



## **CUSTOMER CARE REPRESENTATIVE (PART TIME)**

Reports To: Shift Supervisor, CCG

Function: Process email, phone, and Live Agent inquiries for parts and product orders, repairs, upgrades and operating instructions using an ECRM and or on-line computer system in accordance with work experience and skill set. Assist CCG and e-Commerce Management in achieving all customer advocacy and company promotional & revenue objectives.

### Duties and Responsibilities:

Handle phone, email and instant messaging inquires for the 2nd shift up to 5 hours each day (up to 27 total weekly hours) from customers related to the processing of parts, product orders and repair status including resolution of complaints and product operations. Answer approximately 10 calls/emails/chats per hour and up to 50 calls/emails/chats per day. Promote and process parts and product orders for customers. Provide information regarding product features, pricing and availability and shipping details Refer to ECRM resource libraries, service literature or technical manuals to determine or verify correct stock numbers of the parts needed by customers and service stations. Perform other special projects, including Consumer Care Department related warehouse assignments when needed, as directed by the department supervisor. Support Consumer Care Representatives and Technical Support Team. Perform social media and customer advocacy special projects, as required, to assist department and the Company in achieving its goals and objectives Strive to achieve the highest department & personal Net Promoter Scores by assisting, collaborating or creating Positive Consumer Events, through enhanced consumer reviews, blog posts, social media posts, customer recommendations, recruitment of the CobraNation. Perform other related duties as assigned.

### Experience and Qualifications:

High school diploma or equivalent; a minimum of 3 years customer service/inside sales experience using an on-line computer system or eCRM in a high-volume department and demonstrated knowledge/experience with the operation of consumer electronics products; superior verbal and written communication skills; ability to multi-task interface effectively with all types of customers and personnel; strong data entry skills and accuracy; professional demeanor; demonstrated effective selling skills; self starter and the ability to work independently; excellent customer follow through; and fluency in a second language (Spanish, Polish, Mandarin) is preferred.

Equal Opportunity Employer Minority/Female/Disability/Veteran

TO APPLY: E-mail or fax your resume to Mike Bigane at [mbigane@cobra.com](mailto:mbigane@cobra.com) or (773) 889-4453

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**SUPERVISOR, E-COMMERCE SHIPPING & RETURNS RECEIVING**

Reports To: Manager, Distribution

**Function:**

Responsible for leading and supervising the day-to-day activities of the E-Commerce Shipping/Receiving, DR Returns Receiving and Mailroom areas of the Distribution Department including special packaging projects.

Duties include ensuring total customer satisfaction, both internally and externally, through flawless execution and consistent application and adherence to pre-established processes.

This includes training and developing subordinates, estimating manpower needs and scheduling assignments to satisfy department timetables. As a member of the Safety Committee, develop and monitor all safety regulations. Evaluate space requirements and recommend changes to improve operating efficiency.

Supervise, develop, measure, monitor and evaluate the performance of direct reports and individuals within the functional area. Perform annual evaluation of staff and make salary recommendations. Create plans for improvement and development of staff. Lead and manage staff members and direct reports in a manner that fosters ethical business practices and teamwork while supporting and enforcing all company policies and practices. Perform other miscellaneous duties and tasks as assigned.

**Experience and Qualifications:**

Associate's Degree or equivalent experience, Bachelor's Degree preferred; 5 or more years experience in distribution including experience in inventory control and shipping/receiving processes; proven track record of effective supervisory skills; ability to manage multiple tasks simultaneously using time management and efficient delegation strategies; familiarity with various shipping methods and knowledge of returns processing procedures is preferred; strong verbal and written communication skills; Microsoft Word and Excel proficiency; SAP experience preferred; and the ability to safely operate a forklift is preferable.

Equal Opportunity Employer

Minority/Female/Disability/Veteran

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### **Special Events Officer (Seasonal) – Loop – All Shifts**

Special Event Officers will provide visitor assistance and access control primarily at a major Chicago lakefront park and at other various locations throughout the Chicago metropolitan area. The ideal candidate will possess a cheerful, energetic and professional demeanor along with excellent interpersonal skills and a focus on customer service. Special Event Officers must have good physical conditioning and be able to stand for long periods and work outside in the sun in concert-like conditions with flowers, bees, and large groups of people.

Special Event Officers work location(s), days, and shift hours will vary based on operational need. Your number of hours per week will be based on your availability. The Special Event Officer position starts as a part-time position, but has the potential to be Full-Time pending your acceptance of assigned shifts.

Special Event Officer responsibilities include, but are not limited to:

Education and/or Experience: High School diploma or general education degree (GED). Must be at least 18 years of age. Certificates, Licenses, Registrations: Valid PERC or the ability to obtain/maintain a PERC through IDFPR. Ability to pass pre-employment drug screen and criminal background check. Although a valid IL driver's license is not required for this position, having/maintaining a valid IL driver's license along with a satisfactory DMV history does increase your targeted assignment area within a selected business portfolio, in addition to allowing for your assignment at a facility for which a vehicular mobile patrol is required.

Language Skills: Must have the ability to read, write, speak, and understand English. Foreign language speakers are especially welcome and considered a plus.

Other Qualifications: All candidates chosen must be able to work a varied work schedule - as the days get warmer, the workload becomes busier. You will be obligated to maintain a working telephone number and accurate residential information throughout your employment, so we may be able to contact you as needed.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. Candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facilities; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.00 and \$11.50 per hour and potential for full-time employment. Skills-enhancing training and opportunities for career growth and promotion.

Interested candidates should apply online at <https://careers-titansecurity.icims.com/jobs/intro> EOE/M/F/D/V

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## **Accountant**

Underwriters Laboratories - Northbrook, IL

### Job Summary

Under general supervision, performs general accounting work in one or more Global Finance areas. Analyzes accounts and reports as well as prepares financial statements, budgets, statistical reports or tax returns. Reconciles general ledger accounts. Assists in the development and implementation of department policies, procedures, and programs in assigned areas. Advises management and employees in areas of expertise. Assists customers and other constituents.

### Job Responsibility

Performs general accounting work requiring originality and ingenuity with some latitude for un-reviewed decisions, in assigned areas. Applies fundamental accounting concepts and practices in assigned areas. Confers with supervisor on unusual matters. Communicates with management and employees regarding issues in accounting and recommends solutions. Explains and interprets department policies, procedures, and practices. Assists customers and other constituents. Assists in the development of new or revised policies, procedures, and programs by performing research and analysis. Develops recommendations concerning procedures and program features. Communicates with outside agencies or organizations to obtain or exchange information. Develops and maintains working knowledge of advanced concepts in assigned areas. Develops an awareness of how decisions made in assigned areas impact work in other functional areas. Stays abreast of current trends, and practices in area of specialization. Performs other duties as directed.

### Job Requirements

University Degree in Accounting, Finance or a related discipline plus generally two years of directly related accounting experience.  
Detailed knowledge of accounting theories and practices in area of responsibility.  
Working knowledge of all other accounting procedures.

We accept the uniqueness in individuals and see it as a powerful asset to our employees, services and community. The UL family of companies is proud to be an equal opportunity employer committed to workforce diversity and fair employment practices.

Apply online at

[http://www.indeed.com/viewjob?jk=7b9a157c110d38db&q=Renewable+Energy&l=Chicago,+IL&tk=18svpnmvd06b01tg&from=ja&alid=f84c540aaff5cf44&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=7b9a157c110d38db&q=Renewable+Energy&l=Chicago,+IL&tk=18svpnmvd06b01tg&from=ja&alid=f84c540aaff5cf44&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

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## **Fleet Manager**

Mansfield Oil Company - Forest View, IL

The Petroleum Experts œ Fleet Manager Forest View, IL

Description The Fleet Manager is responsible for managing the Mansfield Oil delivery fleet to maximize the profitability of fuel loads delivered in the Mansfield Oil Fleet.

### Core Responsibilities Coaching and Mentoring

- Develop effective hiring skills and strategies to ensure the selection of high performance staff to drive the success of the Fleet Department
- Develop clear goals for staff each year that support company goals and objectives
- Develop a coaching strategy for staff to achieve or exceed goals and objectives
- Regularly review performance with staff
- Help staff focus on what is within their control to achieve success
- Celebrate success
- Quickly address performance issues in a constructive manner
- Create positive accountability and follow-up to achieve goals

### Position Requirements Formal Education & Certification

Bachelor's Degree preferred, High School Diploma or Equivalent Required

### Knowledge & Experience

- Must have at least 5 years of experience managing drivers and dispatchers in the petroleum industry
- Must have at least 3 years of experience providing safety and driver training
- Must have experience maintaining DOT files for drivers
- Must have experience managing customer/client relationships

### Qualifications & Characteristics

- Ability to multi-task
- Accustomed to working under tight deadlines
- Detail oriented
- Time and task management skills essential
- Ability to work effectively with minimum supervision to meet deadlines

Location: Forest View, IL To Apply: <https://home.eease.adp.com/recruit/?id=10069201>

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## Registration Agents

US Direct Marketing - Oak Brook, IL

We want to change the future of energy and reverse global warming; we need passionate people to help us.

We are currently working with the leading GREEN ENERGY supplier in Chicago.

Renewable energy plays a vital role in reducing our carbon footprint and we are on the front lines, making a difference for our future.

We are looking for enthusiastic individuals who want to work in an exciting, challenging and rewarding industry.

No experience is required. We provide basic training, on-going daily coaching and mentoring.

And even transportation!

As a beginner, you can expect to earn up to \$600 - \$1000 per week. With experience, you are able to earn considerably more depending on your work ethic and enthusiasm.

No paper to fill, we provide you with an Ipad or a tablet, sign and go!

Remember no financial transaction, no credit card or money involved! It can't get easier

We would like to hear from you!!

Apply online at [http://www.indeed.com/viewjob?cmp=US-Direct-Marketing&t=Registration+Agent&jk=5a54b07ab60be2c6&sjdu=QwrRXKrqZ3CNX5W-O9jEvScFjl-DomyYevDSsAMHVkpC8ZvF\\_kdo8XTUH4x7fO7pogX3-StSr\\_suVpnFnhNeQ](http://www.indeed.com/viewjob?cmp=US-Direct-Marketing&t=Registration+Agent&jk=5a54b07ab60be2c6&sjdu=QwrRXKrqZ3CNX5W-O9jEvScFjl-DomyYevDSsAMHVkpC8ZvF_kdo8XTUH4x7fO7pogX3-StSr_suVpnFnhNeQ)

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## **Assistant Collections Manager I**

Location: Chicago, IL

The Assistant Collections Manager I position is limited term (2 years) for a project to digitally image and make accessible objects from the Philippines heritage collections via a first of its kind web portal.

This project will digitally bridge the gap between the museum collections and changing views of cultural heritage by allowing Filipinos and other stakeholders world-wide to view and help us document these holdings.

Under the supervision of Anthropology Collections Management and in consultation with the curator, the individual in this position will handle, move, and digitally photograph objects with the assistance of Filipino-Americans in Chicago and other volunteers and then database the resulting reference photographs.

These images and their databasing will further promote important collections by making them more accessible to cultural heritage communities, researchers, and the public via a web portal.

### Qualifications

- Bachelor's degree in Anthropology, Museum Studies, or related field required but master's degree highly desirable
- At least three years of object handling and digital artifact photography (including postproduction editing and databasing) experience required
- Demonstrated superb organizational skills, impeccable attention to detail, ability to focus on tasks, ability to communicate effectively, and skilled in negotiation and resolution of non-routine problems
- An in-depth knowledge of accepted museum collections care practices and procedures expected. Ability to work alone or in a team situation required
- Demonstrated computer proficiency with museum collections databases, Microsoft Word, Microsoft Excel, and the Adobe Creative Suite including Photoshop, Bridge, and Lightroom. Working knowledge of KE EMu highly desirable
- High frequency of activity lifting objects, moving carts, using photography equipment. Must be able to work with artifacts and records for long hours
- Community engagement experience is highly desirable

Apply online at <http://www.fieldmuseum.org/about/employment>

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## **Assistant Engineer**

Location: Chicago, IL

The Engineer Assistant operates, maintains, and repairs mechanical equipment. The position is also responsible for assisting external contractors and the Engineer in his/her daily duties.

This is a relief shift (i.e, covers all 3 shifts).

### Responsibilities

- Performs other duties as assigned
- Performs other duties as assigned
- Housekeeping of all Engineering equipment rooms
- HVAC adjustments and preventive maintenance on HVAC equipment
- Ensures that department inventory is restocked and orderly
- Repairs of mechanical equipment
- Sets up Special and Educational events
- Monitors fire system and respond to emergencies
- Performs nightly readings on utilities
- Conducts building rounds and lighting and plumbing repairs

### Qualifications

- High School or GED graduate
- 2-3 years experience working in a similar environment
- Electrical and/or plumbing experience is a plus

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## **Learning Collection Assistant, N. W. Harris Learning Collection**

Location: Chicago, IL

The Field Museum's School Partnerships and Programs Team provides innovative programs and resources for PreK to 12th-grade educators and students connected to the Museum's world-class scientific collections and research. As a member of this team, the Learning Collection Assistant will support the operations of the N.W. Harris Learning Collection—diverse cultural artifacts, biological specimens and dioramas made available to educators and parents for engaging students in object-based learning. Work includes organizing and preparing learning collection materials, supporting development of web-based rental system, and assisting with general program operations.

In addition, the Learning Collection Assistant will staff the program Saturday and one evening weekly, interacting directly with program users, primarily educators, picking up and returning materials.

### Responsibilities

- Assist with general program operations
- Regularly communicate with and support educator and/or parent program users
- Facilitate hands-on workshops for educators focusing on object-based learning
- Prepare workshop materials and coordinate event space
- Collaborate on the development of content material
- Organize visual and written information for web system; populate web system with prepared information
- Manage inventory, assemble and organize materials
- Support other educational programs as needed

### Qualifications

- Strong organizational and interpersonal skills required
- Ability to work independently and with attention to detail required
- Proficiency in Microsoft Office applications required
- Experience updating web-based systems and data-entry required
- Knowledge of preK-12 science and/or social studies required
- Ability to work Saturdays and evenings required
- Frequent lifting of collection materials (< 40 lbs.) required
- Undergraduate degree required preferably in education, science or social science field
- Experience using Adobe Illustrator preferred
- Experience in in preK-12 science or social studies education, museum education, collections management, or teacher professional development preferred

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## **Lighting Technician**

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

### Responsibilities

- Make sure that all exhibit cases are lit. Replaces burned out lamps.
- Maintains lamp inventory for temporary, permanent, and traveling exhibits.
- Make sure that all exhibit cases are lit. Replaces burned out lamps
- Maintains lamp inventory for temporary, permanent, and traveling exhibits
- Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
- Maintain lighting fixture inventory including repair, cleaning, and replacement
- Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
- Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
- Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
- Does low voltage electrical repairs
- Assists lighting designer on the install and focus of temporary exhibits
- Read drawings and written instructions
- Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
- Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

### Qualifications

- High school graduate required. Technical or associates degree a plus.
- Minimum of two years related experience
- Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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**Major Gifts Officer**

Location: Chicago, IL

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

He/She will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

Responsibilities include engaging and soliciting donors and friends of The Field Museum for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer will work directly with other fundraisers, senior staff and volunteer leadership.

**Qualifications**

- A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving.
- Bachelor's degree required from four-year college or university, Masters degree preferred.
- Campaign and project management experience preferred.
- Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries.
- Able to manage confidential information with discretion.
- Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities.
- Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.
- Successful track record of fundraising with major donors.
- Detail-oriented with a strong focus on quality and accuracy.

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## **Member Benefits Coordinator**

Location: Chicago, IL

The Field Museum seeks qualified candidates for the position of Member Benefits Coordinator.

This is a full-time position within the Membership Department.

### Qualifications

- Bachelor's degree preferred
- Ability to use Raiser's Edge to access member data and issue special exhibition tickets through Patron's Edge
- Must be available and willing to work weekends and holidays
- Strong interpersonal and problem solving skills required
- Customer service experience in an educational, cultural or entertainment environment or related field preferred
- Excellent organizational skills and multi-tasking skills
- Knowledge of computerized reservations and/or scheduling systems; Knowledge and experience in conference services and meeting planning techniques and practices
- Ability to work under pressure and handle multiple tasks simultaneously while receiving continual interruptions each day
- Quality negotiating skills to assist members and service department providers
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Must accurately access and document information and recall new or changing procedures that may impact customers
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone

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## **Membership Services Representative**

Location: Chicago, IL

The Membership Services Representative will actively participate in the Membership unit of the Institutional Advancement department's revenue acquisition and retention of members by providing excellent customer service to members and donors at Membership desks, and to members via phone and email.

The position will generate revenue by acquiring new members and retaining and engaging current members via renewals and/or upgrade of membership levels.

The Membership Services Representative will also assist with additional guest audiences including, but not limited to, corporate members, general guests, donors, trustees and museum staff.

### **Qualifications**

- One year customer service experience in an educational, cultural or entertainment environment or related field preferred
- Ability to adapt quickly to new technical efficiencies (new ticketing system, iPad sales system, etc.) and communicate use instructions to members and colleagues
- Ability to clearly communicate in person, via telephone, and email to request and exchange information in a pleasant, respectful and professional manner
- Ability to quickly analyze inquiries and determine steps for resolution. Go "above and beyond" to assist members by making their satisfaction a high priority
- Ability to accurately access and document information and recall new or changing procedures that may impact customers
- Demonstrate exceptional human relations and communication skills, traits and competencies. Listens effectively and has an acute understanding of member/donor needs and expectations.
- Ability to prioritize work and perform under time pressures
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone
- Ability to stand for long periods of time

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### **Team Leader, Housekeeping**

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, is 1st shift (7:30am - 3:30pm).

#### Responsibilities

- Instructs and trains employees in the proper use of new equipment and cleaning products and procedures
- Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
- Investigates new and improved cleaning instruments and methods
- Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment
- Coordinates work efforts to improve productivity
- Other duties as assigned

#### Qualifications

- High School Graduate
- Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge
- Knowledge and familiarity with chemical use and dilution rates
- Communicate effectively both orally and written
- Ability to successfully demonstrate leadership abilities
- Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook
- Ability to work all shifts during training period
- Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources
- Must be able to stand and walk for long periods

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**Position Title: Customer Service Associate - Thompson Center - Chicago, IL**

Auto req ID 189860BR

Line of Business Retail Banking - Branch Banking

Building Location Code IL439 - Thompson Center

Job Type Regular

Job Status Full Time

In a typical banking day, you will enjoy a high level of customer contact, and you'll draw upon your own product knowledge, cash handling experience, and service training. Every day will be different, and you will spend some time on the teller line and other times at a sales and service desk. Your colleagues will count upon your ability to convey features of PNC products to customers and then refer them to the appropriate branch professional for further assistance. PNC is committed to leadership, so you will be backed by state-of-the-industry software, call-desk support, and training resources. You'll have the prestige, security and room to grow offered by a large company, and the intimacy of a neighborhood bank, where you'll know customers by name, and work in a team-oriented environment.

The successful candidate will have the following qualifications:

High School Diploma, GED or equivalent is required

Some cash handling experience is required

At least 2 years of customer service experience in a financial services, sales or retail industry is preferred

Prior experience in being evaluated by customers is preferred

Ability to multitask Excellent interpersonal skills and professional manner

Strong written and verbal communication skills

Computer skills to include ability to work in Windows based applications

Able to lift heavy coin as well as stand on feet for a long period of time

Able to work evenings and weekends depending on branch needs is required

Candidates being considered for this position will be subject to additional background checks as required by Consumer Financial Protection Bureau regulations.

**EEO Statement**

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

Total Hours Per Week 40

HR Job Code C07181 CUSTOMER SERVICE ASSOCIATE

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=989903&partnerid=15783&siteid=5130&codes=WIND>

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## **Flight Attendants at Trans States Airlines**

Chicago, IL

Job status: Full Time, Part Time

We are currently looking for flight attendants at O'Hare Airport in Chicago!

Qualifications: Successful candidates must possess excellent communication skills and have a professional and conservative appearance. Must have the ability to perform physical activities such as lifting luggage. Must be able to be at the airport within 1 1/2 hours of being called. Must have flown at least once as a passenger.

Background: All offers of employment are subject to completion of an FAA background check and drug and alcohol screening.

Drug and Alcohol Testing: All offers of employment are subject to successful completion of drug and alcohol screening paid for by Trans States Airlines. Some medications may be subject to FAA approval.

Requirements •No Felony Convictions •Must be at least 19 years of age.

•Must be at least 4'11" and cannot exceed 5'10". •Weight must be in proportion to height. •Vision must be correctable to 20/40. •High school diploma or equivalent. •US citizen or have the legal right to accept employment in the United States and Canada. •Read, write, and converse fluently in English. The ability to read and converse fluently in another language is a plus. •Must possess a valid driver's license. •Must possess a social security card •Must possess a passport •Must not have any visible tattoos or body art

Training includes aircraft familiarization, city codes, regulatory announcements, beverage service, emergency procedures, first aid, etc. Progress in learning is evaluated by written and practical examinations. A minimum passing score of 80% must be maintained throughout the entire training session.

### Travel Privileges

•Employees may elect to Opt-In to the United Travel Program and pay an annual fee for themselves and their eligible, which may include a spouse, children and one set of parents, no in-laws. If not married you may elect to have an enrolled friend or Domestic Partner. Opt-In benefits include Unlimited Free Space Available coach travel on any United/United Express flight (30 days from date of hire). •Reduced rate space available passes on other airlines after 3 months of employment •Most hotels, cruises and other travel related establishments offer discounts to airline employees

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**Classification: Technical Manager IV Salary Range: \$4,915 - \$8,975**

Position Title: Investigator (Northern)

Union Position: Yes No

Position Number: PW414-23-90-203-10-01 IPR#: 38006

Office/Central Bureau/District/Work Address:

Office of Quality Compliance and Review/Bureau of Fiscal Integrity and Investigations/201 West Center Court, Schaumburg, IL

Description Of Duties:

Under the direct supervision of the Investigations Coordination Manager, this position is accountable for conducting confidential, preliminary investigations of wrongdoing and providing investigatory assistance to law enforcement as directed.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Statewide travel

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in law enforcement
- Five years working experience with investigative skills and techniques
- Strong oral and written communication skills
- Ability to effectively analyze allegations of wrongdoing
- Ability to maintain harmonious relationships with employees and agency officials

Shift/Remarks:

Typically 8:00 am - 4:30 pm / Monday - Friday

An Equal Opportunity Employer

*Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, July 30, 2014 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.*

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**Title: On-Site Services Specialist - Hospitality - 2nd Shift**

Req ID14-02881

Category Managed Services / Office Operations

Type Full-Time Employee (32-40 hrs)

FLSA Status Non-exempt

Location Chicago, IL

Country United States

**POSITION PROFILE**

Ricoh is currently looking for career-oriented individuals to help provide entry-level office support services within our customer locations. The On-Site Customer Service Specialist's primary focus is building relationships with customers while providing important office support. In this position you will be responsible for providing copy/print services, mail services, shipping and other office related tasks. To help you thrive, Ricoh provides an award-winning training program, an excellent support structure and a comprehensive benefits package.

**JOB DUTIES AND RESPONSIBILITIES**

Stocks canteen and copy supply areas

Delivers mail at assigned times

Completes general cleanup of canteen and copy areas

Straightens conference rooms between meetings

Able to meet assigned task times and metrics

Reports facility issues such as carpet stains, lights out, plumbing issues, broken cabinets etc. via tools provided

Ability to work with minimal supervision during non standard hours is a must!

Ability to follow procedures on what is to be escalated

**Requirements**

**QUALIFICATIONS (Education, Experience, and Certifications)**

The ideal candidate will have basic Microsoft Office skills, a High School Diploma or equivalent experience. Exceptional customer service skills are a must!

Related retail or hospitality experience preferred.

If you want to demonstrate and develop your talents, Ricoh offers an excellent career path and the chance to work with a dynamic team and company! For immediate consideration, please apply online.

Ricoh is an EEO/Affirmative Action Employer -- M/F/Disability/Veteran

Apply online at

[http://www.candidatecare.com/srcsh/RTI.home?r=2000032825310&c=59&d=ricoh.candidatecare.com&rb=INDEED\\$](http://www.candidatecare.com/srcsh/RTI.home?r=2000032825310&c=59&d=ricoh.candidatecare.com&rb=INDEED$)

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**School Clerk Assistant (School Office Services) (Job Number: P012638)**  
West Side-2850 West 24th Street (Maria Saucedo Scholastic Acad)

**CHARACTERISTICS OF THE CLASS:** Under supervision of the school principal, maintains security in and around a school and school grounds; and performs related duties as required.

**ESSENTIAL FUNCTIONS:** Conducts surveillance throughout school to prevent vandalism and damage to school property and equipment; monitors halls during school hours to maintain order and prevent loitering; patrols playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, loitering, and any other security violation to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; directs visitors to appropriate areas of the school.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent), supplemented by one year of security or watchman experience; or an equivalent combination of training and experience. Completion of security courses is highly desirable.

**Knowledge, Abilities, and Skill.** Knowledge of the basic methods and techniques of providing building, equipment and site safety and security. Ability to exercise good judgment when responding to security violations and emergency situations, ability to exercise tact and courtesy when interacting with the public.  
Good human relations and interpersonal skills, good oral communication skills.

**Physical Requirements.** Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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**Administrative Assistant III (Job Number: 14000BZ)**

Central-125 South Clark Street (College and Career Success Off)

Purpose or Summary Statement of Primary Duties and Responsibilities of Position  
Under the direction of the Director of the Office of School Counseling and Postsecondary Advising (OSCPA) the Administrative Assistant will assist in the implementation of OSCPAs initiatives, problem solve, and trouble shoot. Assist in the organizing and planning of OSCPAs and Counselor and Integrated Counselor/Coach activities. Assist in the organization of various OSCPAs functions. Prepare OSCPAs reports and correspondence.

Principal Accountabilities

- Provide support and assistance to the Director, Office of School Counseling and Postsecondary Advising (OSCPA) in the Office of Pathways to College and Careers
- Provide support to other OSCPAs program managers as directed
- Coordinate, organize and manage special projects for the Counseling Unit
- Manage Hyperion and Oracle transactions  Manage CPS University  Provide direction and training for interns in the OSCPAs  Provide both on-site and off-site support at counselor and counselor/coach professional development meetings
- Coordinate the OSCPAs calendar, conference travels, and reimbursements for Counseling Unit  Coordinate the district wide Counselor Calendar
- Assist in answering calls directed to OSCPAs  Coordinate data entry projects for the OSCPAs  Serve as OSCPAs meeting coordinator  Compile and maintain OSCPAs reports  Prepare correspondence, presentations and reports

Skills:

1. MS Word, Excel, Outlook
2. Analytical ability
3. Excellent interpersonal skills
4. Innovative, enthusiastic, energetic, flexible
5. Effective working with groups
6. Able to organize and sequence activities
7. Collaborative working style and strong work ethic
8. Commitment to professional growth

Type of Education & Experience Preferred: Bachelors degree in a related field or equivalent combination of education and experience; 5 years minimum working in an office environment, ability to train other office staff, excellent communication skills (written and oral); excellent organizational skills; and excellent computer skills.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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