



Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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).

Option 1 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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).

Option 2 - Typing

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"Supervisor-Front Office Night"

Posted: Apr 3, 2014

Job: Guest Services/Front Desk

Primary Location: USA-IL-Chicago-Renaissance Chicago Downtown Hotel

Schedule: Full-time

Req ID: 14000MEK

****Job Summary**** Complete designated cashier and closing reports in the computer system. Review shift logs/daily memo books and document pertinent information in logbooks. Contact appropriate individual or department (eg, Bellperson, Housekeeping) as necessary to resolve guest call, request, or problem. Process all guest check-ins by confirming reservations in computer system, verifying guest identity, requesting form of payment, assigning room, and activating and issuing room key. Sell a room/accommodation to guests without reservations based on availability. Ensure rates match market codes and that any exceptions are documented. Ensure checks that come from outlets (eg, Health Club, Retail Shop) are scanned and charged to room. Assist management in training, evaluating, counseling, disciplining, and motivating and coaching employees; serve as a role model and first point of contact of the Guarantee of Fair Treatment/Open Door Policy process. Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others. Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

*Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Click the link to apply online

http://administrativejobsinsider.com/job_detail/apply/?id=D-86fb1d69e46ac2f845650b7692&utm_source=darkstar&utm_source=darkstar&utm_medium=cpc&utm_campaign=admi-gD713HHO-none&utm_term=D-86fb1d69e46ac2f845650b7692

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Part-time Package Handler

IL-Carol Stream

Job Summary

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care. Individuals who are interested in being considered for a Part-time Package Handler position are required to attend a sort observation before completing an employment application. During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job.

Essential Functions

- Utilizes "hand-to-surface" methods for all package handling
- Loads and unloads packages onto or from delivery vehicles, trailers, conveyor system carts and load gratings
- Lifts, carries, pushes and pulls packages on a continuous and repetitive basis for approximate shifts of two to four hours
- Determines the appropriate conveyor system by scanning packages, reading labels and charts, verifying numbers and memorizing information and sorts packages accordingly

Minimum Requirements

- Must be at least 18 years of age
- Must not be enrolled in high school
- Must be able to pass a drug test, where applicable

Minimum Education: None

Required Skills and Abilities

- Ability to understand and follow instruction regarding work duties and safety methods
- Ability to discern numbers and information in order to sort packages correctly
- Ability to use basic tools and equipment such as skate wheel rollers, dock carts, hand-held scanners, chutes and unloading devices
- Strong communication and interpersonal skills; ability to work well in a fast-paced team

Compensation and Benefits:

- Three pay increases within the first six months of employment
- Tuition assistance
- Healthcare benefits, vacation and holiday pay after completion of eligibility period
- Career advancement opportunities

Click the link to apply online

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=71451&Locale=en

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.

Work collaboratively as part of a development team. Report directly to department manager.

Work independently with minimal supervision.

Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.

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Job Title Security Officer

Company Universal Protection Service

Job Type Full-time, Part-time

Hours Not Specified

Location Chicago, IL 60615

Description

Immediate Openings in Northwest Suburbs At Universal Protection Service, our vision is to be Exceptional, to maintain exceptional people, to provide exceptional service, and to create exceptional results! Join a company that cares for and recognizes its people. Whether you are an experienced Security Officer, or interested in exploring the security field as a career option, we welcome you to apply! Universal Protection Service currently seeks Security Officer for a premier account.

The ideal candidate for the Security Officer position is excellent with customers and has an impressive ability to communicate. This is a great opportunity to join Universal Protection Service; a dynamic high-powered security team focused on securing client properties while delivering exceptional customer service.

Duties include, but are not limited to:

Foot, Bike or Golf cart patrol of interior and exterior areas of assigned locations
Observe and report suspicious activities and persons. Write detailed narrative reports and maintain daily activity reports (DARs). Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance

Requirements for this position include the following:

High school diploma or equivalent required. Be at least 18 years of age. Must be able to obtain a valid Guard License as required in the state for which you are applying. As a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test. As a condition of continued employment, employee must maintain current active status of all required License at all times, and must carry the license at all times while on duty. Must display exceptional customer service and communication skills. Intermediate computer skills to utilize innovative, wireless technology at client specific sites.

EOE/M/F/D/V

Universal Protection Service is an Equal Opportunity Employer committed to hiring a diverse workforce.

Click the link to apply online <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=17812340&oq=security+officer&item=1&searchid=32a701d4-011a-ba57-ac76-b37266275e22&src=title>

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Open House - 4/18/14
Hiring Lube Technicians-O'Hare Airport

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.

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Superintendent Customer Svcs - 90163724 – Chicago

AMTRAK

Date: Apr 2, 2014

Location Chicago, Illinois, US, 60607

WORK EXPERIENCE:

• Prior experience creating and managing budgets effectively. • Working knowledge and experience in a service organization. • Strong leadership and supervisory skills, with a proven ability to motivate others. • Able to lead managers with various levels of experience and tenure. • Knowledge of train and engine operations, as well as dispatch procedures. • Working knowledge of the CFR 49 Transportation code and labor agreements pertaining to union employees. • Knowledge of applicable federal, state, and local regulatory requirements and local labor agreements. • Strong experience in conflict resolution and investigation skills. • Must have experience with Safe-2-Safer processes. • Prior experience creating and managing budgets effectively. • Working knowledge and experience in a service organization. • Strong leadership and supervisory skills, with a proven ability to motivate others. • Able to lead managers with various levels of experience and tenure. • Knowledge of train and engine operations, as well as dispatch procedures. • Knowledge of applicable federal, state, and local regulatory requirements and local labor agreements. • Strong experience in conflict resolution and investigation skills. • Must have knowledge of safety programs. Prior experience creating and managing budgets effectively. • Working knowledge and experience in a service organization. • Strong leadership and supervisory skills, with a proven ability to motivate others. • Able to lead managers with various levels of experience and tenure. • Knowledge of train and engine operations, as well as dispatch procedures. • Knowledge of applicable federal, state, and local regulatory requirements and local labor agreements. • Strong experience in conflict resolution and investigation skills. • Must have knowledge of safety programs.

Job Family/Function: Customer Service Relocation Offered: Yes

Education Requirements: Masters Degree Travel Requirements: Up to 25%

Employment Experience Requirements: 10 plus years of exp

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

Apply online at <http://jobs.amtrak.com/AMTRAK/job/Chicago-Superintendent-Customer-Svcs-90163724-Chicago-Illi-60607/53058800/>

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Associate Claims Representative - 90118480 - Chicago

Date: Apr 10, 2014

Location Chicago, Illinois, US, 60607

ESSENTIAL FUNCTIONS: •Thoroughly investigates liability and damage aspects of accidents/incidents involving reports of personal injury and property damage. •Establishes appropriate liability accruals/reserves and assures the claims database is accurate and current. •Contacts claimants promptly, provides assistance, and monitors medical treatment. •Maintains liaison with other departments to ensure effective communication and complete cooperation on claims related matters.

WORK EXPERIENCE: •Prefer experience in investigation or related personal injury insurance work. •Ability to pass required training, including AMT II and RWP training and Claims School. •Excellent interpersonal skills. •Demonstrated organizational skills. •Excellent verbal and written communication skills. •Good computer skills. Word processing experience a must. •Familiarity with medical terminology and railroad operations. •Must be a team player, able to work under stress and maintain professional composure.

PREFERRED WORK EXPERIENCE: •Experience with Microsoft Office products.

PREFERRED EDUCATION: • Baccalaureate degree or equivalent experience in a related field.

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

Requisition ID:728 Relocation Offered: No

Education Requirements: High School/GED Travel Requirements: Up to 25%

Requirements: Under 1 year of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-Associate-Claims-Representative-90118480-Chicago-Illi-60607/55061600/>

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Police Officer - 90134901 - Chicago

Date: Apr 10, 2014

Location Chicago, Illinois, US, 60606

WORK EXPERIENCE:

- Must be a United States citizen or have the ability to work in the United States
- Must be 21 years of age
- Must possess a valid driver's license at time of appointment
- Must be able to pass all components of the police application process, including:
A written examination, a physical agility test meeting the following standards: Bench Press: 57% of applicant's weight; Illinois Agility run: 20.6 seconds; 300 meter run: 92 seconds; push ups: 12; and 1.5 mile run: 19:45 minutes; a job related physical examination; a psychological examination and an in-depth background investigation.
- Ability to obtain a railroad police commission from state of primary assignment or applicant's state of residence.

PREFERRED WORK EXPERIENCE: • A certificate of successful completion of a basic police training program at a state authorized training academy. • Current related experience as a police officer or similar law enforcement experience.

PREFERRED EDUCATION:

- An Associate's Degree or 60 credit hours from an accredited college or university

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements: No Experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen.

Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <http://jobs.amtrak.com/job/Chicago-Police-Officer-90134901-Chicago-Illi-60606/55064200/>

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Intern - 90155355 - Chicago

Date: Apr 8, 2014

Location Chicago, Illinois, US, 60616

SUMMARY OF DUTIES:

The successful Intern will engage in Mechanical Department project work under the supervision of a Mechanical Department Manager or Director that will familiarize them with the wide range of equipment and procedures associated with Mechanical Department maintenance activities throughout the Amtrak System.

ESSENTIAL FUNCTIONS:

- Intern will be preparing and/or correcting drawings using information derived from the Amtrak AMMPS catalog system. These drawings will be prepared using the CAD program SOLIDWORKS.
- The work may include the reverse engineering of parts, scanning of existing parts using 3D scanner and identifying new material for the part.
- Once drawings are completed they will be filed electronically in the RSE EPDM system.
- At the conclusion of the Intern period, Amtrak expects that an Intern will have a good basic understanding of Amtrak's Rolling Stock Engineering operations.

QUALIFICATIONS:

- Strong PC skills including Microsoft Office Applications.
- Excellent verbal and written communications skills.
- Strong skills required using SOLIDWORKS to create 3D CAD models.
- Standing, climbing, kneeling on all surfaces and all weather conditions.

COMMUNICATION AND INTERPERSONAL SKILLS:

- Must have excellent oral and written communication skills.
- Minimum of one year of college completed.

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities.

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

Apply online at <http://jobs.amtrak.com/job/Chicago-Intern-90155355-Chicago-Illi-60616/54386000/>

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Yardworker

Job ID 74913

Positions 1

Location US-IL-Chicago

Category HERC Operations

General Responsibilities:

Hertz Equipment Rental Corporation (HERC), one of the largest suppliers of rented industrial & construction equipment, seeks talented people for a Yardworker position.

The successful candidate is responsible for:

The cleaning and preparation of construction equipment

The deliver/pick-up of parts and equipment.

Assist in the loading and unloading of rental items

Perform basic maintenance on some rental items

Keep work area and yard in order

Assist with service and maintenance record keeping

Perform other duties as assigned

Mandatory Requirements:

Valid driver's license and good driving record

Understands the importance of time management

Understands what is expected as part of a team

Knowledge of gas and diesel machinery

Maintenance abilities a plus

Class B drivers license with tanker endorsement

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 such as sitting, standing, waking, bending and twisting, climbing, driving, pushing and pulling, speaking, hearing, writing, lifting, seeing, and reading. Knowledge of equipment operation such as telephone is 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/74913/yardworker/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false](https://usjobs-hertz.icims.com/jobs/74913/yardworker/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false)

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Vehicle Service Attn (Car Detailers)

Job ID 74849

Positions 1

Location US-IL-Chicago

Category RAC Operations

****JOB FAIR**APRIL 18, 10AM-2PM**O'HARE AIRPORT**

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.

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.

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.

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

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Utility

Job ID 74352

Positions 2

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/74352/utility/job?hub=20>

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Seasonal Vehicle Service Attendant (Car Detailer) - Midway Airport

Job ID 73622

Positions 8

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.

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 2

Location US-IL-Chicago

Category RAC Operations

The key responsibilities and accountabilities are: Provide timely shuttle service to customers to/from airport terminal to Hertz facility, in compliance with Hertz's policies and procedures and local laws. Personally welcome customers boarding the bus, assist with luggage and answer questions in a friendly manner. Effectively communicate stops and safety information through PA or Talking Bus System; if needed, communicate with other Courtesy Service Drivers, Bus operations Supervisor using standard codes. Provide world class customer service by determining customer's reservation status and communicate to lounge manager / provide excellent customer service to all customers using the required customer service dialogue whilst maintaining the right company image at all times. Conduct bus inspection to ensure customer and employee safety and bring any defect / damage to the attention of the supervisor. Maintain appearance appropriate for providing best in class customer service in accordance with established guidelines. Ensure the bus is kept tidy at all times with maps available. Contribute to continuous improvement by communicating customer feedback to team and engaging in action planning to improve performance and customer satisfaction. Complete any relevant paperwork in line with Company Audit and Department of Transport standards

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

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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Macy's State Street, Chicago, IL: Restaurant Line Cook, Flex Team

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71223657

Overview:

The Line Cook will prepare hot food to individual order according to Food Division and Health Department Standards.

Key Accountabilities:

Perform multiple tasks simultaneously to ensure all food orders are complete and executed within our service timing guidelines

Demonstrate knowledge of ingredients and recipes

Coordinate food product between stations to ensure timely completion of orders to customer satisfaction

Follow production lists

Prepare raw ingredients into finished product, per specifications

Put away stock and maintain stock area

Maintain work area and equipment in accordance with sanitation guidelines and Health Department standards

Ensure quality and visual presentation of food produced

Maintain personal hygiene and uniform to Food's Division standards

Maintain work area for safety

Demonstrate expertise in executing job functions quickly, efficiently and accurately to ensure a high quality of output

Assist other associates to ensure all kitchen duties are completed within given time constraints. Assist in order preparation

Assist in line checks performed twice daily. Assist with special events

Skills Summary:

Ability to follow direction

Ability to react quickly and efficiently

Ability to work with standard kitchen equipment in efficient and safe manner

Ability to work safely in fast-paced environment

Ability to lift up to 30 lbs.

Vocational training and/or previous food experience preferred

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Macy's State Street, Chicago, IL: Gourmet Food & Wine - Food Sales Associate, Part Time (Job Number: 71223799)

Description

The Food Sales Associate sells food items by providing outstanding customer service through product knowledge.

Key Accountabilities:

- Follows Food Division Best Practices
- Demonstrate current and working knowledge of coffee, gelato, bakery, freshly prepared products, gourmet foods and candy
- Follows Food Safety standards and maintains work area and equipment in accordance with Health Department standards
- Follows area specific steps of service
- Educate, sample and serve customers food products
- Follows station specific duties and responsibilities
- Opens and/or closes area following appropriate checklist, verifies completion with Manager on Duty prior to leaving the area
- Maintains PAR stock levels and standards in product presentations
- Produce and present freshly prepared products following recipes and/or build sheets and merchandise standards
- Maintain personal hygiene and professional dress code to comply with Food Division and Health Department standards
- Work scheduled shifts as assigned
- Other duties as assigned by supervisor

Skills Summary:

- Excellent customer service skills.
- Effective communication skills.
- Skill in working as part of a team.
- Ability to use the POS terminal and ring sales accurately.
- Ability to use scales.
- Quantitative skills.
- Ability to follow safe work practices in a fast-paced environment.

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**Macy's State Street, Chicago, IL: Culinary Food Demonstrator, Part Time
(Job Number: 71223798)**

Description

By creating an atmosphere that generates visual and sensory excitement as well as encouraging customer interaction, the Macy's Culinary Food Demonstrator will educate our customers through product demonstrations and the sampling of candy, gourmet foods and wine (where appropriate).

Essential Functions:

- Follows Food Division standards and best practices and maintains work area and equipment in accordance with Health Department standards
- Set up inviting Demo Cart displays, including recipes and food products
- Conduct gourmet foods and candy product knowledge seminars for the Foods Team members
- Produce and present freshly prepared products to customers, encouraging them to sample items while enthusiastically educating to guide customers in their buying decisions
- Assist with special events, including shopping and prepping for guest chefs, cookbook authors, and celebrities
- Maintain personal hygiene and professional dress code to comply with Food Division and Health Department standards
- Other duties as assigned by supervisor

Qualifications:

- Previous demonstration experience, culinary training, home economist, nutritionist, restaurant, catering, or hospitality experience preferred
- Bilingual preferred
- Excellent customer service and selling skills
- Excellent communication and presentation skills
- Outstanding organizational skills
- Possess basic cooking and quantitative skills, with the ability to use scales
- Ability to use the POS terminal and ring sales accurately
- Ability to work safely in a fast-paced environment

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Macy's Water Tower Place, Chicago, IL: Retail Commission Sales Associate - Fine Jewelry, Part Time (Job Number: 71223719)

Description

As a Fine Jewelry Commission Sales Associate, you will be the most critical link in ensuring that our customers have a rewarding experience that will keep them coming back to Macy's time after time. You will become a part of a dynamic selling environment where your fashion sense and selling strength will make you an important part of our team. Your responsibilities will include but are not limited to demonstrating OUTSTANDING customer service skills, meeting hourly selling and loyalty program standards, providing advanced product knowledge to our customers and working as part of a team to meet individual, department and store objectives. Based upon your results, opportunities for advancement can be endless!

Key Accountabilities:

- Customer service priority and selling priority
- Teamwork oriented with the ability to work in a learning environment
- Drive to meet and exceed performance expectations
- Strong sense of pride and responsibility for the maintenance of department areas

Skills Summary:

- Possess drive, be goal-oriented, have an entrepreneurial outlook and comfort working in a commission environment
- Enjoy connecting with customers and demonstrating an enthusiastic and positive attitude
- Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures
- Demonstrate knowledge of store products and services, and use this knowledge to inspire customers to make purchases
- Ability to meet or exceed sales, customer service and loyalty program standards
- Ability to communicate effectively with customers, peers and management
- Ability to handle physical requirements to accomplish daily responsibilities
- Ability to work a flexible schedule, including morning, evening and weekend availability
- Adhere to Loss Prevention control and compliance procedures

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