



Position: Dry Van OTR CDL A Tractor-Trailer Truckload Driver (HazMat REQ)

Job Group: Driver

Location: Chicago, IL 60638 - Chicago (Truckload)

JOB DESCRIPTION:

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 10-14 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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=ILCHO&p=105&src=&ref=48544018>

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Position: Part-time Dockworker

Job Group: Manual Operations

Location: PALATINE, IL 60067 - PALATINE

Sunrise (6:00 AM - 12:00 PM)

Twilight (5:00 PM - 11:45 PM)

JOB DESCRIPTION:

UPS Freight is hiring individuals to work as Part-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred.

Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers; must receive satisfactory results from a background check, conducted in accordance with applicable laws; and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

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Sunrise PT supervisor

Requisition #: 034662376

Job Category: Operations

Operation: Sunrise Sort

Job Group: PT Management

Job Grade: 099

Job Code: 8171

Relocation Assist Available: No

Location: CHICAGO, IL 60638 - BEDFORD PARK

JOB DESCRIPTION:

Must be able to supervise and train employees effectively.

Bend, stoop, crouch, squat, crawl, climb, stand, sit and turn / pivot.

Part-time: Up to 5 1/2 hours per day, 5 days a week. Extended hours may be required as necessary. Report to work on a regular and timely basis. Ability to work varying shifts and extended hours as business needs require. Must be able to travel by car and plane to attend meetings at other locations and call on non-UPS locations and customers. Perform office tasks using simple hand grasping, fine hand manipulation associated with assigned task such as paperwork, use of computer, filing, calculating and use of telephone. Have a sufficient ability to communicate, through sight and hearing, to perform assigned tasks and maintain proper job safety.

Work in an environment with variable temperatures and humidity. Exposure to dust, dirt and noise. Enclosed work areas. Outside inclement weather. Elevated heights and uneven surfaces. Work cooperatively in a diverse work environment.

Demonstrate cognitive ability to follow directions and routines. Work independently with appropriate judgment. Exhibit spatial awareness. Read words and numbers.

Concentrate, memorize and recall. Identify logical connections and process up to 2-3 steps ahead. Other job functions that may be assigned.

BASIC QUALIFICATIONS:

Must be able to pass entry level management applicant profile.

OTHER CRITERIA:

Employer will not sponsor visas for position.

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Apply online at

<https://ups.managehr.com/screening/professional/jobdetail.aspx?jobreqid=62376>

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Position: Air Package Driver

Job Group: Driver

Location: NORTHBROOK, IL 60062 - NORTHBROOK

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

JOB DESCRIPTION:

UPS is hiring individuals to work as Part-Time Air Drivers.

This is a physical, fast-paced, outdoor position that involves lifting, lowering and carrying packages that typically weigh 1 - 35 lbs. and may weigh up to 70 lbs.

It requires excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

A DOT physical exam is required. Qualified applicants must have a Non CDL Class C license.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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=ILNOR&p=5&src=&ref=48545237>

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Position: Tractor Trailer Driver

Job Group: Driver

Location: HODGKINS, IL 60525 - Chicago (Hodgkins I-294 & I-55)

JOB DESCRIPTION:

UPS is hiring individuals to work as full-time Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit as part of a Sleeper team to one or more destinations working Monday- Thursday.

Some work is performed outdoors. Sleeper team drivers should have 5 years tractor trailer driving experience.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that they live and a doubles endorsement.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

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=ILHOD&p=7&src=&ref=48545297>

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General Laborer

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00025241

Full or Part Time : Regular Employee FT

Position Description:

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

- Operate industrial power equipment
- Restock and replenish as appropriate.

- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.

- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

Position Requirements:

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-alsip-illinois-job-1-4650033>

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Warehouse Combo Sparkling Supervisor - Alsip, IL

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00023563)

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.

- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.

- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.

- Secure company assets.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.

- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-combo-sparkling-supervisor-alsip-il-alsip-illinois-job-1-4582765>

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Maintenance Mechanic-

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.

- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.

- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4571462>

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Fleet Mechanic - Alsip

Talent Area : Maintenance

Location : Alsip, IL, USA

Requisition Number : 00023813

Full or Part Time : Regular Employee FT

Position Description

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

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.

- Respond to service calls.
- Maintain tools.

- Clean work area.
- Pick up and deliver vehicles.

- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.

- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.

- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)

- ASE certification preferred.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-alsip-alsip-illinois-job-1-4537920>

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Full Service Supervisor, Chicago

Talent Area : Supply Chain

Location : Chicago, IL, USA

Requisition Number : 00024649

Full or Part Time : Regular Employee FT

Position Description

The Full Service Supervisor directly manages and supervises the daily activities of Full Service Drivers, ensuring Driver productivity and route schedule adherence.

- Perform all of the daily functions associated with managing Full Service Route personnel such as issuing keys, money bags, change funds, accountability summary reviews, route reviews, etc. [If no Analyst is available the supervisor is required to review detailed reports including daily consignment reports by driver, daily accountability reports by driver, daily delivery service reports by driver, daily meter reports by driver, daily cash variance forms by driver.]

-High School Diploma/GED or 4 years experience directly in Full Service or Logistical department.

- College degree Finance or Business Administration preferred.

- General Management with 2 years experience.

- Minimum two to four years of experience in beverage retail or distribution required.

- Coca-Cola System Experience preferred.

- Good understanding and appreciation of technology solutions.

- Ability to make sound decisions and recommendations based on analytical evaluations.

- Ability to provide leadership, motivation and training for developing the Full Service team.

- Ability to initiate activities and perform duties without direct supervision.

- Good interpersonal skills to work with and through other departments.

- Excellent written and verbal communication skills.

- Solid project management and follow up skills.

- Ability to periodically lift, push, pull 50 pounds, stand walk, kneel bend, and reach.

- Both office and trade environment-in customer accounts, occasional hot/cold environments.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-supervisor-chicago-chicago-illinois-job-1-4585775>

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.

- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.

- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.

- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.

- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.

- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

How to Apply:

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

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Paralegal Assistant

Agency: Corrections

Closing Date/Time: Mon. 08/18/14 11:59 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-82-14-6000

Position Number: 30860-29-10-406-11-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, English, and statistics or related areas. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data.

Work Hours & Location/Agency Contact:

WORK HOURS: 6:30am to 2:30pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center/office of Adult Education and Vocational Services, P.O. Box 112, Joliet, IL 60434

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

How to Apply:

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

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Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Tue. 08/19/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-83873

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. Requires Illinois certification as a certified pharmacy technician. Must be at least 18 years of age. Requires working knowledge of the principles and practices of pharmacy. Requires working knowledge of aseptic handling of drugs. Requires working knowledge of typing; requires ability to prepare pharmaceutical preparations. Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed and stored. Requires ability to perform data entry into a computerized pharmacy record keeping system.

Work Hours & Location/Agency Contact: 7:30am - 4:00pm
Shapiro Developmental Center 100 E Jeffrey St Kankakee IL 60901

Please submit CMS 100 (revised 01/2014) applications to:
Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

How to Apply:

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

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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Thu. 08/14/14 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 22

Plan/BU: RC009

Bid ID#: EMHC-14-1908

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Checker

Talent Area : Warehouse Operations
Location : Niles, IL, USA
Requisition Number : 00024811
Full or Part Time : Regular Employee FT

Position Description

Responsible for verifying both inbound and outbound inventory matches. - Ensure load accuracy at check in and check out by physically counting. - Maintain required records. - Enter inventory data in handheld. - Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors). - High school diploma or GED required. - Associate's degree preferred. - 1+ years of general work experience required. - Prior warehouse/inventory/ auditing experience preferred. - Strong math skills. - Basic computer skills. - Ability to work with minimal supervision. - Forklift certification is preferred.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/checker-niles-illinois-job-1-4632837>

Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations
Location : Niles, IL, USA
Requisition Number : 00019165
Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

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

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

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

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

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

- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.

- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.

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

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-pt-niles-illinois-job-1-4527581>

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Merchandiser Part Time St. Charles IL

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV037821

Full or Part Time : Regular Employee PT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-st-charles-il-st-charles-illinois-job-1-4659393>

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