



**Elctricn Jrnymn - 90132364 - Chicago**

Date: Dec 12, 2014

Location: Chicago, IL, US, 60607

**PREFERRED EDUCATION:**

Completion of technical school or apprenticeship program.

**WORK EXPERIENCE:**

- Experience in electrical repairs, and testing advanced electrical/electronic systems and reading, drafting, and interpreting circuit diagrams, schematics and mechanical drawings.
- Experience in both A/C and D/C electrical systems.
- Knowledge of mechanical and electrical systems.
- Ability to troubleshoot using schematics and multimeters.
- Knowledge and skill in the use of electrical tools, equipment and the measurements necessary to meet established standards.
- Some computer skills.

**PREFERRED WORK EXPERIENCE:**

- Experience in the maintenance of railroad equipment.

**OTHER REQUIREMENTS:**

Must successfully complete training and attain/retain certifications applicable to assigned job. This position requires candidates to complete and satisfactorily pass a physical capacity assessment. Additionally you may be required to pass various technical and/or cultural fit assessments relevant to this position.

**COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent verbal and written communication skills.

Requisition ID:6271

Job Family/Function:Mechanical

Relocation Offered:No

Education Requirements:High School/GED

Travel Requirements:None

Employment Experience Requirements:1 - 3 years of experience

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**Job Title: Academic QA Administrator**

Department: RUO Univ Affairs

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Higher Education

Job Number: 2014-2454

**Job Description:**

The Rush University Office of University Affairs at Rush University Medical Center is looking to add an Academic Quality Assurance Administrator to their growing team!

**Position Qualifications Include:**

Master's degree required in education, social sciences, public health or related field plus three to five years of experience in higher education and/or project management

Ability to work collaboratively across programs and levels of within and outside the organization

Experience with data analysis in higher education or similar settings

Experience with project management and ability to work cooperatively and maintain partnerships with diverse individuals, offices and programs

Demonstrated experience in data collection and assessment; knowledge of research methods and designs, including statistical analysis

Ability to handle complex tasks with minimum supervision

Strong organizational, project management, communication, and interpersonal skills

Excellent oral and written communication skills

Experienced in Microsoft Office

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Clinic Coordinator**  
Department: Breast Imaging Tech  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2014-2425

**Job Description:**

We are seeking a dynamic experienced Clinic Coordinator to join our Breast Imaging Center at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

If this describes you, you may be the right candidate for the Clinic Coordinator position at Rush Health in the Breast Imaging department.

**Position Highlights:** The primary responsibility of the Breast Imaging Clinic Coordinator is to coordinate clinic activity and information, to include greeting patients upon entering the breast imaging center, registering patients in an efficient and timely manner. The employee who holds this position exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

**Position Qualifications Include:**

- High school diploma/GED required. Medical office experience is preferred.
- Basic computer knowledge required
- Attention to detail and accuracy
- Excellent customer service and interpersonal skills
- Sensitivity to patient health information and protection of confidentiality
- Ability to sit for several hours each day and remain professional and calm under stressful situations
- Ability to adapt to change and be flexible
- Employees hired into this role must successfully pass the completion of EPIC training.

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**Job Title: Financial Representative 1 - Billing & Collections**

Department: ROPH BILLING & COLLECTIONS

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Billing

Job Number: 2014-1420

**Job Description:**

The Billing Financial Representative will actively work claim edits in EPIC and Ecare. They will utilize current work queues with effective use of systems and resources. Contacts departments with proactive goals to resolve missing data issues, answer open questions, and assure financial commitment. Assist in some patient A/R projects as necessary. Candidate uses techniques to aid in decreasing outstanding unbilled claims while increasing both quality and productivity.

**Position Qualifications Include:**

**Knowledge:**

Minimum of 2 years current experience in medical billing or collections required. A high school diploma/GED or higher is required. Strong working knowledge of Microsoft Office products is preferred. Must be able to compile data for special projects or for tracking purposes. EPIC experience is preferred. Experience with Passport/Ecare Experience in Managed Care, Commercial and BC billing.

**Skills:** Position requires strong analytical skills including statistical, mathematical and organizational skills. Strong interpersonal skills required for communication of finance related issues to management and ancillary departments.

**Abilities:** Ability to perform multiple tasks with strong time management skills in order to meet deadlines.

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### **Direct Sales Representatives**

Location: Chicago, IL, USA

Area of Talent: Sales - Residential

Job Type: full time Req. Number: 83580

Business Unit: Field Sales

XFINITY's suite of products and services offer customers just about everything they need to manage their entertainment, information and even home automation and home security needs.

We're looking for motivated, determined and highly personable individuals to be the "face" of XFINITY. You'll sell and promote the full range of products with focus on video, high-speed Internet and phone services.

Working a flexible assigned schedule, you'll use your exceptional interpersonal and consulting skills to listen closely to each customer's needs, explain our products and services in-depth; and recommend the right solutions. This could involve calling on potential new customers, upgrading an existing customer's services, and even winning back former customers - you've got to be flexible and ready for anything!

Comprehensive, ongoing training in all of our products and services will keep you up speed and ready to sell anything. And your managers and sales support the team will have your back --going on ride-alongs, attending weekly team huddles and giving you the tools you need to thrive. You'll even be given an iPad to let you demo our products in real time with your customers!

A high school diploma or the equivalent is required; related experience is strongly preferred.

In return, we provide an exceptionally supportive team environment, a generous commission (no cap on earnings) and a strong benefits package. Your talent and tenacity will take care of the rest.

If you're eager to see where the future of awesome can take you, we'd like to hear from you.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at: <http://jobs.comcast.com/>

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**Job Title: Lab Tech 1 - Part-time, Rotating Shifts**

Department: RML Blood Bank Lab

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Blood Bank

Job Number: 2014-2483

Position Highlights: The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner.

Position Responsibilities:

Perform multiple computer entry/inquiry/receiving functions.

Work the pneumatic Tube Station according to operation guidelines.

Prepare specimens accordingly for transport/delivery.

Document specimen receipt and resolve problems if necessary.

Properly uses telephone and gives accurate information.

Process phone order Add-On and Epic requests.

Reconcile blood and plasma inventory.

Position Qualifications Include:

High School graduate.

Medical Technology student highly desired

Knowledge of medical and laboratory terminology preferred.

Typing skills of 35 wpm.

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Apply online at

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**Job Title: 2015 Winter Technician Trainee Program**

Agency: Transportation

Closing Date/Time: Tue. 12/23/14 4:30 PM Central Time

Salary: \$11.10 - \$12.00 hourly Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 50 Bid ID#: 2015

**Minimum Requirements:**

The following criteria is required: • Must be 18 years old by December 31, 2014

The following criteria is desired: • Knowledge of computer software programs such as Word, Excel, Access, PowerPoint, Outlook and Publisher • Four years High School education • Ability to work in a group setting • Strong organizational, leadership and self-motivational skills • Ability to interact with all levels of departmental staff • Strong oral and written communication skills

Work Hours & Location/Agency Contact: 8:00 am – 4:30 pm / Monday – Friday

Central Office – 2300 South Dirksen Pkwy, Springfield

• Transportation Safety – 1340 North 9th St, Springfield

• Aeronautics - #1 Langhorne Bond Dr, Springfield

Central Office Chicago/JRTC – 100 W Randolph St, Chicago

District 1 – 201 W Center Court, Schaumburg

District 2 – 819 Depot Ave, Dixon

District 4 – 401 Main St, Peoria

District 7 – 400 West Wabash, Effingham

District 8 – 1102 Eastport Plaza Drive, Collinsville

District 9 – 2801 W Murphysboro Rd, Carbondale

How to Apply: Applicants must submit completed IDOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible. Applications should be returned to the Illinois Department of Transportation at the locations listed on the last page of the 2015 Application for Winter Technician Trainee (PM2424). For more information you may contact the Bureau of Personnel Management at 217/782-5594.

To download the DOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) forms please visit the IDOT website at: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

**\*TEMPORARY TECHNICIANS WHO ARE CURRENTLY EMPLOYED MUST APPLY IN ORDER TO BE ELIGIBLE FOR THE 2015 WINTER TECHNICIAN TRAINEE PROGRAM.**

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**Job Title: Clinical Laboratory Technologist Trainee**

Agency: Public Health

Closing Date/Time: Fri. 12/26/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 86522

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction supervision, studies and becomes proficient in the complex laboratory procedures used for testing specimens for biological and chemical agents related to event of terrorism; infectious disease outbreaks, and other public health emergencies

Target Title: Clinical Lab Technologist 1 Opt A

**Minimum Requirements:**

Requires a Bachelor's degree in medical technology or in the biological sciences from a recognized college or university; working knowledge of clinical laboratory techniques and tests; and the ability to identify clinical microorganisms.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:00 PM - 4:30 PM

Office of Health Protection Division of Laboratories 1155 S. Oakland Carbondale, IL

**Agency Contact: Office of Human Resources**

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

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

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**Job Title: Clinical Laboratory Technologist I - Opt A**

Agency: Public Health

Closing Date/Time: Fri. 12/26/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 86518

**Minimum Requirements:**

Requires a Bachelor's degree in medical technology from a recognized college or university; or a bachelor's degree from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by one year professional clinical laboratory experience. Requires working knowledge or methods and techniques of clinical laboratory analysis, working knowledge of the operation and maintenance of microscopes, analytical balance and centrifuges. Ability to apply sterile techniques, maintain accurate records; ability to understand and follow oral and written directions.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:00 PM - 4:30 PM

Office of Health Protection Division of Laboratories 1155 S. Oakland Carbondale, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

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

**Option A - Medical Technology**

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**Job Title: Director of Human Resources**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$6,250.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 01-205

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**Minimum Requirements:**

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Applicants should select the employment tab on our website at

[www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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**Passenger Engineer Trainee - 90129439 - Carbondale**

Date: Dec 11, 2014

Location: Carbondale, IL, US, 62901

PREFERRED EDUCATION: Some college or vocational training.

**WORK EXPERIENCE:** Some work experience demonstrating the ability to maintain alertness, awareness and vigilance, as well as clear, effective verbal communication skills in the performance of work. Satisfactory attendance and safe work record. Prior railroad operating experience and work history that demonstrates ability to adapt to variable and often changing work hours preferred. Preference given to individuals who were trained by a Class 1 carrier or equivalent passenger railroad and are currently certified as Class 1 Train Service Engineers.

**OTHER REQUIREMENTS:**

1. Although a driver's license is not required, applicants with a driver's license must provide a certified copy of motor vehicle driving record from the chief of the state driver's licensing agency in which the applicant was last issued a license and any license(s) issued or reissued from other state(s) within the preceding 60 months. Motor vehicle records must be void of any drug and alcohol violations within the previous 36 months. 2. Must have a motor vehicle driving record void of any convictions or state action canceling, revoking, suspending or denying a driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance within the last 36 months or a record of refusal to undergo such testing as required by state law within the last 36 months. 3. Must sign a release of records authorizing all previous railroad employers to provide Amtrak with background information, if applicable. In accordance with FRA regulations, previous railroad service records must be void of any drug and alcohol violations within the previous 60 months.

**SUPERVISORY RESPONSIBILITIES:** No COMMUNICATION AND INTERPERSONAL

**SKILLS:** Must have excellent verbal and written communication skills.

Requisition ID:6831 Job Family/Function: Transportation

Education Requirements: High School/GED Travel Requirements: p to 100%

Employment Experience Requirements: Under 1 year of experience

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Apply online at <http://jobs.amtrak.com/job/Carbondale-Passenger-Engineer-Trainee-90129439-Carbondale-IL-62901/236648100/>

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**Passenger Conductor Trainee - 90110453 - Carbondale**

Location: Carbondale, IL, US, 62901

**WORK EXPERIENCE:** • Some work experience exhibiting responsibility, initiative, and other leadership characteristics • Must have satisfactory attendance and safe work record  
**PREFERRED EXPERIENCE:** • Experience in a customer service role that includes cash handling, as well as a work history demonstrating the ability to adapt to variable work hours • Some mechanical experience/knowledge • Some leadership/supervisory experience

**OTHER REQUIREMENTS:** • If selected, the incumbent will be required to successfully complete a seven- to eight-week training course including classroom instruction and fieldwork followed by extensive qualifying and on the job training associated with the assigned Crew Base • Applicants for the position of Assistant Passenger Conductor must be willing and able to: Work in all types of weather conditions including extreme heat, cold, snow, and rain • Perform duties in an environment requiring physical agility in order to easily get off/on train equipment, manipulate self between cars, bend, reach, stoop, easily and safely ride the side of trains, and lift a variety of equipment  
• Report for work on short notice and work weekends and holidays • Successfully complete a pre-employment medical examination and drug screening • Submit to and pass periodic medical examinations as well as random drug and alcohol screenings • Pass a pre-interview assessment to determine cash handling and customer service skills  
• Must have a current valid drivers license • Must have a good safety record and prior satisfactory job performance • Must have either 2 years of full-time verifiable work history OR 2 years of full-time verifiable college work OR a combination of the two, equating a total of 2 years; and must live within 2 hours of Crew Base • Rate of Pay: Training rate (currently \$15.75 per hour straight time) applies until the completion of training. Thereafter, specific terms of Amtrak's current schedule agreement with the United Transportation Union will apply. Must have excellent oral and written communication skills.

Requisition ID:6829 Education Requirements: High School/GED

Travel Requirements: Up to 100%

Employment Experience Requirements: Under 1 year of experience

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**Job Title: Environmental Health Specialist I**

Agency: Public Health

Closing Date/Time: Mon. 12/29/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 86360

**Minimum Requirements:**

Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois driver's license and the ability to travel

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

Office of Health Protection

Division of Food, Drugs, and Dairies 245 W. Roosevelt Road. W. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

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

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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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## Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

- Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.
- Adhere to recipes to ensure consistent food quality and presentation.
- Answer questions courteously, accurately, and quickly.
- Perform required sanitation procedures.
- Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.
- Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

As a Cook at AMC, you'll need to demonstrate:

- Proficiency in kitchen operations and execution.
- Complete food handling training and obtain any local or state mandated certification.
- Must be able to cook food to recipe standards.
- Must have working knowledge of U.S. measurements, weight and volume.
- Ability to follow instructions on safe use of all chemical/cleaning materials.
- Ability to work effectively with supervisors and co-workers and with minimal supervision.
- Ability to meet deadlines.
- Ability to stand on feet for an extended period of time.
- Ability to ascend and descend stairs.
- Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
- Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Apply online at: <https://www.amctheatres.com/careers/theatre-crew>

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## **Maintenance Mechanic I**

Shedd Aquarium

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

### Position Summary:

This is a responsible Maintenance Mechanic I, Full-time position. This position performs preventive maintenance on all base building and life support equipment. This individual installs, repairs, and maintains mechanical/electrical operating equipment and machinery.

The Maintenance Mechanic I assists other mechanics and operators with major repairs and maintenance of building and equipment. This position is responsible for maintaining the quality of operating equipment and machinery at Shedd Aquarium.

There is a strong emphasis on preventive maintenance. Responsibilities range from cleaning the tools and equipment rooms to coordinating furniture moves and conference room set-ups, vehicle maintenance, light bulb changes, vent cleaning, and more.

### Qualifications:

Education: Minimum of a high school degree required.

### Experience:

- Minimum of two years' experience in industrial repair and maintenance.
- Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred.
- Minimum of one year electrical system maintenance experience or educational equivalent.
- Intermediate computer skills including knowledge of Excel

Apply online at: <http://www.sheddaquarium.org/>

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**RETAIL SALES / CUSTOMER SERVICE - CHICAGO, IL \$9.50 / HR + BONUS-143858**

**BENEFITS**

Hourly rate of \$9.50

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

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

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

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

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

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

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

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

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

Willingness to work in multiple locations

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

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

Willing to submit to a pre-employment background check.

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Job Self Storage

Schedule Full-time

Apply online at:

<https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=143858>

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**Job Title: Library Associate**

Agency: Juvenile Justice

Closing Date/Time: Fri. 12/26/14 3:30 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-10-14-0960

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably in library science. Requires working knowledge or standard library methods and procedures. Requires ability to select and recommend publications of interest to the patrons of the library and to assist patrons in utilizing the library facilities. Requires ability to prepare and maintain circulation and catalog files and to prepare ordinary reports on library activities. Requires ability to perform incidental typing.

**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](mailto:susan.swegle@doc.illinois.gov)

**How to Apply:**

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

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### **Rockford - Merchandiser PT**

Talent Area : Merchandising/Merchandiser

Location : Rockford, IL, USA

Requisition Number : HV044211

Full or Part Time : Regular Employee PT

### POSITION DESCRIPTION

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Minimum Qualifications/Eligibility Requirements

Must be 18 years of age.

Must be eligible to work in the United States.

Must have a valid driver's license.

Must have current vehicle liability insurance.

Must have a driving record with no major moving violations in the last three (3) years.\*

Must provide and maintain a personal vehicle for use during employee working hours.

### Preferred Qualifications

1 year experience working in replenishment or as Merchandiser.

1 year experience working in grocery, retail, consumer goods, warehousing, or related field.

1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.

1 year experience working with manual or powered pallet jacks.

Straddle stacker certification.

Powered pallet jack certification.

1 year experience working under little or no supervision.

1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/rockford-merchandiser-pt-rockford-illinois-job-1-4994510>

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## **Parts Expeditor**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00028235

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

The Parts Expeditor insures accurate communication between the field service employees and the service parts warehouse order system. The expeditor manages the order and control processes for parts inventories. The expeditor is responsible for recommending changes in the min/max levels of parts inventories for the employees' van stock. The expeditor manages the completion of purchase orders with the employees they are assigned. This position is responsible for tracking and reporting the accuracy and status of order fulfillment. The expeditors are responsible for ordering, maintaining the min/max system in BASIS, transfers for service parts. - 40%-Creating purchase orders for parts and placing the orders - 20%-Communicating with field employees about parts issues - 10%-Assisting A/P with invoice issues - 10%-Researching parts information for field employees - 5%-Assisting settlement with part issues involved in activity settlement - 5%-Assist with the distribution of parts to employees

EDUCATION LEVEL REQUIRED High School Diploma

EXPERIENCE REQUIRED BASIS knowledge EXPERIENCE PREFERRED Service or Installation field experience or Service Dispatch

TECHNICAL KNOWLEDGE AND SKILLS Basic Computer Skills BASIS EC knowledge Organization skills Attention to detail

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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