



### **Part-Time Facilities Maintenance Assistant**

Location: Arlington Heights  
Office: Internal Services  
Department: Administration

#### **Job Description:**

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

#### **Qualifications:**

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=667](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667)

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### **Non-Revenue Fleet Administrator**

Location: Arlington Heights  
Office: Internal Services  
Department: Administration

#### **Job Description:**

Under the direction of the Department Manager of Administration, acts as primary contact for over 160 non-revenue fleet drivers and provides assistance for on-time fleet maintenance, location and serviceability of each vehicle.

Coordinates services with Paces fleet management provider and national account vendors.

Coordinates vehicle repairs with Paces accident management provider and repair shops. Maintains up-to-date files/records on all fleet vehicles.

Reviews monthly maintenance, fuel, and GPS reports and processes invoice payments. Performs quarterly inspections on all non-revenue fleet vehicles. Prepares specifications and requisitions for new vehicle replacements and provides recommendations on Paces long-term fleet replacement plan.

Coordinates vehicle disposals for all non-revenue and vanpool vehicles. Oversees implementation of vehicle tracking systems including DriveCam.

Ensures that Pace is following best practices for fleet management. Ensures that all fleet policies/procedures are current and accurate. Responsible for coaching drivers on proper fleet procedures. In addition, performs various duties as assigned or required.

#### **Qualifications:**

Must have a valid Driver's License. A Bachelor's degree is required. National fleet association's CAFM certificate preferred. 3 to 5 years in fleet management desired. Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=680](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=680)

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### **Full-time Bus Operators**

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

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## **Electronic Technician II**

Location: South Holland

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Supervisor, Technical Services or designate, will be responsible for all field and in-house repair of Paces electronic fareboxes, electronic destination signs, electro-mechanical revenue collection equipment, bus ticket processing units, and their supporting data systems.

All diagnostic work and repairs will be performed down to component level. Must maintain repair logs for all work performed and possess the ability to compose detailed reports and procedures.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must be at least 21 years of age and have a degree from an accredited electronics school or its equivalent.

Must possess a strong background in varied fields of electronics with an exceptional ability to analyze problems and provide sound solutions in a timely manner.

Must be familiar with the use of all common electronics lab equipment.

Must be a self-starter in all areas of the position.

Strong mechanical aptitude, and knowledge of basic machine shop equipment and use of, is a definite plus.

The performance of these duties may be required at any time of the day or night, 24/7.

Qualified candidate must have a good work history and valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=156](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=156)

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## **Warehouse Supervisor**

Bema, Inc. Chicago, IL 7/28/2014

**JOB DESCRIPTION:** A flexible packaging manufacturer is seeking to fill the position at its suburban Chicago facility. The candidate will maintain inventory and supplies by receiving, storing and delivering items; securing warehouse and supervising staff.

**Job Duties:** All of the following are to be adhered to with safety being the number one priority in all areas. Coordinates shipments to customers with customer service. Moves inventory by scheduling materials to be moved to and from warehouses; coordinates inventory transfers with related departments. Maintains storage area by organizing floor space; adhering to storage design; recommends improvements. Maintains inventory by conducting monthly physical counts; reconciling variances; inputting data. Responsible for maintenance and training of inventory control system. Keeps equipment operating by enforcing operating and safety instructions; troubleshooting breakdowns; coordinating preventive maintenance with maintenance team. Identifies warehouse system improvements; contributes to operational productivity by implementing production, quality and customer service standards. Accomplishes warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling and disciplining employees. Communicates job expectations; performs employee reviews, recommends compensation actions; adhering to policies and procedures. Updates and maintains receiving and shipping log books ensuring shipping/receiving standards are adhered to. Updates job knowledge through education opportunities and reading technical publications. Responsible for maintaining superior AIB rating through establishment of cleanliness standards and procedures for all designated warehouse areas.

## **JOB REQUIREMENTS**

High School graduate; Good mechanical ability; Good communication skills, both written and verbal; Strong reading, writing and math abilities; Computer skills for inventory control; Ability to work second shift and overtime; Previous fork lift and material handling experience; Team Player; Physically demanding position: long periods standing, bending, squatting, reaching and pulling. Must be able to lift 50 pounds.

**Benefits:** Medical and Dental; Paid Holidays and Vacation; 401K

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job\\_DID=JHT1PZ6C1F3L9NRV2WM&siteid=sep\\_cb001\\_53\\_1031\\_00&showNewJDP=yes&ipath=EXGOO](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=JHT1PZ6C1F3L9NRV2WM&siteid=sep_cb001_53_1031_00&showNewJDP=yes&ipath=EXGOO)

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## **Material Handler**

Select Remedy

Job Number: 175783716

Company Name: Select Remedy

Location: Chicago, IL

Career Focus: Transportation & Logistics

### Utility Worker Job Description:

Working in warehouse handling various functions including, but not limited to assembly, loading, unloading, packaging, shipping, receiving, and machine operation.

### Job Duties May Include:

Producing components by assembling parts and subassemblies.

Maintaining production line operation by solving production process problems, making equipment adjustments, reporting production and quality data, reporting decisions made, referring questions to the supervisor Forming product by operating fabricating equipment. Preparing products for shipping by preparing and protecting product; building crates. Preparing production equipment for operation by making equipment setup adjustments; assisting with equipment changeovers. Maintaining safe and clean working environment by complying with procedures, rules, and regulations. Skills

### Qualifications:

Good Work Ethic, Sense of Responsibility, Hardworking, Energetic, Ability to lift 50lbs. Need flexibility in your work schedule? Crave a high-pay, low-stress job opportunity? Want someone to cut through the noise and find the ideal job for you? Join our team, and we'll get you on a new career path. From helping you tune up your resume to accelerating your skills with our computer training, we'll get you on the road to professional success!

Potential benefits include health insurance, dependent care assistance accounts, longevity and referral bonuses, and safety incentives, as well as the best temporary, part-time, and full-time positions available in today's growing job market. We are proud to invite qualified job seekers to join our team of talented Associates. Please note our screening requirements before applying: All applicants must provide documentation proving that they are eligible to work in the United States and may be asked to submit to a drug test and reference and background checks.

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=175783716&aff=4D30EC18-D385-4782-B62E-0F89B5E8D0A8&reg=3#>

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**Bus Servicer**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required. Parks and spots equipment as directed.

Accurately records fuel and oil dispensed at service island and bus cleaning. Custodial and other duties as assigned or required.

Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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

**Qualifications:**

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

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### **Contract Buyer I**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### **Job Description:**

Under the direction of the Section Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies. Performs price/cost analyses.

Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process.

Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

#### **Qualifications:**

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required.

Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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## **Foreman**

Location: Markham

Office: Revenue Services

Department: Maintenance

### **Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift. Assigns work to employees utilizing Oracle. Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required. Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

### **Qualifications:**

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License. The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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## **Manager of Paratransit Contracted Bus Operations**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

### **Qualifications:**

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois 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.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=681](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681)

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Rental Sales Agent - Payless Car Rental in Chicago Illinois United States**

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

#### Compensation & Benefits:

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

#### Rental Sales Associate Requirements:

- Must have a high school diploma or equivalent
- At least 6 months of experience in a role where sales and customer service were key elements of your duties
- Ability to handle high-pressure sales and service situations in a calm and collected manner
- Willing to work various shifts including nights, weekends, and holidays
- Basic computer skills in order to enter information into our database
- Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Rental Sales Agent - Payless Car Rental

Requisition Number: 213971

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/B8337448260A493784A44BA5B5ECAB75/job/>

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## **Human Resources Representative in Chicago Illinois United States**

Responsibilities will include but not be limited to:

- Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands.
- Drive employee retention efforts for assigned territory and locations.
- Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements.
- Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement.
- Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts.
- Partner with HR Manager and HR Director to execute human resources strategies and action plans

This position reports to the Human Resources Manager for the North Central Region located in Chicago, IL. This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana. •Approximately 50%-75% travel required. •Bachelor's Degree required •3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:  
Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.

- Ability to work effectively both as a team player and individually.
- Strong HRIS and computer skills preferred.
- Excellent oral and written communication skills required.
- Proven ability to effectively interface with all levels of management.
- High attention to detail while handling multiple tasks is a must.
- Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 202569

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/A052D1E31D9A4BB3A3D42EEFBDA46F3C/job/>

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### **Customer Service Agent - Payless Car Rental in Chicago Illinois United States**

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

#### Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

#### Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

#### We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Customer Service Agent - Payless Car Rental

Requisition Number: 213983

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/70862B810477439684159C69DD7FC5E9/job/>

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**Job Title: Program Integrity Auditor I**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 08/06/14 5:00 PM Central Time

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

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IG0575

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, assists senior auditors in conducting on-site fiscal analysis and procedural audits of medical providers; assists in the review and evaluation of general ledgers and journals; gathers information requested by senior auditors for comprehensive audit reports; provides assistance in supplying detailed and highly sophisticated testimony utilized for administrative hearings regarding the analysis methodology used and the professional principles, concepts and procedures involved in the conduct of reviews and review findings; contacts providers to be audited by senior auditors; confers with supervisor and senior auditors in revising audit scope; travels to various sites throughout the State to assist in conducting audits.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major coursework in accounting or business administration; requires satisfactory completion of an agency-sponsored program integrity training program; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Bureau of Medicaid Integrity 401 S Clinton Chicago, Illinois 60607

Contact Person: Lori Hudgins / Office of Inspector General/Personnel

412 N 5th Street Springfield, Illinois 62702

217-524-5104 Office 217-782-7969 Fax

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **Administrative Assistant (Fleet Maintenance) in Chicago Illinois United States**

### Qualifications:

- High School Diploma
- 4 years of administrative, clerical or general office experience
- Strong familiarity with Microsoft Office and computer database systems
- 1 year of customer service experience

The successful candidate must be willing to and/or possess the following:

- Valid Driver's License along with a clean driving record
- Knowledge of automotive or truck maintenance is a plus
- Strong Computer skills & Organizational ability are required
- Time-management, prioritization, and multi-tasking skills needed to function in this capacity.
- Effective communication skills, including verbal, written and listening skills. Ability to interact with both internal and external customers at all levels both in person and over the phone

### Compensation & Benefits:

We provide competitive compensation and all full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan. You will also be eligible for our ASE reimbursement program to assist in your professional development as an auto mechanic.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Administrative Assistant (Fleet Maintenance)

Requisition Number: 217921

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant-fleet-maintenance/F26EF9091D9947559D3F88BE9FAADD11/job/>

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**Job Title: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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### **Rental Sales Agent - Payless Car Rental in Chicago Illinois United States**

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

**Compensation & Benefits:** We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

**Rental Sales Associate Requirements:**

- Must have a high school diploma or equivalent
- At least 6 months of experience in a role where sales and customer service were key elements of your duties
- Ability to handle high-pressure sales and service situations in a calm and collected manner
- Willing to work various shifts including nights, weekends, and holidays
- Basic computer skills in order to enter information into our database
- Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Job Title: Rental Sales Agent - Payless Car Rental  
Requisition Number: 213969  
City: Chicago  
State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/2BD2F2E20CB641218A319C0F14BBC4D9/job/>

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### **Customer Service Agent - Payless Car Rental in Chicago Illinois United States**

Our goal is to provide customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

**Compensation & Benefits:** We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

#### **Basic Qualifications/Minimum Requirements:**

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you: •Competitive pay •Medical, Dental, Vision & 401K •Full training to learn the business and enhance your professional skills •Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Requisition Number: 213977

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/581D5B61DA2A48FC845A1E048C0CFA18/job/>

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**Job Title: Real Estate Investigator**

Agency: Financial & Professional Regulation

Closing Date/Time: Fri. 08/08/14 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 9469

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college with course work in law enforcement, criminal justice, investigation, or related field, and one year of responsible investigatory experience in law enforcement or related field. Requires working knowledge of modern law enforcement investigatory Concepts and techniques; of judiciary rules of evidence to collect legally admissible evidence; Of the functions and interrelationships of local, federal and state agencies; of the law enforcement provision of the Real Estate Broker and Salesmen Act administered by the Department. Requires ability to prepare written reports based upon findings of investigations to be filed with States Attorney for prosecution or for use as a basis for license revocation proceedings by the Department; to recognize and gather appropriate evidentiary statements, exhibits and materials for Use in prosecution of cases or disciplinary action; to prepare case reports for referral to regulatory staff and/or prosecuting agencies; to exercise discretion and judgment in making decisions concerning the State's case and recommending what action the Department should initiate; applies and interprets Department policies and procedures. Requires ability to develop and maintain satisfactory working relationships; to conduct tactful interrogations and complete investigations; to understand, interpret and explain statutory requires, rules, regulations and procedures as administered by the Department. Requires possession of a valid Illinois driver's license. Requires ability to travel statewide on short notice.

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

Work Location: Illinois Department of Financial & Professional Regulation

Real Estate/Real Estate Investigations/Upstate

9511 W. Harrison St, Des Plaines, IL, Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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