



**Vehicle Service Attendant-Service Agent in Chicago Illinois United States**  
ITS EXCITING being on the fast track to career success!

If you're looking for a career with a company that is as high energy as you are, join the Avis Budget Group Nasdaq-CAR Team. We operate two of the leading global brands in the vehicle rental industry through Avis and Budget. Along with our subsidiaries and licensees, we provide a complete range of vehicle rental services through 10,000 rental locations in three operating regions: North America; Europe, Middle East & Africa-EMEA and Latin America/Asia-Pacific. That means we're serving customers in approximately 175 countries around the world.

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

**VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

- Must speak English
- Must be 18 years of age or older
- High school diploma or equivalent or preferred
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Must be willing to work outdoors in all types of weather conditions
- Ability to work various shifts including weekends, evenings, and holidays

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

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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

Customer Led, Service Driven

The Human Resources Representative serves as an internal business partner, delivering comprehensive human resources programs, initiatives and solutions to the functional areas of the organization in support of key business strategies. The Representative will be a key member of the HR leadership team and is responsible for providing strategic and tactical human resources support for their assigned field operations locations. This position is located in Chicago, Illinois (at our O'Hare International Airport location) and has responsibility for Illinois, Wisconsin, Indiana, and Minnesota supporting almost 1,000 associates.

### Required Experience

\*3+ years HR leadership experience in a Generalist capacity with experience in union environments and with support of multi-site locations \*PHR or SPHR preferred \*Labor Relations experience \*Bachelor's Degree

### Required Knowledge, Skills and Abilities

\*Broad knowledge of Human Resources disciplines, which include: Staffing, Employee Relations, Engagement and Retention, Total Rewards, Labor Relations, Compensation, Benefits, Training/Management Development, policies and procedures. \*Demonstrate leadership skills and the proven ability to lead, motivate and organize teams. \*Working knowledge of Human Resource terminology, practices and their application required. \*Strong PC and analytical skills (MS Office and Oracle). \*Ability to effectively interface with all levels of management and staff. \*Detail orientation with strong communication skills. \*Experience working in a fast paced environment with the ability to multi-task. \*Regular travel required (approximately 40% - 50%)

Professional Development - We recognize that our people are our most valuable asset, so we are committed to your professional and personal development and individual success. We offer a comprehensive array of employee support and training programs to help you broaden your skills, enhance your talents and achieve continuous improvement within your field.

Benefits - We provide a competitive salary, as well as bonus potential, in addition to comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD 401K Savings Plan (with company match of 6%), and company car (including gas and insurance).

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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

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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### **Administrative Assistant in Chicago Illinois United States**

This exciting position will provide administrative support at Chicago O'Hare.

Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports. Also creating PowerPoint presentations, booking travel, processing expense reports.

In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence. Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry. This position requires someone who can multi task while working in a very fast paced environment.

#### Minimum Qualifications:

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral) Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Administrative Assistant

Requisition Number: 216726

City: Chicago

State: IL

Country: US

Apply online by clicking <http://avisbudgetgroup.jobs/chicago/illinois/usa/jobs/>

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## Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions. Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas. At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

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

Proficiency in kitchen operations and execution.

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

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

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

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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**Job Title: Accountant Supervisor**

Agency: Human Services

Closing Date/Time: Sat. 08/23/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MC-04

Bid ID#: 10-75-80508

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures. Requires extensive knowledge of laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to prepare comprehensive accounting reports. Requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately. Requires skill and ability to evaluate more difficult accounting problems and to analyze and interpret more complex accounting records. Requires ability to supervise a staff of subordinates engaged in general accounting, budgeting or external auditing activities.

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm, Monday through Friday  
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

**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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## **Call Center Agent**

Noble Voice

The Inbound Customer Service Representative will review the job seeker's area of interest, experience level, educational background, and will then create an applicant profile to help match them with the best possible job.

### **Ideal Candidate Characteristics:**

Attention to detail

Strong communication skills

Desire to help others in their quest to obtain career goals

Goal oriented, self-motivated and exude a positive attitude.

### **Candidate Requirements:**

Some college experience preferred

High School Diploma or GED

Prior customer service or call center experience a plus

Above average knowledge of Microsoft Office Products

Ability to multi-task

Noble Voice is dedicated to changing the lives of individuals for the better by assisting them with services that will allow them to pursue the career they have always dreamed of.

For the successful candidate, we offer:

A fun, competitive work environment

An environment that fosters teamwork, inspires professional excellence and rewards success

An environment that encourages and acknowledges contributions by all of our employees

Competitive salary and a flexible schedule

Rapid advancement opportunities

Company benefits for full time positions

Retirement – Simple IRA plan

If you meet the above criteria, we welcome you to apply for this position. Those who are successful will join a team that counts itself as having one of the most rewarding careers in the workforce.

Noble Voice is an Equal Opportunity Employer

Apply online by clicking <http://www.jobs2careers.com/Jobs/q-Call-Center-I-Oak-Brook-IL/>

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**Job Title: Administrative Assistant I - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 08/27/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: BC0286

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as staff assistant to the supervisor; conducts and coordinates studies of special projects; serves as liaison with other agency bureaus by representing the supervisor at intra-agency meetings; assists in the interpretation of Bureau policies and procedures to staff of other divisions and bureaus with the agency, assists in developing and coordinating regular and special operating reports; attends and participates in various staff meetings to keep informed of proposed changes in current policies and program activities.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college; preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization.

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

Location: Bureau of Collections / Technical Recovery Section (75)

401 So. Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Mary Alsup

2200 Churchill Rd. Springfield, IL 62702

Work #: (217) 782-1348 Fax #: +1 (217) 557-4302

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).

Option N1 - Healthcare & Family Srvs

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**Job Title: Administrative Assistant II - Opt K1**

Agency: Revenue

Closing Date/Time: Tue. 09/02/14 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: RC028 Bid ID#: DOR 9660

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, as staff assistant to the Assistant Division Manager, coordinates all liquor compliance assignments for the Assistant Division Manager; assigns complaints to field staff; coordinates the collection of appropriate documentation from agency departmental sources for investigative purposes; reviews and recommends approval requests for import of alcohol for personal use by individuals; reviews and approves requests for 90-day waiver of books and records; conducts management studies to evaluate existing or proposed policies and procedures and makes recommendations for enhancements to programs; serves as liaison between Bureau division management staff and other external government bodies as it related to bureau enforcement efforts; performs special projects as assigned by Assistant Division Manager.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public business administration. Requires one year of professional experience in a public or private organization or completion of an agency approved professional management training program.

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

Work Location: Illinois Department of Revenue

Audit Bureau/Criminal Investigations Division 100 W Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 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).  
Option K1 - Dept Revenue

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## Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

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

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

Proficient guest service, administrative and follow-up skills

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

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

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

Ability to meet tight deadlines under minimal supervision

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

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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## Concessionist

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

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

Make certain guest service is friendly, helpful and fast  
Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items  
Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change  
Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock  
Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms  
Perform daily concession maintenance duties  
Answer questions from guests and resolve any concerns  
Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills  
Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners  
Standing, walking, lifting, twisting and bending on a frequent basis  
Capability to communicate and work effectively with guests in a high-volume setting  
Good verbal communication skills as well as math and cash-handling skills  
Ability to meet tight deadlines under minimal supervision

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

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

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**Job Title: Technical Advisor II**

Agency: Property Tax Appeal Board

Closing Date/Time: Tue. 08/26/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 45252-1

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, conducts administrative hearings of contested property tax assessments dealing primarily with matters of law, assessment of real estate and property valuation; consults with attorneys, taxpayers, local government officials and others regarding the application of the Property Tax Code to specific situations; conducts legal research pertinent to the appeal at hand; prepares draft decisions for approval and presentation to the Property Tax Appeal Board.

Minimum Requirements: Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence. Requires ability to establish and maintain satisfactory public contacts and working relationships with attorneys, taxpayers, local government officials, and others. Requires working knowledge of the common law and the provisions of state and federal laws relating to administrative and regulatory functions regarding real estate and property tax. Requires ability and willingness to travel to hearing sites in Cook County, and other counties as assigned.

**Work Hours & Location/Agency Contact:**

WORK LOCATION: Property Tax Appeal Board / Suburban North Regional Office  
9511 W. Harrison Street, Suite LL-54 Des Plaines, IL 60016

WORK HOURS: 8:00am - 4:30pm, Monday - Friday, Saturday/Sunday Off

AGENCY CONTACT: Becky Hesse 402 Stratton Office Building Springfield, IL 62706  
Ph: 217/557-0122 Fax: 217/557-9429

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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## Dishwasher

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

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

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

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

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

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

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

Possess good verbal communication skills.

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

Ability to work with minimal supervision.

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

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

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

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

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**Job Title: Veterans Service Officer**

Agency: Veterans Affairs

Closing Date/Time: Tue. 08/26/14 4:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 34-25-15-84814

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

**ATTENTION APPLICANTS:** Your veteran status must be verified before a passing grade can be given to your application for this title. Please visit [www.work.Illinois.gov](http://www.work.Illinois.gov) and click on Veterans Outreach Program for information on how to secure your veteran status with CMS.

**Work Hours & Location/Agency Contact:** Days: Monday-Friday Hrs: 8:00am - 4:00pm  
1/2 hour lunch break  
Location: IDVA Chicago VA Regional Office  
2122 W. Taylor, Suite 127 Chicago, IL 60612  
Contact: Renee Dougherty 833 South Spring Street Springfield, IL 62704  
Phone: (217) 785-1788 Fax: (217) 557-7235

**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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**Job Title: Health Facilities Surveyor I - Opt 1**

Agency: Public Health

Closing Date/Time: Thu. 08/28/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80017

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, travels to perform routine health and safety surveys to assure compliance with applicable rules and regulations at long-term care facilities. Prepares reports of field surveys and evaluates plans of correction relating to health and safety aspects of these facilities. Investigates institutional complaints; collects and prepares data; documents evidence for use in adverse actions against non-compliance facilities; under guidance appears and provides testimony at legal proceedings or at administrative hearings.

Minimum Requirements: Requires completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences, supplemented by one year professional experience in environmental health sanitation or in a health care facility. Requires the ability to communicate effectively both verbally and in writing. Requires a valid Illinois drivers license and requires the ability to travel.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations 245 W. Roosevelt Rd. West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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).

Option 1 - Environmental Health

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**Job Title: Meat & Poultry Inspector Supervisor**

Agency: Agriculture

Closing Date/Time: Tue. 09/02/14 5:00 PM Central Time

Salary: \$4,155.00 - \$5,812.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR706

Bid ID#: IDOA 1568

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology and chemistry. Requires the successful completion of an agency approved meat and poultry inspection training program; requires two years experience as a Meat and Poultry Inspector; requires a valid driver's license; requires an extensive knowledge of the methods and techniques used in antemortem and postmortem examinations involving meat purchasing animals and poultry; requires extensive knowledge of the meat and poultry industry and related processing and sanitation practices; and requires extensive knowledge of the use of additives and preservatives used in processing meat and poultry products.

**Work Hours & Location/Agency Contact:**

Day shift hours MUST RESIDE IN REGION I (Cook County) AT TIME OF HIRE.

Contact: IDOA/Human Resources

PO Box 19281 - IL State Fairgrounds Springfield, IL 62702 (217) 785-5099

**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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## Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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

<https://www.amctheatres.com/careers/theatre-crew/usher>

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## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders in a timely manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Coordinate and assist with reserved seating tactics.
- Consistently use suggestive selling techniques.
- Collaborate with kitchen staff to ensure that food orders are accurate.
- Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

- Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
- Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Good verbal and written communication skills.
- Obtain any necessary alcohol service licensing requirements.
- Ability to ascend and descend stairs.
- Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
- Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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**Job Title: Office Assistant - Opt 2**

Agency: Gaming Board

Closing Date/Time: Wed. 08/27/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IGB 9679

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to develop and maintain cooperative working relationships. Requires physical ability to perform duties enumerated above. Requires skill in typing accurately at 30 wpm.

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

Work Location: Illinois Gaming Board

Administration/Chicago Office

Michael A. Bilandic Building 160 N. LaSalle, Ste. 300 Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 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).

**Option 2 - Typing**

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

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