



Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-808448
Posting Date: 5/19/2014
Shift: Flexible
Status: Part Time

Bring your passion for fashion to today's Burlington Coat Factory. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation.

We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby.

Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

Direct Supervisor Job Requirements - Internal Use Only -

Our ideal candidates will be self motivated, team players, who have the desire to succeed.

We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4455503>

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Receiving Associate

Location: Chicago, IL
Requisition ID: 838-807248
Posting Date: 5/14/2014
Shift: Flexible
Status: Part Time

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area; Clear processed garments/cartons to staging areas
Ensure the truck is unloaded; Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler
Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4446916>

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Shoes Associate/Clerk

Location: Chicago, IL
Requisition ID: 557-807591
Posting Date: 5/15/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/shoes-associate-clerk-chicago-illinois-job-4449641>

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Youth Associate/Clerk

Location: Harwood Heights, IL

Requisition ID: 746-808239

Posting Date: 5/19/2014

Shift: Flexible

Status: On Call

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements

Assist in floor moves, merchandising, display maintenance, and housekeeping

Assist in processing and replenishing merchandise and monitoring floor stock

Aid customers in locating merchandise

Communicate customer requests to management

Assist in completing price changes as a member of the mark-down team

Participate in year-end inventory and cycle counts

Assist in ringing up sales at registers and/or bagging merchandise

Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few. Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/youth-associate-clerk-harwood-heights-illinois-job-4456936>

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Baby Depot Associate

Location: Melrose Park, IL
Requisition ID: 523-809654
Posting Date: 5/19/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise. Communicate customer requests to management. Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/baby-depot-associate-melrose-park-illinois-job-4456076>

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PUBLIC SAFETY OFFICER I - OAK FOREST HEALTH CENTER

Job Number: 00115861

Job Posting: May 21, 2014, 10:44:42 AM Closing Date: Jun 4, 2014, 11:59:00 PM

Full-time Collective Bargaining Unit: FOP 211/239/249

Posting Salary: \$17.968

MINIMUM QUALIFICATIONS

A high school diploma or G.E.D. Certificate is required. (Must provide proof at time of interview). Must possess a valid Illinois Driver's License. (Must provide license at time of interview). Must possess a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois. (Must provide original card at time of interview).

Must be 21 years of age or older at the time of application. (Must provide original birth certificate at time of interview). Must not have been convicted of a felony or misdemeanor offense. This position will require candidates to successfully complete the screening or examination processes including a drug screening, physical, psychological exam, and power test as well as successfully completing a police training academy.

Candidates must pass the State of Illinois Local Government Law Enforcement Officer's Certification Exam, in accordance with the standards established by the Illinois Law Enforcement Training and Standards Board. Successful completion of the Illinois State Fire Marshal training by receiving Certification as a Firefighter II. Certification in Basic Training Course for Cardiac Pulmonary Resuscitation (CPR).

KNOWLEDGE, SKILLS AND ABILITIES ·Ability to make sound judgments relating to law enforcement, fire extinguishment, and security situations. ·Ability to learn and understand applicable local, state, and federal statutes and ordinances. ·Ability to understand and obey orders and function within the guidelines, rules and regulations governing Cook County employees and the Stroger Hospital Police Department. ·Knowledge of existing Labor agreement between the County and this position's bargaining Unit, Hospital and Department policies and procedures. ·Ability to read and write English and to communicate effectively. ·Ability to prepare and maintain precise, clear and accurate reports. ·Ability to be in good physical condition in order to withstand extensive walking, standing, occasional physical exertion, exposure to frequent stressful situations, and extreme weather conditions. · May be required to work weekends and holidays and other shifts as assigned.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=96720&src=JB-10320>

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Title Site Supervisor

Requisition Number 14-0282

Post Date 5/21/2014

City Chicago

State IL

Description Security Industry Specialists, Inc. (SIS) is a leading boutique security services company that provides security services to some of the most valuable Fortune 500 companies in the world. We specialize in providing tailored security management solutions that are designed to meet each one of our client's individual needs.

The Security Supervisor manages overall field services, operations and functions in assigned area including post reviews, Specialist inspections, emergency response, post order compliance reviews and special projects as assigned. The Security Supervisor must perform all duties in accordance with client policies and procedures and all state and federal regulations. The Security Supervisor reports directly to the Director of Operations.

Minimum Qualifications and Requirements

- AA or BA degree preferred
- Minimum 4 years related safety/security or concierge level customer service experience
- Must complete and maintain state Guard Certification as prescribed by presiding state law, as well as all client requested certifications; all documentation and fees are the responsibility of the employee unless otherwise noted
- Requires a thorough knowledge of security procedures, life-safety, and business continuity
- Demonstrated analytical and problem solving skills
- Must possess advanced skills and professional experience in the areas of people and conflict management with tact and discretion
- Investigations proficiency and experience in conducting investigations, interviewing and report writing
- Must be flexible and possess the ability to function in stressful situations
- Excellent time-management, communication, technical writing, presentation development, facilitation, and organizational skills required
- Must possess the ability to effectively communicate with all levels of management
- A dependable team player with business maturity, enthusiasm and a positive attitude

Private Security Contractor #119.001342

Apply online at

https://rn11.ultipro.com/SEC1004/JobBoard/JobDetails.aspx? ID=*B701487C88BEC2D5

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Job Title: Executive Assistant

Full Time or Part Time:

Description:

We are looking for an Executive Assistant who will handle a wide range of administrative and executive support for multiple people.

Demonstrating professionalism, solid judgment, discretion, and effective written and verbal communications, this person must be proactive in anticipating and prioritizing the business needs.

Skills

- Excellent knowledge of and skills in Microsoft Office products- Outlook, Word, Excel, PowerPoint.
- Excellent verbal, written and interpersonal skills.
- Strong organizational, analytical and problem-solving skills.

Qualifications / Requirements:

Experience, Education and Behaviors

- Must represent The Potbelly Advantage and Our Values.
- College degree or equivalent experience.
- 6-8 years of previous experience in dealing with confidential information and with senior management.
- Excellent skills Microsoft Office, especially in Word, Excel and PowerPoint.
- Communication skills. Must have extremely strong written and oral communication.
- Presentation and attitude. Must be professional, presentable, positive and nice.
- Sense of urgency. Must be able to work within deadlines and execute in a fast-paced environment. Must be able to manage multiple projects at the same time and be flexible to work extended hours as needed.

Apply online at

<https://www1.apply2jobs.com/Potbelly/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=49&sid=15>

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Rep 2, Cust Service Center - Chicago/Milwaukee Ave

Job ID: 56623

Chicago, IL

Sales

Job Description

Business Unit: Retail/Counter Sales and Cashier

Job Summary:

Responsible for promoting and selling Comcast products and services to both new and existing customers while engaging with them in a retail store location. Communicate effectively with customers to inform them of the features, benefits, and use of all products and services. Educate and assist them on their purchase decision and offer the best possible technology solution to meet their needs. Explain and illustrate the advantages of their purchase decision and place an order on their behalf while they are inside the retail store. Demonstrate strong customer-focused service, both on and off the sales floor, and transform every customer interaction into a positive customer experience. Provide effective collaboration with other Comcast employee's and exhibit strong skills in the areas of relationship-building and sales presentation.

- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
- Other duties and responsibilities as assigned.

Job Specification:

- High School Degree or Equivalent
- Generally requires 1-3 years related experience

Other responsibilities include helping customers with any concerns they may have with their products or services. These concerns may include, but are not limited to, billing discrepancies, service disruptions, and general service inquiries. Comcast realizes that sometimes things aren't perfect; however you will be able to resolve these issues first-hand, and help the customer leave the store much happier than when they arrived.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <https://comcast.jibeapply.com/jobs/56623>

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Part Time Sales Support Representative Chicago 95Th & Western

Location: Chicago, IL

AT&T

GENERAL ESSENTIAL FUNCTION WHICH ARE NORMALLY REQUIRED:

Customer Experience and Sales · Deliver AT&T's "Our Retail Promise" · Welcome customers to our store, coordinate check-in process and customer flow · Function as a customer experience advocate · Assist with sales when needed
· Work in a team environment to meet and exceed assigned goals

Store Operations (*may or may not be required in all locations)

· Inventory management – including counts, ordering, maintaining, receiving, returning, tracking and securing equipment and supplies · Perform operational tasks to maintain audit-ready status in store at all times · Prepare bank deposits · Balance cash drawer · Process and prepare paperwork for recordkeeping and report generation
· Assist with store merchandising

MINIMUM REQUIREMENTS:

· Perform the following with reasonable accommodation:
o Work flexible hours (including evenings, weekends and holidays)
o Stand for long periods of time
o Ability to lift up to 25 pounds
o Operate a personal computer, wireless equipment, copier and fax
o Work in other locations as the needs of the business dictate what may be required
o May be required to wear a uniform or company apparel as designated by management

PREFERRED QUALIFICATIONS:

· Associate Degree · 1+ years of relevant work experience · Telecommunications industry knowledge · Excellent interpersonal, verbal and written communication skills and attention to detail · Strong working knowledge of computer systems/software and computerized billing · Strong customer service skills · Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1442302

Apply online at <http://connect.att.jobs/us/united-states/retail/jobid5423144-part-time-sales-support-representative-chicago-95th-%EF%B9%A0-western?apstr=src%3DJB-12021>

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Cashier Team Member

Date: 05/19/2014

Location: Chicago, IL

Job Number: 3596212

Description: Provide fast, fun and friendly checkout service. Resolve guest concerns in a positive, helpful manner. Work as part of a team. Know REDcardSM messaging and solicit guest registrations.

Requirements: Use excellent guest service skills. Handle money, refunds and exchanges. Learn new technology. Read labels and other product information. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/us/chicago/store-hourly/jobid5428094-cashier-team-member?apstr=26src%3DJB-10182>

External Job Title: Cashier PT-Marianos

Qualifications/Requirements:

Ability to provide friendly and fast customer service.

External Job Description:

Cashiers/Cash Handlers are the goodwill ambassadors for the store, as you are the critical last point of contact for our customers. "Friendly" and "fast" are key to this position as customers look for those attributes at checkout most often. All cashiers are trained to perform checkout procedures including the proper handling of groceries and operation of an electronic scanning point of sale register. As a cashier, you will be expected to sincerely greet each customer, speak with them while efficiently scanning items, announce the total, take payment, provide correct change and POS-generated paper/receipts and bag the customer's groceries. Additionally, cashiers may perform other duties such as ordering, bagging, stocking and displaying merchandise.

Apply online at

<https://www1.apply2jobs.com/Roundys/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=444&sid=88>

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Career Opportunities: Cashier (80082)

Req ID 80082 - Posted 05/20/2014 - Store - Midwest - IL, Chicago - Gold Coast (10107)

DUTIES:

- Give every customer immediate and undivided attention. Follow through on all Customer questions and requests. Surprise and delight the customers with consistent, delightful service.
- Assist supervisors in controlling customer flow and backed up lines; help to reduce waiting time for customers
- Follow proper procedures for customer check out, handling of tenders, use of tares, sales of alcoholic beverages, and use of PLUs and UPCs
- Follow all cash handling procedures; Understand, meet and exceed regional cashier variance policy (CVP)
- Keep the Customer Service department clean, well stocked, and organized, change tapes and ribbon as needed, sweep floors and maintain sweep logs
- Follow and comply with all applicable health and sanitation procedures and adhere to safe work practices
- Follow established procedures to report errors in retail pricing or signage
- Support global, regional, and store programs
- Answer department telephone calls and pages quickly and with excellent phone etiquette
- This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned by leadership.

REQUIREMENTS:

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

Apply online at

https://career4.successfactors.com/career?company=WFM&career_job_req_id=80082&career_ns=job_listing&navBarLevel=JOB_SEARCH&jobPipeline=Indeed

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Customer Service Specialist - Cashier Job

Best Buy

Date: May 20, 2014

Location: Chicago, IL, US

Auto req ID: 180149BR

Brand: Best Buy

Employment Category: Part Time

Job Level: Entry Level

City: Chicago

State: IL

Description:

A Customer Service Associate facilitates a variety of transactions and customer interactions, including returns, exchanges, trade-ins, recycling, defective products and repair questions. They partner with other employees, including Geek Squad, to ensure customer needs are met end-to-end.

As a Customer Service Specialist you will:

Partner with other employees to ensure customers' end-to-end needs for are met and that no customer is left unserved or underserved.

Provide friendly, fast, and accurate processing for all customer transactions at the front lanes and customer service while providing velocity solutions to customers.

Develop strong relationships with customers by becoming a trusted advisor and partner in assisting them in making technology more functional in their lives.

Utilize all relevant sales tools (including Path to Excellence) to assist profitable growth drive and exceed department and individual goals.

Help answer questions and resolve customer issues.

Engage customers using Best Buy Selling Skills while providing fast and friendly processing of all transaction types

What are the Professional Requirements of a Customer Service Specialist?

Basic Qualifications: High School Diploma or equivalent
3-6 months experience working in customer service or sales

Preferred Qualifications: 1+ years retail experience

Location Number: 001777-Kennedy Expressway at Belmont-Store

Apply online at http://www.bestbuy-jobs.com/job/Chicago-Customer-Service-Specialist-Cashier-Job-IL-60290/63358600/?feedId=372&campaignId=23&utm_source=Indeed

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Job Title: Assignment Coordinator

Agency: Corrections

Closing Date/Time: Wed. 06/04/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,577.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: IDOC29-00-14-0109

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a master's degree in one of the behavioral sciences; requires 2 yrs professional experience in an adult correctional facility or related field; requires extensive knowledge of the principles and policies of the Department of Corrections; requires working knowledge of administrative practices and techniques; requires ability to make comprehensive reports in both individual case situations and programs; requires working knowledge of the functions of state government and the character relationships between departments and between state and other levels of government; requires understanding of the social values, attitudes and psychology of criminal offenders.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am – 4:30pm Monday – Friday

Work Location: Illinois Department of Corrections

1301 Concordia Court Springfield, IL 62794

Agency Contact: Shae Bruce / Public Safety Shared Services Center

IDOC 1301 Concordia Court, PO Box 19277 Springfield, IL 62794

Phone: 217-557-6015

How to Apply:

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

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Job Title: Environmental Protection Specialist I

Agency: Agriculture

Closing Date/Time: Wed. 06/04/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: IDOA 1553

Minimum Requirements:

Requires the knowledge, skill and mental development equivalent to the completion of four years of college with coursework in the physical, life or environmental sciences. Requires one year of professional experience in pollution abatement or a related field. Requires working knowledge of modern inspectional and investigative techniques and procedures. Requires working knowledge of modern environmental control systems, facilities, techniques and procedures. Requires working knowledge of state laws, rules and regulations as pertaining to environmental protection or pollution abatement. Requires ability to prepare comprehensive, technical and scientific reports of field investigations and/or inspections. Requires ability to analyze and interpret the scientific data of plans for facilities, installations and equipment. Requires ability to establish and maintain working relationships with municipal officials, facility operators and owners, plant managers, or their representatives. Requires ability to interpret pertinent state laws, rules, regulations, policies or procedures of the agency to individuals and municipal bodies. Requires ability to operate field equipment, Hach field kit, real time analyzer, sound level meters. Requires valid Illinois driver's license.

Work Hours & Location/Agency Contact:

Work Hours: 8:00 a.m. - 4:30 p.m.

Work Location: John R. Block Building, Illinois State Fairgrounds

Contact: Brent Eggleston, Bureau of Human Resources

217/785-5099

How to Apply:

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

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Job Title: Human Resources Representative

Agency: Juvenile Justice

Closing Date/Time: Wed. 06/04/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DJJ27-00-14-6086

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Deputy Director of Aftercare (SPSA), serves as unitary personnel generalist for the Aftercare Division, providing a variety of professional personnel services in administering the State of Illinois Personnel System; works with Aftercare Management/staff and Agency officials in actions involving the Personnel Rules, Classification Plan, Pay Plan, contracts, Retirement Program and other personnel administrative programs and activities; makes decisions and execution within the limits of established rules, regulations, policies and operating procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program; requires working knowledge of Illinois state government; requires working knowledge of the Personnel code, Rules, Position Classification Plan, Pay Plan, collective Bargaining Contracts, departmental policies and procedures.

Work Hours & Location/Agency Contact: Work Hours: 8:30am – 5:00pm Mon – Fri

Work Location: Department of Juvenile Justice

707 North 15th Street, Springfield, IL 62702

Agency Contact: Shae Bruce / Public Safety Shared Services Center

IDOC 1301 Concordia Court, PO Box 19277 Springfield, IL 62794

Phone: 217-557-6015

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

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Part-Time Clerical

Posted Date 5/15/2014

Requisition # 18070

Functional Title Part-Time Clerical Position

Type Part-Time

Salaried/Hourly Hourly

Department The Women's Center Campus Lincoln

General Summary

The Part-time Clerical position will support the Women's Center staff, to perform duties that help accomplish the day-to-day goals of the Center.

Principal Duties and Responsibilities

- Basic clerical duties; to include: reception (working at the front desk), filing and photocopying.
- Answer phones.
- Word processing.
- Data entry.
- Perform other duties as assigned according to assist: Publicity and Marketing Coordinator, Resource and Referral Coordinator and the Student Organization Liaison(s).

Minimum Requirements

- 2-3 years of previous office experience.
- 2-3 years of previous related work experience.
- Basic to intermediate word processing/database computer knowledge.
- Strong communication skills.

Preferred Requirements:

- Demonstrated interest in women's issues and advocacy.

Salary & Benefits:

Required Background Screening:

All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18070/part-time-clerical/job>

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Part-Time Research Assistant

Posted Date 5/16/2014

Requisition # 18068

Position Type Part-Time

Salaried/Hourly Hourly

Department Center for Community Research

Campus Lincoln Park Campus

Location US-IL-Chicago

General Summary

This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued.

The Part-Time Research Assistant will report to the director of the Center for Community Research. This position will help the director and the project directors of the department with tasks, as needed. The hourly rate for this position is \$10.99/hour, up to 25 hours per week.

Minimum Requirements

- College degree or higher-level course work in Psychology.
- Interest in gaining experience to pursue a higher level of education.
- General computer knowledge and basic knowledge of Microsoft Office (i.e. MS Word, MS Excel, etc.) and SPSS.
- Possess strong writing skills.
- Reliable, task-oriented, and self-motivated.
- Capable of coordinating daily tasks, communicating effectively, and working as directed.

Note that this position is funded by an external grant source. If the grant terminates for any reason, or if the grant funding is lost or reduced for any reason, your employment with the university will be immediately discontinued.

Preferred Requirements: •Research experience in a related social science field.

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All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://parttime-depaul.icims.com/jobs/18068/part-time-research-assistant/job>

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Painter

Chicago, Illinois, United States · Maintenance

DESCRIPTION

Surveys building painting project sites to estimate time and material quantities required; selects appropriate surface coatings. Applies paints, sealers, and solvents to exterior and interior building surfaces such as plaster, sheetrock, concrete, and wood. Performs building exterior and interior caulking, finish repair, mud and tape, and texturing tasks. Uses mechanized high-reach equipment to renew caulking on exterior building panel seams, windows, and doors. Performs special refinishing tasks including wood surface preparation, staining, and sealing. Performs minor plaster repair, blending newly renovated wall surfaces with existing plaster. (Painting vacant apartments and hallways) Visually inspects buildings and grounds in the course of daily work and reports anything in need of repair or replacement as well as unusual or extraordinary circumstances regarding the property or residents to Management. Responds to employee and resident requests in a courteous and timely manner. Maintains inventory of supplies and equipment owned by the property and/or the management company. Keeps work area clean and tools and equipment in good working order. Performs duties according to Occupations Safety & Health Act (OSHA) standards and company safety policies at all times. Seeks opportunities to increase skills and expand knowledge base. Wears the required uniform and maintains a professional appearance at all times.

REQUIREMENTS

Familiarity with standard equipment and tools and proficiency in painting, plastering and related maintenance and repair tasks. Experience in selecting and applying paint and associated products. Skill in applying coatings and/or caulking and completing repairs to exterior and interior surfaces. Skill in wood surface preparation, staining, and/or sealing techniques. Ability to select, mix, and apply surface coatings which successfully match and/or restore interior and/or exterior surfaces. Ability to estimate basic project time and material quantity requirements. Thorough and attentive to details. Ability to read and interpret documents in English, such as work orders, safety rules, operating and maintenance instructions, and procedure manuals.

EDUCATION and/or EXPERIENCE: High School Diploma or GED and one (1) year certification from college or technical school or one (1) to three (3) years of "hands on" experience or equivalent combination of training and/or experience.

Benefits: Medical, Dental, Vision, Life, 401K with company match, educational reimbursement, vacation, holiday and sick time off.

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Craftsman

Location: Chicago, IL

\$18-25/hr + BENEFITS: bonus incentives, medical, truck allowance, paid vacation.
Handyman Matters is an industry-leading repair & remodeling company for both residential and commercial properties.

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Our Chicago office is currently looking for energetic, fast-moving individuals who fit the following:

Knowledge of Trades

Good, overall knowledge of all trades: Carpentry -- Plumbing -- Electrical -- Tiling -- Painting -- Drywalling, Estimation skills and prior home inspection experience a PLUS
Required Equipment and Truck/Van

Must have a standard set of tools to perform all of the above trades

Must own your own truck or van with a drivers license

Must live within 15 miles of city of Chicago, Trouble-Shooting Skills

Must be a quick thinker and have the ability to be able to examine a problem situation and come up with a resolution in a prompt and professional manner

Excellent Communication Skills

Must exhibit excellent communication skills with:

Customers, Management, Office Personnel, Fellow Employees

Documentation (for Invoicing)

Presentable, Clean-Cut appearance

Presentable vehicle, Organized tools, Background Check

Must be able to pass a background and drug check

If you meet the requirements above, including ownership of a truck/van and are seeking the opportunity to join a Winning Team and Growing Organization, then apply today!!!

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****To be considered for this position, reply with a resume that clearly highlights the trades in which you are skilled. ****

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