



Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142660&mode=

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Human Resources Associate - TRU0000291

Duties and Responsibilities

Under general supervision of the College Human Resources Manager, this position is responsible for performing professional human resource responsibilities including recruitment; onboarding/orientation of new hires; monitoring, processing and maintaining all personnel records and transactions and responding to human resources related questions. Performs other duties as required.

Qualifications

- Bachelor's degree from an accredited college or university supplemented by at least (3) three years of working experience in human resources, customer service, administration or a related field. Master's degree preferred.
- Must be able to work well with employees at all levels of the organization, including internal and external customers.
- Must be able to handle all situations with tact, persuasiveness, and diplomacy. Must possess a high level of confidentiality.
- Must possess excellent verbal and written communication skills.
- Must be able to work well within a culturally diverse environment with the ability to handle all situations with diplomacy, tact, and confidentiality.
- Must possess the ability to proofread, prioritize work and to respond to customers' calls in a timely and courteous manner.
- Analytical and good planning skills; Results-oriented.
- Must possess the ability to be self-directed and handle multiple projects simultaneously.
- Good organizational skills required.
- Must be computer proficient with knowledge of a variety of software programs.
- Experience using automated Human Resources Management Systems highly desirable.

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

Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: N/A
Job Posting: Dec 12, 2014, 4:28:30 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

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

How to Apply:

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

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Senior Accountant - DIS000525

Under the general supervision of the Executive Director of Payroll Services, the Senior Accountant will perform senior level professional accounting duties where the position works on moderate to complex accounting assignments.

- Records and reviews journal entries and supporting documentation for recording expenditures, reclassifications and budget transfers into general ledger on a timely basis.
- Reviews financial documents to ensure accuracy and proper allocation to accounts as well as complying with approved contract and funding guidelines.
- Create new pay codes and reconcile payroll sub ledger to GL.
- Monitors account balances to ensure availability of funds.
- Review, analyze, and reconcile the bi-weekly on and off-cycle payroll data on the payroll reports before and after processing to ensure the accuracy of the data sent from the payroll system to the general ledger.
- Review and analyze the automated time & attendance system and other payroll related systems or interfaces that send data to the payroll system.
- Prepares monthly payroll account analysis and reconciliation of assigned general ledger or grant accounts to ensure proper balances are reported.
- Responsible for identifying, investigating, and reporting all discrepancies and working with appropriate personnel to ensure that all reconciling items clear in a timely manner.
- Able to use HRMS to develop complex payroll queries, to analyze and reconcile payroll data and records. Use the data to develop, perform and review trend and variance analysis.
- Assist with the PeopleSoft HCM upgrades.
- Participate with user testing of payroll data in system.
- Develop and run test scripts.
- During the upgrade and post implementation, continue to analyze the payroll system and, if necessary, recommend and develop process changes or improvements.
- Work with OIT to enhance the payroll system.
- Assists in the annual financial audit by compiling fiscal data to be reviewed by external auditors and included in the Comprehensive Annual Financial Report as well as other reports.
- Review work and assist in training of payroll analysts. Performs related duties as required.

Qualifications

- Completion of a Bachelor's degree from an accredited college or university in Accounting.
- 3 to 5 years of professional accounting experience.
- Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, audit techniques and financial report preparation.

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

Job: Payroll Primary Location: District Office
Employee Type: Full Time | Regular

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Storage Center Manager

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Profitably manage a U-Haul independent storage location and oversee all aspects of storage transactions, customer service, rentals, record-keeping and security.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 5pm

Tue - 7am to 5pm

Wed - 7am to 12pm

Thu - 7am to 5pm

Fri - 10am to 8pm

Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=140604&mode=

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver
Location : Kankakee, IL, USA
Requisition Number : HV019034
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.

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/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Attendant Part-time (North Region) -Part Time Job ID: 1835

Closing Date: 12/23/14

Custodial/Attendant (H)

Date Posted: 12/10/2014

Location: Sheil Park

Region: North

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

Schedule Friday 9:00 AM to 12:00 noon, Saturday & Sunday 5:00 PM to 11:00 PM

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Recreation Leader (H) YEAR ROUND Job ID: 1834

Closing Date: 12/23/2014

Recreation/Recreation Leader

Date Posted: 12/10/2014

Location: Brooks Park

Region: North

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Physical Instructor (H) NORTH REGION Job ID: 1837

Closing Date: 12/23/2014

Recreation/Physical Instructor (H)

Date Posted: 12/10/2014

Location: Indian Road Park

Region: North

THIS POSTION IS BUDGETED FOR UP TO 28 hrs/ week

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and instructs all physical activities. Conducts classes, teaches games, controls recreational equipment and recruits volunteers. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and implements course curricula for instruction of sports, games and competitive athletics. Provides instruction and supervision to patrons in sports, games and competitive athletics. Demonstrates proper techniques and skills for recreation and athletics. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced strategies of team and individual sports, physical fitness and conditioning. Provides information on rules of individual and team sports. Determines tournament eligibility requirements. Verifies dates and standards. Establishes schedules for tournaments, leagues and competitions. Conducts meetings on competitions and other special events. Maintains records and prepares reports. Supervises unorganized play and enforces rules and regulations. Conducts and attends workshops and in-service training seminars.

MINIMUM QUALIFICATIONS:

Training and Experience: At least twenty (20) hours from an accredited college in recreation, leisure studies or physical education required. A.A. degree in one (1) of these fields is recommended; Bachelor's degree preferred. Requirement may be temporarily waived for applicants who have been employed in a year round Chicago Park District recreation position at least five (5) years.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Skill in teaching recreational, leisure and athletic activities. Effective oral and written communication skills. Organizational skills. Ability to evaluate skill levels and teach recreational, leisure and athletic activities accordingly.

SEIU Local 73

2014 SALARY: \$17.15 / hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Cashier Team Member

Target
Chicago South Loop
1154 S Clark St
Chicago
IL 60605

Provide fast, fun and friendly checkout service.

Resolve guest concerns in a positive, helpful manner.

Work as part of a team.

Know REDcardSM messaging and solicit guest registrations.

Apply online at

<https://nro01.target.com/ape/jobcatalog/selectPosition.do?key=1&startIndex=0&jobAreaId=1>

Cart Attendant Team Member

Target
Chicago State St.
1 S State St
Chicago
IL 60603

Keep carts clean, dry and available.

Keep store and restrooms clean.

Maintain clean, great-looking outside areas.

Resolve guest concerns quickly and professionally.

Apply online at

<https://nro01.target.com/ape/jobcatalog/selectPosition.do?key=1&startIndex=0&jobAreaId=1>

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Consultative Sales- Mattress job in CHICAGO

Requisition ID: 424636BR

Job Function: Sales

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Code: 60640

Post Date: 12/08/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for: selling and servicing customers within one or more departments including Mattresses; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay plus potential commissions based on sales; however, the compensation structure may vary by department or store.

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/386691/Consultative-Sales-Mattress-Illinois-IL-Chicago>

Porters Needed ASAP

Bullpen North 2

Lincolnshire Area., Lincolnshire, IL

Job Description

Bullpen is seeking multiple Porters for both full-time and part-time opportunities, including opportunities on weekdays and weekends.

Bullpen is a leading provider of hospitality and service industry jobs. * Responsible for portering in a kitchen environment. * Must be able to work in a fast paced environment and follow all Food and Safety policies and regulations.

Apply online at <http://www.shiftgig.com/job/lincolnshire/il/bus-person-job-openings-at-bullpen-north-2-9179387>

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Room Service Server - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Restaurant - Food Service, Hospitality - Hotel

Experience: Not Specified

Date Posted: 12/15/2014

Job: Room Service -United States

Schedule: Full Time

Job ID: R104366-EN

The Career Opportunity: Room Service Server

Qualifications:

High School diploma or equivalent vocational training

Previous experience in this position at a similar establishment.

Food Hygiene awareness and at least basic training.

Ability to communicate in English with guests, co-workers and Management, to their understanding.

Ability to compute basic mathematical calculations.

Possess a friendly, upbeat & outgoing personality

Ability to perform job functions with attention to detail, speed and accuracy.

Ability to prioritize, organize, work delegated and follow through.

Ability to work under pressure of meeting production schedules and timelines for guests and fellow workers.

Ability to comprehend instructions

Ability to plan and aid in the execution of promotions.

Ability to work cohesively with co-workers as part of a team.

Ability & willingness to perform job tasks according to established standards.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Room-Service-Server-InterContinental-Chicago-Magnificent-Mile/J3G6DL658JDFW1RZL5S/?IPath=TNJOBPIP&RecRank=5>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00027979

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

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/electrician-niles-illinois-job-1-4959204>

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Merchandiser Seasonal-St. Charles

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV042483

Full or Part Time : Seasonal/Casual FT

Physical Abilities: Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance. Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees. Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance. Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination. Ability to exert oneself physically over sustained periods of time to complete job activities. Ability to read information in small, medium, and large print. Ability to stand a minimum of 6 hours during the workday. Ability to walk a minimum of 4 miles during the workday.

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/merchandiser-seasonal-st-charles-st-charles-illinois-job-1-4963038>

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Office Associate job in CHICAGO

Requisition ID: 420640BR

Job Function: Administrative/Clerical/Office Support

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Code: 60640

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for the processing of daily sales and register detail as needed, and provide essential support to the mail and supply function. In addition this position supports operations by assisting in coordinating all Human Resource activities in the store including hourly recruiting, on boarding, training, payroll processing, and recognition programs as well as assist in conducting new hire orientation and training, serves as a resource for associates and management and assist in resolving HR issues as directed. • Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/382494/Office-Associate-Illinois-IL-Chicago>

Delivery Driver

Jimmy John's

1035 S York St., Elmhurst, IL

Job Description: We need energetic, outgoing people who have a great work ethic, have the ability to move and learn quickly, thrive on interacting with people, and have a great attitude. Applicants for Delivery Driver positions must have a reliable vehicle, a valid license and proof of insurance. Drivers take home Ca\$h every day! Lunch and Evening shifts available.

Immediately interviewing & Hiring

- Clean Cut & Trustworthy- Outgoing & Energetic- Dependable & Reliable
- Prompt & On Time- Quick Learners

Apply online at <http://www.shiftgig.com/job/elmhurst/il/delivery-job-openings-at-jimmy-johns-9178267>

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Job Title Project Consultant - Vehicle Engineering

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Bus and Rail Maintenance

SALARY TARGET: \$85,000 - \$95,000

Position Summary: Provides project oversight and technical support for CTA Bus and/or Rail capital vehicle programs.

Primary duties and Responsibilities: Supervises the development of projects and plans for vehicle purchases. Establishes project schedules, workflow, and budgets for vehicle purchases and overhauls and tracks progress to ensure deliverables are on schedule and within budget. Reviews contract drawings and correspondence from the car builder, appraises the Chief Engineer of issues or concerns, and drafts responses. Chairs meetings with project stakeholders, management, and vendors, maintains meeting minutes, and prepares status reports. Performs other duties as assigned.

Qualifications: Bachelor's degree in Mechanical or Electrical Engineering plus seven (7) years of experience, or an equivalent combination of education and experience related to the position. Experience managing large-scale vehicle procurement, maintenance, and overhaul projects is preferred.

PHYSICAL DEMANDS

Requires sitting for extended periods of time, standing, visual acumen, and manual dexterity for working with computer key boards.

Applicants, if hired, must comply with CTA's residency ordinance.
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IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title Building Operating Engineer

Location Chicago, IL, US

Job Type Full - Time Permanent

Department System Maintenance

SALARY TARGET: \$43.94 PER HOUR

EDUCATION/EXPERIENCE REQUIREMENTS

Must possess a high school diploma or GED equivalent.

Must possess a minimum of five (5) years of verifiable work experience in building engineering and maintenance with supervisory experience, or a combination of education and experience relating to this position.

Must be licensed as a Stationary Engineer by the City of Chicago.

Must possess an EPA-CFC Universal License.

Must have a valid State of Illinois driver's license.

PHYSICAL REQUIREMENTS

Lifts and carries material weighing up to 50 pounds. Must pass a physical examination and perform the physical activities associated with this position.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge in boiler chemical treatment. Detailed knowledge of HVAC, electrical, and building automation systems. Detailed knowledge of the use and care of tools and equipment used in facility and grounds maintenance. Detailed knowledge of all applicable codes, regulations, governmental agency and Authority directives as related to building operations and safe work habits. Detailed knowledge of occupational hazards and environmental safety precautions applicable to building equipment repairs and chemical usage and recycling. Strong skill in reading manufacturer's repair manuals and product specifications. Strong skill in using work order/asset management and other computer systems. Good customer service skills. Good oral and written communication skills. Ability to operate Windows based software.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Cashier - Friday and Saturday Nights

Links Taproom

1559 N Milwaukee Ave., Chicago, IL

Bucktown, Wicker Park

Job ID: 9174391

Job Type: Part Time

Shift Type: Night

Compensation: \$10.00 per hour plus tips

Experience: < 1 Year

No walkins or phone calls will be considered. Please apply online

Job Description

Ring up customers. Process Grub Hub Delivery Orders.

Requirements & Skills

Must have some experience using a POS system

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-links-taproom-9174391>

Administrative Assistant

Friedman Billings and Ramsey

311 S Wacker Dr Ste 4550 Chicago, IL

West Loop, Printer's Row

Job Description

We are a global recruiting company with a focus on the interactive gaming, digital media, and mobile technology space. We are seeking an entry-level, eager and passionate Administrative Assistant to support our growing team.

Responsibilities: - Answering multi-line telephones- Data Entry- Filing, copying, and faxing - Assisting with Accounts Receivables- Administrative tasks as needed

Job Requirements: - Proficiency in Microsoft Office- Professionalism - Bachelor's Degree preferred but NOT REQUIRED - Excellent customer service and communication skills - The ability to multi-task and work in a fast-paced environment - Strong attention to detail- Must be organized and self-motivated.

Apply online at <http://www.shiftgig.com/job/chicago/il/data-entry-job-openings-at-friedman-billings-and-ramsey-8973535>

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Merchandiser Full Time Springfield

Talent Area : Merchandising/Merchandiser

Location : Springfield, IL, USA

Requisition Number : HV041100

Full or Part Time : Regular Employee FT

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 influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchandiser position.

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/merchandiser-full-time-springfield-springfield-illinois-job-1-4821404>

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