



Account Executive

Location: CHICAGO

Department: GPX

Application Deadline: Monday, December 23, 2013

Key Duties:

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

Qualifications:

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

Additional Information:

PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met

Apply online at <http://www.greyhound.com/en/careers/details.aspx>

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Operations Manager

Location: CHICAGO

Department: Operations

Application Deadline: Monday, December 23, 2013

Key Duties:

Acts as a mentor to personnel, provides work direction and supervision to staff on a regular basis. Determines capacity planning schedules. Oversees the functions of the board operations, to include ensuring that: coordination and scheduling of the workload is satisfied, quality service is being provided, and Company policies are being adhered to. Plans and coordinates monthly driver and safety meetings; gives direction to driver team; manages light duty; driver run bids and notification process. Works to reduce driver unavailability by controlling miss-outs. Notifies driver of one-half assignments and works to hold down awards. Identifies and prepares Trainers to conduct departmental training. Conducts orientation and ensures training is provided to new employees. Ensures that employees are fully cross-trained to allow cross-utilization of functions. Maintains training records, including weekly status report. Strives for compliance with safety standards from a customer, terminal and equipment vantage (DOT, DA). Monitors Safety Program compliance. Responsible for contract interpretation/first step grievance handling and resolving driver complaints, concerns or grievance in a timely manner.

Qualifications:

5 years Supervisory or management experience in the transportation or retail industry

1 - 3 years of Greyhound supervisory/management experience preferred

1 - 3 years of Financial analysis, customer service, marketing or merchandising and human resources experience

Bachelor's degree preferred in General Business or Transportation

Leadership ability including motivating, coaching, developing and counseling employees. Analytical, interpersonal, and decision-making skills and abilities

Working knowledge of federal/state/local highway laws and regulations

Experience working with a collective bargaining unit in order to comply with contract obligations and guidelines

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience

Working knowledge of how each bus in the fleet operates and obtain a CDL

Effective communication skills (verbal, written and listening)

Knowledge of company cash handling and control procedures

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A Greyhound Professional Motorcoach Operator

Qualifications

To qualify, you must:

- Be at least 22 years of age
- Pass a DOT physical, criminal background check and drug screening
- Have a valid driver's license
- Have an good driving record
- Must be able to obtain a passport to cross the Canadian border
- Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value. If you cannot do it safely, don't do it!

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <http://www.greyhound.com/en/drivingcareers.aspx>

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General Laborer, Warehouse

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Other Location :

Requisition Number : HV022807

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-illinois-job-1-4138577>

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Title: Office Administrator/Receptionist (River North)

ID: 1017

Department: Administrative

Description

We are seeking a receptionist/back office administrator to manage the office at our River North headquarters. You will be meeting and providing customer service to an array of personalities and will working on multiple tasks, so strong problem-solving skills are a must.

If you're friendly and welcoming, organized, punctual, and have exceptional customer service skills, then this could be the role for you.

Some specific tasks will include:

- Ensure office runs smoothly and employees have what's needed to work effectively
- Scan, file, and organize all documents
- Assist in the preparation of marketing documents
- Answer phones
- Accept packages
- Reception and greeting of guests
- Set up meetings
- Assist in problem resolution for guests, residents, and contractors
- Order supplies for multiple satellite offices as well as HQ
- Distribute food orders to multiple HQ kitchens
- Create IDs for new field workers
- Book travel as necessary
- Book meetings and appointments as necessary
- Make sure back office common areas are clean, well-appointed, and welcoming
- Send and receive mail, certified mail, and FedEx packages
- Provide administrative support for a variety of Human Resources tasks
- Take on additional projects and business responsibilities as opportunities and personal capabilities and interests arise.

Please look us up at www.pangeare.com

Compensation: \$25,000 - \$28,000/year, depending on education and experience

Only candidates with resumes attached will be considered for this position.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjmck7>

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Electrician

Talent Area : Maintenance

Location : Niles, IL, USA

Requisition Number : 00017044

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress
- Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

The Coca-Cola North America Group requires applicants to undergo a background verification process prior to commencing employment with the company. Employment with the Coca-Cola North America Group is contingent on the satisfactory completion of a pre-employment background check.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-illinois-job-1-4050199>

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Supervisor, Transportation Chicago, IL

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Other Location : IL70 - Niles, IL (East)

Requisition Number : 00018573

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervision and scheduling of transport drivers or common carriers transporting finished goods to sales centers. May also be responsible for warehouse operations.

Ensure/manage replenishment distribution to the distribution centers is effective and productive.

Create and prioritize product replenishments (IBT's)

High level of Customer Service focus and response required as an operations liaison to the Distribution Centers.

Train, develop and monitor Transportation Drivers to achieve maximum productivity.

Maintain maximum/optimum fleet utilization.

Labor planning and utilization of Transportation Drivers.

Ensure operational compliance with D.O.T compliance for Transportation Drivers.

Facilitate Monthly Safety Training for Transportation Drivers.

Actively participate with Warehouse/Dock management teams within the Division.

Optimize Transportation POD. Generate, prepare, review and file daily reports.

Other duties as assigned by Transportation Manager

Position can be officed out of Niles or Alsip, IL. with periodic visits to 5-7 other locations within Chicago Metro. High School Diploma or GED required.

- Bachelor's degree preferred. • Transportation and/or Logistics Supervisory experience in direct delivery sales or beverage industry, highly preferred.
- Good analytical, verbal, written, presentation and communication skills.
- 3-4 years in Supply Chain / Logistics environments preferred.
- Experience in a union environment preferred. • Ability to think strategically with high level of patience in dealing with critical situations. • Previous experience in Replenishment Planning / Distribution is preferred. • Demonstrated ability to develop and maintain effective working relationships with fellow employees. • Ability to interact/communicate successfully with personnel at all levels. • Ability to supervise & motivate employees. • Ability to develop and implement process improvement.
- Proficient PC skills to include SAP, Excel, Word, Power Point

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/supervisor-transportation-chicago-il-alsip-illinois-job-1-4131273>

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Custodian Chicago

Title: Custodian Chicago

ID: 1006

Department: Custodial

Description

Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

RESPONSIBILITIES:

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.
- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.
- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

REQUIREMENTS:

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjc2i49>

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Leasing Agent Chicago

Title: Leasing Agent Chicago

ID: 1007

Department: Field Management

Description

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- Schedule, coordinate, and conduct unit showings with prospective tenants
- Meet and exceed monthly leasing targets
- Work evenings and weekends as needed to show units
- Navigate, update, and work effectively in PropertyWare software environment
- Any projects or additional duties as requested

Qualifications:

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willing to work very hard, and work nights and weekends when needed
- Access to reliable automobile - REQUIRED
- Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
Benefits include health insurance, two weeks' vacation and five sick days per year.

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Maintenance Technician Chicago

Title: Maintenance Technician Chicago

ID: 1004

Department: Maintenance

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets. Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures. Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim. Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish. Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits:

Base pay starts at up to \$20/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj3hj07>

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Warehouse Distribution Sparkling Supervisor- Chicago, IL (Cicero)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00017731

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.

- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.

- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.

- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-sparkling-supervisor-chicago-il-cicero-chicago-illinois-job-1-4121919>

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Front Desk Dental Clinic Receptionist

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

The Front Desk Dental Clinic Receptionist is the initial point of contact with patients and is the clerical support person for the dental clinic.

This position is the liaison between clinic staff and patients and is responsible for being able to effectively and professionally communicate with all parties.

Responsibilities include answering phones, scheduling and confirming appointments, greeting patients, verifying and processing insurance, collecting copays, overseeing accounts payable and receivables, and conducting basic accounting duties.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 5 years of experience as a Front Desk Dental Receptionist.

Experience with insurance billing.

Strong accounting skills.

Strong computer skills. Knowledge of Softdent program is a plus.

Ability to type 50 wpm.

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

Apply online at <http://www.stbh.org/careers/>

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Mental Health Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

Apply online at <http://www.stbh.org/careers/>

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Social Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

Apply online at <http://www.stbh.org/careers/>

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Property Manager Chicago

Title: Property Manager Chicago

ID: 1005

Department: Field Management

Description

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required.

Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 200 with the majority of promotions sourced from within.

Qualifications / Minimum Skills to Apply:

- 2-year Associates degree

- Demonstrable conflict management and problem solving skills

- Working knowledge of Microsoft Excel, Word, and mobile communication

- Access to reliable automobile – REQUIRED

- Willingness to invest time outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- Property management a plus, but NOT required; training is provided

- Experience running/managing a multiple-site retail store/chain

- Sales or management experience

- Face-to-face customer service experience

Compensation and Benefits:

- Base pay depending on experience, starting at \$33,000 - \$38,000 annually

- Bonus plan has potential to pay up to \$6,000 annually

- Full benefits available for full-time employees

- Gas and phone allowance available for full-time employees

- Company stock potential for top performers

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjaejpu>

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Maintenance Manager Chicago

Title: Maintenance Manager Chicago

ID: 1023

Department: Maintenance

Description

Pangea is currently looking for an experienced Maintenance Manager who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south, east, and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Qualifications: Access to reliable automobile/truck with valid driver's license and insurance. Must have own tools. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours; willingness to work weekends if necessary. Must commit to Pangea full time. Must pass criminal check. Must be able to effectively communicate in English, both written and oral. Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.). Ability to use a personal computer, including knowledge of Microsoft Office Suite. Ability to use general office equipment, including telephone, printer, copier, and scanner. More than 2 years experience directly leading construction projects with over \$1 million budgets. Experience working with City of Chicago zoning, permitting, licensing, and buildings departments. Experience in large construction company (over 100 employees). Expertise in larger (200+ unit) residential apartment buildings.

Other Skills:

Boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage experience, including the installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Management experience preferred.

Compensation and Benefits:

Competitive salary and benefits, including health insurance, generous paid time off, and 401(k) with matching company contributions.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjs5g2>

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Driver Merchandiser Relief - St. Charles, IL

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Requisition Number : HV021893

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

Check accuracy and stability of the load.

Deliver products to customers.

Merchandise, display and rotate products according to company standards.

Invoice and collect monies due.

Pick up company property.

Secure company assets.

Ensure compliance with regulatory and company policies and procedures.

Settle all accounts daily.

High School diploma or GED preferred.

1-3 years of general work experience required.

1+ years of commercial driving experience preferred.

Local delivery experience preferred.

Prior grocery store and/or consumer products experience a plus.

Ability to operate a two or four wheel dolly.

Familiarity with DOT regulations.

Ability to work with minimal supervision.

Valid Class A or B Driver's License required.

Driving record within MVR policy guidelines required.

Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-st-charles-il-st-charles-illinois-job-1-4092355>

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Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00016007

Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4001477>

ADMINISTRATIVE ASSISTANT II

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC EXECUTIVE SERVICES

Schedule Full-time

Shift Day shift

Hours 8a-5p

Location Joliet, IL

Req Number 122672

SUMMARY: Provide project coordination and other administrative services for Senior Leaders and direct reports. Work independently with both internal and external contacts while exercising authority and discretion regarding the prioritization of sensitive/confidential information and projects.

QUALIFICATIONS:

Must have a superior level of skill within the Microsoft Office Suite of products and capable of being considered a super user in office systems. Must be proactive and service oriented! Bachelor Degrees preferred, with a minimum of 5 years of administrative assistant experience reporting to executive level individuals.

Computer Skills: Excellent knowledge and demonstrated user skills of the Microsoft Office product family, including Outlook, Word, Excel (advanced), and PowerPoint, and the Kronos payroll system.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=402188>

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Manager, Guest Experiences

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum. This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

Responsibilities

Essential duties and responsibilities for the Manager, Guest Experiences include, but are not limited to, the following: Monitor the operational effectiveness of Facilitator programs and activities; Identify staffing needs and coordinate resources to satisfy those needs; Manage the Facilitator staffing process; Proactively identify problems and address gaps; Represent Guest Experiences on cross-functional Museum teams; Recruit, hire, and manage team of 3 – 5 Senior Coordinators, Guest Experiences; Provide regular feedback and coaching to Senior Coordinators, Guest Experiences; Address escalated guest issues or concerns; Monitor current programs to ensure they are achieving guest engagement goals; Work with Coordinators, Developers and Manager, Guest Programs to ensure future programs will achieve guest engagement goals; Provide feedback to Facilitators on guest engagement skills; Act as liaison with Exhibits team to ensure exhibits are designed to foster guest engagement and to coordinate changes to current exhibits; Responsible for performance evaluations

Qualifications: The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment. Required qualifications are as follows: Master's degree in science-related field or equivalent, preferred. Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience Six to ten years of strong management experience, including team management and project management skills. Theater experience or strong familiarity with improvisation important. Demonstrated successful collaboration experience and negotiating skills Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies. Excellent verbal, written communication skills Positive demeanor with solution focus and creative problem solving skills Demonstrated ability in working with diversity of skills, professions and cultures Must be able and willing to work weekends and holidays

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

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Order Builder (Loader)

Talent Area : Warehouse Operations

Location : Springfield, IL, USA

Other Location :

Requisition Number : HV022764

Full or Part Time : Regular Employee FT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.

- Stage completed pallets in designated area.
- High School diploma or GED preferred.

- 0 - 1 year of general work experience.
- Prior warehouse experience required.

- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.

- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-springfield-illinois-job-1-4139376>

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