



**Hitch Professional**

U-Haul Moving Centers  
U-Haul of Des Plaines  
1560 Mt Prospect Rd  
DES PLAINES , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 5pm

Mon - 4pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 4pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=128583&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128583&mode=)

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**Job Title: Cashier - Part-time**

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0304

**Job Description:**

Do you have experience working with a cashier register in a food service industry? If this describes your expertise and interests, you may be the right candidate for the part-time Cashier position in the Food and Nutrition services department.

**Position Highlights:** Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

**Position Responsibilities:**

Counts and reconciles bank at start of shift

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer. Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift. Completes deposits of cash, meal tickets per department procedure. Programs register for daily menu and prices. Maintains clean, well organized work area.

Restocks food and supplies as directed. Complies with all regulatory agency standards and all department policies and procedures. Orients dietetic interns to work areas as assigned. Performs related duties as assigned

**Position Qualifications Include:**

High School diploma is required!

Ability to read, write, speak English; Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart

Ability to lift and carry 40 pounds minimum

Must have the ability to perform constant stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard

Able to communicate using a variety of audio-technology,

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**Job Title: Food Service Assistant II - Part-time**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0301

**Job Description:**

Are you interested in joining a leading health care organization? Do you have previous food service experience?

If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

*THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILIABLE FROM 4:00AM TILL 10:00PM.*

**Position Highlights:**

This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

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**Job Title: Part-time Clinic Coordinator - Veteran's Center**

Department: Psychiatry Admin

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Psychiatry

Job Number: 2013-1929

**Job Description:** We are seeking a dynamic Part-time Clinic Coordinator to join our new Veterans Center! The desired candidate is a veteran (or a family member of a veteran) with two or more years of office-related experience in a medical environment.

**Principal Duties and Responsibilities:**

Works with minimal supervision. Resolves office problems and facilitates solutions, confers with supervisor to resolve more complex issues, assists in preparing ad hoc reports, assists in training of new employees, generates letters requested by physician or patient, per office protocol. Manages physician's template and schedule in EPIC. Enters, per office protocol, non medication orders and/or referrals. Performs pre-certification of orders, procedures and surgeries. Performs data entry of in-patient or procedural professional charges as assigned. Collects time of service payments, posts payments in EPIC, and reconciles end-of-day receipts. Answers patient billing questions, coordinates set-up of payment plans, and refers as necessary to appropriate RUMC resources. Schedules, cancels and reschedules patient appointments, procedures, and surgeries. Appropriately transfers patients to pre-registration for insurance verification per RUMG policy. Greets and acknowledges patients at the front desk, checks patients in and out of the clinic, and performs practice designated activities to support new patients. Accesses EPIC to retrieve referrals, orders and other documentation and contacts various outside agencies to obtain referrals and other documentation. Coordinates administrative office functions as assigned including completion of EPIC administrative in-box messages.

**Qualifications:**

High school diploma or equivalent required; college coursework preferred.

Veteran or relative of veteran strongly preferred.

Two or more years medical office experience required.

Bilingual skills (English/Spanish fluency) highly preferred

Intermediate knowledge or Microsoft Office Suite (Word, Excel, PowerPoint)

Excellent communication skills, written and oral.

Apply online at

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## **Computer Lab Assistant - Part-Time - HAR0000203**

### Duties and Responsibilities

The Computer Lab Assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks.

- Demonstrate software applications, and keyboarding and computer techniques to students.
- Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.
- Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.
- Maintains computers and peripheral equipment in clean and working condition.
- Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.
- Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.
- Performs other related duties as required.

### Qualifications

- High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be a team player with good communication skills.
- Ability to work independently with minimal supervision.
- Ability to relate well with students, faculty and staff.
- Ability to follow written and verbal instructions.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

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## **Security Officer- Part-Time (3 Positions) - HAR0000208**

### Duties and Responsibilities

Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

### Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
- Have a valid driver's license
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.

### PHYSICAL REQUIREMENTS

- Ability to regularly patrol the entire campus area on foot for a full shift.
- Ability to run or jog for short periods during emergency and non-emergency situations.
- Ability to stand at an assigned post for an extended period of time.
- Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations.
- Ability to physically restrain and remove a person using appropriate force.
- Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.
- Ability to lift and carry up to 50 pounds.
- Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire alarm annunciator panel, fire extinguisher, and 2-way radios.
- Ability to drive and operate CCC vehicles.
- Physical ability to perform CPR and first aid, including operating AED equipment.
- Ability to perform job responsibilities under all weather conditions.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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## **Computer Lab Assistant - Part-Time - OLI0000203**

### Duties and Responsibilities

This position is primarily responsible for providing assistance to faculty and students who have tasks to be completed in the Computer Lab.

- Demonstrate software applications, and keyboarding and computer techniques to students.
- Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.
- Assist in giving instructions in the use of standard software applications, in context and as required by the teacher.
- Maintains computers and peripheral equipment in clean and working condition.
- Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc.
- Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software.

### Qualifications

- High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Must be a team player with good communication skills.
- Ability to work independently with minimal supervision.
- Ability to relate well with students, faculty and staff.
- Ability to follow written and verbal instructions.

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## **College Clerical Assistant I - PT - AVI - DAL0000258**

### Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

### Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

- Skill in basic filing; and good verbal communication skills.

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## **Janitor - TRU0000190**

### Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture.
- Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
- Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

### Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

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## **College Receptionist II-Admissions-Part-Time - MAL000232**

### Duties and Responsibilities

Primary Objective: Under supervision, operates a multiple service telephone console, greets visitors and performs routine clerical duties in an office. Answers calls and makes the appropriate connections and requested extensions.

- Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence.
- Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.
- Receives and sorts mail and interoffice correspondence.
- Trains new or temporary employees on the use of telephone console.
- Types a variety of routine letters and memoranda.
- Performs other general duties as assigned.

### Qualifications

- Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Knowledge of proper telephone communications and courtesy. Knowledge of office practices and procedures.
- Some knowledge of the operation of a multiple service telephone console.
- Ability to communicate with the public in a courteous and effective manner.
- Ability to type a minimum of thirty words per minute.
- Ability to perform routine clerical tasks.
- Good customer relations and verbal communication skills. Skill in basic filing.

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## **College Clerical Assistant II - Nursing-Part-Time - MAL0000239**

### Duties and Responsibilities

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing.
- Answers telephones, takes messages and transfers calls to appropriate personnel.
- Sorts and distributes incoming mail. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts.
- Maintains and updates college course data and inputs student registration information.
- Performs related duties as required.

### Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
  - Proficient in PC desktop and related software programs.
  - Ability to operate a personal computer.
  - Ability to keyboard 45 words per minute.
  - Ability to follow verbal and written instructions.
  - Skill in basic filing, record keeping and operation of a variety of office machines
- Chicago residency is required for all full-time employees within 6 months of hire.

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## **Human Resources Representative in Chicago Illinois United States**

Employee Type: Full Time

Required Experience: 3 Years

Category: Human Resources

Career Level: Experienced (Non-Manager)

Required Education: 4 Year

City: Chicago, Illinois 60666 USA

Responsibilities will include but not be limited to: \* Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands. \* Drive employee retention efforts for assigned territory and locations. \* Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements. \* Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement. \* Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts. \* Partner with HR Manager and HR Director to execute human resources strategies and action plans

This position reports to the Human Resources Manager for the South Central Region (located in Dallas, TX). This position will have HR responsibility for a territory that covers locations in and around (Denver, Kansas City, St. Louis, Bentonville, and Oklahoma City). 50%-75% travel required.

Requirements: \* Bachelor's Degree required \* 3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:

\* Experience working and supporting a large nonexempt & management employee population over multiple locations both union and non-union. \* Ability to work effectively both as a team player and individually. \* Strong HRIS and computer skills preferred. \* Excellent oral and written communication skills required. \* Proven ability to effectively interface with all levels of management. \* High attention to detail while handling multiple tasks is a must. \* Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Avis Budget Group is an EEO/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/36397671/job/>

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### **Part Time Driver in Chicago Illinois United States**

Employee Type: Full Time

Required Experience: 3 Years

Category: Human Resources

Career Level: Experienced (Non-Manager)

Required Education: 4 Year

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

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

#### Basic Qualifications/Minimum Requirements:

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

We provide you: \* \$8.25/hr

\* Corporate discounts, car rental discounts & much more!

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

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

Avis Budget Group is an EEO/AA Employer

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require.

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### **Agency Operator in North Chicago Illinois United States**

Do you have what it takes to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you!

Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an \*Agency Operator you will be responsible for:

- \* Growth and success of an Avis Budget Group location
- \* Staffing your location
- \* Marketing your operation
- \* Promoting world renowned Avis Budget Group "We Try Harder" values
- \* Maintaining a business plan aimed at developing rent-a-car business in your local area
- \* Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

- \* Sales / Marketing experience
  - \* Business ownership experience
  - \* The ability to work independently
  - \* Outstanding Customer Service Skills
  - \* Car Rental/Travel experience preferred but not required.
- \*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of

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## **Vehicle Service Attendant - Seasonal in Chicago Illinois United States**

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

### **Vehicle Service Attendant Requirements:**

- \* Must be 18 years of age or older
- \* High school diploma or equivalent or preferred
- \* 6 months of prior work experience preferred
- \* Physical ability to move in and out of vehicles
- \* Effective verbal communication skills to communicate with customers, co-workers and management
- \* Must be willing to work outdoors in all types of weather conditions
- \* Must be willing to work various shifts including weekends, nights, and holidays
- \* Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- \* Willing to complete pre-employment testing, drug screen and background check

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

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require.

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60632

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-seasonal/29892457/job/>

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### **Courtesy Bus Driver in Chicago Illinois United States**

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

#### **COURTESY DRIVER REQUIREMENTS:**

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

Avis Budget Group is an EEO/AA Employer

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require.  
Employee Type: Full Time

Required Experience: 1 Year  
Category: Transportation  
Career Level: Experienced (Non-Manager)  
Required Education: High School/GED  
City: Chicago  
State: Illinois  
Zip Code: 60666  
Country: USA

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

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## **Vehicle Return Associate in Chicago Illinois United States**

Are you driven to help people?  
Are you looking to accelerate your career into the fast lane?  
Then Avis Budget Group is the place for you!

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

To begin, you will need the following:

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

We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K  
\* Full training to learn the business and enhance your professional skills  
\* Paid vacations, car rental discounts & much more!

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

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time  
Required Experience: 1 Year  
Category: Customer Service  
Career Level: Experienced (Non-Manager)  
Required Education: High School/GED  
City: Chicago  
State: Illinois  
Zip Code: 60666  
Country: USA

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

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### **Rental Sales Associate in Chicago Illinois United States**

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually!

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

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

#### Compensation & Benefits:

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

Some of the programs and services we provide include:

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

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

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

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

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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**Room Attendant (Full-Time) (Job Number: HOU014VW)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest 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.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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**Event Services Manager (Job Number: F001A0I)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

An Event Services Manager at the historical Palmer House Hilton is responsible for ensuring the successful execution of banquet and catering events 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?

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.

What will I be doing?

As an Event Services Manager, you would be responsible for ensuring the successful execution of banquet and catering events in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Provide direction and supervision to departments to ensure successful execution of meetings and/or events
- Serve on-site group and catering clients and respond to questions about the event including, but not limited to, group room blocks, food and beverage, the function space, ancillary and vendor services, affiliates/exhibitors and related billing processes
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Respond to guest inquiries and special requests and resolve issues and concerns in a timely, friendly and efficient manner
- Prepare reports, correspondence and analysis related to group activity
- Lead, facilitate and participate in meetings, as needed

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