



FLOOR FINISHER

Facility Presence Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift Day shift
Hours 7:00am - 3:30pm Mon-Fri rotating weekends
Location Chicago, IL
Req Number 123940

Job Details

Performs a variety of tasks related to floor care, carpet care, moving furniture, setting up meetings and EVS Workers job as needed. Candidates must have a high school diploma or equivalent and prior related experience. Floor/Carpet maintenance preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=357486>

REG/OFFICE ASSISTANT

Facility Presence Medical Group - Chicago & North Suburbs
Department RMG ADMIN FLOAT POOL
Location Chicago, IL
Req Number 124639

Job Details

This position is located in Norridge Illinois.

Human Resources Department is looking for an energetic, detail oriented, fast learner, able to function well in a fast paced environment. Responsibilities for this position includes but are not limited too:

1. Collects, records, assembles information, sorts documents, processes and tracks general departmental paperwork.
2. Performs general clerical support for department; filing, copying, faxing and data entry.
3. Assists in the care and maintenance of office equipment and maintains inventory of supplies.
4. Responds to general employee inquires as needed.

Must be proficient in Microsoft Office, must have experience working in a professional setting. Must be able to demonstrate a high level of customer service with various levels of the organization. Must have 1-3 years working in an office setting. Human Resources experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=176838>

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REG/REGISTRAR

Facility Presence Saint Joseph Hospital - Chicago
Department CANCER TREATMENT CENTER
Schedule Registry/PRN/Flex
Shift Day shift
Hours 0900-1730
Location Chicago, IL
Req Number 125656

Job Details

PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO
REGISTRY (no benefits) CENTER FOR CANCER CARE
With general direction and support you will courteously welcome patients and families to Presence Health while processing registrations for patients entering the Oncology department. The Registrar performs a variety of clerical duties to include, but not limited to scheduling, and registration to secure all pertinent patient information necessary for processing account for billing and providing medical care.
EDUCATION: High school diploma or equivalent
EXPERIENCE: Two or more years experience in admissions and registration. Excellent verbal and interpersonal skills.
LICENSURE/CERTIFICATIONS: N/A

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=262370>

REG/REGISTRATION REP AMB

Facility Resurrection Ambulatory Care Services
Department OPEN MRI & IMAGING CENTER
Schedule Registry/PRN/Flex
Shift Rotation
Hours Varies
Location Chicago, IL
Req Number 125491

Job Details

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute. Must be willing to rotate between sites including Open MRI and Imaging Center located on North Harlem in Chicago & North Shore Imaging in Skokie. Days and shifts varies.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=351546>

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SECRETARY

Facility Presence Behavioral Health
Department OUTPATIENT MENTAL HEALTH SMH
Schedule Full-time
Shift Day/PM rotation
Hours M-F Day/Evening rotate Saturdays
Location Chicago, IL
Req Number 125759

Job Details Performs secretarial duties including word processing, filing, answering telephones and making copies. 2 to 3 years secretarial experience preferred. Types 35 to 50 wpm.

High School diploma or equivalent required, additional vocational training preferred. Prior experience in customer service, reception, and computer keyboard use required. Bilingual Spanish preferred.

Skill with electronic medical records, specifically EPIC, preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=623912>

ENV SERVICE WORKER

Facility Presence Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift Day shift
Hours 7:00am-3:30pm Mon-Fri and rotating weekends
Location Chicago, IL
Req Number 125604

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=292502>

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SWITCHBOARD OPERATOR

Facility Presence St. Mary's Hospital
Department PSMH SWITCHBOARD
Schedule Registry/PRN/Flex
Shift Day/Night rotation
Hours Varied: position works all shifts 1st, 2nd, 3rd, and power
Location Kankakee, IL
Req Number 118098

Job Details

Located in Kankakee, IL, Presence St. Mary's Hospital offers a mutually supportive atmosphere where your love of learning will be shared and appreciated by both management and peers. A warm, open relationship between management and staff also encourages participation in decisions on patient care and policy. The Switchboard Operator is responsible for the efficient handling and forwarding of all telephone calls that come in to the hospital via the main switchboard. Equally important, the operator monitors all security, fire and maintenance emergency alarms, in addition to controlling the CCTV system functions.

Education, experience, and skills required:

Operators must have the ability to operate the telephone, TTY phone system, computer terminals and printers, fax machine, copy machine, typewriter, two-way radio, CCTV camera operations, Continuum security system, respond to emergency and non-emergency alarms and operate the overhead paging system
The Switchboard Operator will complete daily logs accurately and on time and maintain the key log.

High school graduate or equivalent

Typing or keyboarding skills are necessary

Six months general clerical experience and prior public oriented experience is helpful

Prior hospital experience is helpful

Dispatching skills are helpful

Medical terminology helpful but not required

Proficiency in Microsoft Word is required

A familiarity with Excel and Access Database is preferred

Operators must also become proficient in Outlook Web Access

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=336096>

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UNIT SECRETARY

Facility Presence Saint Joseph Hospital - Chicago
Department RADIOLOGY ADMINISTRATION
Schedule Registry/PRN/Flex
Shift Day shift
Hours 6:30am-5:00pm
Location Chicago, IL
Req Number 125931

Job Details

SAINT JOSEPH HOSPITAL- CHICAGO
REGISTRY UNIT SECRETARY
SATURDAYS 6:30AM- 5PM & SUNDAYS 6:30AM-3PM
RADIOLOGY ADMINISTRATION

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit.

Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

The Unit Secretary facilitates a smooth, efficient patient care unit.

Requirements:

- This position requires a high school diploma or equivalent.
- One to three years of prior experience as a unit secretary preferred.
- Able to comprehend medical terminology.
- Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=787350>

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 02/07/14 5:00 PM Central Time

Salary: \$18.98 - \$24.09 hourly

\$1,428.92 - \$1,813.85 biweekly

\$3,096.00 - \$3,930.00 monthly

\$37,152.00 - \$47,160.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 14/78994

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Fiscal Services Administrator, performs technical secretarial and office support functions involving the use of a typewriter, personal computer and calculator; processes contractual documents; composes new formats and revises formats of previously automated records and reports; maintains automated and hard copy files.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to two years secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires one year experience involving the operation of a personal computer; requires typing accurately at 30 wpm; requires experience involving the processing of legal documents/contracts. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: 9a-5p Mon-Fri Business Office
Valarie Laird Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141
Fax# 708-338-7078

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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Job Title: Public Service Administrator - Opt 7 / Chatham

Agency: Corrections

Closing Date/Time: Thu. 02/13/14 11:59 PM Central Time

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CU500 Bid ID#: IDOC29-05-14-7070

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college with a Bachelor's degree supplemented by a Master's degree in the behavioral or social sciences or law enforcement; requires three years progressively responsible professional experience in the area of law enforcement, probation or parole work or counseling work in a public or private agency or institution whose primary function is the treatment and the rehabilitation of adult or juvenile offenders; requires thorough knowledge of the modern objectives and methods of parole work; thorough knowledge of the procedures and processes of granting parole; thorough knowledge of the laws, rules and regulations concerning parolees; thorough knowledge of social casework principles and social research methods and the social values, attitudes and psychology of criminal offenders; extensive knowledge of the State, public and private welfare agencies and their services and functions; extensive knowledge of public and business administration principles; requires possession of a valid driver's license; requires ability to carry a firearm; requires possession of a Firearm Ownership Identification Card.

Work Hours & Location/Agency Contact: WORK HOURS: PM Shift (Sun / Mon off)

WORK LOCATION: IL Dept. of Corrections / Chatham Parole

8001 S. Cottage Grove Ave. Chicago, IL 60619

AGENCY CONTACT INFO: IL Dept. of Corrections / Peoria Parole Office

Attn: Melinda Cloninger, Hum. Res. Rep. 1115 N. North Street, Suite B Peoria, IL 61606

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 7 - Law Enforcmnt/Correctnl

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Job Title: Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Mon. 02/10/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 55269

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at regional level long term care facilities.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate's Degree or a Diploma in nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of Illinois long term care licensing and Federal Certification programs. Must be a certified federal long term care surveyor, having passed Modules A and B of the Federal Surveyor Minimum Qualification Test (SMQT). Requires a valid driver's license and must be able to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulation
Division of Long term Care Field Operations - Bellwood Region
4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources 535 W. Jefferson St. 4th fl Springfield, IL 62761 Phone: 217-785-2031 Fax: 217-524-0220

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 8N - Nurse Registered IL

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Job Title: Rehabilitation Case Coordinator I

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

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

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

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

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

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

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Part Time Driver in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward every day. We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Driver, you will work part time, outdoors transporting our rental vehicles to and from various locations safely. You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage. Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Basic Qualifications/Minimum Requirements:

- * Must have a high school diploma
- * At least 6 months of prior work experience
- * Valid driver's license and a good driving record
- * Must be willing and able to work a flexible schedule including nights, weekends and holidays

We provide you: * \$8.25/hr

* Corporate discounts, car rental discounts & much more!

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO/AA Employer

Employee Type: Part Time
Required Experience: 1 Year
Category: Transportation
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60632
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/part-time-driver/42770406/job/>

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Vehicle Service Attendant in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward everyday. We are a global leader in the travel services industry operating through our Avis and Budget brands, which have more than 10,000 rental locations in approximately 175 countries around the world, and through our Zipcar brand, which is the world's leading car sharing network, with more than 775,000 members. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done. If you want to GO somewhere in your career, Avis Budget Group is the place to be.

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements: * Must be 18 years of age or older
* High school diploma or equivalent or preferred * 6 months of prior work experience preferred * Physical ability to move in and out of vehicles * Effective verbal communication skills to communicate with customers, co-workers and management * Must be willing to work outdoors in all types of weather conditions * Must be willing to work various shifts including weekends, nights, and holidays * Driving experience with a valid Driver's License (as mandated by state and location) and a good driving history * Willing to complete pre-employment testing, drug screen and background check
Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Employee Type: Full Time
Required Experience: None Selected
Category: General Labor
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892549/job/>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Job Title: Support Service Worker

Agency: Human Services
Salary: \$2,647.00 - \$3,570.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 6
Plan/BU: RC009
Bid ID#: EMHC-14-0402

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center; Dietary Dept.
Contact: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact listed above prior to the closing of the posting. Current State Employees seeking a promotion must possess a CMS promotional grade for the title and option or apply for a promotional grade by submitting a CMS 100B Promotional Application to CMS Examining during the posting period. Non State Applicants must apply below.

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

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Courtesy Bus Driver in Chicago Illinois United States

GET YOUR GO ON!

IT IS EXCITING being on the fast track to career success.

In our Courtesy Bus Driver position you will transport customers to and from the airport terminal and the rental facility safely. You will greet and assist customers with their inquiries and luggage. Inquire whether a customer is a Preferred or a FastBreak member and announce the arrival of a Chairman customer. Communicate stops and other information over an intercom system. Conduct pre and post-trip inspections and log daily work hours in DOT books. You must have excellent communication skills to be able to announce arrival and departure statements using an intercom system.

COURTESY DRIVER REQUIREMENTS:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * Minimum of 1 year customer service experience.
- * At least one year of commercial driving experience preferred
- * CDL class A or B license with P endorsement (as mandated by state and location) with good driving history * Valid DOT Medical Certificate
- * Excellent interpersonal and communication skills
- * Must be able to work various shifts including weekends, evenings, and holidays
- * Ability to maintain and project professional behaviors towards customers and associates
- * Ability to work to outdoors in all types of weather conditions
- * Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time

Required Experience: 1 Year

Category: Transportation

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/29660314/job/>

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Vehicle Return Associate in Chicago Illinois United States

Are you looking to accelerate your career into the fast lane?

Then Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it is directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

- * High school diploma
- * At least 1 year of prior Customer Service experience
- * Good communication skills
- * Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- * Willingness to learn and help others
- * Motivation and dependability

We provide you: * Competitive pay * Medical, Dental, Vision & 401K

* Full training to learn the business and enhance your professional skills

* Paid vacations, car rental discounts & much more!

If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid drivers license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/23304458/job/>

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Rental Sales Associate in Chicago Illinois United States

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a flexible full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Some of the programs and services we provide include:

- * Free tobacco cessation courses (including nicotine replacement supplies)
- * Customized nutritional coaching * Fitness center discount program
- * Healthy weight loss nutrition solutions * One-on-one active lifestyle coaching
- * Trusted, on-line health information available 24/7 * Free flu shots

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database * Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304438/job/>

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Macy's North Region, Chicago, IL: Silver Jewelry Coordinator

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 99300107

Overview: The Sterling Silver Coordinator collaborates with the District Merchants and Stores on the merchandising strategies that are communicated through Central and Regional Jewelry Directors. The Sterling Silver Coordinator is responsible for driving sales through training, merchandising and analyzing the business.

Education/Experience

Minimum 3 years Retail experience (merchandising / management) preferred

Communication Skills

Outstanding communication, presentation and relationship building 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.

Reasoning Ability

Excellent analytical skills

Must be able to work independently with minimal supervision.

Physical Demands: This position involves regular walking, standing, hearing, and talking. May occasionally involve stooping, kneeling, or crouching. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Other Skills: Understanding of store operations and structure

High level of Visual presentation standards with the ability to understand flow and productivity: Results oriented: Self-Motivated

Work Hours

Ability to work a flexible schedule based on department and store/company needs.
Work schedule includes weekends and some holidays as it relates to key events.

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Apply online at <http://www.macysjobs.com/Search/JobDetail/99300107>

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Macy's River Oaks Center, Calumet City, IL: Retail Support Associate – Price Change Lead, Part Time

Location: Calumet City, Illinois

Job Category: Stores

Requisition ID: 71222994

Overview:

The Price Change Lead Associate assists with execution of merchandise pricing changes as well as with scanning merchandise during semi-annual Inventory process.

Key Accountabilities:

Demonstrates understanding of customer service as a #1 priority through prompt, friendly and efficient accomplishment of tasks

Receives price change documents; manually marks down prices on merchandise; re-tickets as appropriate

Sorts and sizes merchandise

Ensures adherence to Company policies on loss prevention, security and safety

Acts as a liaison between manager and associates

Skills Summary:

High school diploma/GED

Retail sales experience helpful

Proven ability to multitask, ensuring detail, accuracy and timeliness

Ability to stand during shift

Strong organizational skills

Strong customer service skills

Detail oriented

Team oriented

Ability to work quickly

Comfortable working with electronic equipment (merchandise scanners)

Flexible to be scheduled in support of retail hours

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Macy's State Street, Chicago, IL: Alterations Tailor/Seamstress Flex Team

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71223002

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.

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FT Bartender Bernards Bar (Job Number: F00019YR)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Bartender with Waldorf Astoria Hotels and Resorts is responsible for preparing beverages and serving beverages and/or food to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Bartender, you would be responsible for preparing beverages and serving beverages and/or food to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet guests and respond to guest inquiries and requests in a timely, friendly and efficient manner
- Mix and garnish beverages according to recipe and portion control standards
- Present and serve beverages to guests
- Check guests for proper identification and serve alcoholic beverages to guests in accordance with federal, state, local and company laws and regulations
- Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates, cards and vouchers
- Stock and maintain the bar to include, but not limited to, beer, wine, spirits, paper products, straws and stirrers, condiments, glassware, ice and produce
- Cut, store and ensure product quality of all beverage-related perishables
- Respond professionally to inebriated guests, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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