



Billing Processor

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Organize in-patient and out-patient claims for electronic or hard copy mail and forward to appropriate third party payers.

Review claims to make sure that payer specific billing requirements are met, follow-up on billing, determine and apply appropriate adjustments, answer inquires, and update accounts as necessary.

Requirements:

High school diploma or GED

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Minimum of 2 years of billing and/or patient account experience in a hospital setting required.

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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Front Desk Dental Clinic Receptionist

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Description:

The Front Desk Dental Clinic Receptionist is the initial point of contact with patients and is the clerical support person for the dental clinic. This position is the liaison between clinic staff and patients and is responsible for being able to effectively and professionally communicate with all parties. Responsibilities include answering phones, scheduling and confirming appointments, greeting patients, verifying and processing insurance, collecting copays, overseeing accounts payable and receivables, and conducting basic accounting duties.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

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

Experience with insurance billing.

Strong accounting skills.

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

Ability to type 50 wpm.

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

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Driver Helper

Job Location: Des Plaines, IL

UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILDSP4

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/part-time/jobid1907590-driver-helper-jobs>

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Dry Van Dedicated OTR Driver (HazMat REQ)

Job Location: Chicago, IL

UPS Freight Truckload is hiring individuals to work as Full-time Dedicated OTR Dry Van Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. Dedicated drivers are primarily assigned to run freight for one customer, and may be assigned to an operation based at a specific customer location. These drivers are normally on the road from three to five days at a time. The term "dedicated" refers to the customer, not a particular lane or destination.

Dedicated Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. Dedicated Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCHO101

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/dry-van-%EF%B9%A0-flatbed/jobid3605554-dry-van-dedicated-otr-driver-%28hazmat-req%29-jobs>

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Driver Helper

Job Location: Austin Area 60651, IL

UPS is hiring individuals to work as temporary, seasonal Driver Helpers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

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Job ID: ILAUS4

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/austin/driver-helper/jobid2913625-driver-helper-jobs>

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Merchandiser - Chicago North Suburbs-1306511

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Position Responsibilities

1. Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores.
2. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule.
3. Build effective relationships with store personnel to assure superior customer satisfaction.
4. Identify incremental sales opportunities for Sales Representative to pursue.
5. Provide feedback on competitor activities and best practices.
6. Cover routes and provide sales and/or merchandising services as assigned.
7. Available to work weekends and holidays.

- \$12.85/hr

- 6:00am to 2:30pm

- Must be available 7 days week, 1- 2 days off weekly based on work schedule. Weekends required.- Route will be contained within some of the below zip code areas:

60601	60621	60640	
	60602	60622	60644
	60603	60623	60647
	60604	60624	60651
	60607	60625	60653
	60612	60629	60657
	60613	60630	
	60614	60636	
	60615	60637	
	60618	60639	

Qualifications •High school diploma or general equivalency diploma (GED)
•Lift up to 50 lbs repeatedly •Push and pull up to 100 lbs repeatedly
•Valid driver's license

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Package Delivery Driver

Job Location: Chicago, IL

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license. Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILJEF3

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/package-delivery-driver/jobid1692998-package-delivery-driver-jobs>

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In-Patient Coder

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Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered. Must have at least five years of in-patient hospital coding and abstracting experience. High school diploma or GED. RHIT or RHIA certification. Experience with 3m software. Knowledge of medical terminology, anatomy, physiology, and disease process required. Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Data Services Coordinator

Department: Institutional Advancement

1 Full Time Position (35 hours/week)

Job Description

The Data Services Coordinator is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.).

The Data Services Coordinator works with the Database Manager and Data Entry Specialists to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

Qualifications

- High school diploma required; bachelor's degree preferred
- Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred
- Familiar with using networks and web in business setting
- Organizational skills, efficient and independent work habits
- Flexibility and ability to work with competing deadlines
- Motivated, innovative, and shows initiative
- Proficiency with Microsoft Word, Excel, PowerPoint, and Access
- Excellent communication and writing skills with the ability to collaborate on ideas and processes

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=120607&CoId=45&rq=1>

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Membership Sales Associate

Department: Membership

1 Part Time Position (21 hours/week)

Job Description

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program and sells memberships during on-site sales campaigns. This is a direct-sales position that requires meeting specific sales goals set by Membership Manager or Director.

This position requires flexible availability. Working weekends and holidays is required. Hours may increase above 21 hours per week during peak periods.

Qualifications

- Flexible availability; working weekends and holidays is required
- Minimum two years of demonstrated direct, in-person sales experience
- Must have the physical endurance to talk and stand for long periods of time during on-site sales campaigns
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Excellent oral and written communication skills
- Excellent public relations, customer service and problem-solving skills; must be outgoing and approachable, and also willing to approach and connect with visitors
- Ability to maintain a polished, professional demeanor
- High school diploma required
- Education or knowledge in life sciences, anthropology, and/or humanities is a plus
- Professional experience in a museum or cultural institution is a plus

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=120866&CoId=45&rq=3>

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Macy's State Street, Chicago, IL: Alterations Tailor/Seamstress, Full Time

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71222301

Overview:

As an Alterations Tailor/Seamstress flex team associate, you will be an integral part of Macy's ability to maintain the high customer service and presentations standards for which it is known, performing wide-ranging functions from fitting garments to sewing machine maintenance, you will be challenged daily.

Key Accountabilities:

The activities that go on behind the scenes to support our alterations staff are wide-ranging. Your responsibilities will be wide-ranging as well.

- Fit and mark major alterations on all types of garments
- Carry out all major alterations according to the fitter's specifications
- Record personal productivity according to the rules laid down for the workroom
- Alter garments on a timely basis, meeting customer promise date
- Keep a clean work area
- Follow safety standards
- Maintain sewing machines in good working order
- Have a working knowledge of the machines used in the alteration of garments

Skills Summary:

- thorough knowledge of basic machines used in alterations
- previous experience in alterations
- keen sense of color perception
- strong communication skills
- detail oriented
- ability to work independently or as part of a team.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71222301>

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Warehouse Distribution Sparkling Supervisor- Chicago, IL (Cicero)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00017731

Full or Part Time : Regular Employee FT

Position Description

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

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.

- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

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

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

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

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Driver Merchandiser Relief - St. Charles, IL

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Other Location :

Requisition Number : HV021893

Full or Part Time : Regular Employee FT

Position Description

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

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.

- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.

- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.

- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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

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Package Handler Part Time

Job Location: Bedford Park, IL

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between \$110.00 and \$150.00 each week after deductions have been taken for taxes, etc.

Job ID: ILBED1

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/illinois/package-handler-part-time/jobid2078875-package-handler-part-time-jobs>

EEG Technician

Weiss Memorial Hospital, Chicago, IL

Department: EEG

Schedule: Registry

Shift: Days

Job Details: Applies electrodes from a multi-channel recorder to the head of the patient to record and measure electrical brain wave activity. May also conduct Evoked Potential response tests to measure latency of response to stimuli for detecting other neurological disorders. Observes and notes patient's response and behavior during tests and records. May also conduct basic electromyography studies.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=901396

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Environmental Services Aide I

MacNeal Hospital, Berwyn, IL
Department: Environmental Services
Schedule: Registry
Hours: 11:30am to 8pm

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=883029

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00017243

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at

<http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4078235>

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OCCUPATIONAL THERAPIST (HOME CARE)

Vanguard Home Care, Westchester, IL

Department: HOME HEALTH

Schedule: Registry

Shift: Days

Job Details:

Reporting to the Clinical Manager of Home Care plans and conducts rehabilitative occupational therapy programs to help patients improve/increase muscle strength and coordination, visual perception and self-care skills.

This position supports the south team consisting of south of Roosevelt Road to U.S. Route 30, east from the Indiana/Illinois border to the southwest suburbs of Chicago.

JOB SPECIFICATIONS:

Current State of Illinois License in Occupational Therapy.

Current Illinois driver license, auto liability insurance.

Current CPR certification

A Bachelor's degree or certificate in Occupational Therapy from an American Occupational Therapy Association accredited school, which would provide an understanding of anatomy, physiology, pathology, and psychology necessary to assess patient condition and develop treatment plans and goals.

The ability to communicate effectively with patients and family, to elicit their cooperation and enthusiasm.

Organizational skills to plan and implement multiple programs and treatment plans within limited space. The physical ability to transfer and position patients.

Predominantly home environments, possibly with some exposure to unpleasant conditions.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=528391

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Administrative Assistant, Senior

Talent Area : Administrative/Clerical/Office Support

Location : Niles, IL, USA

Other Location :

Requisition Number : 00017786

Full or Part Time : Regular Employee FT

Position Description

Performs standard and advanced administrative duties for primarily the West Region Public Affairs and FSOP teams.

1. Answer and direct telephone calls, and take messages as appropriate.
2. Create and enter data into spreadsheets and systems.
3. File, fax, handle mail, and order supplies.
4. Create and keep updated presentations and reports.
5. Handle confidential correspondence and files.
5. Interface with external and internal stakeholders and maintain internal and external relationships.
6. Coordinate meetings and travel arrangements, and maintain calendar(s).
7. Process expense reports and invoices.
8. Administer programs, projects and or processes specific to the team, individual or team served.
9. Support executive/leadership communications, media release development and disbursement, and community activations.

High School - GED or Diploma

EDUCATION LEVEL PREFERRED - Some college preferred

EXPERIENCE REQUIRED: 2-5 yrs experience in automated office environment.

TECHNICAL SKILLS REQUIRED

Excel, Powerpoint and Kronos knowledge preferred; Attention to Detail (Observant); Analytical Thinking (Strategic Thinking, Thinking Systematically, Problem Solving): Creative Thinking

Teamwork

Communication Skills (Listening, Speaking, Writing, Inquiring)

Apply online at

<http://www.enjoycareers.com/en/jobs/descriptions/administrative-assistant-senior-niles-illinois-job-1-4065057>

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Driver Helper

Job Location: La Grange, IL

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As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

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Job ID: ILLAG4

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