



**Executive Assistant - COO and SVP/Development**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Non-Exempt      Hours: FULL-TIME

**Position Summary:**

The Executive Assistant to the COO & SVP/Development is an entry level position that provides administrative support to the Development department and COO, ensuring the smooth and efficient daily operations of staff and institutional resources. He or she is also responsible for the stewardship of donors; arranging site visits, lunches, meetings and tours. The Development Assistant plays an integral role in the overall success of the department.

**Special Projects**

- Support Development/COO with special projects, mailings, tours, events or other activities that relate to donors or prospective contributors. Prepare and send proposals as directed. Scan all donor/prospective donor correspondence into Raiser's Edge.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:** Two years of college level work required. BA or BS in related field preferred.

**Experience:** Minimum of one year in an office environment. Previous experience in an administrative support role with a demonstrated ability to be proactive, work independently, and accomplish results in a high-level service environment is preferred.

**Skills:** Strong organizational, interpersonal and verbal/written communication skills are essential. Professional presentation required along with ability to handle stressful situations and manage multiple projects effectively. Must be proficient in Word and Excel and have good record-keeping experience. Raiser's Edge experience preferred. Similar experience in the Development field is desirable, as is experience working with senior executives.

Occasional evening, early morning or weekend work required.

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**CONSERVATION POSTDOCTORAL RESEARCH ASSOCIATE: Great Lakes Crayfish**

Location: Chicago, IL      Education:  
Experience:      Salary: Unspecified  
FLSA Status: Exempt      Hours: FULL-TIME

**Position Summary:**

This is a joint postdoctoral position with the Notre Dame Environmental Change Initiative with the objective to investigate the current and future impacts of biotic (e.g. non-native competition) and abiotic (e.g. climate change) stressors to invertebrate communities in the Great Lakes region. Research will lead to broad management implications for native species in general and crayfish in particular. The selected candidate, with guidance from both Shedd and Notre Dame supervisors, will be responsible for developing a robust research program of their own design. Research is expected to be multifaceted, inform resource managers, and advance conservation and sustainable management.

**Qualifications: EDUCATION Minimum: Ph.D.**

**Preferred: EXPERIENCE**

Minimum: 2 years managing a field research program.

Preferred: 4 years managing a field research program in the Great Lakes region.

**LANGUAGE SKILLS**

- Ability to read and comprehend complex instructions given from written and oral sources.
- Ability to write complex correspondence.
- Ability to effectively present information to top management, employees, the public.
- Ability to read, write, speak and comprehend English fluently.
- Ability to communicate effectively to supervisor.

**MATHEMATICAL SKILLS**

- Ability to understand and employ complex statistical applications and software.

**COMPUTER SKILLS AND ABILITIES**

- Expert level of knowledge of word processing software, presentation software, and statistical software.

**Work Environment:**

- Water - Exposure to the elements in an outdoor/wilderness setting
- Extended periods in the field and away from the office

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### **Customer Data and Reporting Associate**

Location: Chicago, IL      Education: College Graduate

Experience:      Salary: Unspecified

FLSA Status: Non-Exempt      Hours: PART-TIME

#### Position Summary:

This is a part-time, hourly position. The Constituent Services team is a 7-day operation. All members of the team will be cross-trained to assist in all functions. Hours may vary, and the individual must be willing to work weekends and holidays regularly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate commitment to Shedd's vision, mission and values.
- Data Management and Reporting
- Model best practices in constituent data management and provide training and support to other departments. Utilize Shedd's database, Tessitura, as well as Microsoft Excel, T-Tables, and other reporting methods to present data in an accurate and concise manner.
- Work closely with all departments throughout the Aquarium to understand reporting and list pull needs. - Assist with quality control for data entry.
- Attend and participate in bi-weekly meetings. Other duties as assigned in support of other areas of the department when needed, including cross-training throughout the department including Customer Service on the phone and in person.

#### Qualifications:

Excellent written and verbal communication, organization and interpersonal skills. Experience with Tessitura strongly preferred. Computer literate in Microsoft Office suite. Flexibility to react quickly to changing priorities and tasks. Ability to work with people in all stations of life (including civic/corporate leaders, major donors, members, support staff etc.). Detail oriented. Ability to make decisions under pressure and independently. Ability to multi-task and adhere to deadlines. Must be a great team player.

Experience: Minimum of 1-2 years in reporting and analytics required with a demonstrated ability to be proactive, work independently and accomplish results in a high-level service environment. Similar experience in a museum or cultural institution is desirable

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**Customer Services Specialist**

Location: Chicago, IL      Education: College Graduate

Experience:      Salary: Unspecified

FLSA Status: Non-Exempt      Hours: PART-TIME

Position Summary:

As an integral part of the Aquarium's central information hub, this individual will provide an elite level of service to guests and other teams within the Aquarium. Each team member actively engages guests both in person and over the phone, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Constituent Care Specialists ensure that reservations and sales are processed accurately and support internal operations of the Aquarium through reporting and data management.

This is a part-time, hourly position. The Constituent Services team is a 7-day operation. Hours may vary, and the individual must be willing to work weekends and holidays regularly.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications:**

Excellent written and verbal communication, organization and interpersonal skills. Strong customer service skills required. Computer literate in Microsoft Office suite. Experience with ticketing and/or fundraising software preferred. Flexibility to react quickly to changing priorities and tasks. Ability to work with variety of constituents (including civic/corporate leaders, major donors, members, guests, support staff etc.). Detail oriented. Ability to make decisions under pressure and independently. Ability to multi-task and adhere to deadlines. Must be a great team player.

Experience: Minimum of 1-2 years in a customer service position required with a demonstrated ability to be proactive, work independently and accomplish results in a high-level service environment. Similar experience in a museum or cultural institution is desirable. Frequent evening and/or weekend hours required.

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**Guest Experience Ambassador -- Seasonal -- Spring and Summer**

Location: Chicago, IL Education: High School Graduate or GED

Experience: 1 - 2 Years Experience Salary: up to \$9

FLSA Status: Non-Exempt Hours: PART-TIME

**Position Summary:**

As a guest experience ambassador you will be part of our guests' total experience. Guest experience ambassadors can be the primary contact for all guest interaction within the aquarium. Each team member actively engages the guest, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Operationally, the guest experience ambassadors monitor assigned areas for traffic flow and safety concerns. All team members act as role models for outstanding customer-service standards, both within the department and within the aquarium.

**Shedd Customer Service Expectations:**

Embrace and actively practice Shedd's 4 FUNdamental customer-service standards on a daily basis: 1. Make a great first impression: Smile, uniform in order, eye contact. 2. Engage each guest: Greeting of "Hello!", "How can I help you?" 3. Be the solution: "Let me show you where!" or "I will find the answer." 4. Show pride in Shedd: Share Shedd stories with guests. Actively greet and welcome guests to the aquarium.

Engage all guests while offering and selling appropriate ticketing options to best meet the needs of the guests. Make it a personal policy that no guest is left with an unanswered question or concern. Accurately input ticket information and balance all receipts at the end of each shift. Attend and actively participate in daily shift meetings.

Describe Experience: 1 - 2 Years Experience

Qualifications: Retail, attraction, or customer-service experience in a high-volume environment. Previous ticketing system or cash handling experience preferred. Performance or theatrical background a plus. Fluency in multiple languages is also desirable. The guest experience must be the highest priority. Ambassadors must be outgoing, dynamic and enthusiastic. Must have reliable cash-handling track record or experience. Must have the ability to multi-task, have good verbal and written communication and be friendly and personable to all; embracing the multicultural differences of our guests. Must be willing to work weekends and holidays (varied hours).

This is a seasonal (or temporary) position to help with the busy spring season.

Positions will begin sometime in the end of April 2014.

Physical Demand: May be required to stand or sit for long hours.

Work Environment: May be required to work outdoors.

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**Presentation Specialist - Full Time**

Location: Chicago, IL

Education: High School Graduate or GED

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

**Position Summary:**

Narrates Shedd's Oceanarium Amphitheatre shows as well as provides expert interpretation of Shedd's exhibits and collections for guests through educational programs that include, habitat chats, Caribbean Reef dive presentations, and impromptu guest interactions within assigned zones.

**Responsibilities and Duties:**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Qualifications:**

Education: High School Diploma or Equivalent

**Experience and Requirements:**

- Minimum two years required, three years preferred experience in education or theater.
- Experience delivering programs to a variety of audiences in a museum, zoo or aquarium setting preferred.
- Background in aquatic science and/or biology preferred.
- Must be enthusiastic and have excellent public speaking skills and science teaching aptitude.
- Must have good vocal control with the ability to speak publicly for many hours each day without loss of voice.
- Must be able to spend majority of the day on one's feet.
- Must maintain an active schedule throughout the day.
- Working one weekend day per week and holidays as assigned, is required.

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## **Coordinator, Communications and Public Relations**

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt Hours: FULL-TIME

### Position Summary:

This is a full-time Coordinator, Communications & Public Relations position. This position works directly with the Manager of Communications and Public Relations to implement daily public relations strategies and tactics that position Shedd Aquarium as the top cultural attraction in Chicago and the country, as well as a leading global conservation organization worldwide.

### Responsibilities and Duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Qualifications:

#### Education:

Bachelor's degree in communications-related field emphasizing public relations and writing skills.

#### Experience:

Minimum 5 to 7 years of competitive experience in public relations field emphasizing media relations, project management.

Preferred: Experience with public relations agency or conservation and animal-related public relations strongly preferred.

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### **Database Analyst**

Location: Chicago, IL

Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

#### Position Summary:

The DBA position works directly with Business Users to analyze their needs, explore solutions, and implement the best solution. These "solutions" will take the form of SQL queries, stored procedures, reports or configuration, or customization to the Shedd core packaged software suite (e.g. Great Plains). ? The ability to tailor solutions to support our business is crucial to this role.

#### Describe Experience:

Minimum of 4-7 years' experience in Information Technology or in a related position.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience in Writing T-SQL scripts and complex queries
  - Experience working with Microsoft SQL Server 2003, 2008 and newer
  - Experience mapping and understanding database schema
  - Experience performing back-up, recovery and restoration of large datasets
  - Proficient in writing database triggers, stored procedures, SSIS (integration services), SSRS (reporting services) and DTS (data transformation services) Great Plains, The Raiser's Edge, Forecaster and Management Reporting
- Background in Accounting or Finance is highly desirable.

Education: Bachelor of Science in Information Technology or Computer Science with a concentration in Database Administration, or an equivalent combination of education and training.

#### Experience:

- Minimum of 4-7 years' experience in Information Technology or in a related position.
- Minimum of 2 years supervisory experience of Information Technology personnel.

Certifications: SQL Certification from Microsoft is preferred.

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## Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

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### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

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### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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## **In-Patient Coder**

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### **Description:**

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

### **EOE**

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### **Requirements:**

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Marketing Assistant

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### Description:

The Assistant of Marketing Outreach is responsible for supporting the development and implementation of marketing strategies, including advertising, community outreach, media relations, publication development, Website administration, special events, writing, graphic design, social media and other duties as directed by the Manager of Marketing Outreach and/or the Director of Planning and Development. S/he is expected to contribute to the development and implementation of internal and external communications relating to Hospital public/media relations and other communications needs.

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### Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of two (2) years of relevant experience in a marketing or communications role. Healthcare background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

### EOE

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### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Dental Assistant

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### Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

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### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Manager of Dental Clinics

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### Description:

The Manager will be responsible for ensuring efficient and effective administrative and operational activities of the Dental Center. These activities include staff management, inventory control, regulatory compliance, quality control, patient management, policy and protocol development and data collection. S/he will assist the Director in identifying areas for improvement and developing the outcome measurement, analytics and improvement process. The Manager is responsible for collecting and reporting metrics required by regulatory agencies and/or internal management. The individual in this position will organize, facilitate and/or coach employees in conducting performance improvement. The Manager will be knowledgeable and demonstrate strong skills in the use of performance improvement, quality assurance and change management techniques. Know the practice mission, long-term business plan and short-term goals. Assist the Director and/or Dentist with other tasks as assigned. Assist office staff in delivering their duties; maintain cordial relations among staff; and assist in workflow.

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### Requirements:

- \*Bachelor's degree in Business Administration or related field
- \*Licensed Dental Hygienist
- \*Minimum of two (2) years of supervisory experience in a dental office with multiple clinics/programs
- \*Minimum of one (1) year of accounting and insurance billing experience
- \*Minimum of one (1) year experience in dental practice software
- \*Knowledgeable of Microsoft software products. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Mental Health Worker**

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### **Description:**

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

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### **Requirements:**

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Social Worker**

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## Pharmacist Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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**RESIDENT / NON RESIDENT - CUSTOMER SERVICE - WRIGLEYVILLE CHICAGO  
- \$9.50 / HR + BONUS-140472**

**Description**

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

**BENEFITS**

- Hourly rate of \$9.50
- Opportunity to earn a raise of \$.50 per hour after six (6) months of employment
- Opportunity to participate in our performance-based incentive program after six (6) months of employment
- On-site paid company housing at many locations if/when available
- Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.
- Medical/Dental/Vision, Life Insurance, STD and LTD
- 401(k) With Matching Contributions
- 15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one (1) year of Customer Service and/or Sales experience
- Energetic, outgoing, customer oriented personality
- Strong communication, interpersonal and problem resolution skills
- Enjoys and easily operates independently or as part of a small team
- Detail oriented with strong organizational and time management skills
- Some knowledge of computers in a windows environment
- Valid driver's license with access to reliable transportation used during the work day
- Willingness to work in multiple locations
- Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays
- Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
- Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl>

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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Part Time Sales Associate**

Job ID 2014-2793

# Positions 2

State IL

City Chicago

Posted Date 3/16/2014

Category Retail Sales - Sales Associate

### Responsibilities:

Business Acumen

Drive Top Line sales to achieve and exceed personal and store goals

Ensure all funds and merchandise are handled according to Company policy and procedure; Assist in the scheduling of 12 shoe parties a year

Effectively manage merchandise

### Customer Experience

Ensure optimal customer service and brand recognition through the Customer Experience; Serve as product knowledge expert to educate customers including Focus Styles and Technology; Successfully model the Company values

Drive VIP enrollment to enhance brand loyalty

### Operations

Assist in merchandising, display maintenance, and visual changes to enhance the Brand

Assist in replenishing floor stock; Ensure the neatness, maintenance and cleanliness of the store. Ensure drags are returned to their appropriate place in the stockroom

### Qualifications:

High school diploma or equivalent

6-12 months years prior retail experience

Excellent communication skills, both written and verbal

Strong interpersonal skills

Ability to apply retail math principles

Excellent computer skills and ability to use a POS system

Proven ability to be flexible and adapt to the needs of the business

Detail oriented; consistently meets deadlines

Must be able to lift 30 lbs, pushing, pulling, bending and stretching frequently

Please include salary requirements when applying.

Aerosoles is an EOE.

Apply online at [http://www.aerosoles.com/eng/aboutus/careers\\_search.cfm](http://www.aerosoles.com/eng/aboutus/careers_search.cfm)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others