



**Job Title: Pharmacy Tech II, Retail Pharmacy**

Department: Pharmacy

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Retail Pharmacy

Job Number: 2014-0468

Job Description:

Pharmacy Tech II

Full Time

The Pharmacy Technician II/Per Diem, under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the retail pharmacy.

Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

Qualifications Include:

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT)

Two or more years of directly related pharmacy experience

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140414141515&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140414141515&)

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## **Capital Construction Project Manager**

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

### **Job Description:**

Under the direction of the Section Manager, Design and Construction, responsibilities include managing architectural and engineering professional services contracts and construction contracts. Writing task order project scopes for solicitation of architectural and engineering professional services, reviewing and negotiating professional services fee proposals.

Managing project documentation and contractual responsibilities during pre-design, design, construction and warranty periods. Performing quality assurance/quality control reviews for architectural and engineering design submittals. Writing construction documents for bid letting for construction.

Inspecting construction contract work in the field, ensuring that project is constructed in accordance with detailed plans and specifications.

Reviewing and negotiating contractor change order proposals. Performing all close-out tasks associated with the completion of all architectural and engineering services and construction contract work on projects assigned.

### **Qualifications:**

Qualified candidate must have a Bachelors Degree in Civil Engineering and must be a licensed Civil Professional Engineer with 10 years of Civil design and construction inspection experience.

Candidate must possess knowledge of road work, storm and sewer and concrete and asphalt specifications for Industrial bus garage use. Must be proficient in Word, Excel, and AutoCAD2013. LEED Certification is a plus. Most work is performed in normal office environment, but must have the ability to maneuver on a construction site.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=621](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=621)

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

**Qualifications:**

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=661](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661)

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## **Nabisco Part Time Merchandiser - Cicero, IL-1403903**

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us your detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

### Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International, Inc. is an equal opportunity and Affirmative Action employer. We actively seek to maintain a diverse work force, and Mondelēz International, Inc. therefore recruits qualified applicants without regard to race, color, religion, gender, national origin, age, disability, or Vietnam veteran status

Job: Field Sales Execution

Primary Location: NA-US-IL-Maywood

Apply online at

[https://mondelez.taleo.net/careersection/mndlz\\_careersite\\_hourly/jobdetail.ftl?job=1403903&lang=en&media\\_id=32238&src=Indeed](https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl?job=1403903&lang=en&media_id=32238&src=Indeed)

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### **Waitstaff/Server**

Kenmare Catering and Events - Chicago, IL

Kenmare Catering and Events is seeking enthusiastic, reliable, and personable Waitstaff/Servers. Servers are responsible for event set up and breakdown, as well as attending to guests with friendly customer service. We are looking for individuals that enjoy working in a fast paced atmosphere with high-end dining where the food is art. Candidates should be polished, professional, and personable. Experience within the catering industry is a plus, however, no experience is necessary as we are willing to train motivated and attentive individuals. Must be able to work evening and weekends. Starting hourly rate \$12. Kenmare is a great place to work, and we are expanding rapidly, so there is much opportunity for growth and advancement. This is an excellent opportunity for anyone interested in working in or around the hospitality or food service industry.

Apply online at [http://www.indeed.com/viewjob?cmp=Kenmare-Catering-and-Events&t=Waitstaff+Server&jk=b762e2b67f44b099&sjdu=QwrRXKrQZ3CNX5W-09jEvecDwuUWdLDB6nfhGK6UA3hQqt\\_abQJf94noWM1Qnw03PWqQ70tcOWXRm8W27xRFqg](http://www.indeed.com/viewjob?cmp=Kenmare-Catering-and-Events&t=Waitstaff+Server&jk=b762e2b67f44b099&sjdu=QwrRXKrQZ3CNX5W-09jEvecDwuUWdLDB6nfhGK6UA3hQqt_abQJf94noWM1Qnw03PWqQ70tcOWXRm8W27xRFqg)

### **General Laborer, Warehouse Seasonal - 2nd Shift**

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV028373

Full or Part Time : Seasonal/Casual FT

Position Description: Responsible for general duties involving physical handling of product, materials, supplies and equipment. - Maintain orderly and clean work area in compliance with Company safety and sanitation requirements. - Operate industrial power equipment - Restock and replenish as appropriate. - Perform general maintenance. - Ensure compliance with regulatory and company policies and procedures. - Fill in for other positions as needed. - Perform general warehouse/production/cooler service duties. - Periodic bending, kneeling, lifting of 50+ pounds and climbing. - High School Diploma Preferred. - 0 - 1 year of general work experience. - Prior warehouse/production/equipment service experience preferred. - Ability to operate a manual / powered pallet jack or lift product. - Demonstrated attention to detail. - Forklift certification is a plus. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-seasonal-2nd-shift-st-charles-illinois-job-1-4354020>

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**Macy's Water Tower Place, Chicago, IL: Retail Sales Associate, Part Time  
\*Flexible Scheduling Option!\*(Job Number: 71223570)**

**Description:**

Our stores are where the ultimate magic of Macy's comes to life, and our Retail Sales Associates are vital to delivering customer service that offers a distinctive shopping experience and drives sales results. This Macy's location utilizes an innovative way of planning work schedules. The My Schedule Plus system allows an associate to participate in the creation of his/her own work schedule by managing availability and setting preferences for work by selecting a scheduling "option." This enables our associates to address the amount of flexibility needed to meet both personal and work obligations.

The Part Time "Option 5" schedule selection allows the maximum amount of scheduling flexibility in a retail schedule.

"Option 5" Sales Associates are: Scheduled for one to two shifts per week, based on their availability. Able to pick up additional shifts each week using our self-select tool  
Able to maintain work-life balance by designating three non-event selling days per month as "unavailable" to work. Enjoy a retail discount of up to 20% on their purchases  
Eligible for paid time off and other benefits if minimum hours requirements are met  
Typically available to work when our business needs are the greatest, including Friday nights, weekends, holidays, and big events

Details on My Schedule Plus and "Option 5" are described during the interview process.

**Skills Summary:**

Previous retail sales experience preferred, but not required  
Goal-oriented, with a desire to meet and exceed sales, customer service, and loyalty program standards. Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures  
Ability to communicate effectively with customers, peers, and management  
Ability to work a flexible retail schedule including evening, weekend and key shopping events

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at

[https://macys.taleo.net/careersection/macys\\_retail\\_jsa\\_career\\_section/jobdetail.ftl?job=1221350&src=JB-10420](https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl?job=1221350&src=JB-10420)

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## **Retail Sales Associate / Entry-Level Retail Sales**

InMotion Entertainment - Chicago, IL

As our Retail Sales Associate you will be:

Proactively greeting, engaging and meeting new customers continuously

Understanding exactly what customers needs are, demonstrating how to meet those needs and \* \* sales of appropriate electronic gear

On your feet, on the floor daily making sales, customer service and excitement happen

Growing your sales skills and positioning yourself for opportunities to grow within the company

### **Job Responsibilities**

Our sales team members are the heartbeat of InMotion. They are the ones who make things happen every day. If you're looking for a challenging and rewarding sales culture that is fun, you are in the right place. As our Retail Sales Associate you will be:

Coming to work every day focused, engaged and ready to have a productive day

Taking customer service and retail sales to the next level by asking great questions of customers, listening to their needs, demonstrating the latest in high tech audio equipment, and making the best recommendations

Bringing your best talents to the table to create an experience for customers that exceeds their expectations

Exceeding sales goals and being driven to set new standards for yourself and your co-workers

As a Retail Sales Associate you will be responsible for:

Sales aptitude and ability to proactively engage customers

Strong motivation to be challenged and hit personal and company sales targets

Able and willing to work some evenings, weekends and holidays.

Outgoing personality and ability to speak with brand new customers daily

Strong desire to learn and take on new responsibilities

Ability to stand on your feet for an entire day/shift

Able to lift/move up to 50lbs

Bi-Lingual a plus

Apply online at [http://www.indeed.com/viewjob?cmp=InMotion-Entertainment&t=Retail+Sales+Associate&jk=b2cd1eacd7d0aaac&sjdu=QwrRXKrqZ3CNX5W-09jEvZ793ZkrMSjbJmKrDbvG6ZhuxCv3YaMZPLgltuasjVwxq1mzEcIgL3TnNxRqY\\_S3S2y8xGTGIKLnRvFXvu2yxIkEfUhD6FkSbpRNrlIEEPHQ](http://www.indeed.com/viewjob?cmp=InMotion-Entertainment&t=Retail+Sales+Associate&jk=b2cd1eacd7d0aaac&sjdu=QwrRXKrqZ3CNX5W-09jEvZ793ZkrMSjbJmKrDbvG6ZhuxCv3YaMZPLgltuasjVwxq1mzEcIgL3TnNxRqY_S3S2y8xGTGIKLnRvFXvu2yxIkEfUhD6FkSbpRNrlIEEPHQ)

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Janitor - TRU0000216

#### Duties and Responsibilities

Perform all traditional janitorial work in and around the buildings.

Dust all ledges, counter tops, files, office equipment, desk and walls.

Dust mop all hard surfaces.

Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.

Thorough cleaning of all bathroom fixtures and partitions.

Polishing furniture. Metal polishing.

Hosing and sweeping of sidewalks.

Trash removal.

Dismantling and cleaning of light fixtures.

Operation of vacuum cleaners.

Cleaning of Venetian blinds (washing & vacuuming).

Policing of facility and grounds (inside & outside).

Washing of exterior walls.

Scraping of gum and other objects form hard surfaces and carpet.

Spot cleaning furniture or carpet, but not more than 2 hours per day.

Setting up and /or take down of chairs and tables.

Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.

Operation of compactors and /or balers.

Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Performs other duties as assigned.

#### Qualifications

Completion of a high school diploma or the equivalent preferred.

Preference will be given to current temporary janitors at City Colleges of Chicago.

Must be able to perform all duties listed above.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=40700>

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**Janitor A** Chicago, IL (Long Grove House)

We are seeking a Janitor A for a Long Grove Apartments, a property in our Affordable housing portfolio. \*This is a Monday-Friday 8AM-4:30PM position with rotating weekends as needed\*

**DUTIES AND RESPONSIBILITIES:** Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing etc. Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security. Conduct building walk-downs daily and replace all burned out bulbs from hallways and stairwells and batteries in emergency lighting as needed. Maintains awareness of proper safety precautions at all times. Maintain curb appeal of the property at all times. Trash-out vacant units. Complete assigned work orders according to company guidelines. Complete final inspection of all units turned over for leasing. Constantly observes condition of apartment property throughout the property and immediately reports and/or initiates action to correct unsafe conditions.

**PREVENTIVE MAINTENANCE/SAFETY:**

Follows company guidelines in proper storage of chemicals maintaining Maintenance Data Sheets current and readily accessible. Must be aware of the condition of physical property throughout the property and must immediately correct unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken (door locks, inoperable smoke detectors, gas leaks. Maintains accurate records regarding preventive maintenance, service requests (received and completed), apartment make-ready status, work in progress, etc. Schedules and performs minor and routine maintenance on all appropriate equipment on a regular basis. Inspects and maintains all tools in excellent condition. Instills a "safety first" attitude not only with maintenance but also with all residents. Follows company guidelines for wearing safety items. Train Janitor's helpers. Assist Manager in completion of annual apartment inspections.

**Requirements**

Full time maintenance experience. Maintain open lines of communication with internal and external contacts for continuing operations and resolution of problems. Internal contacts include company personnel on site, corporate office and residents. External contacts include vendors, consulting engineers and contractors to ensure contracted services are maintained and performed within the guidelines of company standards. Concern for work-safety programs. Ability assist Building Manager in his/her duties. Ability to participate in a standby emergency schedule for evening, weekend, and holiday coverage. Prefer candidates enrolled into SEIU Local 1 Union Courses

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?jid=244596&cid=6648&refid=20140414244596&source=Indeed.com#.U0w3nVVdXF8>

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=1](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1)

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### **Inspection Technician**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs.

Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc.

Performs equipment and vehicle maintenance and keeps maintenance log.

Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance.

Other duties as assigned.

#### Qualifications:

Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training.

Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position. A

bility to operate all company equipment required. Must be capable of heavy lifting. This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=432](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432)

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### **Mechanic Helper**

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

#### **Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### **Qualifications:**

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification.

Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history and a record of (5) years of safe driving.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=483](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=483)

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

#### Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

#### Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **Maintenance Planner - Hourly**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019165

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for administering a preventive maintenance program for a production facility.

Three to five years of related maintenance experience is typically required.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

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## **Merchandiser Seasonal-St. Charles/Elgin/Schamburg**

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV029562

Full or Part Time : Seasonal/Casual FT

### Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age. •Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.\*
- Must provide and maintain a personal vehicle for use during employee working hours.

### Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-st-charleselginschamburg-st-charles-illinois-job-1-4357570>

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment. This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred. This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred.

Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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### **Service Worker**

Location: Joliet

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/ cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Maintain bulletins, fliers and other materials on vehicles as required.

Responsible for routine interior cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Makes all types of service calls and is responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid class "B" Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=273](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=273)

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## **"Material Handler"**

Company: Tremont Technology Group Location: Chicago, IL Date Posted: Apr 10, 2014

**Job Description:** If you have a desire to learn, grow and innovate, you can find purpose and satisfaction at with us, and make a contribution to a greater good. Whether you're interested in medical devices, pharmaceuticals or biotechnology – or all three – we offer the opportunity to explore the path that's right for you. Our combined expertise in these three areas is unique and it differentiates us from other companies in the healthcare industry. Our employees are connected by an enduring commitment to save and sustain lives. It's this higher purpose that binds us as a company and as global citizens. Discover how you can join our company and work in an innovative and exciting place while helping make a meaningful difference for millions of people around the world.

### **SPECIFICATIONS:**

Additional responsibilities include: Perform a safety and mechanical check of the equipment. Set up RF scanner on material mover, loads specialized pallets & assembles (opens/folds/sets pack in its pallet). Driving equipment up & down aisle. Fill orders by stopping at designated locations, climb down, go to bin, pick items, scan items, and puts the items into a container. Place long items on a towed cart. Drive the filled containers to the shipping area. Pick up covers for the containers and place them on top. Unhitch carts that have items that do not fit into containers (lengths of pipe, ladders, garden tools, etc).

**QUALIFICATIONS:** Heavy lifting is involved. Prefer experience with fork lift operation. Must be able to lift up to 70 lbs repeatedly throughout an 8 hour shift. Standing or riding equipment for an entire shift. Accuracy is a must! Interested candidates must be at least 18 years of age, legal to work in the US, and have completed a high school degree or equivalent.

### **HOURS:** Full-time

We are committed to being a rewarding place to work and develop. It is part of our company vision. We recognize hard work with a competitive total compensation package of performance-based pay and comprehensive benefits. And, we pride ourselves on giving our employees the opportunity to advance their knowledge, expand their talents and see their ideas come to life. Our Leadership Expectations are for every employee, every day, everywhere. They provide clarity about leadership, while inspiring and motivating everyone to achieve results.

Apply online at

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## **Inventory Control Production Supervisor (2nd Shift)**

Talent Area: Supply Chain

Location: Niles, IL, USA

Requisition Number : 00020824

Full or Part Time: Regular Employee FT

### Position Description

The Inventory Control Supervisor is responsible for maintaining inventory system accuracy, data integrity, local level audit controls and inventory levels (DSI) to prevent product and/or raw material out-of-stocks.

- Supervise daily counts of full goods/raw materials.
- Supervise weekly counts of ancillary items.
- Assist in reconciliation of inventory variances of full goods/raw materials/ancillary items.
- Review/research status of Open Purchase Orders & Inter-branch Transfers.
- Review SAP/BASIS Reconciliation.
- Review/Report control failures to Plant Manager for immediate course correction.
- Review/Reconcile daily production confirmations.
- Review/Reconcile daily syrup usage reports.
- Review daily product disposition reports.
- Review/Certify Sarbanes Oxley controls.
- Foster/Maintain open communication with sales/route settlement.
- Review/Audit product movement within facilities, i.e. check out/in procedures, breakage write-off process, and product recover/destruction process.
- Report any short dated product to local sales and Plant Manager.
- Hire/Train/Develop inventory analysts.
- Review Day Supply reports for out of stock risks and communicate to Centralized Planning. - Review Raw Material Orders/Delivery Schedule to ensure raw material supply meets production schedule demands.
- High School - GED or Diploma required. - Bachelor's Degree preferred.
- 1+ years general sales experience required.
- 2+ years sales and customer service specific experience preferred.
- Ability to periodically lift, push, pull 50+ pounds, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-production-supervisor-2nd-shift-niles-illinois-job-1-4300077>

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### **Driver Merchandiser - Class A CDL Required**

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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**Job Title Control Center Communications Coordinator / CTA**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Control Center

SALARY TARGET: \$52,026.77

Position Summary: Provides direct communications via phone and text to CTA Management during planned and unplanned service disruptions. Provides direct communications to customers regarding service options through various mediums during planned and unplanned incidents and service disruptions. During normal service conditions, oversees provision of service information to customers (Customer Communications writes the alerts for planned service changes) and status of elevators and escalators. During emergency service conditions, ensures prompt contact with customers is initiated informing them of service options during the onset and through the duration of the disruption. Responsible for disseminating service status information as needed during normal and emergency situations via electronic mediums, including but not limited to web postings, emails, text messages, LED signs, public address announcements and data feeds. Works closely with Control Center and Communications Department to ensure that information being communicated both internally and externally is timely, accurate and consistent.

**Education and Experience Requirements**

Required to possess a minimum of an associate degree and/or previous experience in a similar environment, or a combination of training and experience. Prior experience in the field of Communications is preferred. Must have exceptional written and verbal communication skills. Must be able to work in a high-pressure environment.

Possess knowledge and skills necessary to operate personal computer systems including Internet searches and database retrieval.

Able to handle multiple tasks simultaneously within limited timeframes.

Required to possess the ability to prepare clear, concise messages and disseminate accurate information quickly during a service disruption.

Possess knowledge of CTA bus and rail service.

Must possess a suitable temperament and disposition and strong interpersonal skills necessary to effectively communicate with personnel.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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