



**Job Title: Environmental Tech, Part Time, 2nd Shift**

Shift: 2nd

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0446

**Position Highlights:**

Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

**Position Responsibilities:**

10 Step Cleaning; Vacuum carpeted areas  
Dry and wet mop hard floors. Clean and polish metal surfaces  
Perform "Discharge Cleaning" as assigned./Utilize Bed Tracking System  
Spot clean windows. Clean water fountains and public telephones  
Clean all restrooms  
Empty waste receptacles and remove waste  
Clean all upholstered furniture  
Clean emergency spills and floods  
Maintain and operate floor burnishers  
Wash walls and ceilings as assigned  
Perform special projects such as hanging drapes and cubicle curtains  
Clean rolling stock, hospital equipment and related items  
Performs related duties as assigned

**Position Requirements:**

High school graduate or equivalent  
Ability to understand written English and oral instructions  
Prior cleaning experience highly desired  
Ability to stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers  
Must demonstrate good interpersonal skills and a neat personal appearance

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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**Job Title: Food Service Assistant 1 - Patient Services (Part-time)**

Department: Dietary Cafeteria  
Shift: 4th (Rotating)  
Full/Part: Type 2 (40-64 Hrs/PP)  
Specialty:  
Job Number: 2013-0466

**Job Description:**

Under direct supervision, is responsible for preparing, portioning, serving, and clean-up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures

**Position Qualifications Include:**

H. S. Diploma or GED required. Foodservice experience preferred  
Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player,  
Good interpersonal skills, outgoing personality  
Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.  
Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

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**Job Title: Supply Chain Tech 1 - 1st Shift**

Department: General Stores

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Supply Chain

Job Number: 2014-1534

**Job Description:**

Rush University Medical Center presents an opportunity for a Supply Chain Tech I. The Supply Chain Tech I is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be support of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect service behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a first shift position.

**Knowledge, Skills, and Abilities**

One year of working experience in a service industry position or equivalent job experience. High school diploma/GED required. Must have valid IL driver's license. Must have basic math, reading, and writing skills.

Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. Majority of work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions.

Familiarity with personal computers preferred.

Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online by clicking

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**Belding School Lunch and Recess Supervisors - Part Time Seasonal Position  
Chicago Public Schools - Chicago, IL**

Job Number: 140000TC )

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Supervising lunch and recess for children grades PreK - 8th.

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Accounting Clerk

Wheeling Park District - Wheeling, IL

PLEASE APPLY ONLINE AT:

<http://www.applitrack.com/wheelingparkdistrict/onlineapp/default.aspx?Category=Administration>

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**JOB TITLE: Accounting Clerk—Part Time (FLSA - Non-Exempt) R 8.14**  
SUPERVISOR: Superintendent of Finance

**QUALIFICATIONS:**

The Wheeling Park District prefers a candidate with a High School Diploma and 3 years of related experience. Experience in a computerized environments including spreadsheets (excel) and word processing along with application software is essential. Math and analytical skills are required for success. Pleasant phone etiquette and good written skills will round out the qualified candidate. Must possess a valid Illinois driver's license and be able to read, write and speak English. The ability to speak an additional language is a plus.

**HOURS:** 25-29 hours per week, flexible schedule available  
Daytime hours, M-F Only

**ESSENTIAL FUNCTIONS:**

Reconciles and analyzes accounts. Prepares journal entries. Updates bank balance spreadsheet with daily deposits. Assists with typing and filing. Maintains over/short spreadsheets for Recreation staff and communicates findings to supervisors. Performs the interface between sub-systems Foreup and Class into the General Ledger Financial Software. Reconcile daily Chevy Chase activity to Foreup. Resolve discrepancies and prepare deposits. Assist in monthly physical inventory of Chevy Chase kitchen products (food and supplies) as needed. Reviews value of inventory on worksheet prepared by Chevy staff. Maintain paid invoice files. Performs the job safely and in compliance with Park District policies, procedures, work and safety rules. Attends all meetings when appropriate. Performs special projects or other duties as assigned. Reviews A/R aging and collects open accounts receivables, maintaining positive guest relations. Downloads data from Works for purchase card usage, prepares JE and enters in to General Ledger. Prepares list for voucher report. Empties money from vending machines. Enters journal entries into computer system. Supports and exhibits the established organizational values of respect, communication, integrity, recognition and appreciation, continuous learning, fun, empowerment and people. Assists with coding, inputting and filing of Accounts Payable. Assists with payroll functions. Answers inquiries from employees. Assists general public. Participates on committees

**BENEFITS:** Rate of Pay is \$13.07/hr-\$15.00/hr DOQ

The Wheeling Park District offers a free membership of Choice and discounts on most recreation programs

PLEASE APPLY ONLINE AT:

<http://www.applitrack.com/wheelingparkdistrict/onlineapp/default.aspx?Category=Administration>

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## **Office Assistant**

The Art Institute of Chicago - Chicago, IL

### Duties

Office Assistant assists the Office Coordinator by providing administrative support services for the Wellness Center [Counseling Services, Health Services and the Disability and Learning Resource Center (DLRC)]. Assists in the administration of the immunization program for students. Assists in the maintenance of the physical facility of the Wellness Center. The Office Assistant plays an important role in the students', faculty, staff and parents' impressions of these services and often must make preliminary decisions about student dispositions.

### PRIMARY DUTIES AND RESPONSIBILITIES:

Provides office support services consistent with the philosophy and needs of the Wellness Center, personnel including ten full-time and two part-time staff, four part-time trainees and various student workers. Assists with the coordination of daily office functions. Other duties as assigned by the office coordinator.

### Qualifications

Bachelors Degree preferred. Minimum of one year of administrative office experience required. Excellent computer skills required. Excellent writing, oral, interpersonal, and customer service skills required. Ability to communicate with high degree of professionalism, confidence, and to handle information with discretion and confidentiality.

### Part-time

This is a part-time 20 hour per week position.

### Application Time Out Warning

The Art Institute of Chicago requires all applicants to complete an online application to be considered for employment. 60 minutes are allotted for applicants to complete the employment application. The application will automatically time out after 60 minutes. If you are unable to submit the completed application at this time, please choose the "Save for Later" option to avoid losing the information you have entered so far.

### Closing Statement

The Art Institute of Chicago is an equal opportunity, equal access employer fully committed to achieving a diverse workforce.

### Apply online by clicking

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### **Patient Registration Rep**

Northwestern Memorial Hospital

Chicago, IL

The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare. Required, High school diploma. Minimum of one year experience in customer service or patient relations. Excellent interpersonal verbal communication skills. Excellent problem solving skills. Computer data-entry/typing experience. Desired, Degree or additional training in business, communication or healthcare. Experience in a healthcare setting. Knowledge of patient registration/ scheduling / billing systems. Experience with automated patient scheduling. Bilingual language skills. CHAA Certification Desired

**ESSENTIAL FUNCTIONS:** Greets and establishes positive first impressions with department patients, establishing a role as patient advocate, in accordance with Patients First service standards. Schedules studies for patients who walk-in but cannot be immediately accommodated within the schedule. Obtains and verifies patient demographics, clinical data/orders, and financial and insurance information. Educates patients regarding hospital policies, procedures, expectations, and financial liabilities. Obtains, interprets, and documents all pertinent financial and insurance information regarding eligibility, verification, pre-certification and authorization requirements, and co-payments. Determines and assigns company/plan codes and completes assignment of payor priorities. Requests, accepts, and posts payments for services. Secures and balances collection of assigned bank; prepares and submits deposits. Encourages teamwork through interdepartmental communication. Identifies potential problems and notifies the manager. Organizes paperwork for patients by gathering the necessary materials and monitoring progress. As needed, guides patients to the changing rooms, identifies and communicates any special needs, demonstrates locker functionality and monitors patients while they wait for their service. Enters diagnostic and testing department orders within the NMH computer systems. Interacts with various hospital departments and physicians offices to effectively direct patients through the NMH system in a patient/customer-friendly manner. Identifies and minimizes financial risk to the Hospital. Promotes accuracy and timeliness of data processing. Maintains customer service objectives. Performs other duties as assigned. AA/EEO.

Apply online by clicking

[http://www.ihirehealthcareadministration.com/ppc/dp/03/34657959?ispd=1&Campaign=IndeedPPC&rx\\_source=indeed&rx\\_campaign=indeed15](http://www.ihirehealthcareadministration.com/ppc/dp/03/34657959?ispd=1&Campaign=IndeedPPC&rx_source=indeed&rx_campaign=indeed15)

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Job Title: Sex Offender Therapist I  
Agency: Corrections  
Closing Date/Time: Wed. 09/10/14 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,500.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC062 Bid ID#: IDOC29-00-14-8090

Minimum Requirements: Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Position Number: 40531-29-00-730-21-01  
Work Hours & Location/Agency Contact:  
Work Hours: Mon, Thurs, Fri 8:30 AM - 5:00 PM Tues, Wed 12:00 PM - 8:30 PM  
Work Location: IDOC/Sex Offender Services  
Chicago Special Needs Unit 1110 Oakley Ave Chicago, IL 60612  
Agency Contact: Shae Bruce / Public Safety Services  
1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

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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## **Warehouse Associate II**

UPS, Inc. | Bensenville, IL | Posted 7/30/2014

### **JOB DESCRIPTION**

We are recruiting for our full-time Warehouse Associate II positions at UPS Supply Chain Solutions. The work environment is focused on quality and relies on teamwork to accomplish daily tasks. These positions may require lifting of at least 70 pounds and working at heights of up to 28 feet while using Powered Equipment.

Responsibilities will include loading and unloading, packing and unpacking, auditing, general housekeeping, kitting, inbound processing, scanning orders, shipping and receiving, put-a-way, data entry into computerized inventory control systems and inventory control. In addition, most positions will require you to operate powered equipment such as a forklift or hydraulic jack lift to perform duties.

### **Requirements:**

- Applicant must have a minimum of 6 months experience with unloading, unpacking of shipments, pulling orders, performing inventory control, auditing and scanning.
- General knowledge warehouse terminology and tasks is required.
- Must be able to use computers and scanning equipment.
- Forklift experience is preferred.
- Must be able to use computers and scanning equipment.
- Must be able to read and speak English.
- High School diploma or equivalent certification preferred.

Full-time employees receive an attractive benefit package including medical benefits, vision and dental coverage, paid vacations and holiday, and paid discretionary days.

Apply online by clicking

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### **Patient Registration Rep**

Job Number: 180985826

Company Name: Lake Forest Hospital

Location: Chicago, IL

Career Focus: Clerical & Administrative

**QUALIFICATIONS:** Required, High school diploma. Minimum of one year experience in customer service or patient relations. Excellent interpersonal verbal communication skills. Excellent problem solving skills. Computer data-entry/typing experience. Desired, Degree or additional training in business, communication or healthcare. Experience in a healthcare setting. Knowledge of patient registration/ scheduling / billing systems. Experience with automated patient scheduling. Bilingual language skills. CH Certification Desired

**ESSENTIAL FUNCTIONS:** Greets and establishes positive first impressions with department patients, establishing a role as patient advocate, in accordance with Patients First service standards. Schedules studies for patients who walk-in but cannot be immediately accommodated within the schedule. Obtains and verifies patient demographics, clinical data/orders, and financial and insurance information. Educates patients regarding hospital policies, procedures, expectations, and financial liabilities. Obtains, interprets, and documents all pertinent financial and insurance information regarding eligibility, verification, pre-certification and authorization requirements, and co-payments. Determines and assigns company/plan codes and completes assignment of payor priorities. Requests, accepts, and posts payments for services. Secures and balances collection of assigned bank; prepares and submits deposits. Encourages teamwork through interdepartmental communication. Identifies potential problems and notifies the manager. Organizes paperwork for patients by gathering the necessary materials and monitoring progress. As needed, guides patients to the changing rooms, identifies and communicates any special needs, demonstrates locker functionality and monitors patients while they wait for their service. Enters diagnostic and testing department orders within the NMH computer systems. Interacts with various hospital departments and physicians offices to effectively direct patients through the NMH system in a patient/customer-friendly manner. Identifies and minimizes financial risk to the Hospital. Promotes accuracy and timeliness of data processing. Maintains customer service objectives. Performs other duties as assigned. Shift Select All Expertise Non-Clinical-Administrative Education High School Diploma / General Equivalent Hours Select All Work Location Chicago? Lakeview, Chicago ?Main Campus, Chicago Bucktown Work Experience 1-3.

Apply online by clicking <http://www.beyond.com/jobs/job-search.asp?id=180985826&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3#>

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## **Teller / Cashier / Clerk**

### Job Description

Tellers, cashiers and clerks are crucial members of our team.

In verifying deposits and preparing orders for banks, ATMs and commercial customers, they are performing a critical function that requires both attention to detail and integrity.

In a teller-cashier-clerk role, you will work in our money rooms and vaults with specialized counting equipment.

This role requires someone detail-oriented and focused who thrives in a fast-paced environment. Your responsibilities will include:

#### Transactions

Processing, verifying and balancing transactions

#### Data Entry

Completing data entry for all currency transactions

#### Inventory

Counting, verifying and reporting on inventory.

We are seeking highly trustworthy individuals with a great sense of professionalism.

Our ideal candidate is naturally efficient, and can work effectively both on a team and independently.

Preference may be given to applicants with general ledger or bookkeeping experience.

We offer great benefits, including health, dental, and life insurance, 401 (k) contributions, paid vacations and profit sharing.

We have a welcoming company culture and an impressive, motivated team.

Join us today at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job\\_DID=J3G6BN5Z9STLVQYT0M1&siteid=sep\\_cb001\\_cashier&ipath=EXGOO](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=J3G6BN5Z9STLVQYT0M1&siteid=sep_cb001_cashier&ipath=EXGOO)

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**Lunchroom /Recess Monitor**

Chicago Public Schools - Chicago, IL  
Lunchroom /Recess Monitor ( )  
Job Number: 140000V6 )

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online by clicking

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## **Data Entry Specialist MT. Prospect IL**

CVS Caremark  
Mt Prospect, IL

### Job Description:

Join the Coram CVS/specialty infusion services team as a Data Entry Specialist. Working for an industry leader and the largest home infusion organization you play an integral role in delivering cost effective and high-quality solutions for our patients.

### Required Qualifications:

\* At least 1 year of data entry experience. \* Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. \* Excellent communication skills, including a strong command of the English language and the ability to clearly articulate program details to customers over the telephone. \* Ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions and decimals. \* Define problems, collect data, establish facts and draw valid conclusions. \* Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. \* Must have demonstrated experience with MS Excel, including creating reports, use of sorting and filtering, word processing, and excellent use of the internet as a means of research.

Preferred Qualifications: Knowledge of medical terminology and experience in the healthcare field. Education: Verifiable High School diploma or GED is required.

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### **Processor**

Fiserv - Chicago, IL

Schedule : Part- time

Wednesday - Saturday 9:00am - 2:00pm

Position Purpose : In this fast-paced environment, you will have a direct impact on the clients of Remittance and Check Solutions, registering remittance batches into the system, keying check amounts, and matching copies of checks to invoices to envelopes per the customer's instructions.

### Essential Job Responsibilities :

1. Manually extract payments from envelopes, separating and sorting checks and invoices in order to prepare deposit in accordance with client specifications.
2. Perform 8-point check inspection to ensure that check is correctly written and ready for logging in to the system.
3. Accurately input payment amounts read from the legal line of the checks into unique PC software applications.
4. Read and follow specific instructions, which are unique for each account, to accurately prepare deposit.
5. Collect and prepare check copies for re-association where applicable.
6. Physically re-associate check copies with invoices and envelopes by matching and stapling the check copy, invoice and envelope together in accordance with customer requirements.
7. Sort completed batches in outgoing mail area to be returned to the client.
8. Meet or exceed established department standards for quality and productivity while completing all of the duties listed above.
9. Perform other duties as required

### Required Qualifications:

Education: · High school diploma or equivalent

Job Related Experience: · One to two years of lockbox, item processing or banking operations preferred.

Additional Skills/Knowledge: · 10-key data entry skills · Attention to detail  
· Basic computer skills · Ability to follow directions · Strong organizational skills

### Physical Requirements:

· Ability to lift up to 20 pounds · Ability to sit for long periods of time

Fiserv, Inc. is an Equal Employment Opportunity/Affirmative Action Employer and maintains a Drug-Free Workplace.

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**Type of Truck Driving Job: Regional Truck Driver**

License Type: Class A

Full Time/Part Time: Full Time

Frequency of Home Time: 5 days on, 2 days off

Truck Driver Residence Area: Must live within 60 miles of CHICAGO , IL

Orientation Location: CHICAGO , IL

Operating Area: IL, WI, MN, IA, KS, MO, IN, OH, MI

Trucking Experience Level: 3 Months

Average Yearly Gross: \$53,000

**Truck Driver Job Description**

J.B. Hunt, one of America's leading trucking companies, offers great jobs driving with our dedicated fleet. Join our team as a dedicated truck driver and enjoy solid pay, great benefits and frequent home time.

Drivers on this account will service a single customer, delivering cleaning products to customers in a nine-state area.

The best part about our dedicated driving jobs is the consistency we offer in delivery, schedule, pay and time off with average annual earnings projected at \$53,000.

Drivers enjoy weekend home time and may also get by the house during the week.

This position offers benefits options for an individual or a family, including medical, dental, prescription, life insurance plans and more. Company drivers can also choose to enroll in a 401k with company-matched funds.

We offer some of the best truck driving careers to the best CDL drivers in the industry. Call 1-877-791-9458 today to see what truck driving jobs are available to you, or pre-qualify online. IND-123

Job ID Number: 3531-11411-2014-08-07

Apply online by clicking

[http://www.jbhunt.com/jobs/driver/job\\_search/jobDescription.xhtml?jobId=3531-11411-2014-08-07&utm\\_source=IndeedPPC&utm\\_medium=IndeedPPC&utm\\_campaign=IndeedPPC&source=IndeedPPC](http://www.jbhunt.com/jobs/driver/job_search/jobDescription.xhtml?jobId=3531-11411-2014-08-07&utm_source=IndeedPPC&utm_medium=IndeedPPC&utm_campaign=IndeedPPC&source=IndeedPPC)

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## **Jewelry Retail Sales Associate**

Steve Quick Jeweler - Chicago, IL

### Required Skills and Qualifications

Jewelry or luxury retail experience required  
High School diploma/GED or relevant work experience  
2+ years of sales or customer service experience required

Enthusiastic drive and entrepreneurial confidence to build a book of clients and succeed in a commission-based environment

Excellent verbal and written communication skills  
Demonstrated ability to work autonomously and with teams

Strong organizational skills and timely follow-through

Must be proficient in MS Office Suite  
Must be able to work evenings and weekends  
GIA education is a plus

### Responsibilities

Meet and exceed personal goals while supporting the overall goals of the team.  
Engage and build lasting relationship with clients through consistent correspondence via email and phone calls.  
Deliver compelling sales presentations and collaborate with others as needed to team-sell in order to deliver a high standard of customer service catered to the client's needs.  
Participate in daily store operations by setting up jewelry cases, maintaining diamond inventory records, and ensuring that the showroom is clean and inviting at all times.

### Benefits

Medical and dental insurance  
Simple IRA  
Education reimbursement for GIA courses  
Holiday compensation  
Base salary plus competitive commission (hourly base DOE)

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## **Sales Support Representative North Michigan Avenue**

Location: Chicago, IL

AT&T: So Much More of What You Work For

### **JOB DESCRIPTION**

Function in multiple roles that support the performance of the store's retail experience. Responsible for ensuring an extraordinary customer experience by facilitating the coordination of customers being welcomed in, prioritizing transactions and advising of any wait time. Own the store's service customer experience! Responsible for troubleshooting effectively and then resolving and/or following up on customer issues, ensuring our customers needs are addressed promptly, and communicating with the management team effectively.

Store Operations (\*may or may not be required in all locations)

- Inventory management – including counts, ordering, maintaining, receiving, returning, tracking and securing equipment and supplies
- Perform operational tasks to maintain audit-ready status in store at all times
- Prepare bank deposits · Balance cash drawer · Process and prepare paperwork for recordkeeping and report generation · Assist with store merchandising

MINIMUM REQUIREMENTS: · Perform the following with reasonable accommodation:

- o Work flexible hours (including evenings, weekends and holidays)
- o Stand for long periods of time
- o Ability to lift up to 25 pounds
- o Operate a personal computer, wireless equipment, copier and fax
- o Work in other locations as the needs of the business dictate what may be required
- o May be required to wear a uniform or company apparel as designated by management

### **PREFERRED QUALIFICATIONS:**

- Associate Degree · 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills · Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

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### **Front Office Specialist**

Company: Concentra Inc.

Specialty: Medical Assistant

Date Posted: 8-13-2014

Location: Chicago, IL

Area Code: 312

Employment Type: PER\_DIEM/LOCUM TEMP PARTTIME

Position ID: 234052-005

Group ID: CONMC

Travel Required: Unspecified

As a Front Office Specialist you will:

- + Greet patients and visitors and direct them accordingly
- + Obtain authorization as needed to process patients for services
- + Admit patient information into OccuSource or manually in accordance with client company protocols
- + Explain all required paperwork and forms to patients and ensure the proper completion of all paperwork
- + Answer incoming telephone calls in accordance with company procedures and directs callers accordingly

**JOB REQUIREMENTS:** + High school graduate or equivalent

- + One year of experience in a medical office environment
- + Demonstrated Intermediate knowledge of PCs, word processing, and data entry
- + Demonstrated excellent customer service and communication skills

**WORK ENVIRONMENT AND CONDITIONS:**

- + Fast paced, deadline-oriented office environment

**BENEFITS SUMMARY:**

- + 401(k) with Employer Match + Medical/Vision/Prescription/Dental Plans
- + Life Insurance/Disability + Sick Leave/Vacation/Holidays/Personal Days
- + Colleague Referral Bonus Program + Live Healthy Incentives

This job requires access to confidential and sensitive information, requiring ongoing discretion and secure information management.

Concentra is an Equal Opportunity Employer, M/F/Disability/Veteran.

Apply online by clicking

[http://seeker.healthcallings.com/jobsearch/servlet/JobSearch?op=101&jobRef=2be7ea1207&dockey=xml/4/3/43b13c85411148120c7428414f6fc809@endecaindex&c=1&source=26&CMPID=AG\\_IN\\_PD\\_JS\\_AV\\_OG\\_&utm\\_source=Indeed&utm\\_medium=Aggregator&utm\\_content=&utm\\_campaign=Advocacy\\_Ongoing&rx\\_source=Indeed&rx\\_campaign=Indeed15&rx\\_medium=cpc&rx\\_medium=cpc](http://seeker.healthcallings.com/jobsearch/servlet/JobSearch?op=101&jobRef=2be7ea1207&dockey=xml/4/3/43b13c85411148120c7428414f6fc809@endecaindex&c=1&source=26&CMPID=AG_IN_PD_JS_AV_OG_&utm_source=Indeed&utm_medium=Aggregator&utm_content=&utm_campaign=Advocacy_Ongoing&rx_source=Indeed&rx_campaign=Indeed15&rx_medium=cpc&rx_medium=cpc)

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## Temporary Administrative Positions

Arlington Resources, Inc - Chicago, IL

Arlington Resources, Inc. is currently working on the following great opportunities for our clients:

Our Client in Elgin, IL is seeking an Office Administrator:

Ideal candidate will be responsible for answering the phones, responding to company emails, customer service, assisting with price quotes, mail distribution, light accounting, ordering office supplies, tracking shipments, etc. Huge plus for a candidate with some technical knowledge as this company is implementing a new ERP system next year.

#IN11316

Our client, located in the Bridgeport area, is seeking an experienced Administrative Assistant to support the Plant Manager and manufacturing operations. Responsibilities will include greeting incoming visitors, vendors, facilities management, tracking shipments, meeting planning, training coordination, data entry, filing and reporting. This is a temporary assignment, can go temp to hire if an excellent fit. Candidates must have 3 + years related experience (plant or manufacturing experience highly preferred), in addition to the ability to work with MS Office. #IN11349

All applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability or an unfavorable discharge from military service.

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## **Data Entry Representative**

Randstad  
Chicago, IL

### Job Description:

Are you looking for a company with a fun, casual and upbeat environment? Then this opportunity is for you! You'll be joining a web based customer service focused company that is creating incredible results and you won't just report numbers at the end of each day, you'll live up to a huge earning potential.

Shift times: M-F 6:30 am-3:00pm

As a Data Entry Representative, you will be using Microsoft Office to transfer data and consolidate files into an excel document. The client believes in peak performance, and that means more than just striving to be the best - it means being the best. They're a confident and powerful team of individuals who feel part of something special, and drive towards the goals they set high for themselves. Competitive Pay.

### Benefits:

Our client company offers a comprehensive package of benefits including full health and dental in addition to a 401(k). This client is known in the Chicagoland area as having a strong employee-centric culture including such things as on-site massages.

Working hours: M-F 6:30 am - 3:00 pm

Strong computer skills are a must, since you'll be spending the majority of your time on the computer navigating between files. Below are additional requirements:

- Efficiency utilizing Microsoft Excel - Call center experience preferred
- Solid job stability - Interpersonal skills
- Flexibility and ability to quickly adapt to change
- Ability to listen through a situation and think on your feet
- Proven computer skills required (word processing, data entry, internet, spreadsheets)

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