



Retail Sales Clerk - Salary + Commission – Chicago

Posted by: HireRight

Posted date: 2014-05-01 14:11:49

Location: Chicago, Illinois

Salary: \$36,000 Per Year

Objective: Our commissioned sales clerks are what make our busy run. They build rapport with our customers and service the needs of the customer and the business in equal measure. A skilled sales clerk is precisely what makes our business a success and allows us to continue offering top quality products and customer service to each and every individual that walks through our doors.

Job Description/Duties

- Greet and welcome customers as they enter the facility
- Learn about customer needs and address those needs with skill, tact, and a generally helpful and trustworthy demeanor
- Guide customers through our expansive warehouse to view items of interest specifically to them
- Educate customers on their options and on product specifications, including pros and cons
- Order special and out-of-stock items, and discuss related details with customers
- Explain financing options, billing agreements, and other purchase-related details with customers
- Complete financing and/or billing agreement documentation and purchase transactions
- Make shipping or other transportation arrangements
- Communicate staging needs to warehouse mover staff
- Resolve customer concerns or complaints and consult with supervisors as needed
- Other assignments as required

Skills and Specifications

- Exceptional people skills and sales acumen
- Ability to engender trust and confidence in a broad spectrum of individuals
- Personable demeanor and helpful attitude
- Team work and individual drive are essential
- Dependable and reliable work ethic

Education and Qualifications: High school or GED. Sales experience in a similar work environment a plus. Ability to learn about and retain knowledge on a wide variety of products is required for success. A sales-oriented approach to work and a dedication to providing quality work every day is the key to this job.

Benefits: Excellent base pay and higher than industry average commission program. Success builds greater success in terms of base, commission, and bonuses here. You will be rewarded for your valuable contribution. Full benefits and other perks.

Apply online at http://www.job-spider.com/jobdetails.php?record=3633383735&utm_source=indeed

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Material Handler

Company: Cintas - Chicago, IL
Material Handler-10143905
Job Category: Production / Manufacturing
Location: US-IL-Chicago
Organization: Supply Chain
Employee Status: Regular
Schedule: Full-time
Shift: Second

Description

Cintas' Global Supply Chain Management Division's mission is to be the most competitive global provider of uniforms and related items, using the resources of our company-owned facilities, as well as our network of supplier relationships that spans five continents. As part of our commitment to customers and the communities we serve, we source items at the best-available price that are produced in a manner consistent with our code of conduct.

Cintas is currently looking for a Material Handler to work at one of our Supply Chain Locations. As a Material Handler, your responsibilities would include sorting and preparing orders according to the order itinerary and transporting orders to the partner's workstation. Assist partners in loading/unloading trucks as necessary. Interact with the Warehouse Business System to confirm orders from one department to another. Filling supplies (corrugate, tape, and paper) for partners work areas. Load and unload materials, parts or products; delivering stock to designated work areas. This is a full-time position in which you will be scheduled to work 40 hours a week Monday-Friday with the ability to work overtime during the week and on weekends as business needs require.

Qualifications • Basic minimum language communication skills in speaking and understanding English • Ability to stand and/or walk around for up to 7 hours a day

Our Material Handler positions enjoy: • Competitive Pay • 401(k)/Profit sharing/ESOP
• Medical, Dental and Vision Insurance Package • Disability and Life Insurance Package
• Paid Vacation and Holidays • Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer M/F/D/V

Apply online at

http://www.indeed.com/viewjob?jk=b2a908a0b28888cc&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Job Title: Administrative Assistant I - Opt D1

Agency: Children & Family Services

Closing Date/Time: Thu. 05/15/14 5:00 PM Central Time

Salary: \$3,020.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF028

Bid ID#: 1466001-660602

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Deputy Director of the Office of Child Well-Being, performs a variety of important staff and administrative functions, often of a sensitive or confidential nature; monitors the division's budget and contracts; provides input to the Deputy Director regarding policies, procedures, and services provided by the division; conducts special projects; serves as personnel liaison and liaison to other divisions within the Department.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday-Friday

Location: 1911 S Indiana, Chicago, IL

Supervisor: Dr. Cynthia Tate

Contact: VANASHA LITTLE / OFFICE OF EMPLOYEE SERVICES

JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601

PHONE: (312) 814-1222 FAX: (312) 814-1224

How to Apply:

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

Option D1 - Dept Child & Family Serv

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Call Center Customer Service Rep Needed

Posted By: CSR Staffing

Posted Date: 2014-05-03 17:19:02

Location: Chicago, Illinois

Salary: \$38,500 Per Year

Our busy Eastside call center in Chicago is looking to add another CSR on days 7:30 a.m. to 3:30 p.m., Mon. - Fri. If you have a minimum of one year CSR or call center experience, we want to hear from you today.

Objective

Customer Service Representatives answer phones and emails and respond to customer inquiries and orders, always maintain professionalism and top quality service.

Job Description/Duties

Answer calls and respond to requests about products, services, billing, and other inquiries. Provide accurate and timely service and maintain statistical standards Answer email inquiries in the same manner. Maintain knowledge base of products and services and provide accurate information to customers. Use the call center database to research and complete transactions, including investigating of any billing concerns. Meet quality standards in daily service and in resolving customer concerns. Transfer calls to other areas, as needed and based on priorities. Accurately complete and maintain hardcopy and database records and other documentation.

Skills and Specifications- The successful candidate must be:

A strong communicator; Active listener; Polite and professional via phone and email Capable of calculating monetary amounts and quantities; Able to operate standard office equipment; A multitasker with strong attention to detail and accuracy A flexible individual able to work well independently and as part of a team of professionals

Education and Qualifications: High School diploma or equivalent

One or more years experience in a CSR capacity

High volume call center experience a plus

Database and MS Office skills at the intermediate level

Benefits: We offer a supportive and pleasant work environment where strong performance is rewarded and every workers contribution is counted. Good pay, excellent benefits, training and promotional opportunities.

Apply online at

http://www.topratedjobs.org/job.php?record=3634333238&utm_source=indeed

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Sales Associate

State Farm Sales/Future Insurance Agent - Niles, IL
State Farm Sales Team Member

POSITION OVERVIEW

State Farm Agent is seeking a self-motivated career minded, confident person to join their winning team for the role of Insurance and Financial Services Position - State Farm Sales Team Member. We seek an energetic team member interested in helping our business grow through value-based conversations and remarkable customer experience. If you are a motivated self-starter who thrives in a fast-paced environment, then this is your opportunity for a rewarding career with excellent income and growth potential.

RESPONSIBILITIES

Develop leads, schedule appointments, identify customer needs, and market appropriate products and services.
Establish client relationships and follow up with customers, as needed.
Maintain a strong work ethic with a total commitment to success each and every day.

REQUIREMENTS

Sales experience preferred
Excellent communication skills - written, verbal and listening
Enthusiastic about the role insurance and financial products play in helping people manage the risks of everyday life, recover from the unexpected, and realize their dreams
People-oriented
Self-motivated
Ability to multi-task

AS AN AGENT TEAM MEMBER, YOU WILL RECEIVE

Salary plus commission/bonus
Paid Training and Support

Apply online at <http://www.indeed.com/viewjob?cmp=State-Farm-Sales%2FFuture-Insurance-Agent&t=Sales+Associate&jk=76c663acab218efe&sjdu=QwrRXKrqZ3CNX5W-09jEvdWaFExGg97Dg5JRAWGCKoDpavQw-Zj1Z0rPUHIVE3HaCg7kn5jOe6N6nMK7ULHVDg>

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Job Title: Administrative Assistant II - Opt C1

Agency: Employment Security

Closing Date/Time: Fri. 05/16/14 11:59 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: RCRA 11477

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Manager of the Revenue Employer Services Division, serves as a confidential staff assistant performing a variety of sensitive and confidential non-recurring staff functions for the manager. Performs administrative tasks, assists in the coordination and implementation of various operational programs, policies and procedures; serves as a liaison between the manager and internal and external agency management personnel; responds to sensitive inquiries and provides information relative to established policies, procedures and techniques. Serves as timekeeper, maintains weekly schedules and coordinates meetings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college; two years of progressive responsible experience in a public or private organization; working knowledge of agency policies and procedures. Requires the ability to effectively communicate with others verbally and in written form; to perform program studies and prepare reports and recommendations; develop and maintain working relationships; to use a personal computer with associated software packages such as word processing, database management and electronic mail. Requires knowledge and experience of Revenue Employer Services processes and procedures.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

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

Option C1 - Dept Employment Security

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 05/15/14 5:00 PM Central Time

Salary: \$4,715.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447022-477836

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 hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1755 Lake Cook Road, Deerfield, IL 60015 Supervisor: A. Michal

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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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Macy's Chicago, IL: Retail Gift Registry Advisor, Night Part Time, State Street(Job Number: 71224179)

As a Gift Registry Advisor, you are responsible for driving Stores Own Sales by:

- 1) Advising couples on creating an omni-channel Macy's gift registry that reflects their personal lifestyle utilizing the latest technology, whether they begin in-store or online
 - 2) Offering personalized service to the couple, their parents, relatives, gift givers and home store customers
 - 3) Assisting the couple when completing their registry and other post occasion needs as newlyweds
 - 4) Building partnerships with the selling associates while acting as a home store expert consistently demonstrating MAGIC selling behaviors
- Performs other duties as assigned.

Education/Experience: Retail or sales experience in customer service focused business; 2-4 years' experience preferred. Proficiency with computers, tablets, and smart phones and associated apps, programs and social media tools with interest in and ability to quickly learn new technology skills

Communication Skills:

Is an engaging conversationalist and active listener; uses knowledge through conversation to suggest best products. Asks the right questions to discover couple's personal needs (understands what is important to fit the couple's lifestyle) products

Reasoning Ability: Has ability to drive additional business through partnerships with industry experts and community contacts. Ability to plan, anticipate and develop solutions to ensure the most outstanding registry experience. Takes ownership role for achieving goals; Has "results matter" drive and excellent follow-through; must be extremely detail oriented

Other skills: Passion for developing and maintaining home product knowledge (tabletop, housewares, textiles, luggage, big ticket); Is eager to learn and share knowledge with coworkers and associates; Bonds with the couple as a trusted friend/advisor Understands and keeps current with all technology (both hardware and software) used by WGR and omni-channel customers

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

Apply online at

https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl?job=1230916&src=JB-10420

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Job Title: Conservation Education Representative

Agency: Natural Resources

Closing Date/Time: Fri. 05/09/14 5:00 PM Central Time

Salary: \$2,464.00 - \$2,464.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 12-45-2697

Description of Duties/Essential Functions Benefits Supplemental Questions
Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. Employment estimated to run from June 3, 2014 through August 16, 2014.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license. Requires ability to work under adverse environmental conditions; to manually lift loads of 50 lbs., to traverse uneven terrain on foot without mechanical assistance while carrying or otherwise transporting a variety of equipment.

WORK HOURS: Monday - Saturday, up to 37.5 hours/week.

Hours may vary due to inclement weather and clinic schedules

Salary pro-rated based on actual hours worked

WORK LOCATION: ORC Division of Fisheries City of Chicago Sherman Park

WHERE TO APPLY: Illinois Department of Natural Resources

ATTN: Debbie Bruce

One Natural Resources Way Springfield, IL 62702 Phone: 217.524.4111

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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NEW STORE! CHICAGO SOUTH LOOP! TEMPORARY CASHIER - #1133

DICK'S Sporting Goods

Job ID: 4419910

Location: Chicago, IL

Every associate at DICK'S Sporting Goods is united by a common thread – our PASSION for the sports we love! Every position on our team, whether full-time or part-time, offers the same great opportunity.

Each day, we have the chance to share our passion with sports-loving customers who depend on and appreciate our expertise

Duties:

Cash register ringing

Cash handling

Fulfill the company defined customer experience by being a friendly, available, customer focused, excited team member

Consistently promoting company programs including warranty sales, scorecard, private label credit card, etc.

Skills:

Accurate and comfortable with math and currency

Candidates must be flexible in working a rotating schedule including evenings, weekends, and holidays

Experience:

1-2 years of Retail Cashier and/or Sales experience preferred

Bring your passion for sports to Dick's Sporting Goods and enjoy:

Competitive Pay

Flexible Schedules

Associate Discount

Does not apply to seasonal/temporary positions

Apply online at <http://www.dickssportinggoods.jobs/jobs/description/new-store-chicago-south-loop-temporary-cashier-1133-chicago-illinois-job-4419910>

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Warehouse Operator wanted in Chicago for large warehouse

Company: House of Jobs

Wage/Salary: 18 Per Hour

Posted On: 2014-05-03 13:31:33

Location: Chicago, Illinois

Warehouse workers perform a variety of tasks like storing supplies, receiving stock, documenting of goods received, and maintaining inventory and stock records. You will be required to lift, push, pull, and carry heavy objects up to 60 pounds in weight. You will need to perform some administrative tasks such as entering data on computer and filing and sorting documents and records.

KEY DUTIES AND RESPONSIBILITIES

Receives and inspects all incoming materials and stock.
Documents inventory and tracks damages and discrepancies in stock or goods received.
Maintains records of all items received as well as their deliveries.
Ships damaged stock to vendors as needed.
Handles the storage of hazardous products or materials as appropriate.
Keeping the warehouse and storage areas clean and in order.
Maintains accurate computer records.
Performs general store-keeping and related warehouse duties.

REQUIREMENTS

GED / High School Diploma or equivalent.
Basic math and communication skills.
Punctual and able to meet required attendance.
Physically fit to do walking, bending, lifting on a daily basis.
General knowledge of storage and inventory procedures.
Reliable and independent.
Able to follow simple instructions.

BENEFITS

High starting rate
Allowances and bonuses
Healthcare plans
Dental cover

If you think you have what it takes, join us now and be part of our growing business!

Apply online at

http://www.networkjob.org/apply.php?listing=NjQwODc%3D&utm_source=Indeed&utm_medium=PPC&utm_campaign=split

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Express Employment Professionals 2nd Shift General Labor/Packer job in Chicago, IL

Company Express Employment Professionals
Job Title 2nd Shift General Labor/Packer
Job Type Full-time, Part-time
Hours Not Specified
Location Chicago, IL 60290

2nd Shift General Labor/Packer

Exciting opportunity to join a successful and still growing company in the business of packaging food items. The duties include packaging of frozen foods such as vegetables and fruits.

The work environment is refrigerated at 38 degrees and will involve frequent lifting up to 50 lbs.

The company is looking for individuals who wish to seek a future in a company with a bright future, providing growth and advancement opportunities.

You MUST DRESS WARM; warehouse temps are 38 degrees.

Express was founded in 1983 and began franchising in 1985. A privately held company, Express has more than 675 office locations in the U.S., Canada, and South Africa.

Express Employment Professionals provides employment solutions to job seekers in need of a job that matches their skills and schedule.

There are many advantages by choosing Express, like:
One application makes you eligible for positions with multiple top companies

No fees for job seekers

Benefits available

For more information visit us online at www.ExpressPros.com.

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Job Title Delivery Driver/Warehouse Teammate

Company Worldpac

Job Type Full-time

Hours Not Specified

Location Chicago, IL 60290

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must maintain a valid driver's license in good standing and immediately notify management of any change in its status. Maintains a professional appearance and follows the customer service philosophy of the Company. Drives Company vehicle to deliver to customer's place of business. Follows a specific route per a generated delivery manifest. Collects checks and cash from customers as directed by the delivery manifest. Records and completes entries on delivery manifest in accordance to procedural guidelines. Informs management of any concerns or issues that might affect the efficiency of the route. May be requested to pick up merchandise from vendor(s) or perform other duties in accordance to business need.

Responsibility may include the operation of power and manual lift equipment (i.e. forklifts, electric carts, electric pallet jack, order selector, hand truck, pallet jack and push carts). Each piece of equipment has a specific certificate, and an associate may not operate powered equipment without the proper certification.

Picks up and returns authorized merchandise (RMA's).

Informs regular customers of new products, services or specials when instructed to do so, usually by distributing flyers or other information. Acts as a liaison for our customers, vendors and WORLD PAC, by listening to any complaints the customer may have and resolves the complaint within the scope of their responsibilities or reports information to management for resolution. Performs routine inspection on vehicle before departing each day, as per the Delivery Driver Daily Checklist. Keeps vehicle clean inside and out. Keeps vehicle fueled in accordance to management instructions and business needs and notifies management of needed repairs. Follows all safety rules and applicable laws. Must be able to regularly lift, carry and or move up to 65 pounds. Position will require responsibility for picking up or delivering merchandise between WORLD PAC location and/or feeder points. At feeder points, may be responsible for distribution of merchandise.

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.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=17665067&oq=warehouse+production&item=1&searchid=0b434291-3c15-fb63-4926-6570fe1eedfc&src=title>

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Rental Sales Associate

Hiring Company Name: Avis Budget Group
Hiring Company Industry: Leisure and Travel
Number of Employees: 1 - 100 Employees
Total Compensation: \$50K to \$90K
- Base Salary: \$50K to \$90K
- Bonus / Commission: Full benefits
Location: Chicago, IL
You will be redirected to www.TheLadders.com

Job Description

Successful Full Time Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a flexible full-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Rental Sales Associate Requirements:

- At least 6 months of experience in a role where sales and/or customer service were key elements of your duties
- Ability to handle high-pressure sales and service situations in a calm and collected manner
- Willing to work various shifts including nights, weekends, and holidays
- Basic computer skills in order to enter information into our database
- Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays

Apply online at <https://www.theladders.com/job/jobboard?cr=7675170&pl=ind-17>

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Dietary Attendant I

MacNeal Hospital, Berwyn, IL
Department: Food & Nutrition Services
Schedule: Part Time
Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=203281

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Environmental Services Aide I
MacNeal Hospital, Berwyn, IL
Department: Environmental Services
Schedule: Full Time
Shift: Days
Hours: 7-3:30pm

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=214474

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Parking Attendant

MacNeal Hospital, Berwyn, IL
Department: PARKING FACILITIES
Schedule: Registry
Shift: Rotation

Job Details: Reporting to the Supervisor of Parking Facilities and working under direct supervision controls access to the hospital's parking facilities while enforcing parking rules and regulations.

JOB QUALIFICATIONS: A current driver's license in the State of Illinois. Completion of a High School diploma or its equivalent. The ability to operate a two way radio effectively. The ability to read, write and follow written and verbal instructions. The interpersonal skills necessary to meet and greet hospital employees and visitors. Ability to withstand prolonged walking/standing in an outdoor environment.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=678684

76520 MAINTENANCE MECH. 76207

Category: Support Services
Facility: Gottlieb Memorial Hospital
Department: 76520 REPAIRS & MAINTENANCE
Schedule: Full Time
Shift: Flexible
Hours: 7:00AM -3:30PM

Job Details: Performs routine Maintenance repairs to equipment and systems and to maintain the integrity of the hospital and its associated buildings and property. Must be a high school graduate or have equivalent vocational school training. Must have basic knowledge of plumbing, electrical and mechanical equipment as well as basic carpentry and painting skills. Candidate must have good communication skills and must be ambitious. Candidate must possess a valid driver's license. Candidate will work a rotating weekend day shift from 8:30-5:00PM as well as 3-11:30PM when coverage during the week is needed.

Apply online at

https://www.healthcaresource.com/gottlieb/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=206882

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Job Title: Educator - Opt C

Agency: Juvenile Justice

Closing Date/Time: Fri. 05/16/14 3:59 PM Central Time

Salary: \$4,300.00 - \$7,903.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ-27-10-2014-0004

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Educational Facility Admin. (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Emotionally Disturbed" and "Trainable Mentally Handicapped"; prepares curriculum and participates in institutional committees.

Minimum Requirements:

Requires a bachelor's degree and a valid Illinois' Standard teaching certificate in special education with endorsement in BD, LD and/or SEDS (K-12); requires elementary knowledge of behavior modification principles; requires ability to communicate and instruct students with physical and mental impairments and disabilities; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

IYC Warrenville 30 W 200 Ferry Road Warrenville, IL 60555

Work Hours: Monday - Friday 8AM - 4PM Off Days: Saturday/Sunday

Contact: Blanca Lopez/Kelly Meeks (630) 983-6213 Fax

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

Option C - Special Education

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*This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
May 1, 2014 through May 14, 2014*

Engineering Auto Mechanic \$30.64/Hour

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: Incumbent must be a High School Graduate or equivalent.

EXPERIENCE: The incumbent must possess a minimum of eight (8) years of mechanical experience in automotive, truck, and/or equipment repair and maintenance.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- At the time of interview, candidate must possess a valid Class "A" CDL Permit with endorsements of air brakes, combination vehicles and tank trucks. Candidate must obtain a Class A CDL License within six (6) months of employment and thereafter, must maintain a CDL License throughout employment with the Tollway.
- The incumbent must successfully pass the ISTHA Mechanic test with a score of sixty five percent (65%) passing grade or currently hold an ASE Master Mechanic Certification.
- Incumbent must be able to lift 75-100 pounds.
- Must have sufficient tools as required by ISTHA.
- The incumbent must acquire and maintain all Federal, State and Local Certifications or Licenses required to perform the duties and tasks of the position.

Ways to apply:

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to: Illinois Tollway – Human Resources
2700 Ogden Avenue Downers Grove, IL 60515

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Inventory/Warehouse Personnel

Perfect Home Services 512 - Naperville (Chicagoland), IL

Job Type: Full-Time

Minimum Years of Experience Required: 3 Years

Minimum Years of Education Required: High School/GED

Willing to Travel

Must be Authorized to Work in the US

Skills and Specifications:

Warehouse workers may often have to work at a rapid pace to meet shipping and receiving deadlines. Strong computer skills including are a requirement. Reasonable experience with Microsoft Excel is a requirement. Excellent physical health is required as this position will involve loading and unloading supplies. The work is physically demanding and requires lifting, bending or standing for long periods of time. Good record-keeping skills and must pay attention to details. Training and certification may be required by material handlers to operate heavy-lifting machinery such as forklifts.

Education and Qualifications: Graduation from high school or GED equivalent and three (3) years of increasingly responsible experience in warehouse receiving procedures or any equivalent combination of experience and education.

Working knowledge of a computerized inventory control system. Working knowledge in MS Word, Excel or similar computer software systems. Valid New Jersey driver's license with acceptable driving record for the past three years. Experience in inventory and materials control procedures. Ability to accurately complete arithmetic computations and sufficiently to perform duties of the job. Ability to establish and maintain effective working relationships with co-workers, supervisors, other personnel and the public. Ability to communicate effectively verbally and in writing.

Advancement opportunities

Bonuses and spiffs

Uniforms provided

Uniform laundry service - FREE

Continuing education available

Paid vacation time

Annual vacation contest for (2) to an exotic destination

All applications with less than two years dispatching experience will be discarded.

Apply online at <http://www.beyond.com/job.asp?id=135932085&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09>

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