



**Operations Officer (O'Hare Airport) / Seaway Bank and Trust Company**

Will manage and provide supervision to overall airport operations.

Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Tellers (O' Hare Airport/Bronzeville) / Seaway Bank and Trust Company**

Process transactions, service customers, and balance cash drawer daily.

Will process foreign currency requests for airport location.

Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Commercial Teller (Chicago) / Seaway Bank and Trust Company**

Accept and process deposits and withdrawals for customers, including commercial customers. Accept loan payments.

Accept and reconcile utility payments.

Process cash advance transactions. Issue official checks and money orders. Balance and record cash drawer daily. Must be able to lift up to 50 lbs.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).



**Administrative Assistant, Children's Learning Center**

Posting Number S0026P

Classification Staff

DBM Rating B22

Position Type Grant Funded

Union Non-Union

FLSA Non Exempt

**Position Summary**

Under direction, performs difficult secretarial functions for a College Administrator. Requires independent action, a general knowledge of College and CLC procedures and policies, the ability to work with confidential information and a specialized knowledge of the procedures particular to the office of assignment.

**Working Conditions/Physical Requirements**

**Minimum Qualifications**

1. Associate's degree in office administration or related field and two years of experience as a secretary or administrative assistant.
2. Proficient in computer skills (Word, Excel, Outlook)
3. Strong oral and written communication skills and interpersonal skills.

**Preferred Qualifications**

1. Experience working for a community college.
2. Operating knowledge of database software.
3. Experience using Datatel Colleague.

**Anticipated Work Hours and Days**

8:00-4:30pm (Changeable)

Posting Date 02/03/2015

Closing Date 03/04/2015

Open Until Filled No

**Special Instructions to Applicants**

All applications must be submitted electronically through Prairie State College website.

Apply online at <https://prairiestate.peopleadmin.com/postings/597>

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### **Enrollment Services Assistant (Evening)**

Posting Number S0025P  
Classification Staff  
DBM Rating A13  
Status of Position Staff - Full Time  
Union Support Staff  
FLSA Non Exempt

#### Position Summary

Under general supervision, performs a variety of moderately difficult duties primarily pertaining to the admission of students, the registration of students, and the maintenance of all permanent official student records and files.

#### Minimum Qualifications

1. A.A., A.S., or Associate in Applied Science in Office Technology.
2. Two years of general office experience.
3. Demonstrated computer data entry proficiency with accurate typing skills of 45 w.p.m. and knowledge of Excel or other spreadsheet software.
4. Demonstrated ability to maintain confidential information/records.
5. Demonstrated effective oral and written communication skills combined with strong interpersonal skills.
6. Demonstrated ability of being detailed oriented and exhibiting a high degree of accuracy with respect to previous work related responsibilities.
7. Demonstrated ability to work effectively under conditions of heavy volume combined with stress producing situations.

#### Preferred Qualifications

1. Bachelor's degree.
2. Working knowledge of the functions and operations of a college Admissions Office.

#### Anticipated Work Hours and Days

Mon. - Thurs. 10:30am - 7:00pm  
Fri. 8:00am - 4:30pm

Posting Date 01/28/2015

Closing Date 03/06/2015

Open Until Filled No

Special Instructions to Applicants

All applications must be submitted electronically through Prairie State College website.

Apply online at <https://prairiestate.peopleadmin.com/postings/599>

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**Receptionist/Member Services - (RECMS.51)**

Club Location Rolling Green Country Club - Arlington Heights, IL 60004 US (Primary)

Category Member Relations

Job Type Full-time

Job Description: The Receptionist is responsible for greeting members/guests, answering the telephone, answering inquires, take reservations, direct calls and providing the service that members expect. A certain amount of administrative tasks are also asked of this position to fill down periods. Greet and direct Members and guests to proper area by name when possible. Converse with Members and guests. Be outgoing and friendly, but professional. The receptionist will act as an extension of the Member Relations, Membership, and Private Event departments in obtaining prospective Member & Guest referrals.

Job Requirements: One year experience as a Receptionist, PBX Operator, Administrative, Concierge or Customer Service Agent. Computer skills required. Good communication skills are a must. High school diploma or equivalent.

Apply online at <https://clubcorp.mua.hrdepartment.com/hr/ats/Posting/view/1627>

**ACTIVITY ASST**

Facility: Presence Saint Joseph Center, Freeport, IL

Department: PSS SVA ACTIVITIES

Schedule: Part-time (benefits eligible)

Shift: 8 hour shifts

Hours: 7:00 am - 4:00 pm (Wed, Thu, & Fri)

Req Number: 135999

Job Details: Experience is preferred

Program Aide @ Adult Day Center on campus @ Presence Saint Joseph Center in Freeport, IL.

Duties include but not limited to; assists in planning a program of group & individual activities geared to the participant's needs for the following: recreational, therapeutic, community, active/passive & spiritual activities. Qualified individual must obtain a J5 drivers license to transport clients. HSD or equivalent required. Experience is preferred. EOE of Minorities/Females/Vets/Disability

Apply online at

[https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=10029797](https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10029797)

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## **Department Assistant (4)**

Posted Date 2/4/2015

Requisition # 18483

Position Type Full-Time

Salaried/Hourly Non-Exempt

Department English Language Academy

Campus Loop Campus

Location US-IL-Chicago

### Minimum Requirements

Must have superior office experience plus some college credit and a desire to complete a Bachelors degree while employed at ELA. 3+ years of full-time office/administrative experience in progressively more complex clerical support positions in a university/corporate setting. Ability to lift packages (supplies, books, etc.) of up to 25 pounds is routine. Attend closely to detail, involving quantitative data and mastery of specific government (i.e. immigration) regulations. Handle confidential information with integrity. Manage own time to deliver projects and complete complex tasks according to scheduled deadlines. Collaborate with administrators, instructors and other departments to develop and implement special projects. Work expertly with a range of office support software: MS Office Suite (including MS Access), People Soft, Image Now, Internet, Social Media sites, and Web-management software. Must be flexible and able to adjust to shifting priorities. Must possess outstanding communication skills and can apply them to dealing with a multicultural public. May be required on limited occasions to travel to other DePaul campuses for work. Also, on very rare occasions, may be asked to adjust 35-hour work week to hours outside the 8:30 to 4:30 norm, or to work on a Saturday.

Preferred Requirements: Bachelors degree (B.A. or B.S.).

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/about/ab\\_about.shtml](http://www.state.il.us/dcfs/about/ab_about.shtml)

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18483/department-assistant-%284%29/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=720&height=500&bga=true&needsRedirect=false>

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### **Personal Assistant/Office Assistant**

Angels Home Healthcare - Wheaton, IL

Contract Personal Assistant. This is a part-time 4 month contract position.

The Personal Assistant will assist the Administrator at her home and at the office location with various business/administrative and personal tasks. This is a 4 month contract position, however it could extend longer if there is a need.

Position is from April 20, 2015 - August 14, 2015 (with possibility for contract to be extended). After one month of training, there may be an option to work from home on occasion. The personal assistant must be able to work independently.

Part-time: 10-12 hours a week Monday - Thursday between the hours of 10:00am - 3:30pm. Monday from 10:30am - 2:00pm is required. Other days are flexible.

Looking for a reliable, work independently with minimal supervision, responsible, punctual, and have own reliable transportation. Must pass criminal background check, have a valid driver's license, current auto insurance, and a reliable cell phone. To work from home, the assistant must have his/her own computer/laptop with anti-virus software, and a reliable phone/cell phone.

#### Responsibilities:

- Responsible for answering and routing calls
- Filing, scanning, faxing, other administrative tasks
- Data entry into software system
- Patient scheduling
- Liaison between staff, clients, etc via phone and/or email.
- Running Errands at the store
- Assisting with Personal Duties in home: light dusting, vacuuming, mopping, dishes.

Salary: \$8.50 /hour

Required experience: Receptionist/Administrative: 1 year

Apply online by clicking [http://www.indeed.com/viewjob?cmp=Angelus-Home-Healthcare&t=Personal+Assistant+Office+Assistant&jk=08e734fd2d6d994a&sjdu=QwrRXXKrqZ3CNX5W-09jEvWAer-tkNsqLPuwBqq00yjJwri3fdG2s3Wg0EcrA85xrpqAkCEU6d5Y\\_BtmasjoC7-C\\_YNuKfV5SwdQAaxyib7c&pub=pub-indeed](http://www.indeed.com/viewjob?cmp=Angelus-Home-Healthcare&t=Personal+Assistant+Office+Assistant&jk=08e734fd2d6d994a&sjdu=QwrRXXKrqZ3CNX5W-09jEvWAer-tkNsqLPuwBqq00yjJwri3fdG2s3Wg0EcrA85xrpqAkCEU6d5Y_BtmasjoC7-C_YNuKfV5SwdQAaxyib7c&pub=pub-indeed)

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**Order Builder (Loader)-Part Time (7pm – 3:30am)**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV045783

Full or Part Time : Regular Employee PT

**POSITION DESCRIPTION**

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU. We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

- Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.
- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.
  
- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.
  
- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.
  
- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-part-time-7pm-330am-alsip-illinois-job-1-5079633>

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**Full Service Delivery Driver-**

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV045636

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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-alsip-illinois-job-1-5075696>

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### **Driver Merchandiser Relief**

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV045711

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 CDL 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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-illinois-job-1-5063617>

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### **Merchandiser Full Time-Chicago**

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV046464

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Hours: 3 to 6am start working until route is complete (assume at least 8 hour day typically). Will work weekends and have a couple of weekdays off.

### **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 infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-chicago-chicago-illinois-job-1-5102751>

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## **Maintenance Mechanic**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00030060

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

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

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment. - Rebuild and fabricate parts. - Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory. - Generate and complete work orders as assigned. - Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required. - 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high speed industrial environment. - Demonstrated mechanical and technical aptitude.
- Basic computer skills. - Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred. - May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-illinois-job-1-5100374>

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### **Warehouse Supervisor - 2nd Shift (Niles, IL)**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

#### POSITION DESCRIPTION

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

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
  
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
  
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
  
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
  
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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### **Driver Merchandiser-Tractor-Trailer CDL A License**

Talent Area : Transportation/Driver  
Location : Springfield, IL, USA  
Requisition Number : HV044659  
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+ years of tractor-trailer commercial driving experience required.  
Local or dedicated 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 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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-tractor-trailer-cdl-a-license-springfield-illinois-job-1-5092582>

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## **Account Manager Relief - ST CHARLES, IL**

Talent Area : Sales

Location : St Charles, IL, USA

Requisition Number : HV046228

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

#### Account Manager Relief

Responsible for selling and ordering product into existing accounts. Ensures consistent adherence to merchandising and customer service standards.

- Executes and closes all sales calls for assigned (relief) sales route(s)
- Maintains and sells incremental displays, as needed; and secures incremental equipment placements
  
- Sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate orders.
- Communicate account activities to appropriate parties
- Transport, replace and maintain point of sale advertising as appropriate for accounts
- Periodic lifting of 50+ pounds, bending, reaching, kneeling
  
- High School or GED (General Education Diploma) required
- Bachelor Degree/3-4 Yr College - Univ. Degree preferred
- 1+ years of general work experience
- 1+ years previous sales experience preferred
- Food/beverage industry experience a plus
  
- Ability to multitask handling multiple customer accounts
- Strong attention to detail and follow-up skills
- Excellent planning and organization skills
- Proficient computer application skills
- Ability to create and conduct sales presentations preferred
- Valid driver's license and driving record within MVR policy guidelines

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-manager-relief-st-charles-il-st-charles-illinois-job-1-5092834>

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### **Merchandiser Part Time-Buffalo Grove**

Talent Area : Merchandising/Merchandiser

Location : Buffalo Grove, IL, USA

Requisition Number : HV045957

Full or Part Time : Regular Employee PT

#### **POSITION DESCRIPTION**

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

#### **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. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-buffalo-grove-buffalo-grove-illinois-job-1-5085329>

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### **340B Operations Coordinator**

Facility: Presence Health Corporate - Bolingbrook, IL

Department: PH PHARMACY

Schedule: Full-time

Shift: Day shift

Hours: 8:00 am - 4:30 pm (Mon-Fri)

Req Number: 136414

High school diploma or equivalent is required

#### **SUMMARY**

Responsible for the 340B software maintenance, operations support, and optimization of program performance.

#### **Education and/or Experience**

High School diploma or G.E.D. required

5 years of pharmacy experience in an institutional pharmacy setting

Pharmacy buyer/inventory coordinator or relevant purchasing analytics experience preferred

Prior experience with 340B software preferred

#### **Computer Skills**

Proficient with Microsoft Suite

Intermediate level skill in Microsoft Excel

Ability to analyze and report data to identify issues, trends, or exceptions to drive improvement of results and find solutions

Strong attention to detail

Excellent written, oral, interpersonal communication skills

#### **Certificates, Licenses, Registrations:**

Illinois Pharmacy Technician License preferred.

Certificate by Pharmacy Technician Certification Board preferred.

Apply online at

[https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=10030023](https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10030023)

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## **Legal Secretary**

Klein Thorpe & Jenkins, Ltd. - Chicago, IL

Secretary to four attorneys (a combination of Shareholders and Associates).

- . Type legal documents on Microsoft 2007
- . Edit from hard and electronic documents
- . Research real estate in Cook County
  
- . Make copies
- . Maintain files
- . Coordinate incoming and outgoing mail
  
- . Enter attorneys' timesheets into ProLaw billing software
- . Manage attorneys' calendar
  
- . Relieve Receptionist on a rotation basis for lunch, breaks, personal days
- . Other projects as assigned by attorneys or legal administrator

### Characteristics

- . Professional attitude
- . Willingness to assist
  
- . Take ownership of the job
- . Follow instructions correctly
  
- . Quick learner
- . Adapt to change
  
- . Professional appearance
- . Ability to build strong professional relationships with attorneys and support staff
- . Work independently and as a team member
  
- . Accept and apply constructive criticism
- . Excellent attendance and timeliness

Salary: \$55,000.00 /year

Apply online at <http://www.indeed.com/cmp/Klein-Thorpe-&-Jenkins,-Ltd./jobs/Legal-Secretary-df274975f5e55a93>

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## **Receptionist**

Big Brothers Big Sisters of Metropolitan Chicago

Reporting Relationship: Director of Administration & Operations

FLSA Classification: Non-Exempt

Essential Functions: Big Brothers Big Sisters of Metropolitan Chicago (BBBSMC) is seeking a Receptionist to provide general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate staff, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

This position has overall responsibility for maintaining excellence and execution for the office operations of BBBSMC.

### Knowledge and Experience:

- An articulated belief in the mission of Big Brothers Big Sisters
- Bachelor's Degree in business administration or related field
- Minimum two years of office administration experience
- Bilingual (English/Spanish) a plus
- Proven knowledge of computer hardware and software (specifically MS Office – with demonstrated skills in PowerPoint, Excel, Word, Publisher)
- Excellent verbal, written and organizational skills required
- Ability to deal effectively with a wide range of individuals
- Strong focus on high level of customer service and responsiveness
- High degree of focus on quality control and continuous improvement
- Excellent teamwork skills
- Commitment to excellence in all responsible areas, duties and assignments
- Commitment to professionalism with external constituents and coworkers
- Must be able to safely lift at minimum 40 lbs.
- Occasional evening and weekend hours
- Strong work ethic and integrity
- A sense of humor

If interested in applying, please forward your resume, cover letter and salary requirements to:

[humanresources@bbbschgo.org](mailto:humanresources@bbbschgo.org)

Big Brothers Big Sisters of Metropolitan Chicago

Attn: Human Resources

560 W. Lake St., 5th Floor

Chicago, IL 60661

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## **ADMINISTRATIVE ASSISTANT**

Loretto Hospital

Department: Plant Operations

Schedule: Full Time

Shift: Days

### Job Details:

High School/GED

1-3 years of experience required

Working under the supervision of the director and managers, the Administrative Assistant performs standard and advanced secretarial and administrative duties requiring general experience, skill and knowledge.

Supports Loretto Hospital's Mission and Vision statements by partnering with physicians, employees, and community to provide quality, patient-centered care while promoting wellness and education.

Demonstrates the Loretto Values of Patient First, Teamwork, Excellence, Respect, Integrity, and Community Involvement.

High School or GED. Attainment of an Associate or Arts Degree is a plus.

At least 1 year experience of varied and progressive secretarial and administrative responsibilities.

Ability to type at least 40 words per minute and operate standard office equipment including but not limited to computers, typewriters, copiers, calculators and facsimile machines. Advanced knowledge of personal computers.

Ability to define and solve problems, gather data such as research to obtain technical and administrative materials for organizational use, establish facts and draw valid conclusions.

Ability to follow oral and written instructions.

Apply online at

[https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=104535](https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=104535)

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**SECRETARY 1 - 90115631 - Chicago**

AMTRAK

Date: Feb 2, 2015

Location: Chicago, IL, US, 60607

**SUMMARY OF DUTIES:** Job includes but is not limited to typing, filing, answering phones, ordering supplies and other clerical duties as assigned.

**ESSENTIAL FUNCTIONS:** • Process incoming invoices for payment. • Creation of purchase order requisitions and receipts and manage incoming/outgoing mail. • Must be proficient in MS Windows 7, MS Office 2010, SAP and eTrax. • Must be able to operate all office machines as required. • Confidentiality is a must

**WORK EXPERIENCE:** • Type fifty (50) words per minute • Required skills test must be on file with the HC by the close of posting • Must have prior knowledge of SAP and/or successfully complete SAP Basics online training courses. • Must comply with Amtrak's Standards of Excellence, safety rules and all policies and procedures.

**COMMUNICATION AND INTERPERSONAL SKILLS:** Must have excellent oral and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** none

Requisition ID:8181

Posting Location(s):Illinois

Job Family/Function: Engineering

Relocation Offered: No

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements: 1 - 3 years of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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