



Job Title: Lottery Sales Representative

Agency: Lottery

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 8573

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

****Special Requirement**** - Chosen candidate must live within 25 miles of Territory 209 which encompasses the Fox Lake, Libertyville, Lake Zurich, Wauconda, Grayslake and Gurnee areas.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Headquarters 586 Territorial Dr. Bolingbrook, IL

(Covers Territory 209 which encompasses the Fox Lake, Libertyville, Lake Zurich, Wauconda, Grayslake and Gurnee areas) Agency Contact: A & R Shared Services Center 101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-782-6239

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: Office Assistant - Opt 2 (NRC Rec Office)

Agency: Corrections

Closing Date/Time: Thu. 07/03/14 11:59 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0375

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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 2 - Typing

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Job Title: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: LOT 9193

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction performs highly specialized and sensitive clerical processing of customer complaints against Lottery Agents; processes Electronic Fund Transfer replacement checks; prepares and edits instant and on-line winning claims; performs a variety of complex typing functions for the Regional Office; receives, stores, and distributes promotional and sales materials.

Minimum Requirements:

Option 2 - ability to type accurately 45 w.p.m. Requires valid class A Drivers License. Requires lifting of 25-50 pounds. Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires extensive knowledge of office practices, procedures and programs; requires working knowledge of basic mathematics, requires elementary knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Lottery

Finance/Budget-Accounts Payable/Claims 1

Check-Writing Center 9511 Harrison Street Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 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).

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Part-Time Service Agent - (Chicago) Magnificent Mile

Job ID 2014-107830

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

This position is located at: 10 E GRAND, HILTON GARAGE FL 2, CHICAGO IL 60611

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Sunday: 8:00am - 12:00pm

Monday: 1:00pm - 6:00pm

Tuesday: 7:00am - 12:00pm

Wednesday: 7:00am - 6:00pm

OR

Thursday: 7:00am - 1:00pm

Friday: 7:00am - 1:00pm

Saturday: 7:00am - 1:00pm

Apply online at <https://us-erac.icims.com/jobs/107830/part-time-service-agent--%28chicago%29-magnificent-mile/job>

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Part-Time Service Agent (Car Detailer) -Chicago - Uptown

Job ID 2014-110578

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: North Suburbs

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at: 5313 N. Sheridan Rd, Chicago, IL. 60640

Benefits included with this position are:

- *Fun and friendly environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service) Finish

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday: 1:00pm-6:00pm

Tuesday: 1:00pm-6:00pm

Wednesday: 1:00pm-6:00pm

Friday: 1:00pm-6:00pm

Saturday (every other) 8:00am-12:00pm

Apply online at https://us-erac.icims.com/jobs/110578/*part-time-service-agent-%28car-detailer%29--chicago---uptown/job

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Executive Assistant (CHS)

Department: MHP Administration

Schedule: Full Time

Shift: Days

Hours: 8:30 - 5:00pm

Job Details: Experience is required

Reporting directly to the Chief Executive Officer, this role is responsible for providing support to the CEO. This position needs to assume a role of communicative authority in lieu and in conjunction with the CEO and management staff.

Job Responsibilities:

1. Responsible for maintaining meeting schedules for the CEO and management staff
2. Coordinates travel schedule as necessary for management staff
3. Screens calls and visitors
4. Maintains regular communication with other divisions and departments in order to ensure efficient processing of work, to obtain and relay information and to resolve problems. Responds to a variety of inquiries which require considerable knowledge about the CHS policies, procedures and operations.
5. Assists in the preparation of administrative reports; performs difficult and/or confidential information gathering and compiling
6. Is involved in the management of office activities, including ordering office supplies, coordination with building maintenance, maintenance and funding of postage machine
7. Prepares documents and materials as necessary for committee meetings, presentations
8. Responsible for reception are responsibilities, including greeting guests, accompanying them to areas within the office as necessary, package approval
9. Sorts and distributes mail to appropriate personnel when needed
10. Coordinates work assignments amongst clerical personnel

JOB SPECIFICATIONS:

1. The level of knowledge normally acquired through the completion of a Bachelor's Degree
2. Proficiency in Excel, Word, Power Point
3. Excellent communication skills with the ability to facilitate groups and possesses well-developed team work and collaboration skills
4. Interpersonal skills necessary to interact effectively with teams of people

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=154893

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Manager, Food Service

Department: Dietary Services

Schedule: Full Time

Shift: Days

Job Details: Certification Preferred. 1-2 years experience is required
Under the direction and guidance of the Director, the Food Service Manager plans, organizes, directs and oversees all of the food production, procurement and service for patients, cafeteria, retail and special catered events. The Food Service Manager provides leadership, ensuring established policies and procedures are met. Ensures that a harmonious environment is adhered to. Performs other related duties as assigned, maintains all state and federal registration requirements are met. H.S. education required, and some college or culinary training at an accredited institution is preferred. Certified food service sanitation certificate required.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=134476

Rehab Tech II

Department: Physical Therapy

Schedule: Full Time

Shift: Rotation

Job Details: Assists with clerical and materials management tasks and assists with predetermined portions of patient related care.

JOB QUALIFICATIONS

1. High school graduate or equivalent
2. One year clerical experience
3. CPR certification preferred
4. Proficient patient care skills; typically obtained within three months of on-the-job training
5. Experience in a health care environment (e.g., CNA, rehab aide training) strongly preferred
6. Proficient in personal computers and word processing software, facsimile machine, copier, shredder
7. Good verbal and written communication skills
8. Effective interpersonal skills

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=714873

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Part-Time Service Agent (Car Detailer)- West Loop

Job ID 2014-112690

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at
318 S. MORGAN
CHICAGO IL 60607

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

- Must be at least 18 years old
- Must have 1 year of prior work experience
- Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
- No drug or alcohol related conviction on driving record in the past 3 years
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
- Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

- Tuesday: 1:00pm - 6:00pm
- Wednesday: 7:00am - 6:00pm
- Thursday: 1:00pm - 6:00pm
- Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/112690/*part-time-service-agent-%28car-detailer%29--west-loop/job

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Part Time Traffic Driver-Elmhurst, IL

Job ID 2014-113868

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: West Suburbs

Overview: The Traffic Driver delivers vehicles and in rare instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver customers and vehicles to appropriate destination in a safe and courteous manner.

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles.

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

May be asked to work at various rental branch locations, as needed

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

6 months work experience required

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must have reliable transportation to and from Elmhurst, IL

Must be willing to work for \$8.25/hr (non-negotiable)

Must be willing to work at rental branch locations, as needed, which can require washing vehicles/driving customers

MUST BE ABLE TO WORK THE FOLLOWING SCHEDULE:

MONDAY, THURSDAY and FRIDAY 8:00am-5:00pm

Apply online at <https://us-erac.icims.com/jobs/113868/part-time-traffic-driver-elmhurst%2c-il/job>

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UPS Part Time Operations Supervisor

Job Location: Hodgkins, IL

UPS Part Time Operations Supervisor - \$15.00/hr

Training Provided (Sunrise/Day/Twi/Night Shifts)

This management position involves directly supervising seven to ten part-time Package Handlers. Part-Time Supervisors train, develop, and hold their workgroups responsible for safety, production and attendance. The Part-Time Operations Supervisor impacts the organization by contributing to the continued growth and profitability of UPS by maintaining the highest standards for account productivity, accuracy, customer service, organization, communication, cooperation, and safety. The Part-Time Operations Supervisor provides innovative and effective leadership and cultivates a functional working relationship with all levels of personnel throughout the organization. Part-Time Supervisors generally work Monday through Friday at 5 1/2 hours a day, with a guarantee of 27 1/2 hours a week. Medical, Dental, Vision, Life, and legal benefits are offered to employees and their eligible dependents. Additional benefits include educational assistance, 401K, discounted stock, and paid vacations/holidays. Please note that these opportunities are part-time only.

The Part-Time Operations Supervisor responsibilities may include but are not limited to the following:

Management of department resources to ensure maximum output, accuracy, and efficiency at all times. Meet or exceed all established standards for accuracy and productivity. Ensure that all department and/or corporate policies and procedures are communicated, understood, and adhered to. Establish and promote a positive, team-oriented work environment emphasizing employee involvement, pro-active communication, inter-departmental cooperation, and continual improvement on all levels. Implement employee personal development plans as required to ensure the continuing professional growth of department personnel. Ensure that all department employees receive specific and detailed orientation, skills and safety training, appropriate materials and information, regular evaluations, and pro-active coaching to support their continued development. Establish and maintain an aggressive cross-training program within the department to promote development, enhance flexibility, and ensure backup coverage of vital functions and processes. Function as an effective liaison and advocate on all levels to ensure that employee, department, and corporate needs are addressed in a timely and productive manner. Responsible to ensure that all employees adhere to safety policies and procedures at all times, operating in full compliance with department, station, corporate, and OSHA requirements.

Job ID: 101758109 . UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/illinois/operations/jobid5210101-ups-part-time-operations-supervisor-jobs>

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Part-Time Branch Shuttle Driver - Schaumburg (Mornings)

Job ID 2014-114146

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: West Suburbs

Overview:

The Branch Shuttle Driver for Schaumburg, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

6 months work experience required

Previous customer service experience

Must have valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must have reliable transportation to and from Schaumburg, IL

Customer Service experience preferred

Must have at least 6 months of work experience

Must be willing to work for \$8.25/hr

Apart from religious observances, **MUST** be able to work the following schedule:

Monday 7:15am-1:00pm

Wednesday 7:15am-1:00pm

Thursday 7:15am-1:00pm

Friday 7:15am-1:00pm

Saturday 9:00am - 12:00pm

Apply online at <https://us-erac.icims.com/jobs/114146/part-time-branch-shuttle-driver---schaumburg-%28mornings%29/job>

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MEDICAL ASSISTANT

Department: Pain Clinic

Schedule: Registry

Shift: Days

Hours: No Guarantee of hours

Job Details: HS Diploma/GED. CPR certified. Experience is preferred

GENERAL SUMMARY: Reporting to the Director and/or Nurse Manger or other appointed designee assists physicians by preparing patients for treatment, taking patient medical history, running basic laboratory tests, assisting during patient treatments and providing basic patient instructions. Performs a variety of clerical duties as assigned.

JOB SPECIFICATIONS:

1. Successful completion of an approved Medical Assistant program.
2. One (1) to three (3) years experience as a Medical Assistant is highly desirable.
3. Completion of a High School Diploma or its' equivalent.
4. Current CPR certification.
5. The ability to run routine laboratory tests and perform diagnostic tests as requested by the physician.
6. The interpersonal skills necessary to work effectively with patients, nursing/medical staff and their peers.
7. Strong organizational skills and the ability to multi-task with several physicians and staff members simultaneously.
8. Must be a self directed individual and is able to follow protocols consistently.
9. Previous working experience with Microsoft Office software including Word, Excel and Outlook.
10. The clerical aptitude needed to locate and maintain patient charts, answer telephones, and prepare patient charges.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=719547

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Part-Time Driver - (Alsip)

Job ID 2014-114303

Category Customer Service/Support - Driver

Location US-IL

Area Chicagoland

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

The starting salary for this position is \$8.25/hour.

Responsibilities:

The Part Time Driver is responsible for the transporting of customers, fleet cars and vans to and from Enterprise Rent-A-Car locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

One year of work experience required.

Must have valid driver's license with no more than one moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observation, must be available to work the following schedules

Monday, Wednesday, Friday: 8:00am-4:00pm

Tuesday, Thursday: 8:00am-4:00pm and Saturdays: 8:00am-2:00pm

Apply online at <https://us-erac.icims.com/jobs/114303/part-time-driver---%28alsip%29/job>

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Job Title: Office Coordinator - Opt 2

Agency: Gaming Board

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IGB 8122

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires skill in typing accurately at 30 WPM. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Prefers knowledge working with Microsoft Word (6.0 or higher) software and Excel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Gaming Board

Dockside Operations/Enforcement/Joliet

Harrah's Casino 151 N. Joliet Street Joliet, IL Will County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

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Job Title: Public Service Administrator - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: IG0572

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, plans, organizes, manages and evaluates welfare fraud investigations leading to prosecution in Cook County; researches and evaluates information for various management and investigation reports utilizing Agency computer systems and policy manuals; establishes cooperative working relationships with Agency management staff, law enforcement officials, and federal and local government officials; attends conferences and meetings to plan, develop, and implement new or revised program procedures, policies, legislation, or programs affecting the Bureau; travels to attend conferences and meetings; serves as a full line supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration; requires three years of responsible administrative experience in a public or business administration, or completion of an agency approved professional management training program. Requires ability to develop and manage a small agency function program. Requires ability to travel to various counties to attend conferences and meetings.

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

Location: Office of Inspector General

Bureau of Investigations 1755 Lake Cook Road Deerfield, IL 60015 (Cook County)

Agency Contact: Lori Hudgins, Personnel 412 North 5th Street Springfield, IL 62702

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Transport Driver

Talent Area : Transportation/Driver
Location : St Charles, IL, USA
Requisition Number : HV034824
Full or Part Time : Regular Employee FT

Position Description:

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.

- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

Position Requirements:

- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.

- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/transport-driver-st-charles-illinois-job-1-4527724>

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.

- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.

- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.

- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Fork-lift certification is required

- Must be able to repetitively lift up to 60lbs
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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-pt-niles-illinois-job-1-4527581>

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Distribution Center Administrator - MON-FRI 8am-5pm Schedule

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Requisition Number : 00023685

Full or Part Time : Regular Employee FT

Position Description

Performs routine clerical duties in a Distribution Center in accordance with standard administrative office procedures.

DISTRIBUTION

- Driver call in log - DOT – DVRs and Grid logs required file maintenance only
- Enter special event orders for service and schedule - Employee sale
- Safety committee notes as assigned

COOLER SERVICE - AP invoice processing

ACCOUNTS RECEIVABLE/CREDIT - Customer Accounts Receivable research – Sales Center Charge back - Customer mail check requests (validation) - NSF Review and tracking – notification to sales - PIA, drafting credit memos and invoice corrections

- Local Branch Deductions research

HUMAN RESOURCES

- New Employee Orientation and On-Boarding
- Responsible for collection, review and dissemination of original new hire paperwork
- Scans CCR Employment Application and Consent Form & Disclosure Form and emails to designated Talent Acquisition representative.
- Serves as local Chain of Custody Coordinator for CCR Drug Test Program
- High School - GED or Diploma required - Some college preferred
- 2-5 years experience in automated office environment required
- Minimum 1 year of finance related experience in an office environment required
- Basic computer skills including Excel, Word and Power point or related experience
- Excellent phone etiquette - Knowledge of multi-line phone systems
- Accurate data entry - Strong organizational skills. Bi-lingual skills a plus
- Occasional lifting of up to 50 lbs

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/distribution-center-administrator-mon-fri-8am-5pm-schedule-st-charles-illinois-job-1-4506136>

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Fleet Mechanic

Talent Area : Maintenance

Location : Chicago, IL, USA

Requisition Number : 00022682

Full or Part Time : Regular Employee FT

Position Description

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
- Respond to service calls.
- Maintain tools.
- Clean work area.
- Pick up and deliver vehicles.
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
- ASE certification preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-chicago-illinois-job-1-4426697>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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