient and functional knowledge of word processing, spreadsheets, and relational databases. Knowledge of mainframe and client-server systems preferred.

Must possess strong communication skills including verbal, written, and presentation competency. Must possess the ability to multi-task, set priorities, and meet strict deadlines. Note: A writing sample and Excel spreadsheet assessment may be administered during the interview process.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

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Comp Lab Assistant - Part-Time - HAR0000164

Duties and Responsibilities

The Computer Lab Assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks.

Demonstrate software applications, and keyboarding and computer techniques to students.

Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.

Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.

Maintains computers and peripheral equipment in clean and working condition.

Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.

Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.

Performs other related duties as required.

Qualifications

High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Must be a team player with good communication skills.

Ability to work independently with minimal supervision.

Ability to relate well with students, faculty and staff.

Ability to follow written and verbal instructions.

Chicago residency is required for all full-time employees within 6 months of hire.

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Chief Safety Officer

Minimum Acceptable Qualifications

Bachelor's Degree in Engineering, Physical Sciences, Public Administration, or related field OR in lieu of degree, progressively responsible relevant safety management experience. A Master's degree in a related field is preferred. In addition to #1, must have significant experience in management, administration, planning, and oversight of system safety activities in a major transportation agency. A World Safety Organization Certification and/or a certification as a safety professional (CSP) is preferred. Must have a demonstrated knowledge of transportation safety to include a wide-ranging knowledge of the principles of procedures and equipment including: vehicles, track, structures, facilities, electric traction power, signals, communication, operations and control systems. Must have a working knowledge and understanding of applicable Federal Railroad Administration (FRA) regulations. Must have extensive knowledge of operational safety and system safety engineering. Strong and effective oral and written communication skills are essential. Must be proficient in Microsoft Office Suites with emphasis on database maintenance and record-keeping applications. Supervisory experience is required. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position. To apply for this position at Metra, please send your cover letter, resume and salary history to:

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Chevy Chase, MD 20815
301-654-7533
gmoser@krauthamerinc.com

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Diesel Locomotive Mechanic (Machinist)

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities:

This position will inspect, maintain, and repair passenger locomotives, including air brakes, diesel engines, air compressors, wheels and trucks. Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment. Performs all other duties as assigned.

Minimum Acceptable Qualifications:

Qualified candidates will possess a Journeyman's card in the International Association of Machinists (preferably a Railroad local) or possess a minimum of four (4) years of experience performing the work of a Diesel Mechanic, preferably with a railroad. Must be able to use welding equipment.

Other Important Information:

May be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

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Staff Accountant - Chicago

Job ID 2013-99832

Category Accounting/Finance - Accountant

Location US-IL

Area Chicagoland

We are an Equal Opportunity Employer M/F/D/V.

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Qualifications:

Must be at least 18 years old.

Must have a Bachelor's degree in Accounting or Finance.

Must be planning to attain CPA within 1-2 years.

Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance.

Must have basic proficiency with Microsoft Excel and Word.

Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.

Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.

No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/99832/staff-accountant---chicago/job>

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Service Agent-Naperville, IL

Job ID 2013-91644

Category Customer Service/Support - Customer Service/Support

Location US-IL-Naperville

Area Naperville

We are an Equal Opportunity Employer M/F/D/V.

National and Alamo has an exciting opportunity for a Service Agent. The Service Agent prepares and services vehicles prior to rental including: refueling, cleaning and washing, checking fluids and pressure levels of all vehicles. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities: Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights. Inspect vehicles for unidentified body damage. Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk. Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable. Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary. Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary. Refuel the vehicle and log identification number with fuel needed and mileage. Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number. Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area. Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Qualifications:

Must be at least 18 years of age.

At least 6 months work experience required

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

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

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must have reliable transportation to and from Naperville, IL

Must be willing to work for a non-negotiable rate of \$8.25/hr

Must be able to work the following shift (non-negotiable):

Monday thru Friday 1:00pm- 6:00pm

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Data Entry Clerk

Job Title: Chicago Data Entry Jobs

Job ID: 4101825

Job Type: Full Time

Shift Type: Morning

Compensation: \$32,000/y

Experience: No Experience

Job Description

Our company is seeking a Data Entry Clerk in Charlotte to enter data from a variety of sources into a computer database on a daily basis. This position may handle minor problems and may generally be under the supervision of a manager.

Other Duties:

Records and verifies simple to moderately complex data
Corrects errors according to standard procedures

Requirements/Qualifications:

High School diploma or equivalent

Basic mathematical skills

Basic knowledge of Excel

Must be detail oriented with good organization skills

Must exercise a high degree of discretion, technical competence, and the ability to multitask

Must have the ability to respond effectively to deadlines

Analytical and/or financial industry experience a plus

Apply online at <http://www.shiftgig.com/job/chicago/il/data-entry-job-openings-at-puckett-solutions-4101825>

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***Part-Time Service Agent (Car Detailer)- Western and Roosevelt**

Job ID 2013-98316 Category

Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

We are an Equal Opportunity Employer M/F/D/V.

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

*The position is based at
1224 S Western Ave
Chicago, IL 60608*

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

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

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

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

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedule: Monday - Friday 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/98316/*part-time-service-agent-%28car-detailer%29--western-and-roosevelt/job

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Headline: Loan Servicing Administrator

Post Date: December 9, 2013

Location: Chicago, IL, 60606

Job Type: temporary

Hours: 33 - 40+ hours

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.

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Part Time Sr. Customer Assistance Representative -Chicago Riverview

Job ID 2013-94526 Category Customer Service/Support - Customer Service/Support

Location US-IL

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

We are an Equal Opportunity Employer M/F/D/V.

3844 N. Western Ave., Chicago, IL 60618

This is a part-time position that pays \$9.50/hr.

Responsibilities:

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors

Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Selling optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance . Clean vehicle interior and exterior by hand or by operating washing equipment when needed

Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing

Perform miscellaneous and backup duties job-related duties as assigned

Qualifications:

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

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

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, you must be available to work the following schedule:

Monday: 7:00am-6:00pm

Tuesday: 7:00am - 12:00pm

Friday: 7:00am-12:00pm

Saturday 8:30am-12:30pm

Apply online at <https://us-erac.icims.com/jobs/94526/part-time-sr.-customer-assistance-representative--chicago-riverview/job>

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