



Job Title: Child Protection Specialist  
Agency: Children & Family Services  
Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: 1533016-333865

**Minimum Requirements:**

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

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

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM  
Location: DCFS Joliet Office, 1619 W. Jefferson Street, Joliet, IL 60435  
Supervisor: Vacant  
SUBMIT BIDS TO: Lora Busse-Fleck  
DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506  
Phone: 630.801.3575 Fax: 630.801.3530

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

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**Job Title: Psychologist III**

Agency: Human Services

Closing Date/Time: Thu. 04/23/15 4:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-70-15-0025

Description of Duties/Essential Functions Benefits Supplemental Questions  
Develops behavior intervention programs for the residents at Kiley. Serves as member of habilitation team that establishes habilitation plans including goals and objectives for each resident. Provides guidance and training of staff implementing programs.

**Minimum Requirements:**

Knowledge, skill and mental development equivalent to a doctoral degree in psychology from a recognized college supplemented by two year of professional experience in psychology OR a master's degree in psychology supplemented by five years professional experience.

Work Hours & Location/Agency Contact: Monday - Friday, 8:00 am - 4:30 pm includes one early and one late day each week, plus one weekend day per month.

Contact: Dawn English

Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085

fax: 847-249-0722

**How to Apply:**

Non-State employees submit CMS100 application to Kiley Center and to CMS (address on application) to obtain a qualifying grade.

Current State employees submit a CMS100B to Kiley Center and send a copy to CMS (address on form) to obtain a qualifying grade. Send Bid Form with your application.

You must be deemed qualified by CMS grading and examining. Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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**Job Title: Administrative Assistant I**

Department: OFFICE OF STUDENT LIFE

Shift: 1st

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

Job Number: 2015-0609

Position Highlights: Work/Life: 8:00am – 4: 30pm Monday – Friday

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - [www.rush.edu](http://www.rush.edu)

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

**Position Highlights:**

The Administrative Assistant I will provide administrative functions within the Office of Student Life & Engagement (SLE) and Student Diversity and Multicultural Affairs. The Administrative Assistant I interacts effectively with students and student leaders of clubs and organizations, university staff, and faculty. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required; Associate's degree preferred. A minimum of two years' experience as an administrative assistant working in a University setting preferred. Ability to work independently on multiple tasks simultaneously, focus and perform well under pressure, effectively prioritize, meet deadlines, and maintain confidentiality. Familiarity with the Microsoft Office Suite including Word and Excel. Database management skills; familiarity with Blackboard and Fatwire preferred. Ability to maintain a collegial working relationship with prospective and current students, faculty, and support staff.

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**Job Title: Administrative Assistant III**

Department: MSP Int Med Admin

Shift: 1st

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

Job Number: 2015-0649

Position Highlights: Work/Life: 8:30am – 5pm, no weekends or on call  
Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO. Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - [www.rush.edu](http://www.rush.edu)  
Market Leadership: Considered one of the top nationally ranked hospitals in Illinois  
This highly visible position provides a full range of administrative support to a Vice President of Rush University Medical Center. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Highlights: Under the direction of the Department Manager the Administrative Assistant III is responsible for assisting the Division Chief of General Internal Medicine and the Division Chief of Hospital Medicine in daily operations in accordance with Medical Staff Bylaws, Rules and Regulations, Joint Commission standards and other regulatory requirements; and hospital policies and procedures. Works closely with the Department Manager and assumes any responsibilities as may be requested by the Chairman, Vice Chairs and DOIM Directors. Provides overall administrative support for the Department of Internal Medicine Chairman's suite. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: A High School diploma is required. Bachelor's degree is preferred. Minimum of 5 years administrative experience in a healthcare setting, preferably for senior level leaders. Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently. Must possess strong project and time management skills. Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel. Intermediate to advanced computer skills in Word, Excel, PowerPoint

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**Job Title: Certified Medical Assistant, Dermatology (Westmont, IL)**

Department: MSP Dermatology

Shift: 1st

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

Specialty: Dermatology

Job Number: 2015-0725

Full Time

\*This position is located in Westmont, IL\*

Are you a CMA with a passion for patient care who is seeking:  
A full-time position  
Work at one of the top academic medical centers in America  
To build your career

This could be the right full-time, Certified Medical Assistant position for you!

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of two years clinical experience preferred

Ability to work in a high stress, fast paced environment

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**Job Title: Emergency Department Patient Liaison - Rotating Shift - Part-time**

Department: EMERGENCY ROOM ( ER) -MER

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Social Work/Human Services

Job Number: 2015-0720

General Summary: The Emergency Department Patient Liaison (EDPL) works with the emergency department (ED) attending physician and nursing staff to promote the effective utilization of services and coordination of care for the geriatric, adult, neonatal, pediatric and adolescent patients. The EDPL contributes to the clinical team by assessing and addressing the patient's psychosocial needs while in the ED. The EDPL functions as a liaison between patients and families to the physician and nursing staff to ensure that the patient's psychosocial needs are met.

This is a part time rotating shift, not eligible for benefits.

**Knowledge, Skills and Abilities:**

Minimum of a Bachelor's degree in social work or related area.

Demonstrates the knowledge and understanding of psychosocial implications to adequately address the needs of individuals and families.

Experience or desire to work in healthcare field.

Ability to multitask independently, prioritize workload, and analyze data is required.

Previous experience in crisis intervention is preferred.

Excellent verbal and written communication skills, interpersonal and team building skills. Ability to travel throughout the Medical Center and to be standing or sitting most of the designated shift. Computer skills including Word, Excel, and email.

Please note: The Rush University Medical Center Department of Emergency Medicine is a Center of Excellence in Bioterrorism for the City of Chicago, as such, during times of national emergency this position will be required to perform all duties necessary to coordinate needed care.

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**Job Title: Gift Shop Sales Associate, Part-Time**

Department: Gift Shop

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Customer Service

Job Number: 2015-0520

**Job Description:** The Woman's Board Gift Shop is looking for a part-time Customer Service Associate. This position requires some weekend work.

**Position Highlights:** Provide courteous and efficient service to all customers including patients, visitors, physicians and staff. Exemplify the Rush mission, vision and values and act in accordance with Department and Rush policies and procedures.

**Position Qualifications Include:**

1-2 years retail experience preferred

High School graduate or GED equivalent required

Working knowledge of registers and charge machines

Good communication and math skills

Ability to work with a diverse customer population

Ability to work courteously with many interruptions

Physical ability to perform medium lifting (approx. 20lbs)

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**Job Title: Summer Temporary Alzheimer Cntr**

Department: RES F Alzheimer Cntr

Shift: 1st

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

Specialty: Research

Job Number: 2015-0635

**Position Highlights:**

Under supervision conducts a variety of established functions, including providing administrative assistance for RADC education/recruitment team.

**Position Responsibilities:**

Attends and provides assistance with community events, including event setup (catering arrangements, room preparation) presentation support (handing out presentation materials, assisting with other presentation needs), and event teardown. Prepares correspondence to existing and potential research participants. Collects data via in-person and/or telephone interviews with research participants. Enters data on to computerized forms; edits form, which includes checking data for completeness and accuracy. Assists with internal auditing and chart reviews for research participants. Travel offsite around metropolitan Chicago area may occur. Other projects, as requested.

**Position Qualifications Include:**

High School Diploma/GED Required  
Bachelor's Degree preferred.  
Good organizational skills required.  
Ability to prioritize, good judgment and decision-making skills required.  
Ability to demonstrate an intermediate level of proficiency in computer skills required.  
Ability to work effectively in a multidisciplinary team required.

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### **Full Service Delivery Driver-**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV051485

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-alsip-illinois-job-1-5296280>

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### **Driver Merchandiser Assistant-Part Time**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00032374

Full or Part Time : Seasonal/Casual

### POSITION DESCRIPTION

Responsible for assisting with delivery and merchandising of products.

- Assist driver.
- Unload, merchandise, display and rotate products according to company standards.
- Maintain customer relationships.
- Pick up company property.
- High School diploma or GED preferred.
- 0 to 1 year general work experience required.
- Prior grocery store or consumer product retail experience preferred.
- Ability to operate manual/powered pallet jack or hand truck.
- Ability to obtain manual/powered pallet jack certification.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-assistant-part-time-alsip-illinois-job-1-5272835>

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### **General Laborer, Warehouse Seasonal**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV048821

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.

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## **Maintenance Lubrication Tech**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031845

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

**Accountability:** Position is responsible for the lubrication schedule assigned to machine assets per OEM manufacturing specifications as well as Coca-Cola developed preventative maintenance programs. To meet the standards for PM completion, quality, cost, line efficiency and Safety.

**Technical Skills:** Understands and achieves performance standards: PM completion rate, Safety, Line utilization and Quality. Computer skills for the development of plant specific PM tasking and detailed instructions for critical tasking. Use of basic tools for the disassembly and assembly of drive guarding and drive assemblies requiring repair and or lubrication in a safe manner. Understands basic maintenance practices: Lock out/Tag out, safe operation of common hand tools and shop tools to include but, not limited to drills, grinders and cut off saws. Demonstrate the ability to learn and transfer knowledge to others for the benefit of the department.

### **Team Behaviors:**

Work as a team with maintenance persons and play an active role in the development of the Preventative maintenance program through continuous improvement.

Demonstrate the ability to contribute at departmental meetings and provide feedback for the Development of the PM program and maintenance practices.

Achieves or exceeds targeted results: PM completion. Safety. Improve equipment utilizations (reducing equipment down time related to lubrication and inspections.)

- Refrigeration/HVAC Trade or Vocational certification preferred. - 0-5 years of industrial maintenance experience required. - 1+ years of mechanical/electrical experience preferred. - Prior diagnostic/troubleshooting and preventative maintenance experience preferred. - Previous experience within high-speed industrial environment. - Demonstrated mechanical and technical aptitude. - Basic computer skills. - Ability to follow manufacturers specifications and schematics. - Programmable Logic Control (PLC) knowledge preferred. - May be required to supply hand tools.

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### **Merchandiser Part Time-Buffalo Grove**

Talent Area : Merchandising/Merchandiser

Location : Buffalo Grove, IL, USA

Requisition Number : HV045957

Full or Part Time : Regular Employee PT

#### Essential Functions

Maintains product in Store racks, shelves, displays, and coolers by identifying replenishment needs; transporting product between backroom and display floor with manual equipment (for example, pallet jack, handtruck); utilizing hand tools; replenishing, facing, and rotating product; building, changing, and taking down product displays; maintaining product signage; cleaning product space; and securing damaged or defective product.

#### 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 infl 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.

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**General Laborer, Warehouse-Part Time (7:00 pm to 3:30 am M-F)**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV051213

Full or Part Time : Regular Employee PT

**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 any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

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## **Delivery Driver**

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV048010

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus. 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 CDL 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 any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at

<http://www.enjoycareers.com/en/jobs/descriptions/delivery-driver-chicago-illinois-job-1-5291331>

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### **Product Delivery Driver**

Talent Area : Transportation/Driver  
Location : Chicago, IL, USA  
Requisition Number : HV047413  
Full or Part Time : Regular Employee FT

#### **POSITION DESCRIPTION**

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!  
All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

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 CDL 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.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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### **Maintenance Mechanic - Niles, IL**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00032047

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
  
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
  
- Perform equipment change-overs and production line set ups.
- Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
  
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
  
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
  
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-il-niles-illinois-job-1-5272061>

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### **Route Process Administrator**

Talent Area : Finance

Location : St Charles, IL, USA

Requisition Number : 00032336

Full or Part Time : Regular Employee FT

**POSITION DESCRIPTION:** Performs pre-settlement and/or cashing duties in a Distribution Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load)
- Review and verify end of day driver paperwork
- Run daily route status report to verify that all delivery routes settled
- Send messages to route accounting department regarding settlement issues
- Check in and check out (COCI) messages
- Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.)
- Perform cashing duties including ensuring Fed-Ready status of deposit
- Ensure security of route cash - Validate proper use of cash drop log
- Receive and verify full service bag count. - Count full service cash and finalize handheld - Prepare driver paperwork for Imaging - Maintain driver compliance logs as necessary (DOT, DVR, etc) - Maintain cash reconciliation and driver deposit log
- Maintain records in BASIS route accounting system - Review settlement exception reports and resolve issues - Prepare deposit for pick up by armored car service
- Troubleshoot handheld issues impacting settlement
- Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items - 10% Driver Audit as required by Internal Control - Research Mail Checks, print backup and code in Payment Manager
- Maintain Missing Documents Log - High School - GED or Diploma required - Some college preferred - 2-5 years experience in automated office environment required
- Experience using BASIS route accounting system preferred
- Experience in cash room environment preferred
- Basic computer and database application skills
- Accurate data entry - Strong organizational skills
- Physical Requirements: Sitting (80%), bending, walking and kneeling. Occasional lifting of up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/route-process-administrator-st-charles-illinois-job-1-5288239>

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## **Merchandising Supervisor - US - St. Charles, IL**

Talent Area : Sales

Location : St Charles, IL, USA

Requisition Number : 00032182

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

Work days are Tuesday through Saturday.

Responsible for maintaining merchandising standards within a designated geographic area. This position is responsible for >5mm cases.

- Staff, train, evaluate and develop team members.
- Supervise the daily sales and merchandising activities.
  
- Schedule team members to meet the demands of the business.
- Visit accounts to monitor adherence to merchandising standards.
- Manage within labor and OPEX budget
  
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years experience in consumer products required.
  
- Requires experience managing people/budgets.
- 1+ years supervising distribution/delivery staff.
  
- Prior beverage industry experience preferred.
- Computer and database application skills.
  
- Familiarity with DOT regulations preferred.
- Ability to operate a manual/powered pallet jack or lift product.
- Valid driver's license and driving record within MVR policy guidelines, pallet jack certification as 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/merchandising-supervisor-us-stcharles-il-st-charles-illinois-job-1-5260307>

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**Job Title: Program Integrity Auditor II**

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 04/28/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0606

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration; requires one year of experience such as could be acquired as a Program Integrity Auditor I and satisfactory completion of an agency-sponsored program integrity training program; requires extensive knowledge of program integrity review theory and procedures; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Medicaid Integrity

401 South Clinton, 5th Floor, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel, 412 North 5th Street, Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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