



## Manager

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

Apply online at <https://www.amctheatres.com/careers/theatre-management/manager>

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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

- As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:
  - Solid mechanical skills and manual dexterity
  - Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
  - Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
  - Extreme attention to detail to perform and document facility inspections
  - Proficient guest service, administrative and follow-up skills
  - Safe use of all cleaning materials in the theatre
  - Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business.

Apply online at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>

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## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too. So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business!

Apply online at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>

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## **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:  
Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages  
Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary  
Overseeing an individual theatre department, as assigned by theatre general manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business!

Apply online at <https://www.amctheatres.com/careers/theatre-management/restaurant-theatre-manager>

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## **Dishwasher**

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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? Can you help run a food and beverage operation like a well-oiled machine?

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

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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 making a difference, receiving great benefits and having fun matter to you, apply today!

Apply online at <https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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## **Construction Engineer - Trainee Program - Chicago, IL**

Location: Illinois

Job Code:755

# of openings:1

### Job Requirements

As a Construction Engineer Trainee, you must be highly organized, thorough and detail-oriented with the ability to effectively manage multiple projects and tasks. The successful candidate will possess excellent verbal and written communication and interpersonal skills as well as the ability to communicate effectively with personnel at all organizational levels. #ceco#

Specific qualifications for the role include:

Bachelor's degree in Civil Engineering, Construction Engineering, Construction Management, related degree or equivalent combination of education and/or work experience.

Advanced knowledge of BIM modeling.

Excellent communication and interpersonal skills with the ability to communicate effectively with all levels of the organization, as well as with customers and vendors.

Detail oriented with the ability to efficiently analyze and organize significant amounts of information regarding plan layouts, material deliveries and jobsite productivities.

Proficient with Microsoft Office Suite (Word, Excel, and Outlook).

Knowledgeable of safety and relevant OSHA requirements and regulations.

Ability to travel and work for extended period of time on projects outside of office area.

### Preferred Job Requirements

Desired qualifications for the role include:

Experience with formwork engineering methods.

EIT Certificate if Engineer.

Experienced developing and delivering presentations.

Knowledge of web based project management software tools for managing and tracking projects and tasks.

Commercial building construction experience with specialized experience in structural design.

Knowledge with human resource procedures regarding hiring, training, coaching, evaluating performance, and equal employment and affirmative action compliance.

Apply online at

<http://ch.tbe.taleo.net/CH07/ats/careers/requisition.jsp?org=CECOCONCRETE&cws=1&rid=755&source=Indeed>

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## **Laborers for Concrete Construction - Chicago, IL**

Location: Illinois

Job Code: 712

# of openings: 10

### Description

The Ceco team is offering challenging and exciting career opportunities for Laborers. We are seeking qualified candidates that are focused on project success and exceeding customer expectations. Qualified candidates must be able to perform all duties listed below safely and follow all of the company's safety procedures. #ceco#

### POSITION RESPONSIBILITIES

Perform general construction labor to include jobsite clean-up and moving of materials by hand. Operating motorized equipment including power tools, saws, hammers, nails, and bolts. Work requires alert individuals with good balance and physical strength. Assist in pouring of vertical concrete. Install reshores per instructions.

**REQUIREMENTS:** Frequently lifting, carrying, pushing and pulling up to 50 pounds of material. Frequently walking, stooping, kneeling, reaching and climbing. Frequent use of hand tools such as power tools, circular saws, hammers, nails, and bolts. 10 Hour OSHA Card.

### PREFERRED EXPERIENCE

Preference given to candidates with a minimum of 6 months of formwork / concrete construction labor work experience at meets or exceeds performance expectations. 30 Hour OSHA Card desired. Ceco Concrete Construction is an E-Verify employer and all candidates must be willing to submit to any job related background check, medical exam, and drug screen that are required during the hiring process.

This position is governed by a collective bargaining unit. According to the terms of the CBA, applicants who are selected will be required to join the appropriate union within a certain period after hire. Details of union participation will be given to employees upon hire.

*Applications are valid July 1st through September 30, 2014.*

Ceco Concrete Construction is an EEO and Affirmative Action Employer. Minorities, Women, Disabled, and Veterans are encouraged to apply.

Apply online at

<http://ch.tbe.taleo.net/CH07/ats/careers/requisition.jsp?org=CECOCONCRETE&cws=1&rid=712&source=Indeed>

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**Machine Operator**  
Chicago, IL

**Primary Function:**

Producing Polyisocyanurate Insulation to published specifications. Equipment responsibilities include the operation of Fanuc Robotics, Gang Saw and all packaging equipment. Intimate knowledge of all processing specifications, production metric calculations, quality control measures for finished board dimensions, final packaging piece count, and final package quality. The ability to program, operate and troubleshoot Fanuc Robotics. Other skills include the ability to read tape measures, hand calipers, Shop Floor information system, and forklift operation.

The pay rate for this position is \$11.50/hour.

**Duties:**

Responsible for safety of all material handlers.  
Responsible for equipment setup, operation, troubleshooting, and routine maintenances.  
Radio communication of product attributes to co-workers.  
Verify accuracy of productivity and counts of finished goods and scrap.  
Lead and direct material handlers in the rework area, cutting feet and housekeeping.  
Communicate process improvement ideas and processing hurdles between shifts.  
Material handling of all products.  
Operate propane sit down lift trucks.  
Ensure product quality.  
Responsible for housekeeping inside and outside of plant.  
Other duties as assigned by management.  
Help with the up keep of the entire plant.  
Perform random inventory counts and end of month inventories.  
Assist in training of new team members.  
Ability to read tape measures, hand calipers.  
Carlisle Construction Materials Incorporated offers a competitive benefits package which includes 401k, medical/dental/prescription drug, life insurance, flex spending, holiday and vacation pay.

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17624845740617&cid=6011&source=Indeed.com#.U7x80pRdXF8>

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## **Truck Driver-DRI009454**

**Job Summary:** At Con-way, our driver job is not just behind the wheel. If you are looking to drive our business and not just our trucks, Con-way could be a good fit for you. Our drivers not only deliver freight and final goods to our service centers and customers' businesses safely, efficiently and free from damage, but they are also involved in unloading and distributing the freight as well. A Con-way driver is also a key part of our customer service team, as they frequently interface with customers, forging our relationship with them and driving future business.

### **Qualifications**

#### **Compensation & Benefits:**

Pay starts at \$21.85 per hour and may also include the opportunity for overtime and an annual company bonus. Benefit plans are based on length of employment, beginning with 401k eligibility and expanding up to full medical, dental, vision, prescription, life insurance and disability. Con-way Freight is a great opportunity for a challenging career with tremendous growth potential and the flexibility to be home every day.

#### **Skills & Experience:**

Possess and maintain a valid Class A Commercial driver's license. Hazardous materials endorsement required; must be obtained in full within 90 days of employment. Doubles/Triples endorsement required; must be obtained in full within 90 days of employment. Tank Vehicle endorsement (Tankers) preferred. Must be 21 years of age or older. Forklift experience preferred. Safe driving record and history. Pass DOT drug test and have no prior positive tests or refusals. Pass a company paid DOT physical. Pass a company paid Post Offer Pre-Hire screen (physical essential functions) test.

#### **Company Overview:**

Con-way Freight is the premier provider of reliable, regional, inter-regional and nationwide LTL service to customers large and small across our integrated, single North American network of LTL operating locations.

"We are proud to be an Equal Opportunity/Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status."

Apply online at

<https://conway.taleo.net/careersection/6/jobdetail.ftl?job=DRI009454&src=JB-10140>

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## Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today.

Apply online at <https://www.amctheatres.com/careers/theatre-crew/concessionist>

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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!

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

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## Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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? Can you help run a food and beverage operation like a well-oiled machine?

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

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification. Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

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.

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## Handler (Non-DOT) - USPS

EOE Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

### Position Requirements

Requirements: Able to lift 75lbs. Able to maneuver packages of any weight above 75lbs with appropriate equipment and/or assistance from another person. Able to successfully complete all basic and recurrency training. The ability to communicate both timely and effectively, in a noisy operations environment, is required.

Note: There are specific requirements for any employee that operates a company vehicle. Please refer to policy 4-48 for exact job requirements.

Fingerprinting may be required for positions that have access to the U.S. Mail and SIDA. In addition, employees applying to designated facilities requiring U.S. Postal Service clearance must have resided in the U.S. for at least 5 years prior to application date, unless the period for foreign residence was due to active duty in the U.S. uniformed military services; trailing spouse or dependent of someone working for the U.S. government (military or civilian); missionary; student attending school in a foreign country; Peace Corps participant; employee of a U.S. based employer/company or other extraordinary circumstances. An individual who falls into one of the categories above may provide a letter of recommendation from his employer(s) and/or criminal history report, with translation from the country where he resided. Male applicants born after December 31, 1959 seeking positions that handle or have access to the United States Postal Service (USPS) product must provide evidence of registration with the Selective Service or a Status Letter from Selective Service approving an exemption. In addition, all applicants/employees must provide proof of citizenship or legal work status authorizing the individual to work in the United States. If you are a non - U.S. citizen, you must provide your Alien or Admission Number and/or Permanent Resident Card for USPS clearance to be granted. If an applicant/employee cannot provide the above information, he/she will not be considered to work at a FedEx Express postal location.

Smoking (including electronic cigarettes) is prohibited in all FedEx Express buildings, facilities, and vehicles.

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=877401&B\\_ID=5&fid=1&Adid=&SearchScreenID=654&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=877401&B_ID=5&fid=1&Adid=&SearchScreenID=654&CountryID=3&LanguageID=2)

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**Position: Package Handler - Part-Time**

Job Group: Manual Operations

Location: FRANKLIN PARK, IL 60131 - FRANKLIN PARK HUB

Sunrise (2:15 AM - 9:15 AM)

Twilight (5:00 PM - 10:00 PM)

**JOB DESCRIPTION:**

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at

<https://ups.managehr.com/screening/hourly/apply.aspx?l=ILFRA&p=1&src=P4307&ref=46430493>

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## **HEALTH INFO ASST II**

Facility Presence Saint Joseph Hospital - Chicago  
Department HEALTH INFORMATION MANAGEMENT  
Schedule Full-time  
Shift Day shift  
Hours 8am-4:30pm S or S and 4 weekdays  
Location Chicago, IL  
Req Number 127554

*SAINT JOSEPH HOSPITAL- CHICAGO  
HEALTH INFO ASST II  
DAYS*

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry.

Will typically specialize in one or more of the essential duties and responsibilities listed below.

This individual will have a heavy focus on birth registration for SJH-C. Individual will be required to file birth certificates using electronic filing system.

### Requirement:

- \* Must have a high school diploma or equivalent.
- \* Minimum of one year medical records experience.
- \* Must have the ability to type 40 wpm.
- \* Previous experience with the birth certificate process required.
- \* Bilingual Spanish strongly preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=999846>

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### **Warehouse Agent (CHI-63226)**

Location: Chicago, IL, US

Req ID: 63226

Job Function: Logistics

Full-Time/Part-Time: Full-time

Contract Type: Permanent

Job Level: Entry-level

Office Location: Chicago (CHI), United States

Travel Required: No Selection

We are looking to hire a Warehouse Agent (CHI-63226) to process shipments in a safe and accurate manner, ensuring operational excellence, high productivity and customer satisfaction.

#### Responsibilities

- Acknowledge receipt/delivery of freight by signing the relevant documents and stating any irregularities, if applicable
- Issue warehouse receipt and distribute along with other documents to the operational departments
- Assign location of freight, based on its nature
- Keep record of shipments by entering data in the application (if available)
- Take weight and measurements upon receipt of freight
- Load/unload consignments and compare freight with documents to avoid any discrepancies
- Assure accurate labeling of freight by double-checking that marks on freight and warehouse receipt number correspond to the transport document
- Operate all equipment by keeping the safety of the personnel and freight in mind
- Report hazardous cargo and any irregularities (damages, pilferage, 'short' conditions) immediately to supervisor
- File, store and keep record of whereabouts of the operational files
- Keep warehouse neat, clean and organized
- Advise supervisor immediately of any equipment failure
- Advise supervisor of need to re-order supplies in due time
- Assure that complete documentation accompanies freight leaving the dock and that documents for freight received are handed over to the corresponding department
- Assure proper storage and handling of freight, including, but not limited to, making sure that pallets are stable and in good condition

Qualifications • Team player • Proficient in Panalpina warehouse applications (if available) • Certified forklift operator • Available and willing to work overtime, on weekends and holidays, with or without advanced notice • Lifting up to 25 lbs  
Skills • Good judgment skills and ability to make decisions

Languages • English; Specifics for Job / Environment • Warehouse environment

Apply online at [http://jobs.panalpina.com/job/Chicago-Warehouse-Agent-%28CHI-63226%29-IL-60290/73797600/?feedId=30500&utm\\_source=Indeed&utm\\_campaign=J2W\\_Indeed&jobPipeline=Indeed](http://jobs.panalpina.com/job/Chicago-Warehouse-Agent-%28CHI-63226%29-IL-60290/73797600/?feedId=30500&utm_source=Indeed&utm_campaign=J2W_Indeed&jobPipeline=Indeed)

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**Job Title: Dockworker**

Job ID 402253BR

Address Line 1: 470 East Joe Orr Rd

City: Chicago Heights

State: Illinois

Zip Code: 60411

Position Status: Full-Time

Grade: DKF

Work Hours: Must be able to work all shifts. 8-10 per day

Job Description:

**POSITION OVERVIEW:**

Transport freight across dock area to/from trailers for loading to trailers.

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**QUALIFICATIONS:**

- High school diploma or equivalent, preferred
- Must be at least 18 years of age
- Prior experience in warehousing, freight handling and/or fork lift operations preferred
- If hostler/yard mule duties required, experience preferred
- Ability to count and perform basic math, with or without a calculator
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more
- Ability to bend, twist, squat, pushing/pulling freight throughout shift
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member
- Previous dock/warehouse experience preferred

**WORKING CONDITIONS:**

- Dock environment; exposure to varied weather conditions, exhaust, fumes, dust, noise
- Hours may vary due to operational need
- Frequent contact with service center personnel; fast-paced, deadline oriented

Apply online at

<https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=24373&partnerid=25892&siteid=5069&mode=job&iis=Indeed.com&iisn=Indeed.com>

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## **Chemical Process Operator (Job Number: WES00609)**

### Position Summary:

\*This position is designated to work 3rd shift with the expectation that it will eventually be a 2nd shift position

The Chemical Process Operator performs all the operating functions in the production departments. Reads ingredient batch tickets, weighs, and measures ingredients, records ingredient amounts used. The incumbent is responsible for adding correct amounts of ingredients into tanks, mixing ingredients according to requirements and then filling properly labeled containers with the finished flavor products. This position is required to clean and inspect totes, drums, tanks and mixers prior to each batch.

### Qualifications

#### Education/Training:

Minimum: HS Diploma or equivalent

Preferred: Associate's in Chemistry or Food Science

#### Related Experience/Requirements:

Minimum: 1 year of experience in manufacturing

Preferred: 3+ years of experience in manufacturing, ingredient/flavor blending

#### Knowledge/Skills/Abilities:

Minimum: Basic Microsoft Office computer skills, Intermediate written/verbal communication skills

Preferred: SAP computer skills, ability to operate a forklift

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Primary Location NA-USA-IL-West Chicago

Job Posting Jul 7, 2014, 1:50:15 PM

Apply online at

<http://mars.taleo.net/careersection/www2010/jobdetail.ftl?lang=en&job=627949&src=JB-11201>

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**Office / Billing Clerk - \$14/hr**

Raynor Door Company - Northfield, IL

Raynor Garage Door Company is a family owned and operated company based out of Northfield. We specialize in the service and installation of residential and commercial garage doors and operators, gate operators, and access controls.

We are currently seeking a Front Office / Billing Clerk to join our team.

**Qualifications:**

- Ability to type accurately at least 40 words per minute
- Detail orientated
- Aptitude for learning new procedures
- Familiar with using computers, scanners, printers, fax machines, and copy machines
- Ability to file accurately
- Friendly and professional demeanor
- Team player
- MS Dynamics experience strongly desired

**Position Duties May Include:**

- Greeting visitors at front counter in professional and courteous manner
- Answering and transferring calls in a professional, courteous and accurate manner
- Assisting clients with billing questions
- Creating daily deposits, handling cash box, and processing credit cards
- Invoicing service tickets and sales
- Processing sales
- Coordinating waivers, certificates of insurance and village license bonds
- Scanning paid paperwork accurately and precisely
- Filing various paperwork accurately and precisely
- Other duties as assigned

Please apply via email. Include in your subject line Office Clerk July 2014.

Please review all application instructions before applying.

Apply online at [http://www.indeed.com/viewjob?cmp=Raynor-Door-Company&t=Office&jk=46283b9566c115aa&sjdu=QwrRXKrqZ3CNX5W-09jEvf3a1D\\_HgUPNGWdbiXfn\\_p0Kqnlno8Yxk5i-QNiilTXmC4X7b0cyxz1d0Z3GbyO6IGH18AtEYn77Wb9sV8fwrr8](http://www.indeed.com/viewjob?cmp=Raynor-Door-Company&t=Office&jk=46283b9566c115aa&sjdu=QwrRXKrqZ3CNX5W-09jEvf3a1D_HgUPNGWdbiXfn_p0Kqnlno8Yxk5i-QNiilTXmC4X7b0cyxz1d0Z3GbyO6IGH18AtEYn77Wb9sV8fwrr8)

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**School Clerk I (School Office Services)(Job Number: P012316)**  
CPS

**CHARACTERISTICS OF THE CLASS:**

Under the general direction of the school principal, performs any of several specialized clerical functions in a large public school facility, or performs a variety of responsible clerical functions in a small public school facility; and performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

**Knowledge, Abilities, and Skill.**

General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment.

Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable.

Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

**Physical Requirements. Sedentary Work:**

Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=20877>