



Material Handler

Job Location US-IL-COUNTRYSIDE

Type Regular Full-Time

Overview:

The Material Handler is responsible for inputting data, preparing packing and shipping documents, picking and staging outbound shipments, ensuring inbound and outbound shipments are accurate and free from damage, and maintaining a clean, neat and orderly work area. He/She must also have the ability to manually move and lift 50 lbs regularly and up to 100 lbs and be available to work evenings and weekends.

Responsibilities:

Read customer order, work order, shipping order, or requisition to assemble customer orders from stock and place order on pallet or shelves. Sort and place materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type, style, color, or product code. Complete all paperwork pertaining to inventory, which includes shipping confirmations, receiving confirmations, purchase orders, open orders, order check-off, and UPS. Ensure complete accuracy of store inventory at all times. Label all orders and back stock clearly. Participate in the cycle counting program. Load and unload customer vehicles; ensure proper paperwork is completed and signed off by the customer after loading of product. Process incoming freight trucks in a timely manner. Proper use of equipment, including but not limited to forklifts, to move inventory. Inspect equipment to maintain good working order. Record amounts of product received and distributed. Accountable for overall cleanliness/organization of the warehouse. Enter records into the computer system. Other duties as assigned.

Qualifications:

High School Diploma. Ability to read and write in English.
Strong work ethic. Forklift certification or willing to be certified.
Excellent organizational skills. Basic mathematical skills.
Basic computer skills. Knowledge of proper safety measures.
Ability to manually move and lift 50 lbs regularly and up to 100 lbs.

The Tile Shop is an Equal Opportunity Employer.

Apply online at <https://careers-tileshop.icims.com/jobs/2890/material-handler/job?mode=job&iis=Job+Board+-+Indeed.com&iis=Indeed.com&mobile=false&width=840&height=500&bga=true&needsRedirect=false>

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PT Packaging Specialist - ROP - 2nd shift

Tribune Company - Chicago, IL

This position is located at our Manufacturing facility located Chicago Ave & the Chicago River. Must apply on-line.

Responsibilities: Understand and adhere to department policies and procedures, including but not limited to standards of performance, attendance policy, overtime policy, substance abuse policy, housekeeping, safety, etc. Meet set productivity, reliability and quality standards and goals. Monitor and/or operate automatic equipment including, but not limited to, stackers, tyers, lifts, bottom wraps, conveyors, hopper loaders, insert feeding stations, palletizers, labelers, stretch wrap machine, storage racks, etc. Operate and troubleshoot palletizer, inserting and stretchwrap equipment and understand manual and automatic controls. Feed free standing inserts efficiently into inserting or collating machinery. Monitor overall production flow and check for quality, accuracy and product integrity. Maintain ongoing communication with Technician and crew in regards to production issues or changes. Complete daily reconciliation reports as required by supervisor. Maintain positive working relationships at all levels of the organization. Train new employees on any packaging related tasks as assigned by supervisory personnel. Manually pile/unpile bundles of newspaper or free standing inserts. Identify equipment malfunctions and request service from maintenance department. Operate lift truck and/or mule to transport preprinted material to and from storage or processing areas. Participate in team problem solving that will result in providing a consistent high quality product. Perform additional departmental tasks as assigned by supervisory personnel.

Qualifications:

High School diploma or equivalent

Above average problem solving skills necessary to monitor and repair automatic inserting and collating equipment

At least 3 to 6 months working in a warehouse

Requires physical dexterity to lift and move material, must be able to stand for long periods of time and must be able to lift or pile newspaper products that vary in weight from 5 to 50 pounds or more at one time

Must be able to change work assignments on short notice and be flexible in scheduling

Must be able to work nights, weekends, and holidays as required

Position requires working in production areas while forklifts, pallet jacks, inserting and related equipment is in use

Apply online at

http://www.indeed.com/viewjob?jk=24677233046c230f&q=Warehouse&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail

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Delivery Driver/Warehouse Teammate

SUMMARY

Drives Company truck or automobile over an established route(s) to deliver products and/or picks up returned merchandise. Associate collects money, gives change and makes approved pickups or deliveries. Fulfills all shipping and receiving functions within the warehouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must maintain a valid driver's license in good standing and immediately notify management of any change in its status. Maintains a professional appearance and follows the customer service philosophy of the Company. Drives Company vehicle to deliver to customer's place of business. Follows a specific route per a generated delivery manifest. Collects checks and cash from customers as directed by the delivery manifest. Records and completes entries on delivery manifest in accordance to procedural guidelines. Informs management of any concerns or issues that might affect the efficiency of the route. May be requested to pick up merchandise from vendor(s) or perform other duties in accordance to business need. Responsibility may include the operation of power and manual lift equipment (i.e. forklifts, electric carts, electric pallet jack, order selector, hand truck, pallet jack and push carts). Each piece of equipment has a specific certificate, and an associate may not operate powered equipment without the proper certification. Picks up and returns authorized merchandise (RMA's). Informs regular customers of new products, services or specials when instructed to do so, usually by distributing flyers or other information. Acts as a liaison for our customers, vendors and WORLD PAC, by listening to any complaints the customer may have and resolves the complaint within the scope of their responsibilities or reports information to management for resolution. Performs routine inspection on vehicle before departing each day, as per the Delivery Driver Daily Checklist. Keeps vehicle clean inside and out. Keeps vehicle fueled in accordance to management instructions and business needs and notifies management of needed repairs. Follows all safety rules and applicable laws. Must be able to regularly lift, carry and or move up to 65 pounds. Position will require responsibility for picking up or delivering merchandise between WORLD PAC location and/or feeder points. At feeder points, may be responsible for distribution of merchandise.

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.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=19364907>

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Operator

Job Number: 166630460

Company Name: American Sugar Refining Inc.

Location: Chicago, IL

Career Focus: Manufacturing & Production

Description/Job Summary

Production Operator. This is a hourly position working as a Production Operator. The Production Operator will work in all production areas at the Chicago Plant. Some of the daily responsibilities include, but not limited too: setting up equipment, operating equipment, loading tankers, pumping products, moving railcars, unloading railcars, sampling, documenting paperwork, operating a Windows PC, cleaning, sanitizing, handing packaging, unloading barges, etc. You will operate a fork lift truck at times and complete required documentation daily. GMP and industrial food processing experience is required. ·Will be required to be trainable on Safety, GMP's, Quality Systems, SOP's, Work Instructions, Work Aids, and other training as needed or as appropriate. ·Acts as back up for other Production Operators or as relief operator, as needed in all areas of the Plant. ·Will work in Liquid Processing, Dry Bulk Processing, or Warehouse areas as needed. ·Ensures all Safety policies and requirements are followed at all times.*

Responsibilities/Duties

**Demonstrated ability to read, comprehend, and follow verbal, or written work assignments. *Ability to effectively communicate across various departments. *Forklift Trained and certified. *Self Starter. *Overtime will be required at times (weekends and holidays). *Industrial food processing experience required. *Ability to lift up to 75 pounds, at times. *Ability to work any shifts. *Basic computer skills required.

*** Required Experience* * Preferred Experience***

*5+ years related work experience in a Food manufacturing environment preferred.
*Prior Liquid Batching operations experience preferred.
*Prior Tanker Truck Loading/Unloading experience preferred.
*Prior Railcar Moving/Unloading experience preferred.
*Windows SCADA control experience preferred.
*Set-up of liquid processing industrial equipment background preferred.

Required Education High school diploma or GED required.

Apply online at <http://www.beyond.com/jobs/job-search.asp?id=166630460&aff=4D30EC18-D385-4782-B62E-0F89B5E8D0A8®=3#>

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Assistant Engineer

Location: Chicago, IL

The Engineer Assistant operates, maintains, and repairs mechanical equipment. The position is also responsible for assisting external contractors and the Engineer in his/her daily duties.

This is a relief shift (i.e, covers all 3 shifts).

Responsibilities

- Performs other duties as assigned
- Housekeeping of all Engineering equipment rooms
- HVAC adjustments and preventive maintenance on HVAC equipment
- Ensures that department inventory is restocked and orderly
- Repairs of mechanical equipment
- Sets up Special and Educational events
- Monitors fire system and respond to emergencies
- Performs nightly readings on utilities
- Conducts building rounds and lighting and plumbing repairs

Qualifications

- High School or GED graduate
- 2-3 years experience working in a similar environment
- Electrical and/or plumbing experience is a plus

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Production Maintenance Supervisor-1403807

Dr. Pepper

Description: The Production Maintenance Supervisor is responsible for preventative, scheduled, and emergency maintenance on all machinery and requires strong mechanical and electrical aptitude to solve problems in a safe work environment. This position will lead a maintenance team, working closely with team members to solve machine issues, while keeping operations management apprised of in progress projects that may impact equipment capability and production timelines.

Shift and Schedule: This is a full-time permanent position on our 3rd shift which typically begins at 9:00pm and works until finished. Flexibility to work on other shifts, overtime, and weekends is required as business needs dictate.

Position Responsibilities

Lead a team of Mechanics and Electro-Mechanical Technicians to maximize productivity. Train and coach maintenance personnel to develop skill set. Identify and share best practices throughout the maintenance department. Identify and develop improvement opportunities to increase equipment capability and/or uptime. Implement and evolve Preventative Maintenance program. Analyze Preventative Maintenance data and modify program based on data. Aid in troubleshooting and repairing electrical and mechanical equipment. Prioritize work requests based on preventive maintenance and downtime data. Analyze equipment manuals and translate that data into meaningful Preventative Maintenance schedules. Monitor and evaluate all equipment systems for the manufacturing group and make necessary changes for continuous production improvements including but not limited to the modifying and upgrading of equipment.

Qualifications: High school diploma or general equivalency diploma (GED)

1 year of experience in a manufacturing environment as a maintenance lead or supervisor

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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Receptionist

HCR ManorCare - Oak Lawn, IL

Job Number 171114801

Location: 469 - MCHS - Oak Lawn West, Oak Lawn, Illinois

Description:

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team.

- Courteously greeting visitors and directing visitors appropriately.
- Operating switchboard and training others for relief purposes.
- Efficiently processing incoming and outgoing calls.
- Filing and copying documents as needed.
- Typing correspondence, written communication and reports from hard copy as needed.

In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED.

Position Requirements:

Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.

Job Specific Details:

Part time position available. Every weekend and some evenings.

Category: Administrative - Clerical

About The Organization:

EOE AA M/F/Vet/Disability

Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability.

Apply online at <http://www.beyond.com/job.asp?id=171114801&src=ALRVIEW>

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Building Attendant

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 24 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

This position is part-time and works 2nd shift (2:30pm – 11:00pm).

Responsibilities include, but are not limited to the following:

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned
- Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

Qualifications

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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Lighting Technician

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

Responsibilities

- Make sure that all exhibit cases are lit. Replaces burned out lamps.
- Maintains lamp inventory for temporary, permanent, and traveling exhibits.
- Make sure that all exhibit cases are lit. Replaces burned out lamps
- Maintains lamp inventory for temporary, permanent, and traveling exhibits
- Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
- Maintain lighting fixture inventory including repair, cleaning, and replacement
- Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
- Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
- Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
- Does low voltage electrical repairs
- Assists lighting designer on the install and focus of temporary exhibits
- Read drawings and written instructions
- Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
- Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

Qualifications •High school graduate required. Technical or associates degree a plus.

- Minimum of two years related experience
- Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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Team Leader, Housekeeping

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum. The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, is 1st shift (7:30am - 3:30pm).

Responsibilities

- Instructs and trains employees in the proper use of new equipment and cleaning products and procedures
- Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
- Investigates new and improved cleaning instruments and methods
- Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment
- Coordinates work efforts to improve productivity
- Other duties as assigned

Qualifications

- High School Graduate
- Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge
- Knowledge and familiarity with chemical use and dilution rates
- Communicate effectively both orally and written
- Ability to successfully demonstrate leadership abilities
- Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook
- Ability to work all shifts during training period
- Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources
- Must be able to stand and walk for long periods

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Membership Services Representative

Location: Chicago, IL

The Membership Services Representative will actively participate in the Membership unit of the Institutional Advancement department's revenue acquisition and retention of members by providing excellent customer service to members and donors at Membership desks, and to members via phone and email. The position will generate revenue by acquiring new members and retaining and engaging current members via renewals and/or upgrade of membership levels. The Membership Services Representative will also assist with additional guest audiences including, but not limited to, corporate members, general guests, donors, trustees and museum staff.

Responsibilities

- Service all guest audiences at Membership Services Desks including corporate members, donors, trustees, general museum visitors, employees and their guests
- Exhibit energy and enthusiasm while assisting members and donors with questions
- Act as a liaison between the Field Museum and any guest that may need assistance and information
- Accurately interpret Museum's policies and procedures
- Analyze inquiries and determine steps for resolution
- Communicate and document information in a clear, consistent and accurate format. When necessary, relay information to appropriate departments and personnel using established communication channels and procedures.
- Support other departments in the Museum with services and events such as Corporate Family Days and with researching inquiries and/or complaints
- Perform other duties as assigned

Qualifications

- One year customer service experience in an educational, cultural or entertainment environment or related field preferred
- Ability to adapt quickly to new technical efficiencies (new ticketing system, iPad sales system, etc.) and communicate use instructions to members and colleagues
- Ability to clearly communicate in person, via telephone, and email to request and exchange information in a pleasant, respectful and professional manner
- Ability to quickly analyze inquiries and determine steps for resolution. Go "above and beyond" to assist members by making their satisfaction a high priority
- Ability to accurately access and document information and recall new or changing procedures that may impact customers
- Demonstrate exceptional human relations and communication skills, traits and competencies. Listens effectively and has an acute understanding of member/donor needs and expectations.
- Ability to prioritize work and perform under time pressures
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone
- Ability to stand for long periods of time

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 08/07/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1415010-156639

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical support services for Clinical Practice operations, including the Psychiatric Hospitalization Project, involving file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: Frances Cunningham
Division of Clinical Practice & Development
JRTC, 100 W Randolph 6-100 Chicago IL 60601
Phone: 312-814-4115 Fax: 312-814-5986

How to Apply:

SUBMIT NOTICE OF INTEREST IN VACANCY FORM AND/OR APPLICATION TO CONTACT AS LISTED ABOVE. CURRENT STATE EMPLOYEES SEEKING A PROMOTION MUST ALSO: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM TO THE CONTACT PERSON OR YOUR BID WILL BE REJECTED.

IF YOU ARE NOT A CURRENT STATE EMPLOYEE, OR HAVE NEVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS, PLEASE CLICK ON THE LINK BELOW FOR INSTRUCTIONS ON HOW TO APPLY.

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Job Title: Office Coordinator - Opt 2

Agency: Revenue

Closing Date/Time: Wed. 08/13/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DOR 9518

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs a variety of technical secretarial and office support functions for the Division Manager; assists Division manager in conducting studies of office procedures and makes written recommendations for improvements of operations; via personal computer, types from rough draft and/or oral instructions, a variety of complex material including correspondence, memoranda, investigative reports, charts, case histories, petitions, briefs, and summaries some of which are confidential in nature: develops and maintains complex, integrated spreadsheet applications to prepare tracking systems of case dockets, comprehensive reports, data tables, records, and progress reports; maintains and updates a variety of confidential and general files, including an access computer database; archives closed cases and other old or outdated documents as directed; serves as office receptionist; answers phones; reads, sorts and distributes Incoming mail; attends meetings and takes notes or minutes as required; serves as timekeeper; maintains a tickler file of information on open and pending cases for the Criminal Prosecution Office.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. 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 Department of Revenue

Legal/Criminal Prosecution Office 100 West 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 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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Membership Sales Associate

Location: Chicago, IL

The Membership Sales Associate engages Field Museum visitors, increases their awareness of the Field Museum membership program, and sells memberships during on-site sales campaigns. This position is temporary, with specific goals to meet. The Sales Associate must be able to sell at least 30 memberships on each sales day of their employment.

The Sales Associate must be able to work weekends, peak attendance periods (i.e., spring break, winter break, etc.) and extended sales hours as necessary. At the end of the scheduled term date, the Sales Associate's performance will be reviewed and at that time, the position may or may not be renewed.

Responsibilities

- Primary responsibility is to engage museum visitors in an effort to convert them to members during on-site sales campaigns. Meet daily sales goals as determined by the Director and Manager of Membership
- Assist as needed with the processing of new/renewing memberships during on-site sales program
- Other tasks as assigned

Qualifications

- Must be a high school graduate. Must have two years or more of demonstrated direct sales experience
- Ability to work independently while maintaining internal/external relationships
- Excellent public relations, customer service, and problem-solving skills
- Excellent oral and written communication skills
- Must have the physical endurance to walk the museum with visitors and stand for long periods of time
- Ability to lift sales supply boxes weighing up to 10 - 15 pounds

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Craftsman I

Location: Chicago, IL

Under direct supervision of maintenance supervisor, managers and the Facility Planning and Operations director, the Craftsman I is responsible for repair and preventive maintenance duties throughout the museum.

This includes, but is not limited to, exhibition maintenance, handling and care of artifacts, live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsmen in performance of their maintenance duties.

Responsibilities

- Performs preventive maintenance and janitorial duties including: patching, painting, carpentry woodworking, masonry work, cement patching, roof maintenance, change light bulbs
- Performs woodworking, metal working and plastic work to build or repair exhibit elements
- Move and repair exhibit fixtures, and ensure that exhibit halls and work areas are well maintained
- Cleans, repairs and refurbishes existing exhibits, displays and properties
- Assists in fabrication, assembly, installation, dismantling and moving of exhibit properties, structures and related materials
- Performs other appropriate duties as assigned by immediate supervisor

Qualifications

- Possession of vocational/technical high school diploma or equivalent required. Some art schooling is a plus
- A minimum of one year related experience, museum or gallery experience, or equivalent combination of training and experience essential to the successful performance of the duties assigned to the position

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Major Gifts Officer

Location: Chicago, IL

The Major Gifts Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the range of \$25,000+ annually on behalf of The Field Museum.

He/She will actively participate in the implementation of the Museum's philanthropic campaigns and plans, focusing on fundraising priorities and involving volunteers and other stakeholders in the realization of Museum goals.

Responsibilities include engaging and soliciting donors and friends of The Field Museum for annual gifts, major gifts and planned gifts as appropriate.

The Major Gifts Officer will work directly with other fundraisers, senior staff and volunteer leadership.

Qualifications

- A minimum of five years fundraising experience, including significant experience in personal solicitation, and familiarity with fundraising practices across individual, corporate and foundation giving.
- Bachelor's degree required from four-year college or university, Masters degree preferred. •Campaign and project management experience preferred.
- Familiarity with Blackbaud Raiser's Edge software or a similar software program, including understanding of proposals, actions, and queries.
- Able to manage confidential information with discretion.
- Experience, familiarity and/or ability to work in a complex non-profit organization with many departments, programs and fund raising priorities.
- Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.
- Successful track record of fundraising with major donors.
- Detail-oriented with a strong focus on quality and accuracy.

Apply online at <http://www.fieldmuseum.org/about/employment>

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Driver Parts in Chicago Illinois United States

Rush Enterprises

The Driver Parts position is responsible for delivering parts to customers and for picking up parts from suppliers for the dealership. Rush Enterprises is a premier provider of quality products and services to commercial equipment users. We are customer-focused, people-oriented, and financially motivated to deliver excellent outcomes for customers, shareholders, vendors and our people. We offer a rewarding career with a leader in the transportation industry. Grow with us as we continue to expand our network of locations and services. Rush Enterprises is always looking for good people to join our team.

Responsibilities: Pick up and delivers parts to customer, wholesale accounts, and suppliers. Check before leaving to coordinate any last minute pick-ups or deliveries. Assist with pulling customer order(s) when requested. Verify that invoice matches purchase order for each pick-up. Check payments received with the invoices for each delivery. Keep accurate log of daily deliveries and pick-ups. Request recipient's signature on each delivery entry. Unload truck each night. Turn in all paperwork and undelivered parts. Help with stocking and posting orders when they arrive to expedite delivery to shop technicians and retail accounts.

Basic Qualifications

High school diploma or general education degree (GED). Three months' experience in customer and delivery services. Must have valid driver's license and be insurable. Rush Enterprises (NASDAQ: RUSHA & RUSHB) operates the largest network of heavy and medium-duty truck dealerships in North America. Its current truck operations include a network of locations throughout the United States. These dealerships provide an integrated, one-stop sales and service of new and used heavy- and medium-duty trucks and construction equipment, aftermarket parts, service and body shop capabilities, chrome accessories, tires and a wide array of financial services including the financing of truck and equipment sales, insurance products and leasing and rentals.

Rush Enterprises and its Affiliate Companies are Equal Opportunity Employers. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Requisition Number: 14-1620 Post Date: 7/29/2014
Title: Driver Parts Location: RTC Chicago Status: Full-Time

Apply online at <http://rushenterprises.jobs/chicago-il/driver-parts/E0560E8ADB374506BF73637FD8AA354C/job/?vs=1571>

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Job Title: Administrative Assistant I - Opt S3

Agency: Central Management Services

Closing Date/Time: Thu. 08/14/14 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#: CMS 8726

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations. Serves as representative of BEP attending outreach programs; assists in the production of matchmaker conferences for vendors. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.

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, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel, statewide.

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

Work Location: Central Management Services

Business Enterprise Program/Certification

100 W. Randolph Street - JRTC 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 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 S3 - Dept Central Mgt Service

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Job Title: Clinical Services Supervisor

Agency: Juvenile Justice

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

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704 Bid ID#: IDJJ27-17-14-1405

Minimum Requirements:

Requires education and experience equivalent to a master's degree in the behavioral or social sciences. Requires three years of progressively responsible professional experience in corrections, juvenile rehabilitation, behavioral, social sciences or a related field. Requires thorough knowledge of the techniques utilized in managing a counseling and guidance program. Requires thorough knowledge of counseling and guidance principles and techniques. Requires thorough knowledge of factors relating to behavior problems and the methods of treating behavioral problems. Requires thorough knowledge of departmental rules, regulations, policies and procedures. Requires extensive knowledge of related disciplines and their application to criminal behavior. Requires ability to supervise and coordinate a professional staff of individuals trained in the human services field. Requires ability to instruct and train a staff in the proper procedures of implementing an effective reintegration program.

Position #08260-27-17-230-00-01

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 am - 4:00 pm Monday - Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: IDJJ/IYC-Chicago, 136 North Western Ave., Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep., IYC-Chicago, 136 North Western Ave., Chicago, Illinois 60612; 312-633-5219 x-4080.

How to Apply:

NON STATE EMPLOYEES: PLEASE SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY. DO NOT APPLY DIRECTLY TO THIS AGENCY.

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Job Title: Information Systems Analyst I - Opt N

Agency: Central Management Services

Closing Date/Time: Wed. 08/13/14 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: CMS 9465

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college with course work in engineering, computer science or directly related fields. Requires the ability to coordinate the activities of work associates to achieve desired results. Requires the ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients, and others. Requires the ability to utilize agency supplied materials/equipment (e.g., pagers, cell phones, Blackberry, etc.). Requires the ability to lift up to 75 pounds. Requires a valid, appropriate driver's license and/or the ability to travel. Cisco Certified Network Associate/Cisco Certified Design Associate Certification (routing & switching), Cisco Qualified Specialist Certification (Video, VoIP, Security, Wireless, Optical) is preferred. Requires extensive knowledge of network concepts and principles. Requires working knowledge of network hardware, network software, and network protocols.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 A.M. – 7:00 P.M. and 7:00 P.M. - 7:00 A.M.

Alternating shift day to night and night to day every 4 months

Work Location: Illinois Department of Central Management Services

BCCS/Customer & Account Management

100 W Randolph-JRTC Building 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 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 N - Wide Area Networks

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