



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 04/02/14 5:00 PM Central Time

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-79276

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical procedures for the Center's Dietary Department ; types, files, performs record processing and general office support functions. Duplicates, cuts and sorts tray tags; maintains and updates diet/ menu changes for individuals served. Uses computer to access database to enter and update resident's dietary needs, including menu changes and modified diets, dietary meeting minutes, recipe cards and equipment requisitions. Composes and types routine letters, memorandums, reports and various other materials for the Dietary Department; performs timekeeping functions for the department. Serves as receptionist for the Dietary Department; sorts and distributes mail, posts bulletins, requests equipment repair, signs for and distributes employee paychecks and schedules appointments for Dietary Services Administrator. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires the ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 AM-5:00 PM. Mon Thru Fri
Work Location: Elisabeth Ludeman Center 114 N Orchard Drive Park Forest, IL 60466
Contact Person: Alice M. Chambers / Human Resources Representative
114 North Orchard Drive Park Forest, IL 60466 708-283-3015

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: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Wed. 04/02/14 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#: LOT 8765

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; 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; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type accurately at 45 WPM.

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

Work Location: Lottery/Finance/Budget/Accounts Payable-Region 3
100 W. Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-782-6239

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: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,647.00 - \$3,570.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Contact: Jeri Gulli
Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - 6am to 9pm
- Mon - NA
- Tue - NA
- Wed - NA
- Thu - 6am to 9pm
- Fri - 6am to 9pm
- Sat - 6am to 9pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124655&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

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:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 6pm

Mon - 7am to 6pm

Tue - 7am to 6pm

Wed - 7am to 6pm

Thu - 7am to 6pm

Fri - 7am to 6pm

Sat - 7am to 6pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128982&mode=

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Marketing Executive Assistant

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description:

Screen and prioritize reports, information, contacts and correspondence for the marketing company president.

Relieve president of daily administrative functions and direct all company administrative activities including personnel administration, payroll, safety reports, benefits, awards, unemployment and worker's compensation.

Supervise office clerical staff.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 5pm

Tue - 7am to 5pm

Wed - 7am to 5pm

Thu - 7am to 5pm

Fri - 7am to 5pm

Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128584&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Evanston
2125 Dempster St
EVANSTON, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 3pm
Mon - 8am to 1pm

Tue - NA
Wed - NA

Thu - 8am to 2pm
Fri - 11am to 4pm
Sat - 10am to 5pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128539&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Storage of Marquette Park
2540 W 63rd St
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129226&mode=

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Evanston
2125 Dempster St
EVANSTON, IL

Description: U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements: -Valid driver's license and a good driving record -Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status: Full-Time

Hours Needed: (These hours may change based on business needs)

- Sun - 11am to 7pm
- Mon - 11am to 7pm
- Tue - NA
- Wed - 6am to 3pm
- Thu - 6am to 3pm
- Fri - NA
- Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127520&mode=

ACCOUNT REP I

Department: PATIENT ACCOUNTING
Schedule: Full Time
Shift: Days

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

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - NA
- Mon - 6am to 3pm
- Tue - 6am to 3pm
- Wed - 6am to 3pm
- Thu - 6am to 3pm
- Fri - 6am to 3pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129344&mode=

ACCOUNT REP II

Department: PATIENT ACCOUNTING
Schedule: Full Time
Shift: Days

Job Details:

Performs quality patient accounting and customer service for patients, families, payers and health care team members. Reviews unpaid accounts to determine appropriate collection means. Requires high school diploma or equivalent; 3 to 5 years of patient accounting experience; Insurance knowledge of Medicare, Medicaid, Managed Care and Commercial.

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections. 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: Full-Time

Hours Needed:
(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129289&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status: Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129522&mode=

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Traffic Control Manager

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Coordinate all reservations (one-way and in-town) to ensure they are filled and that all customer reservation needs are met.

Establish plan to always maintain a balanced rental equipment inventory at centers and dealers to balance customer requirements with rental equipment supply.

Utilize and manage traffic boards to be aware of location or rental equipment at centers and dealers.

Direct, coordinate and train marketing company reservation managers.

Work Status: Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - 8am to 12pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129498&mode=

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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=

PHARMACY TECHNICIAN (certified)

Department: Pharmacy
Schedule: Registry
Shift: Rotation

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

Job Details: 1-2 years experience is required Under direct supervision, assists Registered Pharmacists to fill prescriptions by preparing, stocking and delivering drugs, intravenous solutions and pharmaceutical supplies.

Job Specifications:

Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Park Forest
2210 Western Ave
PARK FOREST, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 12pm

Tue - 8am to 12pm

Wed - NA

Thu - 8am to 12pm

Fri - 8am to 12pm

Sat - 8am to 12pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129864&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO, IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class B Commercial Driver License (CDL) or higher if required, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - NA
- Mon - 7am to 5pm
- Tue - 7am to 5pm
- Wed - 7am to 5pm
- Thu - 7am to 5pm
- Fri - 7am to 5pm
- Sat - 7am to 5pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128916&mode=

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Field Computer Specialist

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description: Perform major computer hardware re-imaging and install software updates at all marketing company entities in the assigned geographic area. May supervise other computer technical personnel as needed.

Work Status: Full-Time

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129679&mode=

Clinical Coordinator - PACU

Department: PACU
Schedule: Full Time
Shift: Days
Job Details: Bachelors Degree preferred

JOB QUALIFICATIONS

1. BSN preferred or five years experience as an RN
2. Registered Nurse with current Illinois license
3. Four years experience as a Medical/Surgical RN
4. Two years experience as a shift Charge Nurse
5. Excellent interpersonal skills, customer service delivery skills
6. Knowledge of JCAHO and IDPH regulation.
7. CPR certification required. CPR Instructor a plus
8. Demonstrated organization and time management skills and the ability to prioritize multiple tasks and solve problems.
9. Average computer skills necessary to access patient databases, e-mail systems, etc
10. Ability to use audio/visual equipment, telephone and other clinical equipment for patient teaching.

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Facility Maintenance Manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre
Complete necessary repairs and schedule any repairs with vendors as needed
Report facility problems that can't be immediately repaired to the General Manager
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
Observe, direct and follow-up with janitorial service provider about cleaning duties
Manage the theatre's variable operating expenses for maintenance, repairs and supplies
Uphold AMC's high standards and deliver entertaining company-wide programs
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
Extreme attention to detail to perform and document facility inspections
Proficient guest service, administrative and follow-up skills
Safe use of all cleaning materials in the theatre
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

Apply online at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>

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Restaurant Theatre Manager

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
 - Ensuring proper staffing in each area of the theatre
 - Performing daily opening and closing operational duties
 - Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
 - Overseeing an individual theatre department, as assigned by theatre general manager
- Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

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