



Merchandiser (Part Time/Days)

Elk Grove Village, Illinois
Manufacturing and Production

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location.

This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

Apply online at <http://www.pepsicjobs.com/job-detail?slug=2000030806310&cult=en-US,en-US>

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Sales Unit Manager

Kankakee, Illinois

Sales

This position contributes to the success of the Pepsi Beverages Company by leading the sales and distribution strategy for a regional distribution center. This broad leadership role encompasses sales, customer service and marketing equipment and warehousing operations.

Major Tasks, Key Responsibilities and Key Accountabilities:

Maximize volume and revenue in a defined area in a direct store delivery go-to-market environment

Cultivate strong relationships with key customers in the region

Activate local and national marketplace initiatives and promotions to build brand development and maximize brand performance

Coach and lead a team of sales professionals and frontline employees on selling and display execution and merchandising standards

Effectively lead overall warehouse operations through consistent product availability, warehouse productivity, inventory, asset preservation and reliability and cost reductions efforts

Develop, motivate and lead a large team of employees

Ensure the team delivers volume and revenue results while managing costs

Education and Certifications:

Bachelor's degree

MBA or Master's degree preferred

Work Experience

Minimum of 5 years of people leadership, preferably in a sales environment

Consumer packaged goods experience in a direct store delivery environment

Skills & Capabilities

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Apply online at <http://www.pepsicjobs.com/job-detail?slug=42307BR&cult=en-US,en-US>

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**RETAIL SALES / CUSTOMER SERVICE - WRIGLEYVILLE CHICAGO - \$9.50 / HR
+ BONUS-140472**

Description

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

With an exciting customer-centric focus, Public Storage provides a full range of storage solutions to its customers. Public Storage is the largest self storage company in the United States. By joining our team of talented storage experts, you become an integral part of our dynamic customer-focused sales environment. Keep reading to learn how you can make the most of your past experiences and achieve new career heights with Public Storage.

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one (1) year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl>

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Vehicle Service Attendant (Car Detailer) - O'Hare Airport

Job ID 72818

Positions 4

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

Are you searching for an opportunity to be a part of a team? Do you find it important to pay close attention to detail while still being able to meet production goals? If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant.

If you think you have what it takes then apply with us to be a Hertz Vehicle Service Attendant! Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age.

Must be able to work outside year-round.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/72818/vehicle-service-attendant-%28car-detailer%29---o%27hare-airport/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 03/24/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2923

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMOS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

CSS - Cook County Judicial Operations (54)

Region 2 Team C (Northern Region)

1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

How to Apply:

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

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Job Title: Corrections Nurse II

Agency: Corrections

Closing Date/Time: Mon. 03/24/14 4:00 PM Central Time

Salary: \$5,529.00 - \$7,519.00 monthly

Job Type: Full-Time Location: Will County, Illinois

Number of Vacancies: 1 Bid ID#: IDOC29-82-14-1036

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Health Care Administrator (Public Service Adm.), and in accordance with established standards and administrative policies of the health care unit, provides nursing services to residents of the Stateville Correctional Center on all shifts; serves as a lead worker to Corrections medical Technicians and Corrections Nurse I on all assigned shifts.

Position Number: 09826-29-82-210-60-01

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm/days off will vary.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A CMS 100 EMPLOYMENT APPLICATION, CURRENT STATE OF ILLINOIS LICENSURE AS A REGISTERED NURSE, CURRENT CPR CARD AND COPY OF TRANSCRIPT/DIPLOMA, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. NO FAXES NOR SCANS WILL BE ACCEPTED.

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Job Title: Office Associate - Opt 2

Agency: Financial & Professional Regulation

Closing Date/Time: Mon. 03/24/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DFPR 8679

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, receives, reviews, and evaluates a variety of complaints pertaining to professionals licensed by the Division. Operates a personal computer to input, check, and verify data related to complaint. Utilizes a personal computer to prepare complaint acknowledgement letters requiring knowledge of content for legal, medical and investigative terminology; proofreads for content and clarity.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 words per minute.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation

Professional Regulation/State-wide Enforcement/Enforcement Administration/Complaint Intake

100 W. Randolph St. - John R. Thompson Center Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-782-9993 217-782-9925 Fax

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

Option 2 - Typing

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Job Title: Public Safety Inspector-Carnival and Amusement

Agency: Department of Labor

Closing Date/Time: Mon. 03/24/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 15-IDOL-0019

Description of Duties/Essential Functions Benefits Supplemental Questions Under direction of the Manager and Chief Ride Inspector of the Carnival and Amusement Ride Division, performs safety inspections of carnival rides and attractions and related electrical equipment for conformity with State standards and regulations. Investigates incidents, accidents and fatalities occurring in the carnival industry; interviews carnival owners and operators to gather relevant information, writes detailed inspection reports to document findings. Advises owners, operators and the general public on the subject of carnival and amusement ride safety.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of the Illinois Carnival and Amusement Rides Safety Act. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with safety standards and laws. Requires the ability to climb rides, tolerate heights and extreme weather conditions. Requires the ability to prepare clear and concise reports of inspections.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holiday off

Illinois Department of Labor 160 N. LaSalle St. c-1300 Chicago, IL 60601

Deborah Morris , Human Resources Associate

900 South Spring Street Springfield, IL 62704

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

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Car Sales Representative

Job ID 71725

Positions 1

Location US-IL-Chicago

Category Sales - Car Sales

General Responsibilities:

Are you a self-starter with a driven motivation to succeed in a fast paced environment? If so, the Hertz Car Sales Consultant position is for you. The Car Sales Consultant position offers great opportunities.

This position includes:

Providing quality customer service and offering your customer the right product.
Responsible for the meet and greet, sales, financing and warranty of used vehicle sales.
Achieves individual sales goals and customer service goals.
Will be exposed to learning operations and will have the opportunity to grow and advance in your career.

The ideal candidate will possess the following requirements:

Self-motivated sales professionals with inside or outside sales
Previous finance and warranty backgrounds a plus
Possess a valid driver's license & satisfactory driving record
Strong interpersonal and communication skills
Previous related retail experience

Educational Background: High School Diploma or equivalent

Skills:

Self-motivated sales professionals with inside or outside sales
Previous finance and warranty backgrounds a plus
Posses a valid driver's license & satisfactory driving record
Strong interpersonal and communication skills
Previous related retail experience

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/71725/car-sales-representative/job?hub=20>

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Transporter

Department: Surgery

Schedule: Full Time

Shift: Days

Hours: Varies-6:30am-3:00pm and/or 7:00am-3:30pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details:

Responsible for the safe, courteous movement of people and equipment within the hospital.

The transporter/cna, under the direct supervision of the RN, is responsible for assisting the RN in delivery of safe patient care.

The assistant will prepare and transport patients in a safe, professional manner.

He/she will maintain surgical services supplies and provide for unit cleanliness and orderliness. On call is required for this position.

Individual must be open to work 6:30am-3:00pm or 7:00am-3:30pm on various days.

JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=606941

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Lube Technician

Job ID 71487

Positions 2

Location US-IL-Chicago

Category Maintenance - Vehicle

General Responsibilities: If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, the Lube Rack Attendant position at our Des Plaines / O'Hare Operations may be the position for you. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players.

Mandatory Requirements: Basic duties of this position include oil changes, tire rotations and replacements, and performing preventative maintenance, among other things.

The successful candidate must be 20 years of age and have a satisfactory driving record and a valid driver's license. Must have your own tools. Ability to work days, nights and weekends required

Apply online at <https://usjobs-hertz.icims.com/jobs/71487/lube-technician/job?hub=20>

Surgical Assistant I

Department: Surgery

Schedule: Part Time

Shift: Days

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Certification Required

Serves as an assistant to cardiac surgery operative procedures and other specialty operative procedures as assigned. Performs the scrub role for a variety of surgical procedures.

Education: Graduate of one of the following accredited training programs: Operating Room Technologist, Physician Assistant, Registered Nurse, Medical School (U.S./M.G. license) Licensure, certification, etc.: CFA, RNFA, CSA or PA-C.. Work 2 or more years as a surgical assistant, preferably cardiac.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=163300

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Sales Representative - Heavy Equipment division

Job ID 69790

Positions 1

Location US-IL-Chicago

Category Sales - Inside/Outside Sales

As a Sales Representative, the successful candidate is responsible for:
Daily territory management and revenue growth through on site visits to customer job sites in addition to contacting potential customers via telephone
Plan and organize business strategies to achieve desired results and exceed quota by renting and selling equipment
Identify customer needs and react appropriately while understanding market conditions and local competitor pricing
Penetrate customer at the strategic level to diversify customer base to include industrial, traditional and nontraditional accounts

Mandatory Requirements:

BA/BS University degree with a concentration in marketing, sales, or business. Other disciplines are encouraged to apply

Works effectively with all levels of the company

Uses business processes to achieve desired results

Exceptional communication skills including face-to-face interaction

Ability to follow up with customers in a timely manner

Must react to changing business needs

Multi tasker who uses project management skills to accomplish goals

Must have valid driver's license and driving record in good standing

Proven track record with 3 to 5 years sales experience within the heavy equipment industry and or 5 years plus sales experience in a related field

Very good knowledge of the heavy equipment and small tool rental business

Detailed knowledge of all types of equipment and how it is used

Understanding of local competition and market rates in order to drive results

Ability to work autonomously in a fast paced environment

*Candidate will be given the use of a company fleet vehicle for business purposes.

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EOE AA/M/F/D/V

Apply online at <https://usassessment-hertz.icims.com/jobs/69790/sales-representative---heavy-equipment-division/job?hub=20&mobile=false&width=619&height=500&bga=true&needsRedirect=false>

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Courtesy Bus Driver (O'Hare Airport)

Job ID 72554

Positions 2

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Hertz rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications: Passion for customer service and attention to detail – Go the extra mile. At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EOE/AA /M/F/D/V

Apply online at <https://usassessment-hertz.icims.com/jobs/72554/courtesy-bus-driver-%28o%27hare-airport%29/job?hub=20>

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Utility Worker (Chicago-Lincoln Park Location)

Job ID 70630

Positions 1

Location US-IL-Chicago

Category Fleet Operations

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

Educational Background:

High school diploma or equivalent education required.

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/70630/utility-worker-%28chicago-lincoln-park-location%29/job?hub=20>

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Customer Service Rep (Firefly)

Job ID 62927

Positions 1

Location US-IL-Chicago

Category Customer Service

More information about this job:

LOCATION: 3901 N Mannheim Road, Schiller Park IL 60176

Firefly is Growing Nationwide!

Do you find it exciting to meet new people? Do you like to be appreciated for your ability to provide helpful, quality service and getting things done the "right way?" You are concerned with accuracy and like to have the necessary training to become an expert. Even in difficult situations, you have great tact and charm

Is this you? Then we need you as our Customer Service Rep

As a Customer Service Representative, you will be responsible for:
Qualifying and processing customer rentals with accuracy and detail.
Persuasively selling optional services. Responding to customer inquiries.
Adhering to all company policies and procedures.
Providing directions in a courteous and expeditious manner.
Monitoring fleet availability for reservations and walk-ups.
A commitment to continuous improvement in an ever-changing industry.
Related duties as required.

Educational Background: High School Diploma or equivalent.

Professional Experience: Customer service and/or sales experience required, ideally in the car rental or tourism industry.

Knowledge: Knowledge requirements will be provided through on-the-job training

Skills: Highly customer service orientated with adherence to established polices and procedures. Strong sales skills. Ability to project a professional appearance
Excellent problem solving skills. Excellent communication skills with the ability to engage in verbal interaction with customers

Ability to work in fast paced environment

Detail orientated

Very socially focused – requires "how can I help you?" attitude.

Computer literate

Proficiency in English

Apply online at <https://usjobs-hertz.icims.com/jobs/62927/customer-service-rep-%28firefly%29/job?hub=20>

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Job Title: Social Services Career Trainee

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

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

Minimum Requirements:

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Inventory Control Assistant-Alsip

Talent Area : Warehouse Operations
Location : Alsip, IL, USA
Requisition Number : 00021270
Full or Part Time : Regular Employee FT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-alsip-alsip-illinois-job-1-4303343>

General Laborer - Production

Talent Area : Manufacturing/Production Operations
Location : Alsip, IL, USA
Requisition Number : 00021121
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-production-alsip-illinois-job-1-4303467>

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Merchandiser Seasonal - Alsip

Talent Area : Merchandising/Merchandiser

Location : Alsip, IL, USA

Requisition Number : HV027877

Full or Part Time : Seasonal/Casual 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.

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 Merchant.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-alsip-alsip-illinois-job-1-4301886>

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General Laborer, Warehouse Seasonal - Chicago

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV027315

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-seasonal-chicago-chicago-illinois-job-1-4297118>

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Full Service Delivery Driver

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : hv026771

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-alsip-illinois-job-1-4285683>

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