



**PATIENT ACCESS REPRESENTATIVE I**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC PATIENT ADMITTING  
Schedule Registry/PRN/Flex  
Shift Day shift  
Hours 9a-5:30p  
Location Joliet, IL  
Req Number 121761

**Job Details**

Perform complete and accurate registration and admission functions to provide information to maximize reimbursement, achieve collection ratios, and meet account receivable (AR) goals. Provide information to all other providers and users of patient data. Ensure that patient meets financial and insurance requirements. Must pass internal certification examinations to demonstrate mastery of Patient Access Services computer applications within one year of hire.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=829639>

**Patent Secretary (CLSLS 3497)**

Company Name: Chicago Legal Search, Ltd. Approximate Salary: Not Specified  
Location: Chicago, Illinois Country: United States  
Job Type: Legal Secy / Asst Position Type: Direct Hire  
Experience Level: 10+ Years Education Level: Negotiable  
ID 9621 Phone: 312.251.2580

**Short Description: Patent Secretary (CLSLS 3497)**

Long Description: Our national law firm client is seeking a patent secretary with 10+ years of experience for its Chicago office. The individual will support patent attorneys and paralegals in connection with all aspects of case management and patent matters. Responsibilities include, but are not limited to, preparing and filing various PTO forms, and transcribing, typing, proofreading and finalizing legal documents, correspondence, memos, charts, billings and reports. Candidates should have exceptional technical skills and be well-versed in Word and Adobe Professional. Candidates must be detail oriented, and have excellent spelling and grammar skills. Salary is up to \$60K.

Apply online at [http://lawhire.com//index.php?page=view\\_job&post\\_id=9621](http://lawhire.com//index.php?page=view_job&post_id=9621)

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### **Desk Clerk**

Job ID 2013-2712 Location US-IL-Chicago

Position Hours 12:00AM - 8:30AM Posted Date 12/4/2013

Category Administrative/Clerical - All Openings Certificates Required

Licenses Required

EOE M/F/D/V

Thresholds also offers an exemplary benefits package that includes 15 vacation days in the first year of employment. Unparalleled in-house employee training and development programs and a supportive management team distinguish Thresholds from other employers. Join the Thresholds team!

#### Responsibilities:

Provide front desk coverage and staff support for Thresholds residential (group home) and administrative sites.

- 1.Responsible for ensuring that the property is safe and secure by monitoring all visitors.
- 2.Remain alert and awake at all times during work shift.
- 3.Log all events and in/out activities that occur during work shift.
- 4.Assist Program Director, Department Head or assigned supervisor with day to day administrative operations.
- 5.operations.
- 6.Provide clerical support to staff members when directed.
- 7.Complete all assigned paperwork in a timely fashion.
- 8.Assist with all fundraising and development activities as assigned.
- 9.Accept and record any rental payments received from residents.
- 10.Remain at assigned post until replacement clerk arrives.
- 11.Maintain a professional demeanor when engaging co-workers, visitors and residents.
- 12.Attend all required meetings and training sessions.
- 13.staff meetings.
- 14.Complete all assigned maintenance tasks before the end of work shift.

#### Qualifications:

Minimum of a High School Diploma or GED and some mental health related experience preferred. The position requires strong basic computer, phone and record keeping skills.

Apply online at <https://jobs-thresholds.icims.com/jobs/2712/desk-clerk/job?mode=job&iis=Indeed.com&iisn=Indeed.com>

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## **College Building Services Clerk - DIS0000259**

### Duties and Responsibilities

The District office is where the administrative and executive offices are located. We are conveniently situated in the loop, on the corner of Jackson and Franklin, across the street from Chicago's main attraction and one of the tallest buildings in the world, Willis tower, formerly known as Sears Tower.

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

### Qualifications

- Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Previous mail processing experience and customer service preferred.
- Ability to maintain log of equipment usage and other requests.
- Ability to perform storekeeper duties for the Mail Center only.
- Ability to take a physical inventory of assigned rooms every four weeks.
- Ability to inventory the asset account paper supply monthly.
- Ability to create monthly reports on Excel.
- Ability to handle difficult situations.
- Excellent customer service skills and ability to communicate with the public in a courteous and effective manner.
- Ability to enter, transcribe, record, store, or maintain information in either written or electronic form.
- Knowledge of USPS services.
- Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.
- Good organizational skills.
- Able to work in a crowded area.
- Able to work with constant interruptions.
- Able to use a postage machine, electronic scale.

### PHYSICAL QUALIFICATIONS:

- Must be able to lift packages, trays and tubes of mail up to 70 pounds.
- Must bend, stoop and kneel frequently.
- Must be able to spend a large part of the day standing up and moving around.
- Must be able to work under pressure from deadlines or goals.
- Must be able to work in a stressful environment.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=28140>

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**Title Experienced Mail Associate**

Requisition # 13-1534

Post Date 12/4/2013

Shift Monday - Friday 8a-5p

City Chicago

State IL

Description The Mail Associate is a member of the on-site Williams Lea team delivering exceptional customer service at our client locations. Responsibilities include mail distribution, package delivery, and courier services.

Job Responsibilities: Sort incoming USPS mail and special mails (Fed Ex, UPS, Parcel Post, etc.). Deliver mail to each department, person, or pre-established drop area as required, including special and rush packages. Sort and stamp outgoing mail, using postage equipment according to policy and regulations. Prepare outgoing Certified, Registered, Insured articles, and special mailings. Pickup outgoing mail from pre-established drop areas. Maintain logs and records on all incoming/outgoing mail as required. Handle sensitive and/or confidential documents and information. Train new employees on policies and procedures.

Communicate with manager and client on job or deadline issues.

**Requirements Job Requirements:**

High school diploma or equivalent.

Minimum of two years mail service experience, preferably in a legal, banking or large corporate environment. Understanding of postal equipment, including standard shipping software. Awareness of postal rules, with the ability to explain relevant regulations to clients. Provide customer assistance by answering telephone calls and emails. Ability to work in a fast-paced team environment.

Attention to detail with emphasis on accuracy and quality.

Ability to prioritize work to balance multiple projects and deadlines.

Excellent verbal and written communication skills.

Exceptional customer service skills. Basic computer skills required.

Must be able to lift up to 50 lbs. on a regular basis.

Must be able to work standing up all or most of the time.

Williams Lea offers an exciting and supportive business environment. We develop our people and reward their contribution. We work with openness and integrity. We are an equal opportunity employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Apply online at

[https://rn22.ultipro.com/WIL1011/JobBoard/JobDetails.aspx? ID=\\*0A757BBC9C8A3AC1& jbsrc=66E05469-1193-4E4C-BECE-5A1D185F62B5](https://rn22.ultipro.com/WIL1011/JobBoard/JobDetails.aspx? ID=*0A757BBC9C8A3AC1& jbsrc=66E05469-1193-4E4C-BECE-5A1D185F62B5)

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**Title: Office Administrator/Receptionist (River North)**

ID: 1017

Department: Administrative

**Description**

Pangea Real Estate is a real estate management and acquisition company located in downtown Chicago. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. With over 8,000 units under management and working to acquire 5,000 more in the next year, we are one of the fastest growing Chicago real estate companies.

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](http://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/aaac>

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### **Patient Procedure Scheduler**

Company - Northwestern Medical Faculty Foundation

Department - Ambulatory Care Clinic

Division - Pain Clinic

#### Summary

The Northwestern Medical Faculty Four Title Experienced Mail Associate is seeking a Patient Procedure Scheduler to work in our Pain Clinic department.

Responsibilities - In this role you will:

- Schedule new outpatient consultations, appointments and procedures
- Manage telephone calls; schedule appointments, tests, procedures, and/or surgeries
- Obtain and verify insurance information; instruct patients on appropriate procedures and ensure that all relevant and necessary clinical documentation is received and available to the attending physician prior to the scheduled event
- Maintaining master schedules for physician/staff assignments
- Cross-trained and be utilized as a Patient Service Representative, thereby assuming the responsibilities associated with the check-out function, or as a Patient Access Representative, thereby assuming the responsibilities associated with telephone access and scheduling
- Perform various administrative and clerical duties required to support these functions and, on an as-needed basis, may be required to perform other tasks

Qualifications -Our ideal candidate will have:

- Bachelor's degree or equivalent relevant experience required
- Certification as a Foundation scheduler require within 90-day probationary period
- Previous experience in a customer service role and in a healthcare setting preferred

License/Certification: Weekly Scheduled Hours: 40 Uniform: No

Contact Person - Name: Judith Eichmiller Email: [JEICHMIL@NMFF.ORG](mailto:JEICHMIL@NMFF.ORG)

#### External Applicants

Forward resume to the contact person listed above for the position for which you are applying. If you are contacted for an interview, please bring a signed copy of your NMFF Employment Application with you to the interview.

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**Job Title OFFICE ASSISTANT**

Position #: 8101047

Job Type: Full-Time

Job Category University Staff

FLSA Status: Non-Exempt

Department / School / College Of A&S - LSC-02100A

Is this partially or fully grant funded? No

**Duties and Responsibilities**

- Assists with front counter service to students, faculty and staff: answers phones, provides general information, schedules advising appointments with College advisors.
- Schedules student appointments for language competency exams and assists students taking the exams.
- Assists Associate Dean for Faculty Affairs with correspondence, schedules meetings and maintains calendar.
- Maintains student Mulcahy project files and assists students and faculty mentors as needed.
- Prepares and sends Academic Dishonesty and Academic Status letters under the direction of the Assistant Dean.
- Processes student applications for internal transfer, multiple degrees and discontinue from College.
- Performs other duties as assigned.

**Minimum Education or Experience**

High school diploma or equivalent and one year of related experience in an office setting.

Certificates, credentials or licenses required to perform the duties of this position:

Computer Skills: Ability to use MS Office, e-mail and other office automation systems. Experience with LOCUS preferred

Qualifications: -High school diploma or equivalent and one-three years of related experience in an academic setting.

- Good interpersonal and communication skills.
- Ability to multitask and take initiative to assist when needed.

Apply online at

<https://www.careers.luc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1386286678490>

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### **Administrative Assistant**

Building Bridges Chicago LLC - Chicago, IL

Immediate need for a part-time, contract-permanent administrative assistant. This is a remote, work-from-home, legitimate job opportunity. You must live in the greater Chicagoland area and be available for occasional face-to-face status meetings and events including initial training.

#### Duties

- Monitor phone messages.
- Schedule appointments.
- Manage email and snail mail correspondence.
- Manage social media marketing plan.
- Develop leads.
- Event assistance.

#### Requirements

No experience necessary. Good written and oral communication skills are required. Must be familiar with Microsoft Office Professional including Word, PowerPoint, and Excel. Should be comfortable using internet and performing minor internet research. Must have access to cell phone with unlimited plan and computer with high-speed internet access, Attention to detail and an entrepreneurial spirit are a must!

#### Hours

Flexible 5-10 hours per week to start with opportunity for more. Complete assigned tasks at your leisure but preferably anytime during normal business hours between 9AM and 5PM CST Monday through Friday.

#### Pay

Non-negotiable contracted at \$10 per hour. Some expenses reimbursed (i.e. postage).

#### How to Apply

Send an updated resume and your answer to the following question in the body of your cover letter: "Name as many uses for a paperclip as you can." Your application will not be considered if you do not follow these directions.

#### About the Company

Building Bridges Chicago is a small business consulting and executive coaching firm specializing in transforming dreamers into successful entrepreneurs.

Apply online at <http://www.indeed.com/cmp/Building-Bridges-Chicago-LLC/jobs/Administrative-Assistant-ca6ba8dfea007fce>

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## **College Building Services Clerk - DIS0000259**

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

### Qualifications

- Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Previous mail processing experience and customer service preferred.
- Ability to maintain log of equipment usage and other requests.
- Ability to perform storekeeper duties for the Mail Center only.
- Ability to take a physical inventory of assigned rooms every four weeks.
- Ability to inventory the asset account paper supply monthly.
- Ability to create monthly reports on Excel.
- Ability to handle difficult situations.
- Excellent customer service skills and ability to communicate with the public in a courteous and effective manner.
- Ability to enter, transcribe, record, store, or maintain information in either written or electronic form.
- Knowledge of USPS services.
- Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.
- Good organizational skills.
- Able to work in a crowded area.
- Able to work with constant interruptions.
- Able to use a postage machine, electronic scale.

### PHYSICAL QUALIFICATIONS:

- Must be able to lift packages, trays and tubes of mail up to 70 pounds.
- Must bend, stoop and kneel frequently.
- Must be able to spend a large part of the day standing up and moving around.
- Must be able to work under pressure from deadlines or goals.
- Must be able to work in a stressful environment.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=28140>

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## **Security Officer**

December 03, 2013 - December 19, 2013

Location: Chicago, IL

Salary Range: \$10 per hour

Exempt/Non-Exempt: Non-Exempt

Benefits: Eligible for full benefits

Employment Type: Full Time

Department: Administration

Description: Basic Function: Perform a variety of security, safety, customer services, public relations duties and related functions. Provide first line response to emergencies and carry out SCR Medical Transportation policies and procedures. Observe and report security issues and safety concerns as needed.

Duties: Essential Job Functions:

- Interact with employees, visitors, and clients in a friendly, professional manner.
- Patrol assigned areas and proactively address safety hazards, presence of unauthorized persons, or other sources of potential crime or harm to property.
- Maintain a secure facility, ensuring entrances are monitored and/or locked as required, controlling unauthorized access to rooms and offices, removing loiterers and unruly individuals.
- Respond to emergency calls and resolve incidents according to procedure.
- Intervene as necessary to confront and restrain hostile or abusive persons while reducing risk of personal injury and disruption of operations.
- Conduct preliminary investigations on complaints, incidents, and accidents.
- Prepare written reports on activities and investigations.
- Care and control of radios, keys, uniforms, and other equipment assigned to personnel.
- Cooperate with all recognized and responsible law enforcement and government agencies.

Key Performance Indicators:

- Adherence to Security SOPs
- Completion of applicable reports in a correct and timely fashion
- Ability to complete Administrative tasks
- Overall professionalism in appearance and performance

Qualifications: Minimum Qualifications:

- 1 to 2 years of related experience
- Knowledge of security procedures, investigation techniques, reporting, and public safety rules and codes.
- Strong interpersonal, written, and verbal communication skills.
- Capability to provide effective assistance in restraining abusive or hostile persons.
- Clean background and MVR with a valid Driver's License.

Preferences:

- Education or training in law enforcement preferred.
- Valid PERC card is desirable.

Apply online at <http://goscrcareers.iapplicants.com/ViewJob-371903.html>

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## **Security Officer (Part-Time 4 Positions) - TRU0000151**

### PRIMARY OBJECTIVE:

Protects and assists college students, faculty, staff, and visitors during an assigned shift.

Protects all property of the college and reduces the risk of liability to the college.

Enforces state and municipal laws and the rules of the Board of Trustees.

### Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity.

Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.

- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.

- Have a valid driver's license.
- Ability to make accurate decisions based on observations and perceptions.

- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.

- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.

- Must be self-directed and able to prioritize assignments.

We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=27460>

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**Security Officer (3rd Shift) (Job Number: PRO011T6)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Security Officer with Hilton Hotels and Resorts is responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Security Officer, you would be responsible for ensuring the safety of guests and team members and the security of the hotel and property in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Patrol the interior of and the perimeter of the hotel and the property to observe and identify potential safety risks, security risks and undesirable conditions
- Respond to emergency situations including, but not limited to, safety hazards, fires, medical emergencies and threats to life and/or property
- Promote safe work practices
- Initiates preliminary investigations into incidents, as needed
- Writes reports and ensures accuracy of necessary documentation, as needed
- Respond to guest inquiries and requests and resolve guest issues in a timely, friendly and efficient manner

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?job=209730&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?job=209730&src=JB-11960)

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**Security Officer - Downtown Chicago - 1st & 3rd Shift**

Job ID 2013-1493 Location US-IL-Chicago

Type Regular Full-Time Shift(s) Available 1st Shift, 3rd Shift, Weekends

Qualifications: - Must be at least 20 years of age.

- Must be a high school graduate (GED accepted) and provide us with an original diploma and/or official transcripts.

- Must pass a stringent pre-employment background investigation, demonstrating a stable work and/or education history.

- Must disclose all criminal convictions and pending charges.

- Must have an excellent appearance and attitude.

- Must be customer service-oriented, organized, responsible and professional.

- Must be willing to "go the extra mile" in welcoming and assisting building residents, visitors and client representatives.

- Must have strong written, verbal and interpersonal communication skills.

- Must have an excellent attendance and job performance record.

- Must be a motivated, self-starter with the willingness and ability to function with limited supervision.

- Must be able to operate a computer and have the willingness to learn new programs.

- Must be able to multi-task in a service oriented environment.

- Must be flexible with scheduling and be able to hold over to the next shift or work extra hours as needed.

- Must maintain a working telephone number through which we can contact you.

- Residential building security or customer service experience is preferred.

Apply online at <https://premierjobs-apex3.icims.com/jobs/1493/security-officer---downtown-chicago---1st-%26-3rd-shift/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com>

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**Passenger Service Agent - Ground Handling (Spanish Language Requirement)  
- 11381**

Passenger Service Agents complete all necessary arrangements for accommodating passengers such as prepare itineraries, compute fares, issue refunds, prepare and issue tickets, check baggage, as well as collect excess baggage charges. Agents escort passengers from the terminal to and from the aircraft ensuring a safe path at all times. Additionally, Agents complete all necessary arrangements for accommodating passengers with reservations, stand-bys, luggage, cabin availability and in-flight supplies. \* The available position(s) will support the operation for one of our contracted carriers. As a result, this position will have a language requirement. Please review the position requirements listed below.

**Job Requirements** In this role, the ability to adapt to the changing needs of the operation is critical. Strong interpersonal and communication skills are necessary in this position.

Minimum Age: 18

High school diploma or GED equivalent

A valid driver's license may be required by local airport authorities

Willing and able to work rotating shifts including nights, weekends, holidays and days off. Must be flexible and available to work additional extended hours beyond the regular extended shift, on short notice and as needed due to operational necessity

Must be able to read, write, fluently speak and understand the English language

Due to the scope of work within the operation, must be able to read, write, fluently speak and understand the Spanish language

Possess the legal right to work in the United States. Position Preferences

Minimum of one (1) year customer service experience

**Additional Position Details**

Must fulfill FAA criminal background checks to qualify for unescorted access privileges to airport security identification display areas (SIDA), if applicable

Must be able to secure appropriate airport authority and/or US Customs security badges, if applicable. Federal law requires American Eagle to determine an applicant's history of Department of Transportation (DOT) drug and/or alcohol violation(s) or refusal(s) to test before hiring him/her into a safety-sensitive position

American Eagle Airlines is an Equal Opportunity Employer.

Apply online at

[https://americaneaglecareers.hua.hrsmart.com/ats/js\\_job\\_details.php?reqid=11381&site\\_id=148](https://americaneaglecareers.hua.hrsmart.com/ats/js_job_details.php?reqid=11381&site_id=148)

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**The Chicago High School for the Arts (ChiArts) is seeking a part-time (1:00 pm - 5:00 pm) security team member for the 2013-14 school year.**

Position Summary: ChiArts security team members assist with the supervision of students throughout the building/ other scheduled locales. They are expected to establish trusting relationships with students and colleagues, and address student misbehavior while adhering to school policies and procedures. Security personnel patrol school grounds, escort students, supervise building entrances and exits, and complete daily checks pertaining to the safety and security of all students on campus. In cooperation with the culture and climate coordinator, support staff and teachers; security personnel will respond to staff and student reports of wrongdoing, investigate student rule-breaking and support the dean of students and/or administration to promote good student conduct. Security Team personnel will be asked to reports incidents they observe and provide written documentation of these matters.

Qualifications: Experience working with students ages 12-18 in an educational or co-curricular. Program. Ability to adhere to school polices and a strong commitment to enforcing rules and promoting a safe school climate. Caring, enthusiastic attitude and an ability to make decision quickly regarding the safety and security of students  
Excellent verbal and written communication skills and positive interpersonal rapport  
Familiarity with email (Google) and Microsoft Word and ability check accounts daily  
Ability to communicate with faculty and staff of ChiArts HS and co-share building  
Successful completion of restraint training and CPR or willingness to learn  
Familiarity with restorative justice disciplinary approaches or willingness to learn  
Ability to work collaboratively with teams and a diverse population  
Ability to adapt and improve in changing situations  
Proven organizational skills and attention to detail

Salary and Benefits: Part-time position with hourly pay rate

Application Process: Qualified applicants should upload the following documents:

- (1) Cover Letter
- (2) Resume
- (3) Salary History and Requirements
- (4) Contact Information for 3-5 professional references; do not include letters of recommendation

Applicants who do not follow the submission directions will not be considered. Please be aware that every item listed on a resume is subject to verification, and that any offer of employment is contingent on a successful background check.

Apply online at

<http://newton.newtonsoftware.com/career/JobIntroduction.action?id=8a699b9840519a1a01405434902d6ad5&source=Indeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

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**Job Title: Temporary**

Job Description: This position greets customers, assists customers with store inquiries, answers the phone and/or directs callers, tabulates purchases using the register for transactions. Use safe money handling procedures and secure transaction practices. Greet customers and render assistance as necessary responding to inquiries of products and merchandise.

- Answers phone and responds to inquiries or direct calls for appropriate resolution.
- Operates cash register tabulating transactions, accepting payments, giving change, bagging purchases and processing employee or faculty discounts as appropriate. Starts up and shuts down register, trouble shoots, counts down register, perform cashier audits, etc. Balances the cash drawer including checks and the credit card receipts and student charge slips.
- Observes safe money handling procedures and secure transaction practices when accepting cash payment, making change, accepting checks and credit card payments, and processing refunds/buybacks. Includes cashier integrity to safeguard register and drawer deposits.
- Test EAS security system daily and approach customers who set off EAS system investigating alarms, resolving issue and logging EAS activations.
- Receive, sort and open, as necessary, mail. May also take outgoing mail to mailbox or Post Office.
- Carry and shelve merchandise inventory; may also pull and package merchandise for return to vendors. Straightens merchandise, stocks shelves, prices merchandise and may assist in setting up displays and signs. May be required to mop, vacuum, clean shelves and take out trash.
- Ensure inventory controls tags are removed and/or replaced on merchandise according to company standards as applicable.
- Pick, process and pack orders for shipping in accordance with Retail Store Operations
- Fill in for other employees during absences, for breaks and lunches, and during periods of high volume.
- May perform data entry or type simple correspondence including printing and system back-up.
- Take inventory as needed and may have responsibility for ordering general merchandise items (snacks, beverages, newspapers, magazines, etc.).
- May provide customer service/sales functions for special events (including but not limited to author signings, graduation and athletic events)
- Perform other duties as assigned.

Qualifications/Requirements: •0 – 12 months of previous retail or clerical experience preferred. •Strong customer service skills including effective communication. •Computer literacy. •Ability to prioritize and organize workload.

Apply online at

<https://www1.apply2jobs.com/follett/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=78>

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## Office Support

Posted by: TASC - Treatment Alternatives for Safe Communities

Posted date: Dec-05-13

Location: Joliet

### Summary

Under the supervision of the Administrator this position provides routine support to the program(s) and/or office.

### Essential Duties and Responsibilities

- Provides general clerical support for the program and/or office.
- Answer the telephone and direct calls to the appropriate staff.
- Greet clients and visitors; ascertain the purpose of their visit and direct them to the appropriate staff or location.
- Type letters, reports and other materials. Proofread and post letters for mailing.
- Enter data into the Management Information System, including Electronic Client Records (ECR).
- Photocopy letters, forms or documents, etc.
- Maintain the upkeep and cleanliness of office area and office equipment.
- Record minutes or notes during various meetings (staff, provider, etc.)

### Mandatory Job Qualifications

- High school diploma or general education degree (GED); or one to three years of related experience and/or training; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Ability to communicate effectively (written and oral)
- Ability to work with a diverse population.
- Ability to read and comprehend instructions, and prepare correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to clients, co-workers, providers, etc.
- Ability to work flexible hours and travel as needed (evening/weekend hours).
- Knowledge of computers, including proficiency in Microsoft Office applications and the Internet.
- Must be available to attend meetings and meet the needs of the clients/program throughout the city, counties or wherever needed.

### How to Apply

If you are interested in this position, please visit the TASC website at [www.tasc-il.org](http://www.tasc-il.org) and apply online. Electronic submissions preferred.

TASC is an Equal Opportunity Employer.

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**Job Title: Film Crew**

*Location: 600 N Michigan Ave  
Chicago, Illinois 60611*

General responsibilities for all positions include, but are not limited to:

- Exhibit excellent guest service skills.
- Present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests.
- Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.
- Work effectively with supervisors and co-workers.
- Demonstrate consistent and effective sales techniques.
- Meet sales expectations through loyalty card sales, suggestive selling, upselling, merchandising, and sampling.
- Complete transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals, making change accurately, completing loyalty transactions, and thanking guests.
- Ensure the security of all cash, receipts and tickets.
- Control access to the theatre.
- Frequently monitor auditoriums for picture and sound quality, temperature, lighting levels, audience behavior, and film piracy.
- Perform daily stocking and maintenance duties.
- Follow all procedures to ensure a safe work environment, as well as the safety of our guests.
- Follow instructions on safe use of all chemicals/cleaning materials.
- Maintain regular personal attendance for all scheduled shifts to ensure timely performance of duties.
- Uphold AMC's Business Practices Standards and ensure compliance with company programs.
- Assist with other Film Crew functions and perform other duties as directed.
- Expanded lists of essential functions for the Concessionist, Cashier and Usher positions are available upon request from theatre management.

Requirements to be performed, with or without reasonable accommodation:

- Standing, walking, lifting, twisting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor).
- Ability to work with minimal supervision.

A list containing the Tools Used, Machine and Equipment Operation, and Environment are available upon request from theatre management.

**UNIFORM**

Provided by Theatre: Black t-shirt, nametag

Provided by Associate: Black pants, black shoes, black socks, black belt

Apply online at

[https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job\\_REQUISITION\\_NUMBER=3635](https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=3635)

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### **Team Member- General Floor Staff**

Job Title: Team Member- General Floor Staff

Job Type: Part-Time

Location: Chicago, IL

#### Major Functions:

**Box Office:** Handles all ticket functions. Greets patrons and properly, quickly and accurately processes patron's requests for tickets, movie money and/or information. Must be an excellent cash-handler. Maintains door security in the absence of a greeter. Informs patrons of rules for outside food and drink, as well as large bags/backpacks. Keeps area clean and free of hazards. Can assist in at least one other area, as needed.

**Greeter:** Greets patrons, tears their tickets and effectively directs them to the proper auditoriums, handling any rule violations that the box office didn't notice. Effectively tracks show schedules and can assist in managing hold-out lines. Maintains door security, requesting manager assistance as needed. Can assist in at least one other area, as needed.

**Usher:** Greets patrons with a smile and eye contact. Watches for opportunities to assist with full-hands, door opening/closing, crowd-control. Picks up trash, sweeps, mops (only as needed, following safety standards). Assists in managing hold out lines, preventing cross-over or any unauthorized admission. Keeps entire theatre inside and out, including rest rooms, clean, well-stocked, and free of hazards. Can assist in at least one other area, as needed.

**Concession:** Greets patrons and properly, quickly and accurately fills requests for concession items and basic information. Can up-sell or suggestive sell comfortably. Must be an excellent cash-handler. Ensures that inventory and cash are secure and properly handled. Keeps area, including equipment clean and stocked at levels appropriate for business. Follows proper food-handling techniques and properly markets all products, including popping proper amounts of popcorn at the appropriate times and ensures the availability of all items. Can assist in at least one other area, as needed. Stays well-versed in proper emergency procedures and is aware of all patrons in their area. Other duties as assigned

Qualifications: ·Excellent attendance record, with good availability ·Ability to work with minimal unplanned absences ·The ability to stand and/or walk for prolonged periods of time ·The ability to bend, squat, twist and reach ·The ability to lift and transport up to 30 pounds unassisted ·Excellent cash-handling skills ·The ability to handle cleaning duties, including cleaning up after accidents ·Excellent customer service skills; very friendly ·The ability to follow basic procedures and instructions

Apply online at

[https://www4.recruitingcenter.net/Clients/KerasotesShowplaceTheatres/PublicJobs/controller.cfm?jbaction=JobProfile&Job\\_Id=10004&esid=az](https://www4.recruitingcenter.net/Clients/KerasotesShowplaceTheatres/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10004&esid=az)

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### **Part Time Maintenance Tech.**

Location: Chicago, IL

Salary Range: \$15

Exempt/Non-Exempt: Non-Exempt

Employment Type: Part Time

Department: Environmental Services

Description: Norwood Crossing is seeking a Maintenance Tech. Part Time 2nd shift (2:00 - 6:00/8:00 PM) to join our team. Hours and days of week could vary depending on needs of business.

#### Qualifications:

- Ability to pass the pre-employment and annual physical examinations.
- Must qualify for company insurance: Pass DMV check.
- Ability (after brief training period) to demonstrate proper use of chemicals, supplies, and equipment. • Must be able to perform the physical requirements of the job of stooping, standing, climbing and frequent lifting of minimum of 50 lbs. of equipment (pump, tools, and ladders) and ability to safely install rigging.
- May be the only maintenance staff member on duty during certain shift,
- May be required to work extended periods of time when responding to priority/emergency situations (include overtime type assignments) may require shift work and/or on call duties.

#### Requirements

- HS Diploma or equivalent required.
- HVAC Certification a plus
- Minimum 5 years of related work experience.
- Ability to read, write, understand and communicate in English
- Must demonstrate the correct use of chemicals, supplies, and tools required to perform job duties.
- Must be a team player
- Must have flexibility with schedule and overtime
- Must enjoy working with the senior population

Apply online at <http://norwoodlifesociety.iapplicants.com/ViewJob-503539.html>

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