



Director of Accounting

CEDA

PA#: 1432

Location: CEDA Central

Department: Accounting

Closing Date: December 12, 2014

Duties (include, but are not limited to):

Posting activity from all subledgers to general ledger on daily basis; reviewing all adjusting journal entries for proper support and accuracy prior to posting; leading month-end close process and generation of monthly financial reports; supervising monthly reconciliation of balance sheet accounts; reviewing year-end accruals for accuracy and completeness; maintaining and updating schedule of leases as needed; maintaining and updating fixed asset schedules as needed; and managing all aspects of annual financial audit enlisting support of others as needed.

Qualifications:

Bachelor's Degree in Accounting or Finance

A minimum of 10 years of increasingly more responsible financial management experience including 3 – 5 years at a senior level with 7 or more years' experience in not for profit accounting. A minimum of 5 years successful experience managing professional level subordinates. Strong organizational, administrative, and time management skills. Ability to work under pressure in a deadline oriented environment Ability to satisfy divergent interest in support of broader strategic goals of the Organization. Thorough knowledge of accounting and finance rules for non-profit organizations. Working knowledge of US government grant-making rules and regulations, including OMB Circulars A-110, A-122, and A-133 a plus Effective communication and interpersonal skills proven in a wide range of settings with people of all backgrounds. Effective coordination and collaboration with internal client departments and various external agencies, community groups and funding sources; demonstrated ability to build partnerships, alliances and coalitions with effective persuasion and negotiation skills. Excellent verbal and written communication skills; demonstrated skills in diplomacy and team building. Ability to present complex information easily and accurately. Flexible work hours required to meet unanticipated work demands and deadlines beyond routine work flow.

Closing Date: December 12, 2014

Interested applicants, please send resume and cover letter to:

CEDA Human Resources Dept.

HR@cedaorg.net

CEDA is an Equal Opportunity Employer

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Supervisor/Dispatcher

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including, but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers, and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Other duties as assigned or required.

Qualifications:

Qualified candidate must be 21 years of age and have at least five (5) years experience in transportation. Must have, or be able to obtain, a valid Illinois Commercial Driver's License (CDL), Class B.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. Management experience preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=305

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Customer Service Representative

U-Haul Moving Centers
U-Haul of Arlington Heights
2400 Rand Rd
ARLINGTON HEIGHTS , 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

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

Sun - 8am to 6pm

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=132575&mode=

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Rental Sales Agent (Midway Airport) Part Time- Incentive Sales Position Evenings

Job ID 2014-124367

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

Overview:

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards. This is a part time evening position working approximately 25 hours/week.

Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/124367/rental-sales-agent-%28midway-airport%29-part-time--incentive-sales-position-evenings/job>

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CDL Bus Driver - Full Time - O'Hare International Airport - Late Afternoon Shift including Weekends

Job ID 2013-84624

Location US-IL-Chicago

Category Transportation - All Positions

Airport / City Chicago O'Hare Intl Arpt

Overview:

National and Alamo has an exciting opportunity for a CDL Bus Driver. The Bus Driver provides superior, friendly, efficient service during the rental car process, transporting customers to and from the rental facility in a safe and timely manner. Establishes and maintains clear communications with other bus operators and management team to ensure a consistent, superior level of customer service. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

We are subject to certain Department of Transportation Requirements:

Requires a Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements.

Candidate will be required to submit to and successfully complete a D.O.T. medical examination and pre-employment drug test.

May drive a maximum of 10 hours after 8 consecutive hours off duty.

You may not work more than 70 hours in 8 consecutive days.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age

High School Diploma or G.E.D. required

Minimum of 1 year bus driving experience transporting passengers

Must be able to lift a minimum of 50 lbs to assist customers with luggage

CDL Driver's License Passenger and Brake Endorsement

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years, and no drug or alcohol related convictions on driving record in the past 5 years (ie., DUI/DWI)

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work the following shift/schedule: Afternoons 3:30pm-12am including weekends. Shift may vary throughout the year.

Apply online at <https://nationalalamo-erac.icims.com/jobs/84624/cdl-bus-driver---full-time---o%27hare-international-airport---late-afternoon-shift-including-weekends/job>

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Outside Part Time Afternoons Return Agent / Handheld O'Hare Airport

Job ID 2013-100217

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Overview:

Get on the fast track to a more rewarding career with National Car Rental and Alamo Rent A Car - teams that are committed to quality, innovation, customer satisfaction and employee development.

We are a multibillion-dollar industry leader that is rapidly expanding and growing. At National and Alamo, exciting careers and opportunities are made possible, because how far you go is really up to you. It's a fast-paced, people oriented business that offers incredible earning potential and performance-based promotions.

Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees

This position is responsible for providing superior, friendly, efficient service during all aspects of the rental car process as well as assist all customers with the rental return process. The Return/Handheld position will provide professional, knowledgeable, and courteous service while accurately completing all transactions.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High School Diploma or G.E.D. required.

Minimum of 1 year customer service experience. Must have basic computer skills.

Must have a valid driver's license with no more than 2 moving violations within the last 3 years. No drug or alcohol related convictions on driving record in the last 3 years.

Must be able to speak, understand, read and write English.

Must be able to work outdoors in the elements with long periods of standing.

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.

Must be willing to work for \$9.75/hour.

Must be able to work the following shift/schedule:

2pm-10:30pm on Weekends and 2pm-10:30pm 1-2 Weekdays for a total of 24 hours.

Apply online at <https://nationalalamo-erac.icims.com/jobs/100217/outside-part-time-afternoons-return-agent--handheld-o%27hare-airport/job>

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Part Time - Lot Driver Position (Late Evening and Weekend Shift)

Job ID 2014-124996

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support

Airport / City Chicago O'Hare Intl Arpt

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour.

Must be able to work late evenings and weekends.

Apply online at <https://nationalalamo-erac.icims.com/jobs/124996/part-time---lot-driver-position-%28late-evening-and-weekend-shift%29/job>

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Fox Valley
195 S Rte 59
AURORA, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

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 7pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=143181&mode=

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Macy's State Street, Chicago, IL: Sales Manager

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71230985

Overview: As a Sales Manager, you will support My Macy's by driving sales and selling with focus on the Macy's customer. All activities related to presenting a clean, neat and organized shopping environment for our customers are under your direction. With training, coaching and development, a team of Associates will grow following your leadership.

Key Accountabilities:

Drive and exceed sales goals by executing Macy's initiatives
Lead the push toward selling through coaching and recognition
Review and utilize reports; implement action plans focusing on deficient areas
Identify best sellers and key items; communicate merchandise needs to optimize the
Coach Associates to consistently deliver effective selling behaviors resulting in high customer engagement. Review & utilize Associate Scorecards to provide recognition; develop and communicate strategies to improve results
Observe Associates twice daily through formal observations focusing on selling behaviors; ensure Associates are providing an outstanding shopping experience to all customers. Coach to Associate Scorecard metrics weekly through daily informal observations defining one focus metric and behaviors to improve an individual metric
Ensure optimum sales floor coverage and lead selling initiatives throughout the store as needed. Maintain high customer readiness standards; deliver a clean, neat and easy to shop store environment

Skills Summary:

A minimum of 1-3 years in a leadership/supervisory position in a service-driven environment. Ability to empower and develop a team. Ability to collaborate and function as a member of a team. Ability to execute plans and strategies
Strong leadership, interpersonal and communication skills
Highly organized and able to adapt quickly to changing priorities
Ability to anticipate and solve problems, act decisively and persist in the face of obstacles
Commitment to exemplifying the highest integrity and professional business standards

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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MACY'S IS HIRING: Seasonal Loss Prevention Security Guard - Oakbrook, IL - Oakbrook Center

Location: Oak Brook, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71231075

Overview:

As a Loss Prevention Seasonal Security Guard, you will be an integral part of bringing the magic of Macy's to life. Seasonal Security Guard work as part of a team to meet department and store objectives, and your individual responsibilities will include deterring theft and maintaining a safe business environment. Seasonal Security Guard will have work schedules that can flex and may include working early mornings, late evenings, weekends, and holidays.

Education/Experience: High School degree or equivalent. Complete all Seasonal Security training requirements Prior retail loss prevention experience preferred but not required.

Communication Skills:

Ability to read, write, and interpret instructional documents such as reports and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills : Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Ability to adapt to possible stressful and hostile situations. Ability to remain calm under pressure and exhibit good judgment.

Other Skills:

Ability to interact with customers positively and in a friendly and accommodating manner. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Display consistent good judgment and decision making skills.

Work Hours: Flexible with scheduling and available to work retail hours, which may include early morning, day, late evening, weekends, holidays, and major sales events based on department and store/company needs. Work schedules may begin with minimal hours and will increase throughout the holiday season.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71231075>

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Macy's Seasonal Retail Commission Sales Women's Shoes, Part Time - Skokie, IL - Old Orchard Mall

Location: Skokie, Illinois

Job Category: Stores

Requisition ID: 71230811

Overview: The Seasonal Draw Commission Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers during periods of high volume. To create a shopping experience that will make the customer feel welcome and comfortable

Education/Experience:

No specific educational accomplishment is required. No experience is required.

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands:

This position involves constant moving and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve reaching, stooping, kneeling, crouching, and climbing ladders. May involve reaching above eye level. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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Macy's Seasonal Service Ambassador – Joliet, IL - Louis Joliet Mall

Location: Joliet, Illinois

Job Category: Stores

Requisition ID: 71231167

Overview: The Seasonal Service Ambassador is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers during periods of high volume. To create a shopping experience that will make the customer feel welcome and comfortable.

Education/Experience: No specific educational accomplishments are necessary. A minimum of one year of experience in a sales related role.

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills.

Physical Demands:

This position involves constant moving, talking, hearing, reaching, and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

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Military Executive Development Program -- Chicago, IL

Location: Chicago, Illinois

Job Category: Human Resources

Requisition ID: COR01538

Program Overview:

The Macy's Military Executive Development Program is designed to leverage your leadership experience and prepare you to become the leader of a multi-million dollar Macy's store. You will participate in a highly structured 9-12 month rotational training program that will teach you how the store organization operates, both within the building itself and across the entire field organization. You will gain exposure to all levels of management and learn how Macy's executive team collaboratively contributes to the company's success. You will learn the skills necessary to analyze business performance, coach and lead an executive team to drive sales results.

At the conclusion of the training program, you will be placed into a leadership role in one of our stores to gain experience that will lead you to Senior Store Management positions.

What to bring to the program:

Bachelor's degree with solid academic record, all majors welcomed
4-10 years of military leadership, either as a Junior Military Officer or degreed Noncommissioned Officer

Must be flexible following the program to relocate within your region
Understanding of retail management lifestyle and demands
Results-driven, passionate and committed to excellence and high standards
Seeks to be the leader of people, wants to be in a position of influence
Demonstrated ability to empower and develop a team of executives
Ability to work well with all levels of management, build partnerships and direct teams
Communicates purposefully and takes charge of situations; excellent presentation/platform skills

Able to independently organize and prioritize workload to meet deadlines
Ability to anticipate and solve problems, act decisively and persist in the face of obstacles

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

Apply online at <http://www.macysjobs.com/Search/JobDetail/COR01538>

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Macy's Chicago South District, Chicago, IL: Cosmetic Account Coordinator Origins

Location: Chicago, Illinois
Job Category: Stores
Requisition ID: 92100128

Overview:

As a Cosmetic Account Coordinator, you will actively participate in strategic planning and development of territories as well as partner with stores, the corporate office and vendor management to ensure consistent standards and objectives. Our Coordinators train and develop our Cosmetic Beauty Advisors and Counter Managers to achieve planned sales, loyalty, and customer service standards.

Key Accountabilities: Role model selling behaviors and techniques and participate in achieving sales and credit solicitation goals while displaying prompt, courteous, knowledgeable, and professional customer service. Recruit, train, and coach counter associates to achieve their personal productivity, company goals, and objectives. Develop counter associates to support succession planning. Partner with store management to reduce turnover of associates. Plan and coordinate a special event calendar by location in support of merchant planned sales. Support selling effort by ensuring appropriate stock levels on basics as well as key items. Partner with store management and Regional Merchandise Manager to identify business driving opportunities. Ensure maintenance of visual guidelines and promotional set up.

Skills Summary:

- 1 to 2 years management experience required
- Cosmetics experience preferred
- Exceptional customer service skills
- Goal-driven, with an ability to multi-task
- Must be creative in training of product knowledge and motivation of daily objectives
- Must be creative and resourceful for special events
- Ability to train, coach, and develop a team of highly successful associates
- Enthusiastic, friendly, positive energy
- Strong interpersonal, organizational, and communication skills
- Must enjoy working with people in a team environment

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

Apply online at <http://www.macysjobs.com/Search/JobDetail/92100128>

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Retail Gift Registry Advisor, Part Time - Chicago, IL - Macy's State Street

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71231070

Job Overview: As a Gift Registry Advisor, you will be an integral part of bringing the magic of Macy's to life. Gift Registry Advisors are Macy's Home Lifestyle/Gift Registry Experts who provide personalized service through direct selling, product expertise and the use of social media tools with couples, gift givers and customers. Gift Registry Advisors are essential partners in creating a unique experience that will make customers feel welcome and comfortable.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

Education /Experience: Retail or sales experience in customer service focused business. 2-4 years retail/customer experience preferred
Direct Home Store experience preferred, but not required

Communication Skills: Ability to effectively communicate with and present information to customers, vendors, peers and all levels of management. Able to communicate via email and on the telephone with proper etiquette. Ability to read, write, and interpret instructional documents such as product information, operating and maintenance instructions, and procedure manuals

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division and use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Other Skills :Superior organizational skills and time management skills
Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to task in a fast paced environment. Must enjoy meeting and interacting with customers. Possess strong sense of urgency and a thirst for learning.

Work Hours: Must be able to work a four-week fixed rotating retail schedule including days, evenings and weekends.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO, IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

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

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability 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 - 6am to 11pm

Mon - 6am to 11pm

Tue - 6am to 11pm

Wed - 6am to 11pm

Thu - 6am to 11pm

Fri - 6am to 12am

Sat - 6am to 12am

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=133938&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

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:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - NA

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=139218&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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 - 8am to 5pm

Tue - 8am to 5pm
Wed - 8am to 5pm

Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142730&mode=

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Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1403024-038403

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Assistant Deputy General Counsel, performs technical secretarial and office support functions for professional staff in legal central office, utilizing independent knowledge of agency programs, policies and procedures; gathers and interprets data.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Monday-Friday 830a-5p
1619 W. Jefferson Joliet, Illinois 60435

Contact: Lorne Garrett / Office of Legal Services
2245 W. Ogden 3rd Floor Chicago, Illinois 60612
PHONE: 312-633-3406 FAX: 312-633-3965

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).

Option 2 - Typing

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