



Macy's Chicago, IL: Retail Sales - Fragrances, Full Time/Part Time, State Street(Job Number: 71224734)

Description

The Fragrance Sales Associate is responsible for providing professional services to customers by selling and demonstrating fragrances and related items, as well as contributing to the success contributing to the success of the department through achieving personal sales goals. Perform other duties as assigned.

QUALIFICATIONS:

- Education/Experience:** High School degree or equivalent. Previous selling experience is required, preferably in fragrances.
- Communication Skills:** Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.
- Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.
- Other skills:** Superior organizational and time management skills. Must be able to multi-task in a fast-paced environment. Must be able to build relationships and influence others. Must possess a thirst for knowledge. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.
- Work Hours:** Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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GM Region Retail Car Sales

Job ID 77603

Positions 1

Location US-IL-Chicago

Category Sales

General Responsibilities:

The Regional GM of Retail Car Sales is responsible for driving increased profitability and positive EVA in all channels of fleet remarketing within his/her respective region. The incumbent will create and lead vehicle disposal efforts aimed at achieving maximized revenue, positive EVA, minimized cost and turnaround time. This role will provide leadership, vision, and strategic focus on all fleet remarketing initiatives for the region.

Oversee the regional retail car sales operation, including evaluation of profitability, oversight of advertising, financing, product selection and legal compliance initiatives. Lead the direct to consumer sales channels for the region. Develop key strategies aimed at improving competitive position in the marketplace and supporting continued expansion. Drive internal and external cross-marketing opportunities to drive brand awareness and increase customer perception of value.

Mandatory Requirements:

Educational Background:

4 year college degree in business/finance/economics preferred

Professional Experience:

Ten plus years auto remarketing experience in an auto dealership or third party consortium environment, primarily at a leadership level. Recognition in the remarketing industry with other remarketers and OEM's for expertise and delivery successful and profitable results.

Knowledge: Retail and Wholesale automotive market

Skills: Effective leadership and financial acumen

Strong problem solving skills

Strong communication and presentation skills

Effectively interact with all levels of the organization from Senior leadership to local operations.

Apply online at <https://usjobs-hertz.icims.com/jobs/77603/gm-region-retail-car-sales/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Assistant Starbucks Manager: State Street (Job Number: MAC03053)

Description: The Starbucks Assistant Manager is responsible for managing a Starbucks operations and ensuring the Starbucks is professional, safe and profitable following all company standards. Perform others duties as assigned.

Qualifications:

Education/Experience:

Preferred College degree and previous hospitality/food service supervisory/management experience. Safe food handling certification is required.

Communication Skills:

Ability to read, write, and interpret instructional documents such as reports, procedure manuals and recipes. Excellent written and verbal communication skills.

Mathematical Skills:

Basic math functions such as addition, subtraction, multiplication, and division. Understanding of P&L statements, food costs and payroll budgets.

Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to anticipate and solve problems.

Physical Demands:

This position involves regular walking, standing, hearing, and talking. May occasionally involve stooping, kneeling, or crouching. Involves close vision, color vision, depth perception, and focus adjustment. Must be able to move and/or lift at least 30 lbs. This position is exposed to high levels of heat within an enclosed space.

Other skills:

Strong leadership profile and excellent negotiation skills. Must be able to work safely and efficiently in a fast-paced environment. This position is required to use potentially hazardous restaurant equipment. Must role model and coach safe equipment use and food safety practices. Working understanding of Windows based systems.

Work Hours:

Ability to work a flexible schedule based on department and store/company needs. This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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**Macy's State Street, Chicago, IL: Catering Line Cook, Flex Team
(Job Number: 71224667)**

Description

The Line Cook will prepare hot food to individual order according to Food Division and Health Department Standards.

Key Accountabilities:

- Perform multiple tasks simultaneously to ensure all food orders are complete and executed within our service timing guidelines
- Demonstrate knowledge of ingredients and recipes
- Coordinate food product between stations to ensure timely completion of orders to customer satisfaction
- Follow production lists
- Prepare raw ingredients into finished product, per specifications
- Put away stock and maintain stock area
- Maintain work area and equipment in accordance with sanitation guidelines and Health Department standards
- Ensure quality and visual presentation of food produced
- Maintain personal hygiene and uniform to Food's Division standards
- Maintain work area for safety
- Demonstrate expertise in executing job functions quickly, efficiently and accurately to ensure a high quality of output
- Assist other associates to ensure all kitchen duties are completed within given time constraints
- Assist in order preparation
- Assist in line checks performed twice daily
- Assist with special events

Skills Summary:

- Ability to follow direction
- Ability to react quickly and efficiently
- Ability to work with standard kitchen equipment in efficient and safe manner
- Ability to work safely in fast-paced environment
- Ability to lift up to 30 lbs.
- Vocational training and/or previous food experience preferred

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Macy's Water Tower Place, Chicago, IL: Retail Commission Sales Associate - Women's Shoes, Full Time/Part Time (Job Number: 71224648)

Description

As a Commission Sales Associate, you will be the most critical link in ensuring that our customers have a rewarding experience that will keep them coming back to Macy's time after time. You will become a part of a dynamic selling environment where your fashion sense and selling strength will make you an important part of our team. Your responsibilities will include but are not limited to demonstrating OUTSTANDING customer service skills, meeting hourly selling and loyalty program standards, providing advanced product knowledge to our customers and working as part of a team to meet individual, department and store objectives. Based upon your results, opportunities for advancement can be endless!

This Macy's location utilizes an innovative way of planning work schedules, allowing an associate to participate more in managing availability and setting preferences for work times. This enables our associates to address their need for flexibility in meeting both personal and work obligations. Details on My Schedule Plus are available during the interview process.

Key Accountabilities:

Customer service priority and selling priority. Teamwork oriented with the ability to work in a learning environment. Drive to meet and exceed performance expectations
Strong sense of pride and responsibility for the maintenance of department areas

Skills Summary:

Possess drive, be goal-oriented, have an entrepreneurial outlook and comfort working in a commission environment. Enjoy connecting with customers and demonstrating an enthusiastic and positive attitude. Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly learning new procedures
Demonstrate knowledge of store products and services, and use this knowledge to inspire customers to make purchases. Ability to meet or exceed sales, customer service and loyalty program standards. Ability to communicate effectively with customers, peers and management. Ability to handle physical requirements to accomplish daily responsibilities. Ability to work a flexible schedule, including morning, evening and weekend availability. Adhere to Loss Prevention control and compliance procedures

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Utility Worker (Chicago - Hyatt)

Job ID 74352

Positions 2

Location US-IL-Chicago

Category Fleet Operations

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

Educational Background:

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/74352/utility-worker-%28chicago--hyatt%29/job?hub=20>

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Macy's Chicago, IL: Restaurant Line Cook, Part Time(Job Number: 71224513)

Description

The Line Cook will prepare hot food to individual order according to Food Division and Health Department Standards.

Key Accountabilities:

- Perform multiple tasks simultaneously to ensure all food orders are complete and executed within our service timing guidelines
- Demonstrate knowledge of ingredients and recipes
- Coordinate food product between stations to ensure timely completion of orders to customer satisfaction
- Follow production lists
- Prepare raw ingredients into finished product, per specifications
- Put away stock and maintain stock area
- Maintain work area and equipment in accordance with sanitation guidelines and Health Department standards
- Ensure quality and visual presentation of food produced
- Maintain personal hygiene and uniform to Food's Division standards
- Maintain work area for safety
- Demonstrate expertise in executing job functions quickly, efficiently and accurately to ensure a high quality of output
- Assist other associates to ensure all kitchen duties are completed within given time constraints
- Assist in order preparation
- Assist in line checks performed twice daily
- Assist with special events

Skills Summary:

- Ability to follow direction
- Ability to react quickly and efficiently
- Ability to work with standard kitchen equipment in efficient and safe manner
- Ability to work safely in fast-paced environment
- Ability to lift up to 30 lbs.
- Vocational training and/or previous food experience preferred

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Medical Assistant

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:

Assist in examination and treatment of patients under the direction of a physician. Interview patients, measure vital signs, (i.e. pulse rate, temperature, blood pressure, weight, and height) and record information on patient's chart. Draw and collect blood samples from patients and prepare specimens for laboratory analysis. Prepare treatment rooms for examination of patients, answer phones, schedule appointments, and general office duties.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Medical Assistant.

Minimum of 1 years of experience as a Medical Assistant in a hospital setting required.

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

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Patient Care 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:

Perform various direct patient care activities under the supervision of a Registered Nurse. Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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Macy's Chicago, IL: Retail Commission Sales Fine Jewelry, Flex Team, State Street (Job Number: 71224387)

Description

The Fine Jewelry Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, demonstrating superior product knowledge to customers, and creating a shopping experience that will make the customer feel welcome and comfortable during the holiday season. Additionally, the Fine Jewelry Sales Associate is responsible for becoming an expert on the product in the department as well as developing and impacting the sales of the business in the department. Performs other duties as assigned.

Qualifications:

Education/Experience: High School Diploma or equivalent. Previous selling experience is required, preferably in fine jewelry.

Communication Skills: Ability to read, write, and interpret product knowledge books. Ability to effectively communicate with customers, peers, and management.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American monetary units.

Other skills: Superior organizational and time management skills. Must be able to multi-task in a fast-paced environment. Must be able to build relationships and influence others. Must possess a thirst for knowledge

Work Hours: Ability to work a flexible schedule, including mornings, evenings, and weekends, and busy events such as the day after Thanksgiving, special Big Event days, and the day after Christmas, based on department and store/company needs.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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Job Title: Administrative Manager

Department: RUMG Administration

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2014-0879

Job Description: Primary responsibilities involve departmental or section processes. This includes the day-to-day operations of the clinic, front desk staff management, general administration, financial reports review, budget review, and project management/coordination with clinic manager. This person exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

Position Qualifications:

High school diploma required, Associate degree or Bachelor's degree preferred

Two or more years of prior healthcare experience required.

Some Management experience highly preferred

Bilingual (Spanish) preferred.

Good teamwork and interpersonal skills.

Very good written and oral communication skills.

Able to deescalate patient concerns

Able to maintain composure in a highly multi-tasking environment

Attention to detail and accuracy required.

Proficient in Microsoft Suite.

Works effectively with minimal supervision.

Demonstrates ability to work cooperatively in a team environment.

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Job Title: Certified Medical Assistant, Family Medicine/Lincoln Park

Department: MSP Anchor Lincoln P

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2014-0889

Job Description:

Certified Medical Assistant, Family Medicine

Full Time

This position is located in Lincoln Park

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Ability to work in a high stress, fast paced environment

Ability to work the following schedule:

Monday 8:30am-7:00pm

Tuesday & Wednesday 8:30am-5:00pm

Thursday 9:30am-7pm

Friday 8:30am-2:00pm

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Job Title: Journeyman A-HVAC *

Department: Engineering & Maint

Shift: 3rd

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

Specialty: HVAC

Job Number: 2013-0397

Job Description:

Rush University Medical is seeking a fulltime Journeyman - HVAC. The HVAC/Refrigeration Grade 1 must possess and actively apply the knowledge of HVAC systems in large facilities; will investigate, diagnose and remedy problems and malfunctions. Is proficient in problem solving skills and capable of independently performing troubleshooting functions regarding maintenance, repair, and construction.

Requirements:

Must have a High School Diploma or GED

Completed a 4 year apprenticeship program and/or have equal experience

CFC certification

Knowledge of " State of the art technology" pneumatic controls, instruments, and automatic dampers (bellows)

Knowledge of air flows and air balancing in large institutions

Knowledge of the principles of operation of very large compressors and the relation between pressure and temperature variances

Knowledge of water and steam systems

Must have 2 years or more experience working as an HVAC handling commercial and industrial systems

Able to read and interpret blueprints, diagrams, schematics, service manuals

ALL APPLICANTS MUST submit a resume to be considered.

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

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Job Title: Family Care Coordinator

Shift: 1st

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

Specialty: Social Work/Human Services

Job Number: 2014-0718

We are seeking a Family Care Coordinator for our Perinatal Center (Child and Family Connections) Team.

****PLEASE NOTE THAT THIS POSITION IS BASED AND WILL REQUIRE TRAVEL IN THE NEAR NORTH CHICAGO****

Position Highlights:

The Family Care Coordinator with Child and Family Connections assists in determining eligibility for designated services and enables families to receive their rights, procedural safeguards, and services that are authorized under the state's early intervention program. The service coordinator builds relationships that include providing information to families and coordinating information among multiple service providers. The service coordinator maximizes the use of existing resources and refers families to any other needed services, tailoring the unique circumstances of each individual child and family. The service coordinator exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree in a related human service field such as early childhood special education, social work or psychology required; Master's degree preferred.

Must meet requirements to obtain Illinois Department of Human Services Part C Early Intervention Service Coordination Credential.

Successful completion of state-sponsored Service Coordinator, Systems Overview, and Cornerstone trainings are required within the first 90 days of employment.

Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred.

Basic knowledge of typical/atypical child development preferred; case management experience essential.

Good time management skills and the ability to work independently are required.

The ability to work with different cultures and provide assistance to family with various barriers to care is essential

Use of personal car required as this position involves traveling to and servicing clients in their homes.

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Job Title: Supply Chain Tech 1 - 1st Shift

Department: General Stores

Shift: 1st

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

Specialty: Supply Chain

Job Number: 2014-0966

Job Description:

Rush University Medical Center presents an opportunity for a Supply Chain Tech I. The Supply Chain Tech is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be supportive of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect Service Behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a first shift position.

Principal Duties and Responsibilities: Inclusive of all Supply Chain Tech I duties (i.e. SPD, Receiving, and Warehouse). Receive, pack, and unpack items to be stocked and/or delivered on shelves/bins/Point of Use locations (i.e. in the warehouse, storerooms, units, and any off-site locations). Receive and/or count stock items with accuracy and correctly record data manually or using the computer.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience. High School Diploma/GED required. Must have basic math, reading, and writing skills. Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis. Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions. Familiar with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

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

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Truck Driver, Class A - Full Time - Home Daily - Melrose Park, IL

Requisition ID 2014-7080

Primary State/Province IL

Primary City MELROSE PARK

Category Drivers

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Description:

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on your everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today. •Home daily •Estimated average earnings of \$900-1000 per week
•Day shift •Local/Regional Flatbed work / strapping & tarping involved
•Flatbed experience preferred

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/7080/truck-driver%2c-class-a---full-time---home-daily---melrose-park%2c-il/job>

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Diesel Mechanic Wanted! \$21.63/HR!

Requisition ID 2014-6311 Job Locations US-IL-CICERO

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

Under close supervision, this position performs minor to average routine maintenance and repair services on different types of vehicles.

Works with the assistance of a T3, T4, TIC, SS or SM, when performing highly technical and superior diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner.

The T2 Technician performs minor to average repairs and routine maintenance under limited supervision. The T2 may be assigned to work/train directly with a T3 or T4.

- Requirements:
- High school diploma or equivalent
 - Post-secondary vocational education strongly preferred
 - Must have minimum tools required as outlined in Maintenance policy 2.02

ADDITIONAL REQUIREMENTS:

- Must have a valid driver's license
- Valid CDL (license A) is highly desired; mandatory in some locations
- Must possess state license as required
- This position requires for you to drive Ryder vehicles. In order to become a Ryder employee you must:
 - Pass a Ryder initiated drug and alcohol screening test
 - Pass a regulatory agency (DOT) specific physical examination
 - Pass a Ryder road test
 - Provide appropriate CDL and endorsements for the position
 - Verify competency in critical skill areas for the specific driving position (e.g., hazmat, doubles, frequent backing)

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/6311/diesel-mechanic-wanted%21-%2421.63-hr%21/job>

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Service Writer

Requisition ID 2014-7195

Job Locations US-IL-CHICAGO

Category Admin Support, Clerical & Service Coordinators

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

The Customer Service Coordinator/Service Writer will perform tasks related to parts inventory, scheduling and processing orders in a fast paced maintenance facility.

Requirements:

- High School Diploma or GED equivalent is required
- 18 years of age or older

ADDITIONAL REQUIREMENTS:

- Parts experience is required
- Mechanic knowledge is preferred
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

- This position is responsible for maintaining parts inventory, coordinating with customers to schedule maintenance and processing purchase orders and debit memos
- This position will also assist in scheduling shop workload
- Additional duties are required on an as needed basis by supervisor

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All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

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

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

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

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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