



True Waldorf Service Personal Concierge (Job Number: FRO016FH)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A True Waldorf Personal Concierge with Waldorf Astoria Hotels is Responsible for providing enhanced guest recognition and personalized service to VIP customers, providing True Waldorf Services and a level of individualized service from the pre-arrival process through a guest's departure with continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

Waldorf Astoria Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

As a True Waldorf Personal Concierge, you would be responsible for assisting guests with various tasks related to their visit.

- Liase with VIP customers pre-arrival to coordinate all aspects of the guest's stay, including (but not limited to) transportation, dining, spa reservations and any amenities or services that may be required. Act as the point-of-contact for these guests through their departure, responding to any requests or needs
- Receive VIP guests who arrive by private car, taxi or limo by opening their car door and welcoming them to the hotel. Provide an arrival experience that includes a warm welcome, private guestroom escort and orientation, as well as a full introduction to the suite
- Greet guests in lobby and assisting with inquiries in connection with hotel services, hours of operation, in house events, directions, local attractions
- Delivers luggage to guest rooms upon arrival and collects luggage when guest is departing. Stores luggage properly for retrieval at a later time upon guest request.

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

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PT Comp Host/Hostess (Job Number: HAM010WH)

Work Locations: Hampton Inn Chicago-Gurnee 5550 Grand Ave Gurnee 60031

A Breakfast Attendant with Hampton Inn and Suites is responsible for stocking food and serviceware and for clearing tables for complimentary breakfast buffets in the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Breakfast Attendant, you would be responsible for stocking food and serviceware and for clearing tables for complimentary breakfast buffets in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Stock food and serviceware for breakfast buffets
- Clear tables during the complimentary breakfast period
- Ensure tableware is in good and working condition and report any defects for repair
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

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Account Executive / Greyhound

Location: CHICAGO

Department: GPX

Application Deadline: Friday, February 14, 2014

Key Duties:

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

Qualifications:

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

Additional Information:

PURPOSE: Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met.

Apply online at <http://www.greyhound.com/en/careers/details.aspx>

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Maintenance Supervisor / Greyhound

Location: CHICAGO

Department: Maintenance

Application Deadline: Friday, February 14, 2014

Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

Additional Information:

Basic Summary The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage. This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interfaces to ensure a pleasant customer experience.

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Operations Supervisor / Greyhound

Location: CHICAGO

Department: Operations

Application Deadline: Friday, February 07, 2014

Key Duties:

Identifies and prepares Terminal Trainers to conduct departmental training. Ensures new employees receive training all aspects of the position. Maintains terminal training records. Assists in the performance evaluation process. Partners with Operations Manager and/or City Manager and District Trainer to develop training goals and objectives. Ensures that training materials are available and participates in corporate training initiatives Performs daily GLI-804 inspections.

Interprets contracts, handles first step grievances and facilitates union issues by resolving driver complaints/concerns/grievances in a timely manner.

Managers implementation of run bid, assists in capacity planning, notifies drivers of hold down awards, manages vacation, driver run bids, etc. and notification process.

Develops recruiting sources for full-time and seasonal drivers

Tracks individual driver attendance and utilizes information to reduce driver unavailability by controlling miss-outs, workers' compensation, sick leave, and leaves of absences. Recommends improvement to City Manager. Other duties as assigned

Qualifications:

2–5 years of Customer Service supervisory/management experience in transportation, retail, or fast food operations

Bachelor's degree preferred in General Business or Transportation

Working knowledge of state and local highway laws and regulations

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience a must

Must be able to prepare comprehensive reports

Motivational focus and demonstrated leadership and interpersonal skills

Good organizational skills

Solid verbal/written communication skills

Empathetic, with good listening skills

Ability to make a quick decision

Training experience required

Excellent personal appearance

CDL desired or ability to obtain

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PT Auditor Night (Job Number: FRO016AH)

Work Locations: Hampton Inn Chicago-Gurnee 5550 Grand Ave Gurnee 60031

A Night Auditor with Hampton Inn and Suites is responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotels continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As Night Auditor, you would be responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Audit, post and balance daily cashiers work for outlets including, but not limited to, outlets in Rooms and Food and Beverage
- Ensure credit card system reconciles to daily transaction lists
- Schedule, assign daily work, inform and train team members
- Monitor, observe and assist in evaluating team member performance

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Pastry Cook I (Job Number: KIC013BM)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Cook with Hilton Hotels and Resorts is responsible for preparing food items in accordance with recipes and established standards in the hotels continuing effort to deliver outstanding service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwides ten market-leading brands. For more information visit www.hiltonworldwide.com.

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

What will I be doing?

As a Cook, you would be responsible for preparing food items in accordance with recipes and established standards in the hotels continuing effort to deliver outstanding service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare food items according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and all food products
- Stock and maintain designated food station(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations
- Prepare requisitions for supplies and food items, as needed

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Driver Merchandiser Relief / Coca Cola

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Other Location :

Requisition Number : HV025268

Full or Part Time : Regular Employee FT

Position Description

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

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

- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.

- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.

- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.

- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-illinois-job-1-4220500>

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Business Manager II - St Charles, IL / Coca Cola

Talent Area : Finance

Location : St Charles, IL, USA

Other Location :

Requisition Number : 00013572

Full or Part Time : Regular Employee FT

Position Description

As a key member of the management team, the Manager must ensure compliance with all company policies and procedures while using analytical skills to be a resource to the Distribution Center Management Team and Area Sales Functional Teams. The Business Manager will provide administrative, financial support services and analysis for the operational and sales teams. They will also ensure accurate and timely internal administration and adherence to proper accounting and reporting procedures.

This position supports facilities with volume between 6-15 million cases and/or manages 2-3 facilities

- Management Role Responsibilities: Supervise administrative staff for the Distribution Center
- Internal Control Responsibilities: Monitor the internal control environment compliance, identify gaps to Functional management teams and MU Finance Manager, and assist in remediation
- Administrative Responsibilities: includes payroll, new hire paperwork, cell phone administration and coordinate all general administrative activities for PSS and Sales teams
- Financial Responsibilities: Responsible for monitoring and collaborating with management in the analysis of monthly financial reports. Monitor and control operating expenses with potential savings opportunities. Assist in Accounts Receivable efforts including Sales Center Charge Backs, AR write offs, NSF Checks and support the mail check process for customer refunds; Monitor Pre-settlement and Cashiering activities to ensure timeliness and accuracy, Process A/P invoices in company preferred method. Assist in annual operating budget for the Distribution center and sales.

Education Required: - Bachelor's Degree

Experience Required: - Five plus years office experience with similar responsibilities
- Finance or management background - Proficient PC skills - Skilled in Microsoft Office
Experience Preferred: - Proven people leadership skills

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/business-manager-ii-st-charles-il-st-charles-illinois-job-1-4215849>

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General Laborer – Niles / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019763

Full or Part Time : Regular Employee FT

Position Description: Responsible for general duties involving physical handling of product, materials, supplies and cooler service equipment. .

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-niles-illinois-job-1-4208279>

Maintenance Planner – Hourly / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019165

Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

ACCOUNT REP I

VHS Chicago Market, Berwyn, IL

Schedule: Full Time Shift: Days

Job Details: Coordinates all activities relating to the collection of accounts receivable, dealing with patients, payers and collection agencies regarding patient bills. Requires high school diploma or equivalent; 1-3 years experience with hospital collection policies and procedures; knowledge of billing requirements for Medicare, Blue Cross, Commercial Insurers and HMO's necessary in order to effectively counsel patients and collect on their bills; knowledge of Public Aid necessary in order to determine patient eligibility; knowledge of the appeals process and procedures for the Court of Claims and Bankruptcy Court necessary in order to monitor Public Aid billed accounts.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=560286

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Full Service Delivery Driver - Class A required / Coca Cola

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV024434

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.

- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.

- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.

- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-class-a-required-chicago-illinois-job-1-4199839>

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Customer Solutions Director-Central / Coca Cola

Talent Area : Customer Service Operations

Location : Chicago, IL, USA

Other Location : TX92 - Dallas, TX (Centura Towers)

Requisition Number : 00018913

Full or Part Time : Regular Employee FT

Primary Responsibilities:

- Serve as supply chain point of contact for customers
- Partner with account/customer leadership to develop supply chain and selling strategies to support Joint Business Plan (JBP)
- Represent supply chain on customer calls and joint strategy development sessions
- Provide supply chain performance update for business reviews
- Develop and monitor customer specific service scorecards
- Resolve escalated service issues and oversee 'market action' activities for the customer
- Provide critical linkage between NRS, Region Sales, Customer Care, PSS and our Bottlers to support customer service expectations
- Engage key PSS associates with cost-to-serve analysis to support customer-specific service requests
- Utilize Collaborating for Value tool set to create win-win-win solutions for our customers, bottlers and CCR
- Identify areas of opportunity to expand, develop and implement new capabilities
- Lead supply chain continuous improvement efforts to reduce waste and to remove costs for CCR and the customers
- Support new product/item launches and pro

Required Education/Experience:

- Bachelors degree or equivalent
- 5 years (Strong background in all aspects of supply chain management is required. Strong account management and collaborative selling & leadership through influencing)
- 3 years (supply chain metrics, lean / CI, Six-Sigma, process improvement, collaborative selling, negotiation, project management, portfolio management, performance reporting, beverage industry with some exposure to warehouse delivery and DSD)

Preferred Education/Experience

- MBA or equivalent:
- 7+years (Strong background in all aspects of supply chain management is required. Strong account management and collaborative selling & leadership through influencing)
- 5+ years (supply chain metrics, lean / CI, Six-Sigma, process improvement, collaborative selling, negotiation, project management, portfolio management, performance reporting, beverage industry with some exposure to warehouse delivery and DSD)

PLEASE SUBMIT RESUMES IN MS WORD OR PDF FORMAT

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Merchandiser – Chicago / Coca Cola

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : Hv023478

Full or Part Time : Regular Employee FT

Physical Abilities

- Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance.
- Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees.
- Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance.
- Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination.
- Ability to exert oneself physically over sustained periods of time to complete job activities.
- Ability to read information in small, medium, and large print.
- Ability to stand a minimum of 6 hours during the workday.
- Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
 - Must be eligible to work in the United States.
 - Must have a valid driver's license.
 - Must have current vehicle liability insurance.
 - Must have a driving record with no major moving violations in the last three (3) years.*
 - Must provide and maintain a personal vehicle for use during employee working hours.
- Preferred Qualifications**
- 1 year experience working in replenishment or as Merchandiser.
 - 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
 - 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
 - 1 year experience working with manual or powered pallet jacks.
 - Straddle stacker certification.
 - Powered pallet jack certification.
 - 1 year experience working under little or no supervision.
 - 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchandise.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-chicago-chicago-illinois-job-1-4170262>

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Electrician-Niles / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 0019167

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress

- Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment

- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers

- Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-niles-illinois-job-1-4168561>

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Maintenance Mechanic / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00015298

Full or Part Time : Regular Employee FT

Position Description

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

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.

- Perform equipment change-overs and production line set ups. Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- High school diploma or GED required.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4145169>

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Driver Merchandiser - Class A CDL Required / Coca Cola

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

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

- Check accuracy and stability of the load.
- Deliver products to customers.

- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.

- Pick up company property.
- Secure company assets.

- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.

- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Retail Associate / FedEx
IL-Chicago

Responsibilities:

(This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

People

- Follows instructions of supervisors and assists other team members in performing center functions
- Assists in the training of center team members

Service

- Demonstrates consultative behaviors in a retail environment to understand each customer's individualized need
- Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services
- Provides an outstanding customer service experience by using consultative skills to anticipate customer needs, suggest alternatives, and find solutions to meet customer needs
- Ensures all customer problems are resolved quickly and to the satisfaction of the customer
- Takes complex customer orders using order systems and provides accurate pricing information
- Assembles parcels and prepares goods for shipping by wrapping items in insulation, inserting items into shipping containers, weighing packages, and affixing labels to parcels
- Sets up and operates printing, binding, and other related equipment using customer supplied original media and documents
- Maintains a safe, clean and orderly retail Center

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- High School diploma or equivalent education
- 6+ months of specialized experience
- Excellent verbal and written communication skills
- For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
- For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

To learn more about working at our FedEx Office Centers, follow the link below for an inside look at a career with us. <http://careerpreview.fedex.com>

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Customer Sales Associate / FedEx
IL-Chicago

People • Follows instructions of supervisors and assists other team members in performing center functions • Assists in the training of center team members

Service • Demonstrates consultative behaviors in a retail environment to understand each customer's individualized need • Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services • Provides an outstanding customer service experience by using consultative skills to anticipate customer needs, suggest alternatives, and find solutions to meet customer needs • Ensures all customer problems are resolved quickly and to the satisfaction of the customer • Takes complex customer orders using order systems and provides accurate pricing information • Assembles parcels and prepares goods for shipping by wrapping items in insulation, inserting items into shipping containers, weighing packages, and affixing labels to parcels • Sets up and operates printing, binding, and other related equipment using customer supplied original media and documents • Maintains a safe, clean and orderly retail Center • Follows FedEx Office standard operating procedures as well as adhering to legal, HR, safety, customer service and security policies and procedures

Self Management • Performs multiple tasks at the same time
• Looks for opportunities to improve knowledge and skills within the retail Center
• Able to operate with minimal supervision
• Adheres to all FedEx Office team member and retail center standards, as outlined in the team member handbook • All other duties as needed or required

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- High School diploma or equivalent education
- 6+ months of specialized experience
- Excellent verbal and written communication skills
- For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
- For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

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Hospitality Parcel Specialist / FedEx
IL-Chicago

Overview:

This team member will have primary responsibility for coordinating the inbound/outbound package activities of the in-center parcel management operation. This team member will be receiving, processing, staging and delivering all inbound and outbound packages from the venue/center utilizing an electronic last mile tracking system with limited supervision. This team member will regularly interface with all levels inside the venue and event customer's organizations. The team member must be proficient with a variety of computer systems and have the ability to meet the physical demands of the position. This team member is required to perform many functions within the center, including all functions performed by Center Consultant team members.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or equivalent education required
- Minimum six months of related experience required (Warehouse and/or Hospitality Experience Preferred)
- Proven strong organization and planning skills
- Action oriented with skills and aptitude to excel in a customer-focused and results-driven environment
- High integrity individuals who present professional image through effective written and verbal communication skills
- Excellent team building and collaborative skills; ability to develop strong customer relationships
- Strong problem solving skills
- Ability to accurately translate and record information into electronic tracking system with 100% accuracy
- Proficiency with computer systems and ability to learn new software applications quickly.
- Ability to pass an OSHA certification for any equipment in center calling for such certification
- Ability to move 75 pounds unassisted
- Ability to maneuver packages of any weight above 75 pounds with appropriate equipment and/or assistance from another person
- Physical stamina to walk up to 10 miles per shift
- For new hires, must meet all FedEx Office's employment qualifications in force at time of hiring, including successful passing of
- background check
- For current FedEx Office's team members, must have received a Meets Standard or above on last performance appraisal

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Manager, Guest Experiences

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum.

This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

Responsibilities

Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

- Master's degree in science-related field or equivalent, preferred

- Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience

- Six to ten years of strong management experience, including team management and project management skills

- Theater experience or strong familiarity with improvisation important

- Demonstrated successful collaboration experience and negotiating skills

- Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies

- Excellent verbal, written communication skills

- Positive demeanor with solution focus and creative problem solving skills

- Demonstrated ability in working with diversity of skills, professions and cultures

- Must be able and willing to work weekends and holidays

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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