



## **Dual-Licensed Massage Therapist (Part-time) - NoMI Spa**

### Description

The Park Hyatt Chicago is currently seeking a Professional, Dual-licensed Massage Therapist to join an amazing team at the NoMI Spa.

The Massage Therapist is responsible for delivery of expectation massage and body treatments.

Must have good communication skills and exceptional customer service skills.

Must also have appropriate certifications.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Golf/Health Club/Recreation/Spa

Job Category: Spa

Req ID: CHI006915

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006915&LangID=1>

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## Front Office Agent

### Description

Front Office associates are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires. You'll be the face of Hyatt as a Front Office Associate. If you have worked at other Hotels as a front desk clerk or you have an interest in hotel clerk jobs, we'd love to hear from you!

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment. Refined verbal and written communication skills. Ability to stand for long periods of time. Use your past hotel job experience to make a difference at Hyatt. For immediate consideration for the Front Office Associate position, click Apply Now and complete an application for the Front Office Associate position on the Hyatt Careers Site!

Property: Hyatt Regency McCormick Place  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Hourly US Dollar (USD)  
Schedule: Full-time  
Job Level: Hourly/Entry Level Employee  
Job: Front Office/Guest Services/Transportation  
Job Category: Front Office  
Req ID: CHI006970

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006970&LangID=1>

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## **Administrative Assistant**

### Description

This position provides support for the Executive Assistant to Mark Hoplamazian, CEO. In a highly confidential environment, this person will perform administrative tasks, project work, and liaise with a variety of functions throughout the organization under the direction of the Executive Assistant.

### Responsibilities:

Prepare letters, reports and documents based on input from the Senior Executive Assistant working from notes, copy and/or drafts, design formats to enhance each document and review for accuracy.

Process invoices for payment using the department budget as a guideline.

Coordinate meeting minutes and agendas.

Assist with the preparation and processing of expense reports and payments.

Receive visitors and coordinate catering for various in-house meetings and events.

Monitor and respond to phone calls, emails and incoming correspondence.

Develop and maintain organization of office systems, files and supplies.

Demonstrate a commitment to Hyatt core values.

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

### Qualifications

A minimum of three years of experience in an administrative role is preferred.

High School diploma required, some college coursework preferred.

Proficient in Microsoft Office skills. Proven ability to project a professional image.

Property: Hyatt Corporate Office

Company: Hyatt Corporation

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Administrative

Job: Administrative

Req ID: CHI006963

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006963&LangID=1>

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## Guest Service Agent

### Description

Guest Service Agents are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires. You'll be the face of Hyatt as a Guest Service Associate. If you have worked at other Hotels as a front desk clerk or you have an interest in hotel clerk jobs, we'd love to hear from you!

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal and written communication skills

Ability to stand for long periods of time.

Use your past hotel job experience to make a difference at Hyatt. For immediate consideration for the Guest Service Agent position, click Apply Now and complete an application on the Hyatt Careers Site!

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Front Office/Guest Services/Transportation

Job Category: Front Office

Req ID: CHI006987

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### **Public Areas Attendant-Overnight**

Description: The Public Area Attendant is responsible for maintaining the cleanliness of the hotel. This person must have exceptional communication skills as well as superior guest service abilities. This position is fast paced with constant customer interaction and must be able to push and pull a moderate weight.

Property: Hyatt Regency Chicago  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Hourly US Dollar (USD)  
Schedule: Full-time  
Job Level: Hourly/Entry Level Employee  
Job: Housekeeping/Laundry  
Req ID: CHI007004

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007004&LangID=1>

### **Houseperson - Events**

Description: At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. The Houseperson - Events is responsible for setting up and breaking down all meeting spaces with tables/chairs/water, etc. This person must have good communication skills as well as the ability to lift moderate weight. This is a fast paced position.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Property: Hyatt Regency Chicago  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Hourly US Dollar (USD)  
Schedule: Full-time  
Job Level: Hourly/Entry Level Employee  
Job: Food and Beverage/Culinary  
Job Category: Banquets  
Req ID: CHI006981

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006981&LangID=1>

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### **Executive Secretary**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

#### **Job Description:**

Under the direction of the Deputy Executive Director, Revenue Services, or designate, performs highly responsible and confidential secretarial and administrative functions of a varied nature that requires exercising the use of good judgment and discretion.

Responsibilities include but are not limited to, managing calendar of the Deputy Executive Director, Revenue Services, scheduling appointments, typing of various types of correspondence, handling meeting arrangements, handling extremely busy department phones that include calls from the public and providing direction for appropriate handling of calls, maintaining confidential department filing system, provide back up for department office supply ordering and travel arrangements. Greets and screens visitors, reviews and distributes mail.

Oversees department correspondence workflow with department support staff. May be called upon to travel to other Pace locations to attend meetings and take minutes. This is an Operational Unit of Pace, therefore during inclement weather and emergencies attendance is a must.

May be required to work hours outside the normal workday. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must possess three to five years progressively responsible secretarial experience and technical skills equivalent to those of Executive Secretary level. Excellent MS Office skills.

Excellent interpersonal and verbal skills. Excellent communication and written skills and the ability to work in an ever-changing operational environment with changing priorities and multiple deadlines. Must be able to multitask without losing sight of all assignments. Must be able to maintain professionalism while working under pressure. Qualified candidate must have an excellent work history.

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## **Dispatcher**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

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**Bus Supervisor**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed.

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 have a minimum of three (3) years experience in transportation.

Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

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 have a good work history.

Apply online at

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## **Data Analyst**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Data Manager, this position is responsible for the data entry, analysis and maintenance of Pace Paratransit records of data including but not limited to Contractor phone sequencer reports, miles, hours, maintenance and repairs.

The Data Analyst position is required to:

- 1) retrieve, enter and maintain Pace paratransit vehicle maintenance and repair, phone sequencer and other service information as required under contract with Pace and in alignment with Pace policy;
- 2) analyze data to verify contract compliance and identify patterns and trends;
- 3) analyze Contractor phone sequencer reports on a daily and monthly basis;
- 4) provide managers with reports on results of analysis and other reports as needed for contract and service oversight;
- 5) provide support to the Data Manager
- 6) adhere to internal external deadlines;
- 7) assist with the development of the Pace procedural manual for Contractors;
- 8) provides support in Paratransit daily operations: This position is required to perform as assigned to meet Pace goals.

### **Qualifications:**

Qualified candidate must have at least one (1) year experience in data management and analysis or have relevant work experience. Data management and analyst experience is required.

A Bachelor's Degree, transportation experience and knowledge of FTA DOT ADA regulations are preferred qualifications. Candidate should have the ability to work with service providers, internal and external entities.

Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required.

Knowledge of Trapeze is preferred. Candidate must have excellent written oral skills. Applicant must have a good work history and possess a current valid driver's license.

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel. Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs. Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

**Qualifications:**

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

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

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**Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:**

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

**Qualifications:**

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

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## **Operations Administrator II**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

**Qualifications:** Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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## **Operations Administrator-Compliance**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Project Manager, Regulatory Compliance, this position is responsible for monitoring the Paratransit carriers for compliance with federal, state, and local laws and regulations, as well as Pace contractual requirements. This position assists in: maintaining the Pace Paratransit vehicle inventory; approving drivers/safety sensitive personnel and maintaining files of all providers' personnel; handling Call-In reports; processing A&I reports; approving vehicles for Pace service; maintaining the fleet replacement plans for Pace and the carriers; assisting with accident investigations and documentation; monitoring of the FTA DOT Drug and Alcohol program implemented by the various contracted carriers and municipalities; including site visits/audits; processing accident damage repairs, including associated capital requests; providing supporting Paratransit daily operations and performing other duties as assigned.

### **Qualifications:**

Qualified candidate must have at least three(3) years operations experience in Paratransit, Mobility Management or equivalent relevant work experience.

A Bachelor's Degree, and prior demand response, advance reservation and dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies.

A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required.

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Apply online at

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**Payroll Administrator**

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees. Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

**Qualifications:**

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=707](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707)

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### **Summer Interns**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### Job Description:

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include: filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned.

Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

#### Qualifications:

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply for Job button below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=606](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606)

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**P/T Driver/ Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=542](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542)

**RECEPTIONIST**

Facility Presence Saint Anne Center

Department PSS SAC ADMINISTRATION

Schedule Casual/ Part-time (no benefits)

Shift Rotation

Hours 8-4pm 4-8pm

*Location Rockford, IL*

Req Number 139692

Job Details

Greets vendors, customers, job applicants and other visitors, and arranges for transportation services, when needed. May operate a switchboard to route incoming calls and place outgoing calls. Requires a high school diploma or its equivalent with 0-2 years

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032417>

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### **INFO DESK CLERK**

Facility Presence Saint Francis Hospital  
Department SECURITY  
Schedule Full-time  
Shift Rotation  
Hours Rotating  
Location Evanston, IL  
Req Number 139770

#### Job Details

T

The Information Desk Clerk performs activities necessary to provide both internal and external customers with help in finding their way around Resurrection Medical Center .

This individual assists patients and visitors, as well, in a variety of other ways to make their time at RMC more hospitable.

These may include but are not limited to the following: taking people to their destination by wheel chair, directing people by a map to their destination, sharing information about community programs, conveying and/or calling ResInfo for accessing a physician referral, calling other departments to answer questions for which answers are not known, and keeping up on daily changes in the hospital through reading any new notices so that correct information can be relayed appropriately.

Must have a high school diploma or equivalent.

Must have strong customer service skills and the ability to speak and understand English.

Must present a professional appearance and be able to interact with patients, visitors, and staff throughout the facility.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032521>

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**Sales Agent- (Midway Airport)**

Job ID 2015-142193

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

This is a part time evening position working approximately 25 hours/week.

**Responsibilities:**

Use company approved sales and service techniques when determining customer needs

Offer optional products to meet customer wants and needs.

Prepare all rental and return documents accurately and completely.

Qualify each customer using our company rental requirement guidelines.

Provide customers assistance with directions, maps, local area information, appropriate service information, etc.

Review rental parameters with all customers to ensure a complete understanding of our rates and service charges.

Ensure that the return date and time on the rental agreement is accurate.

Review all charges at the time of vehicle return.

Prepare the Rental Agreement Folder with all required information.

Answer the phones to assist customers in a friendly, helpful and prompt manner.

Assist customers by effectively resolving all customer service issues.

Assist and coordinate customers within the queue to minimize any wait time and promote the most efficient service method as required.

**Knowledge/Skills/Abilities**

Possess strong skill set in customer service and problem prevention

Ability to communicate instructions from management to other positions

Ability to work in high stress and pressure situations

Ability to effectively offer and sell incremental items

Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/142193/sales-agent--%28midway-airport%29/job>

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**Service Agent (car detail) - Midway Airport**

Job ID 2015-142206

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago Midway Arprt

**Responsibilities:**

Inspect vehicle to ensure safety equipment is in working order; lights, tires, brakes, wipers, horn, seat belts, mirrors and back-up lights.

Inspect vehicles for unidentified body damage.

Clean all exterior and interior windows and mirrors and vacuum interior, floor, seats, ashtray and trunk.

Provide positive customer service, including greetings, assistance with luggage and personal belongings, where applicable.

Place items found in vehicles in lost and found. Direct drivers to drop off locations as necessary.

Drive the vehicle from drop off point to service area; drive vehicle through car wash and to ready line as necessary.

Refuel the vehicle and log identification number with fuel needed and mileage.

Ensure that the key tag is properly marked with the correct VIN or Unit number and license plate number.

Maintain a clean and orderly work area and report any unsafe or hazardous conditions. Complete the out-of-service tag and ensure the vehicle is moved to the maintenance area.

Identify and pull the vehicles that are eligible for turnback, flagged for grounding or preventative maintenance and verify their movement to the proper lot location.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI)."

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 \$8.75/hour

Must be able to work late evenings and weekends

Apply online at <https://nationalalamo-erac.icims.com/jobs/142206/service-agent-%28car-detail%29---midway-airport/job>

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**Full Time Maintenance Technician (Oil, Lube, & Tire Technician)  
O'Hare Airport**

Job ID 2014-130869

Location US-IL-Chicago

Category Automotive - Maintenance Technician - Oil, Lube, & Tire Technician  
Airport / City Chicago O'Hare Intl Arpt

**Overview:**

National/Alamo has an exciting opportunity for a Maintenance Technician. The Maintenance Technician performs car service, repair, preventive maintenance, in-fleet service, and buy back/turn back service according to company policy and procedures. This is a position of routine difficulty requiring the exercise of reasonable judgment and initiative. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:**

Ensure all repairs and preventative maintenance are completed according to the manufacturer's specifications and guidelines. Provide safe and reliable vehicles upon completion of repairs and preventative maintenance. Perform in-fleet servicing on new cars according to company procedures as required. Perform buy back/turn back servicing according to company procedures as required. Perform vehicle servicing/repairing to maintain company standards; maintain Out-Of-Service at or below 2%. Maintain safe and clean work area. Perform other related duties as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Requires a minimum of 1 year experience changing oil and performing tire rotations. Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities.

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

Must be able to understand, read, write, and speak English.

Must be willing to accept starting pay of \$10.00/hour.

Must be able to work the following schedule:

Wednesday, Thursday 6:00am-2:30pm

Friday, Saturday, Sunday: 10:30pm - 7:00am

Apply online at <https://nationalalamo-erac.icims.com/jobs/130869/full-time-maintenance-technician-%28oil%2c-lube%2c-%26-tire-technician%29---o%27hare-airport/job>

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