



**Information Systems/Technical Services: IT Database Management/Services**  
Database Developer - Chicago Cubs (Chicago, IL)

ROLE: This position performs data analysis and development of enterprise data warehouse, application databases, system integrations, data models and relational database structures across multiple computing environments.

**RESPONSIBILITIES**

Data Analysis, Modeling and Reporting

Performs data modeling analysis and develops detailed data models

Candidate will be responsible for data cleansing of large data stores supporting our strategic initiatives within the Cubs organization

Candidate will drive business report creation across multiple departments from our Enterprise Data Warehouse including metadata mapping, Business Intelligence technology use and overall automation of standardized reporting across the organization

Develop automated database applications, where necessary, using the applicable database packages within our organization

ETL Development

**REQUIRED QUALIFICATIONS**

Bachelor's degree (Computer Science or related field)

Demonstrated experience in Data Profiling, Data Modeling (Relational and Dimensional) and Data Mining; Demonstrated experience with Stored Procedures

Demonstrated experience in ETL and Database development (at least college experience) Demonstrated experience with the following technologies: Oracle, Business Intelligence Software, PL/SQL, and ETL Software

Strong demonstrated interpersonal communication skills

Demonstrated attention to detail

Ability to work some evenings and weekends if needed

**PREFERRED QUALIFICATIONS**

Demonstrated experience in performance tuning and process design

Demonstrated experience with the following technologies: Informatica, Oracle BI (OBIEE), Toad, Erwin, and Python

Ability to communicate ideas in both technical and user-friendly language

Experience working in a team-oriented, collaborative environment

Action-oriented work style

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**Administration/General Management: Administrative/Executive Assistant**  
Executive Assistant, Finance and Strategy - Chicago Cubs (Chicago, IL)

**ROLE:**

The Executive Assistant to SVPs – CFO, Strategy & Development provides administrative support and office management for two senior executive leaders. This role also provides scheduling, organization, and coordination of meetings and events pursuant to business relationships including Cubs banking partners and other key stakeholders.

**RESPONSIBILITIES**

Provide organizational and administrative support to SVP – Strategy & Development and SVP – CFO including correspondence, phone screening, filing, corporate organization, expense tracking and processing, ticket orders and maintaining calendars. Coordinate, schedule and support events, meetings, entertainment activities, and logistics – including scheduling appropriate facilities – for all Cubs banking partner meetings and any additional stakeholder meetings. Act as day-of-event point of contact for all stakeholder meetings to ensure seamless execution/delivery of objectives and as day-of-game liaison for all ballpark visits by stakeholder groups. Establish strong working relationships with management and Associates throughout the organization. Assist in the transactional management of departmental budget and expense monitoring as needed. Assist other members of the Finance & Accounting and Strategy & Development teams on business-related activity as requested.

**REQUIRED QUALIFICATIONS**

A four-year undergraduate degree from an accredited university (four year degree may be substituted for 6 years of relevant experience). 2 years experience working with executive management. Demonstrated interpersonal and team building skills among all organizational levels. Demonstrated fluency on Microsoft Word, Outlook, Excel and Power Point. Demonstrated communication and writing skills. Demonstrated ability to work in an organized manner and manage time efficiently and effectively. Demonstrated ability to maintain confidentiality. Ability to work non-standard hours, including nights, weekends, game days and travel (min. twice per year).

**DESIRED QUALIFICATIONS**

Prior experience working in the financial services sector.  
Problem solving and on-the-spot troubleshooting expertise.  
Poise and professional presence.  
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**Job Title: Contract Administrator**

Agency: Illinois Power Agency

Closing Date/Time: Mon. 02/23/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Cook County, Illinois Number of Vacancies: 1

Bid ID#: 15-002

Education: -Bachelor's degree. Business Administration or related field preferred.

Experience: 1. Prior experience with state government contract administration (preferred); or 2. Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlement. -At least three (3) to five (5) years of experience in the preparation, execution, administration and monitoring of contracts varying in financial value and complexity. -Proficiency using the Internet and Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint). -Excellent verbal and written communication skills. -Strong organizational and project management skills. -Experience with local or state government departments or agencies preferred. -Understanding of principles of governing regulations of energy procurement contracting desirable. -Knowledge of the energy industry/electric utilities desirable. -Demonstrated understanding of principles of governmental procurement/purchasing, contract administration, and contract compliance preferred. -Exposure to state/local laws, codes, and regulations concerning governmental procurement/purchasing. Additional Qualifications: -Ability to establish and maintain effective working relationships with multiple constituents in the course of work including Agency third-party contract entities, employees in other State agencies, departments, and commissions. -Ability to work on multiple tasks with minimal supervision in a dynamic, entrepreneurial environment.

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: Illinois Power Agency

160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

How to Apply: To qualify for consideration, applicants must demonstrate experience in at least one of the following categories:

1. Prior experience with state government contract administration (preferred);
2. Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlements.

To apply, please send a cover letter, resume, salary history, and three professional references to: Anthony Star, Director

Illinois Power Agency 160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

[Anthony.Star@Illinois.gov](mailto:Anthony.Star@Illinois.gov)

*No phone calls please.*

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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**Job Title: Mental Health Technician Trainee I**

Agency: Human Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly Job Type: Full-Time

Location: Kankakee County, Illinois Number of Vacancies: 20

Plan/BU: RC009 Bid ID#: 10-75-86713

**Minimum Requirements:**

Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgment in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Work Hours & Location/Agency Contact: Job #1 through 5

Detail Pool 6:30 am - 3:00 pm Rotating Days Off

Job#6 through 20Detail Pool 2:45 pm - 11:15 pm Rotating Days Off

Note: Work location and shift assignments will be made based on operational needs and are subject to change. Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 phone: 815-939-8221 (fax: 815-939-8560).

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Thu. 02/26/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1548003-481624

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

**Work Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS Team 6C0544 1026 S Damen Chicago, IL 60616

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 6 - Health & Human Services**

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**Job Title: Staff Development Specialist I (1) position**

Agency: Human Services

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-70-15-0008

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Training Coordinator, participates in the development, implementation, documentation and evaluation of training; serves as training instructor; provides orientation for supervisory, administrative, professional, direct care, and support staff. Prepares instructional materials and all other duties relating to the training department. Other duties as assigned within the scope of this position.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools) educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires 2 years professional experience in a related field. Requires ability and physically capable of demonstrating techniques used in applying restraints, Part 3, CPR, and various other classes. Requires ability to communicate teaching methods in a classroom venue, and requires ability to perform public speaking in a professional setting. Advanced computer skills preferred.

Work Hours & Location/Agency Contact: 40 hour work week, 8:00 am - 4:30 pm, Monday through Friday. Contact: Human Resources, Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085  
fax: 1-847-249-0722

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Finance: Accounting/Finance other

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## **Financial Analyst - Chicago Cubs (Chicago, IL)**

### RESPONSIBILITIES

Perform complex financial analysis and modeling as assigned (including modeling future operating performance and valuing new business opportunities).

Research, analyze and synthesize team and MLB data to glean the most impactful and useful information to aid the organization in achieving its strategic goals.

Communicate findings within the Strategy & Development team and/or extended project team and help develop communication and recommendations to key stakeholders.

Assist with the preparation of materials to be used in presentations to the capital markets, public and industry officials, senior management and the company's Board of Directors.

Provide analytical support to other groups across the organization including Finance, Marketing, Ticket Sales and Ballpark Operations.

Provide support on other assigned projects as needed.

### REQUIREMENTS/QUALIFICATIONS

Bachelor's Degree in Finance, Economics, or Business Administration.

2 -3 years experience as an Investment Banking Analyst is required.

Candidate must possess strong critical thinking skills, excellent analytical and financial skills and the ability to create and operate complex financial models; working knowledge of corporate finance required.

Candidate must be highly skilled in Microsoft Excel and proficient in Word and PowerPoint.

Candidate must be a highly motivated self-starter capable of undertaking challenging analyses, research and information-gathering projects, and writing assignments with strong attention to detail without intensive oversight.

Candidate must possess a professional "get it done" attitude and work ethic with strong interpersonal skills that facilitate interaction with individuals across all levels of the organization, including senior management and ownership.

Alignment with the organization's values and competencies.

The expected start date for this position is March 15th

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**Job Title: Staff Development Specialist I (1) position**

Agency: Human Services

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-70-15-0008

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools) educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents.

Requires 2 years professional experience in a related field. Requires ability and physically capable of demonstrating techniques used in applying restraints, Part 3, CPR, and various other classes. Requires ability to communicate teaching methods in a classroom venue, and requires ability to perform public speaking in a professional setting. Advanced computer skills preferred.

**Work Hours & Location/Agency Contact:**

40 hour work week, 8:00 am - 4:30 pm, Monday through Friday

**Contact:**

Human Resources, Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085  
fax: 1-847-249-0722

**How to Apply:**

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**Game Day Display Director - Chicago Cubs (Chicago, IL)**

Job Title: Game Day Display Director

Department: Marketing

Reports to: Wrigley Field Video Board Operations Manager

Position Overview

Direct the execution of all elements for the Wrigley Field Video Boards.

This includes calling live camera shots, clip playback, replays, audio cues, and synchronization across 6 digital displays as directed by the Wrigley Field Video Board Operations Manager.

Required Qualifications:

- Minimum one year experience directing live sporting events for broadcast or large video displays.
- Minimum one year working in a control room or broadcast truck for live events/broadcasts.
- In-depth knowledge of the rules of baseball.
- Understanding of the history of the Cubs and Wrigley Field.
- Ability to commit to 60 or more games as need.

Preferred Qualifications:

- Experience directing live baseball action for broadcast television or large video displays.

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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## **ADT Security Sales Representative Leads Provided**

Security Solutions ADT - Tinley Park, IL

This is a fantastic opportunity for you to have an outstanding sales career. This is an outside sales position selling Pulse home technologies, video surveillance and security monitoring service.

Pulse is the leading product and service in the security and home technology industry and has significant growth potential.

When you join our team, your mission will be to help us become the number one security company in the Midwest and give the highest level of customer service possible.

### What We Offer You:

Advancement Opportunities  
Positive Team Environment

Earn \$1000.00-\$1,500/week  
Extensive Sales Training

### You Need to Have:

Disciplined Work Ethic  
Passion for Customer Service

Outgoing Personality with a Professional Image  
Competitive Attitude and Money Motivated

Ability to Quickly Learn and Duplicate Successful Sales Techniques  
Complete a criminal background check

Vehicle Required

Apply online at [http://www.indeed.com/viewjob?cmp=SECURITY-SOLUTIONS-ADT&t=Adt+Security+Sales+Representative+Lead+Provided&jk=9f076f3d61a7e4d6&s\\_jdu=QwrRXKrqZ3CNX5W-O9jEvXPsvim-BUI2A7OG9Ec2tfA\\_reUrTeqCBjcGLQL6t9Q63YjYcvyk8nmbQtN3yoISkExR40jWd7Y2vrLCWDTDZLsIfelKhorTlhrR3gjX874J&pub=pub-indeed](http://www.indeed.com/viewjob?cmp=SECURITY-SOLUTIONS-ADT&t=Adt+Security+Sales+Representative+Lead+Provided&jk=9f076f3d61a7e4d6&s_jdu=QwrRXKrqZ3CNX5W-O9jEvXPsvim-BUI2A7OG9Ec2tfA_reUrTeqCBjcGLQL6t9Q63YjYcvyk8nmbQtN3yoISkExR40jWd7Y2vrLCWDTDZLsIfelKhorTlhrR3gjX874J&pub=pub-indeed)

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## **School Security Officer (Security Services)(Job Number: P023339) / CPS**

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

### Key Performance Indicators

Meeting school's expectation for school-wide average attendance  
Meeting school's expectation for reduction in serious misconducts  
Stakeholder perception of warm and safe school climate and culture  
Adherence to CPS Office of Safety and Security Accountability Standards

### Qualifications/Skills:

High school diploma or GED required  
A minimum of 2-3 years of highly successful related experience  
Knowledge of the CPS Student Code of Conduct  
Knowledge of basic methods of providing site security and safety  
Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)  
Ability to work with adolescents in maintaining a positive and safe school culture  
Ability to follow written and oral instructions  
Proficient with teamwork and collaborating with colleagues and administration  
Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective  
Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters  
Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action  
Demonstrated ability to keep up with fast paced environments and to multi-task  
Sound judgment and ethical practice  
Commitment to social justice and restorative justice practices  
Strong oral communication skills, human relations and interpersonal skills  
Impeccable attendance and punctuality  
Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=70531>

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**Security Monitor (Part-time)**

Location: Evanston Public Library - Main Branch

Pay range: \$16.608/hr-\$21.276/hr# of openings: 1

APPLICATION DEADLINE: MARCH 2, 2015

Type of position: regular part-time (20 Hours per week)

Hours of work – Thursday 4:30 to 9:30 pm; Friday 9:30 am to 6:30 pm; Sunday 12:30 pm to 6:30 pm

MINIMUM REQUIREMENTS OF WORK :Ability to effectively deescalate a wide variety conflicts. Ability to communicate effectively, comfortably and intelligibly in person, on the phone and on-line. Ability to add, subtract, multiply and divide all units of measure to perform the four operations with like or common decimal fractions; to compute ratio rate, and percent and measures; to perform arithmetic operations involving all American monetary units. Ability to establish and maintain effective working relationships with a diverse group of customers and staff throughout the Library, as well as outside the organization. Ability to multi-task many variable duties, requests and responsibilities. Ability to read, understand and interpret manuals, policies and procedures, rules, regulations, journals, memos, letters, reports and legal documents. SPECIAL LICENSES AND REQUIREMENTS: A minimum of a high school diploma or GED. A minimum of two years of public safety experience. Must be able to work a flexible schedule. Law enforcement experience desired.

PHYSICAL REQUIREMENTS OF WORK : The worker is subject to both inside and outside environmental conditions. Ability to perform heavy manual labor including lifting and moving heavy object, bending, stooping, climbing ladders, and stripping floors. Ability to exert up to 50 pounds of force occasionally and/or up to 50 pounds frequently, and up to 20 pounds of force constantly in order to move objects. Ability to lift chairs and tables, and deliver heavy materials and equipment. Ability to work outdoors, occasionally, in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures and humidity. Frequently exposed to cleaning chemicals, odors, dust and dirt.

**PUBLIC CONTACT:**

The employee has regular and frequent contact with the general public.

**SELECTION METHOD-TYPE OF ELIGIBILITY LIST-LIFE OF ELIGIBILITY LIST**

Qualifications Assessment: Category List-Two (2) Years-Structured Oral Interview

To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date. Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).

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**Part-Time Service Agent (Car Detailer) - Edgewater**

Job ID 2014-123738

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: North Suburbs

**Overview:**

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

*The position is based at 5950 N. Western Ave. Chicago, IL 60659*

Benefits included with this position are:

- \*Fun and friendly environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service) Finish

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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 a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday - Friday: 1:00pm - 6:00pm Saturday: 9:00am-12:00pm (every other)

Apply online at [https://us-erac.icims.com/jobs/123738/\\*part-time-service-agent-%28car-detailer%29---edgewater/job](https://us-erac.icims.com/jobs/123738/*part-time-service-agent-%28car-detailer%29---edgewater/job)

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**Part-Time Service Agent - LaGrange**

Job ID 2014-117517

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

This position is located at: 5508 S LA GRANGE RD., COUNTRYSIDE, IL 60525

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Monday - Friday: 3:00pm - 8:00pm

Saturday: 8:00am - 3:00pm

Sunday: 10:00am - 3:00pm

Apply online at <https://us-erac.icims.com/jobs/117517/part-time-service-agent---lagrange/job>

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## **Management Trainee - Joliet Area**

Job ID 2014-121793

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago: South Suburbs

### Overview:

Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees. During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

As you progress, increasingly more opportunities will become available to you. You can choose, as most people do, to continue your rewarding ascent within our Rental Operations managerial track or you can explore one of many other exciting options including Fleet Management, Human Resources, Car Sales, Accounting, Marketing and more.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Bachelor's degree required.

Must have relevant experience in 2 of the following 3 categories:

Sales: Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service: Management/Supervisory/Leadership

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI). Must be at least 18 years old.

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.

Apply online at <https://us-erac.icims.com/jobs/121793/management-trainee---joliet-area/job>

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**Part-Time Service Agent (Car Detailer)- West Loop Autobody**

Job ID 2014-121944

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

**Overview:**

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at  
318 S. MORGAN  
CHICAGO IL 60607

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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 a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

Monday - Friday: 1:00pm - 6:00pm

Apply online at [https://us-erac.icims.com/jobs/121944/\\*part-time-service-agent-%28car-detailer%29--west-loop-autobody/job](https://us-erac.icims.com/jobs/121944/*part-time-service-agent-%28car-detailer%29--west-loop-autobody/job)

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### **Careers at Home Run Inn/Power Play**

Welcome to our online Career Center!

Home Run Inn/Power Play uses PeopleMatter to make the application process simple.

Apply immediately

You are applying for the position of Security - Home Run Inn/Power Play

Perform duties to ensure a safe and secure atmosphere for guests and employees.

Under direction:

1. Monitor restaurant.
2. Address disruptive patrons and escort off property, if necessary.
3. Escort guests and employees to their personal vehicles.
4. Monitor parking lots.
5. Secure building at closing.
6. Secure gates in parking lots.
7. Accompany employee's to perform outside activities.

Perform other duties as assigned. Use personal handgun.

Apply online at

<https://my.peoplesmatter.com/homeruninnpizza/Hire/Application/?alias=homeruninnpizza&jobPostId=e91f9ee2-df73-4bf8-9be8-a43c0041ebcc&jobOpeningId=532d540f-445e-4677-bb4a-a3aa0103d365&d=1>

### **CATERING ASSISTANT**

Facility: Presence Saint Joseph Medical Center - Joliet, Joliet, IL

Department: PSJMC FOOD & NUTRIT SER

Schedule: Casual/ Part-time (no benefits)

Shift: Day/Night rotation

Hours: varies

Req Number: 134689

Job Details: High school diploma or equivalent is required

Experience is preferred

**SUMMARY:** Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

**Education and/or Experience:** High school diploma or general education degree (GED)

**PREFERRED:** 6 months prior food service experience

Apply online at

[https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=10029369](https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10029369)

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**Part-Time Branch Shuttle Driver - Deer Park/Kildeer, IL**

Job ID 2014-126705

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: West Suburbs

**Overview:**

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Branch Shuttle Driver for Deer Park/Kildeer, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age

6 months work experience required

Previous customer service experience

Must have valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

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 have reliable transportation to and from Deer Park/Kildeer, IL

Customer Service experience preferred

Must have at least 6 months of work experience

Must be willing to work for \$8.25/hr

Must be able to work up to 25 hours per week (flexible with scheduling)

Apply online at <https://us-erac.icims.com/jobs/126705/part-time-branch-shuttle-driver---deer-park-kildeer%2c-il/job>

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## **Account Specialist - Commercial Truck Rental - Chicago**

Job ID 2014-122656

Category Sales - Sales

Location US-IL

Area Chicagoland

### Overview:

Enterprise Commercial Truck Rental, a division of Enterprise Rent-A-Car has an opening for an Account Specialist. The Account Specialist is responsible for influencing the buying decision, while exceeding the customer's expectations for service, knowledge and professionalism. The Account Specialist will be knowledgeable of our complete menu of services including vehicle acquisition, maintenance management, insurance management, licensing and cycling of our trucks.

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business. The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business. The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit.

The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately run the branch unit.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be at least 21 years old.

Must have a Bachelor's degree

Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required

Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years

No drug or alcohol related conviction on driving record in the past 5 years

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

Apply online at <https://us-erac.icims.com/jobs/122656/account-specialist---commercial-truck-rental---chicago/job>

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## **Management Trainee Intern - Chicago West & NW Suburbs**

Job ID 2014-126734

Category Internships - All Internships

Location US-IL

Area Chicago: West Suburbs

**Overview:** Our interns go at a highly energized pace. From day one as a paid intern with Enterprise, you'll learn what it takes to run a successful business and acquire highly marketable skills and experience pertaining to every aspect of operating a business. And it's learning by doing, not by getting coffee or filing all day. Our college interns take on the same challenges as our first and second year full-time professionals. It's a team-based environment where the Enterprise employees are supportive and fun to work with.

**Responsibilities:** When you join our Management Internship Program, you'll acquire highly marketable skills and experience pertaining to every aspect of running a successful business. You'll soon discover that every day is different because it is filled with so many new, exciting, rewarding and often unexpected challenges. There is one consistent aspect, however - everyday, you'll learn more about sales/marketing, customer service, business management, and administrative skills than you ever thought possible. At Enterprise, you won't be a glorified gopher getting coffee or filing all day. Our interns go at the same energized pace and take on the same challenges and responsibilities as our Management Trainees. Not only is it a paid internship program, but interns may also be eligible for performance incentives and employee referral rewards. The business training you'll receive will be an amazing jumpstart to your career.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### **Qualifications:**

Must be at least 18. Must have a high school diploma or GED.

Must be currently enrolled in a bachelor's degree program at a college/university.

Students who have completed a minimum of two years preferred.

Experience in sales, customer service, leadership and management preferred.

Must have a valid drivers license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years.

No drug or alcohol related conviction (ie., DUI/DWI) on driving record in the past 3 years. 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.

Apply online at <https://us-erac.icims.com/jobs/126734/management-trainee-intern---chicago-west-%26-nw-suburbs/job>

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