



### **Network Administrator**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

#### Job Description:

Under the direction of the Section Manager, Systems Administration, this position is responsible for planning, configuring, installing and supporting wide and local area network systems and server equipment. Provides support in maintaining network and server hardware and software, analyzing problems, and monitoring the network to ensure availability and security to system users. Coordinates and provides expertise to outside agencies and vendors installing systems or connecting to the Pace network. Proactively monitors system event logs to optimize and prevent any emergencies. Writes network related Request for proposals and Task Requests. Reviews and evaluations of RFPs and proposals. Monitors and tests network and server software performance and provides statistics and reports.

#### Qualifications:

Qualified candidate must have a Bachelor's Degree in Computer Science, or it's equivalent, and have at least three years of actual intense work experience in Cisco, Windows, and/or Linux local area network environment, or equivalent work and academic experience. Qualified candidate must have proven experience and success with LAN and WAN design and implementations. Proven experience with network capacity planning, network security principles, and general network management best practices. Strong, hands-on technical knowledge of network and server operating systems, including Cisco, Windows, and Linux. Excellent hardware troubleshooting experience and network Performance Tuning. Extensive application support experience with troubleshooting performance related issues. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history. Work is performed in a normal office and computer room environment. Lifting and transporting of moderately heavy objects, such as computers and peripherals. On-call availability for 24/7. Sitting for extended periods of time in a cubicle and standing for extended periods of time in a highly air conditioned computer room.

Apply online at

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### **Human Resources Generalist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### **Job Description:**

Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=540](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540)

### **Resident**

Department: Medical Education

Schedule: Full Time

Shift: Rotation

Job Details: Initiate and follow a personal program of self-study and professional growth in conjunction with formal educational and training of postgraduate program sponsored by the Health System by participating in compassionate, appropriate and cost effective patient care. Responsible for teaching and supervising other residents and medical students by making daily rounds with them individually and together with the attending physician. Must be a graduate of an accredited Medical School.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=472010](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=472010)

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**Job Title: Administrative Assistant**

Agency: Executive Inspector General \*

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 100

**POSITION SUMMARY:** Subject to supervision of the Chief of Staff & Director Ethics Training & Compliance, serves as Administrative Assistant. The incumbent is responsible for performing a variety of administrative duties, some of which are confidential pursuant to policy or state law. Responsibilities include: answering telephones; maintaining schedules and calendars; preparing and editing correspondence, spreadsheets, and charts; copying, compiling, and distributing documents; organizing and maintaining files and records; reviewing employee timekeeping and expense reimbursement forms for accuracy; analyzing data; and performing other general office duties in support of and at the direction of management staff.

**Minimum Requirements:**

- minimum of two years of college or equivalent demonstrated knowledge, skill, and experience;
- two years of professional experience as an administrative assistant or other general office support;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, PowerPoint, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington St., Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Visit our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov). Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services  
Salary: \$4,291.00 - \$6,452.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1447600

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

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

Work Hours: Monday-Friday 8:30 AM to 5:00 PM  
Location: DCFS Deerfield Office 1755 Lake Cook Road Deerfield, IL 60015  
SUBMIT BIDS TO: Sue Allen-Oates  
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601 Fax: 312.814.7134

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

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**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Tue. 04/01/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 77476

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Serves as a team leader or member as assigned.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

**How to Apply:**

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

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**Job Title: Public Administration Intern**

Agency: Aging

Closing Date/Time: Tue. 04/01/14 5:00 PM Central Time

Salary: \$2,611.00 - \$5,454.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-14-13

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Department's Senior Colbert Administrator and Deputy Director, participates in an agency sponsored training program; receives work assignments designed to provide work experience, training, and other developmental opportunities relating to the Departments' statewide programs and operations; receives controlled assignments involving work tasks of increasing difficulty and responsibility.

**Minimum Requirements:**

Requires a bachelor's degree with major coursework in public administration, gerontology, or social work, the degree must have been obtained no earlier than 18 months prior to submitting an application. Prefers knowledge of programs serving the elderly and related State and Federal statutes. Ability to prepare written and oral reports. Requires ability to successfully apply learned knowledge and techniques to working environment. Requires ability to profit from training received in the designated area of state government. Requires ability to establish and maintain effective working relationships with agency personnel. Requires knowledge and experienced use of Business software applications involving MS Word, Excel, Access, and PowerPoint.

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

Work Hours & Location: Monday - Friday 8:30 - 5:00

160 N. LaSalle Ave. Ste. N-700 Chicago, IL

Please send your resume/application to: Illinois Department on Aging

Attn: Office of Human Resources

One Natural Resources Way, Ste. 100 Springfield, IL 62702

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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- Food Service Assistant

Front-End

- Cashier
- Cashier Assistant

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- Maintenance Assistant
- Skilled Maintenance

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- Membership Refund

Cashier

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- Licensed Optician
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- Order picker

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- Customer Service Representative

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

Job ID 73627 # Positions 20 Location US-IL-Chicago

Category RAC Operations

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.

As a Hertz VSA...

- You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up.
- Drive and park vehicles on-lot as needed.
- Check for vehicle damage and ensure features of the vehicles are operational.
- Check vehicle status. (rentable/non-rentable)
- Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)
- Fill gasoline tank and check fill levels of all fluids
- Clean the exterior of vehicle. (debug and wash)
- Meet processing and standardization quotas.
- Perform related tasks as directed by managers.
- Able to work outdoors in all types of weather conditions.

Mandatory Requirements:

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/73627/seasonal-vehicle-service-attendant-%28car-detailer%29---o%27hare-airport/job?hub=20> or go to <https://namericanhub-hertz.icims.com/>

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## **Seasonal Vehicle Service Attendant (Car Detailer) - Midway Airport**

Job ID 73622 # Positions 8 Location US-IL-Chicago

Category RAC Operations

General Responsibilities: 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.

As a Hertz VSA...

- You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up.
- Drive and park vehicles on-lot as needed.
- Check for vehicle damage and ensure features of the vehicles are operational.
- Check vehicle status. (rentable/non-rentable)
- Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)
- Fill gasoline tank and check fill levels of all fluids
- Clean the exterior of vehicle. (debug and wash)
- Meet processing and standardization quotas.
- Perform related tasks as directed by managers.
- Able to work outdoors in all types of weather conditions.

Mandatory Requirements:

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/73622/seasonal-vehicle-service-attendant-%28car-detailer%29---midway-airport/job?hub=20>

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### **Courtesy Bus Driver (O'Hare Airport)**

Job ID 72554 # Positions 2Location 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://usjobs-hertz.icims.com/jobs/72554/courtesy-bus-driver-%28o%27hare-airport%29/job?hub=20>

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### **Utility Worker (Chicago-North Loop)**

Job ID 70623 # Positions 2Location 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/70623/utility-worker-%28chicago-north-loop%29/job?hub=20>

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### **Lube Technician**

Job ID 71487 # Positions 2Location 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>

### **On-Call Transporter (Part-Time)**

Job ID 59390 # Positions 5Location US-IL-Chicago-Midway

Category Driving – Vehicle

#### General Responsibilities:

If you're looking for a part-time job with an industry leader, the Transporter position at our Midway Airport location is designed with you in mind. You will drive late-model rental cars with automatic transmissions at and from the Midway location to various locations. This is a casual, part-time position that's ideal for someone interested in getting out of the house a few days each month and is not intended for candidates seeking immediate full-time employment. If hired, you will be placed on a call list and will be offered work as it is available. There will be no set schedule initially.

#### Mandatory Requirements:

Drivers license and good driving record required. Must be 20 years old or older.

Preferred Requirements : Applicants should be available to work a flexible, on-call schedule including nights and weekends.

Apply online at <https://usjobs-hertz.icims.com/jobs/59390/on-call-transporter-%28part-time%29/job?hub=20>

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### **Journey-Level Mechanic (Midway Airport)**

Job ID 73564 # Positions 1 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 Journey-Level Mechanic position at Hertz Midway Airport is 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 encompass all aspects of vehicle maintenance from basic repairs to complete engine and transmission overhauls.

Additional responsibilities include electrical troubleshooting, oil changes and brake service, and performing preventative maintenance.

#### Preferred Requirements :

The successful candidate must be at least 20 years of age and have a satisfactory driving record and a valid driver's license.

Must have your own tools. ASE certification and prior experience preferred. Ability to work days, nights and weekends required.

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/73564/journey-level-mechanic-%28midway-airport%29/job?hub=20>

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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>

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**Title: Law Clerk to In House Counsel**

ID: 1032

Department: Legal

**Description**

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL.

We are searching for an ambitious, efficient, and organized candidate to fill our law clerk position. This role will be a full time / part time clerk position, with the possibility of continuing during the school year. This will be a great opportunity for a current law student to work side by side with the General Counsel and gain some in-house legal experience.

To apply, please upload your resume (required), include a cover letter (required), a writing sample (suggested), and a copy of your unofficial transcript (suggested).

**Duties:**

General office and administrative duties, including:  
updating files and records  
calendar and tracking deadlines, and  
interacting with Outside Counsel.  
Attend administrative hearings  
Draft documents  
Research a broad range of issues unique to the Company

**Requirements: 1L/2L year**

Must be available for continued employment through the school year, approximately 10-15 hours/week  
Strong attention to detail  
Proficient in MS Word and Excel  
Working knowledge of legal terminology  
Excellent communication skills

**Compensation:**

This is a paid role  
Pay will be commensurate with experience and qualifications

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj37vq1/aaac>

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## **Accounts Payable/Receivable Clerk**

Job ID 2014-1411

# Positions 1

Location US-IL-Chicago

Experience (Years) 1

Posted Date 3/19/2014

Category Accounting/Finance - Accounts Payable/Receivable

**General Summary:** Performs the job functions of the Accounts Payable Clerk, Accounts Receivable Clerk or both according to established policies and procedures. Verifies accuracy of employee expense reports and/or vendor invoices for purchases and processes same for payment in a timely manner. Contacts vendors, Purchasing, and appropriate personnel in order to ensure receipt of ordered items, and computes entries on invoices to determine prices and discounts. Batches and keys invoices required to prepare checks and update information in accounting system. Maintains files of invoices and documentation, generates and balances routine reports, answers inquiries from vendors and other company personnel, and performs other related duties. Responds to customer requests for information.

### **Qualifications: Knowledge, Skills, and Abilities**

Knowledge of accounting procedures and basic computer applications at a level normally acquired through completion of high school. Two-year accounting degree preferred. Approximately one year related experience in order to learn accounts payable or receivable practices and gain skills in working with customers and vendor personnel. The ability to develop and prepare related reports and analyses. Good interpersonal and telephone communication skills. Computer skills necessary to enter and manipulate words and data and use standard microcomputer-based software to communicate with others, prepare documentation, and/or analyze data.

**Internal Contacts:** All departments for invoice approvals, payment status, and the like.

**External Contacts:** Vendors to verify and confirm purpose of charges, inform of any errors, or receive copies of invoices; bank to check clearance or stop payment.

**Tenants:** Responds to Tenant inquiries regarding balances, charges, etc.

**Physical Requirements:** Work requires sitting for extended periods of time while entering data into computer system. Work requires occasionally stooping and bending. Work requires occasionally reaching and grasping with arms and hands. Work is performed in a normal office environment where there are relatively few physical discomforts due to dust, dirt, noise, and the like.

Apply online at <https://jobs-firstindustrialrealty.icims.com/jobs/1411/accounts-payable-receivable-clerk/job?mode=job&iis=Indeed&iisn=Indeed.com>

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## **MARKET MANAGER OF MEDICAL RECORDS**

VHS Chicago Market, Berwyn, IL

Department: HEALTH INFORMATION MANAGEMENT

Schedule: Full Time

Shift: Days

### **Job Details:**

Reporting to the Regional Director of Health Information Management Operations and working under general supervision, supervises and coordinates the functions of inpatient/outpatient record processing including primarily the following, chart processing (prepping, scanning and indexing), and secondarily on record completion, record retrieval, filing and release of Medical Record information for four (4) facilities.

Performs duties as necessary to support quality improvement process in the Medical Record Departments as well as that of the hospitals.

### **EXPERIENCE AND QUALIFICATIONS:**

The level of knowledge equivalent to a Bachelor's Degree in Medical Record Administration, certification as a Registered Health Information Administrator (RHIA) or an Associates Degree in Medical Record Technology with certification as a Registered Health Information Technician (RHIT). Two (2) years of progressive Medical Records supervision.

Should be an active member of the American Health Information Management Association, Illinois Health Information Management Association and the Chicago Health Information Management Association. The analytical abilities necessary to formulate policies and procedures, prepare various reports and records and assists in the development of department budgets.

The interpersonal skills necessary to interact with all levels of department personnel, other departments, physicians and individuals from outside the hospital. The supervisory skills necessary to schedule, assign and lead in activities of clerical technical personnel and plan, organize and coordinate the activities of the Medical Records Departments.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=450155](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=450155)

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Customer Sales Associate  
Pixcel - Northbrook, IL

Availability: Immediate  
Position: Part-time/Full-time  
Starting pay: \$10-\$14/hr based on experience  
Benefits: Available after 3 months of employment (Health Insurance)

Pixcel is the country's leading provider of uber-quality media digitization and cloud storage solutions.

We preserve a bit of priceless history every single day, and your job will be to support our mission of helping families and organizations locally and nationally preserve their irreplaceable media.

Day to day responsibilities include but are not limited to:  
Providing customers with expert knowledge of our services and their benefits before, during, and after a sale. Cold-calling prospective institutions to engage them with Pixcel's archival services and solutions. Communicating with production staff to ensure customer requirements are met or exceeded on a consistent basis.

**Job Requirements:**

Must be at least 18 years of age  
Must be authorized to work in the U.S.  
Able to work a flexible schedule  
Strong listening abilities and an approachable and out-going personality  
Strong analytical and problem solving skills  
Sales: Cold-calling, up-selling, cross-selling  
Technical: PC/Mac experienced, Microsoft Office/Google Docs proficient,  
Film/Video/Digital knowledgeable

Education: BS/BA Required

Ideal candidate must be tech-friendly, a quick learner, adapt to change well, be ambitious and self-less, a good problem solver, and come to work looking to make a difference in people's lives.

Apply online at

[http://www.indeed.com/viewjob?cmp=Pixcel&t=Customer+Sales+Associate&jk=953d02e60d690e01&sjdu=QwrRXKrqZ3CNX5W-09jEvdjQJfbZw9lyDaXVI2\\_T9uEDDTiZVTwOJM4o1bSVz\\_qKCxz-F3BANph2hEUgYcm10ezOugBnpDWqmszxXxPkOxA](http://www.indeed.com/viewjob?cmp=Pixcel&t=Customer+Sales+Associate&jk=953d02e60d690e01&sjdu=QwrRXKrqZ3CNX5W-09jEvdjQJfbZw9lyDaXVI2_T9uEDDTiZVTwOJM4o1bSVz_qKCxz-F3BANph2hEUgYcm10ezOugBnpDWqmszxXxPkOxA)

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## **Chief Information Officer / METRA**

### Minimum Acceptable Qualifications

- Bachelor's degree in Computer Science or related discipline. Advanced degree preferred.
- Must have ten (10) years experience in computer information and systems management.
- Must have ten (10) years of progressively responsible management/supervisory experience.
- Significant and demonstrated management experience in an IT environment that includes application development, technology package selection, acquisition, implementation and support, system administration, network operations, technical security, disaster recovery, vendor management, business process improvement, budgeting, funding, virtual team organization (internally and externally resourced) and end-user support.
- Demonstrated experience in acquiring, implementing, and supporting large scale application and infrastructure systems including Enterprise Resource Planning (ERP) systems.
- Broad knowledge in computer information systems.
- Able to evaluate current and emerging technology trends and be able to formulate sound systems recommendations.
- Demonstrated leadership, organization, communication, and management skills.
- Must have advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide.
- Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
- Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

- Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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### **"Asst. Signalman"**

Company: Metra Rail

Location: Chicago, IL

Metra is currently accepting applications for its Apprenticeship Program to be trained to install, maintain and repair railroad signal systems including grade crossing warning systems. This program is for a minimum two (2) year period with classroom work and on the job training toward journeyman's certification. Applicants must be at least 18 years of age. All selected applicants must be able to bend, stoop, lift weight up to 75 lbs and must be able to distinguish colors (red, blue, green and yellow). They must be able to work different shifts, holiday and weekends and travel to different work locations within Metra's six county region. Additional factors that will be considered include the candidate's ability to perform the physical requirements of the position, to include: digging, installing wire/cable and working outside in different weather conditions.

Experience with operating equipment, e.g. backhoes and trenchers, is preferred. Applicants must possess at least one of the following requirements: 1. High School Diploma or GED and a minimum of two (2) years of signal experience with a railroad; OR 2. Minimum of four (4) years of active duty Military service with experience in electrical/electronics and operating equipment is preferred. (must submit Military DD Form 214); OR 3.

Bachelor's degree in Electronics or 2-3 year college level program or technical school in electrical or electronics (must submit a copy of your college transcripts, diploma and/or certificate). All official documentation must be received before interviews can be scheduled. Failure to complete the course may result in termination of employment with Metra. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Relocation is not available for this position.

Apply online at [http://www.transittraveljobinsider.com/job\\_detail/apply/?id=D-bf2f4e4abe6ad38bb87ab11dba&utm\\_source=darkstar&utm\\_term=D-bf2f4e4abe6ad38bb87ab11dba#page=ent](http://www.transittraveljobinsider.com/job_detail/apply/?id=D-bf2f4e4abe6ad38bb87ab11dba&utm_source=darkstar&utm_term=D-bf2f4e4abe6ad38bb87ab11dba#page=ent)

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