



Dental Clinic Clerk I

Full-Time Benefits Eligible
College of Dentistry
University of Illinois at Chicago

The College of Dentistry at the University of Illinois at Chicago is seeking highly motivated, detailed-oriented professionals to fill several full-time, benefits eligible Dental Clinic Clerk I positions.

Positions are available in the areas of General Dentistry, Oral and Maxillofacial Surgery, Orthodontics, Periodontics, and Restorative Dentistry.

The Dental Clinic Clerk responsibilities include verifying patient benefit eligibility, retrieving patient information from the College of Dentistry's health record and billing system (axiUm), scheduling patient appointments, collecting and allocating patient payments, responding to routine patient questions and/or concerns pertaining to their care, and assisting students and faculty in their patient management. T

The ideal candidates will be bilingual in Spanish and English, have experience working in a dental health organization, the ability to work with a variety of partners, enjoy working in a diverse teaching environment, and a deep commitment to excellence. This position requires a typing examination.

To view information on the typing examination requirements please visit:
<https://www.sucss.illinois.gov/testprep/typing.aspx?osm=c31>

To view minimum qualifications, submit an exam request, complete and submit application materials by September 26, 2014 please click: <https://jobs.uic.edu/job-board/job-details?jobID=44308>.

The University offers a comprehensive benefit package and is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Extra Help Temporary (900 hours)-Dental Assistant II

College of Dentistry
University of Illinois at Chicago

The College of Dentistry at the University of Illinois at Chicago is seeking Extra Help (temporary) Dental Assistants to work on short term assignments.

The Dental Assistants must be reliable, enthusiastic, and enjoy working in a diverse, clinical/teaching environment.

Temporary assignments are limited to 900 hours and are non-benefits eligible. Rate of Pay is \$14.67 non-negotiable.

Temporary assignments are available in the areas of Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, and Restorative Dentistry.

Duties of the positions include assisting dental students/residents and faculty at chair side, sterilizing and arranging instruments, materials, and equipment for use by the student/resident or faculty member, and providing routine office responsibilities, which may include scheduling appointments, ordering supplies, answering phones and other duties as assigned.

Minimum qualifications include two years (24 months) of experience; work experience in dental assisting comparable to that performed at the Dental Assistant I level.

Bilingual Spanish/English highly preferred but not required.

For fullest consideration submit resume to denthr@uic.edu with subject heading "DAII-EXTRA HELP" and complete an employment application at jobs.uic.edu by September 19, 2014.

UIC is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

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Sales Associate

Tracking Code 6419-166

Customer Focus: Interacts with all types of customers, understanding their needs and preferences, answering their questions and helping them to find products to buy. Possesses good product knowledge, understands merchandising, and maintains a clean, neat and organized shopping environment for customers.

Results Driven: Possesses a good knowledge of store merchandising, register operations, basic math, and retail practices and procedures. Demonstrates the ability and desire to learn and be promoted. Works well with team members in order to reach a common goal. Understands basic selling skills in order to close the sale.

Business Ethics: Is honest, dependable, trustworthy and demonstrates these behaviors through attendance, work practices, conduct and expects his/her coworkers to do the same. Works to prevent damage and theft of merchandise, and preserves materials in saleable condition. Follows all company policies and procedures and alerts managers to unethical behavior.

Additional Requirements

While performing the duties of this job, the employee is regularly required to talk or hear and must have mobility to move freely throughout store on a continual basis throughout the workday. The employee frequently is required to stand and walk, sit and talk. The employee is required to use hands to finger, handle, staple, or feel; reach with hands and arms; lift overhead, push, climb or balance on a ladder; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and must frequently be required to lift up to 35 lbs. Specific vision abilities required by this job include close vision, and color vision.

Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

Ability to speak, read, write and understand English as it relates to conversing with customers and employees, training materials, employee handbook, manuals, daily sheets, weekly checklists, task lists, product information, ads, brochures, website, merchandise tickets, sales receipts, posters, signs, banners, emails, plan-o-grams, etc.

Ability to perform basic math functions including comparing, counting, adding, subtracting, multiplying and dividing numbers in order to operate the register, make change, take inventory, stock products, look up information, etc. Ability to operate a computer and possess basic computer skills. EOE M/V/F/D

Job Location: CHICAGO-WASHINGTON SQUARE, Illinois, United States

Position Type: Part-Time

Apply online at https://annaslinens-hr.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=6419&company_id=16166&version=1&jobBoardId=1112

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Job Title Cashier

Requisition ID 386365BR
Business Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly

Job Description

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Location Address 1 7050 S PULASKI
Location City CHICAGO
Location State IL
Location Postal Code 60629
Store/Unit 04235
Country United States
Employing Entity Kmart Corporation
EEO/EOE Footer EEO Employer

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1222131&PartnerId=455&SiteId=185&codes=IND&codes=IND>

Barista

Starbucks Coffee
161 N Clark Street Chicago, IL
The Loop, Near North Side
Starbucks hiring for fast paced loop location

Job Description

Busy Loop Starbucks looking for part-time outgoing, energetic and dedicated barista candidates. Experience in fast-paced food or retail environment is preferred. Must be available Mondays-Fridays 5am-7p. This location is not open on the weekends!!!

Requirements & Skills

Must have open availability Monday-Friday

Apply online at <http://www.shiftgig.com/job/chicago/il/barista-job-openings-at-starbucks-coffee-8547325>

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Title Seasonal Sales Associate (PT)

Department L6514 : Chatham Village-Lane Bryant

City Chicago

State / Province Illinois

Zip/Postal Code 60619

Auto req ID 39179BR

Requisition Type Now Hiring for this Position

External Job Description: This is a temporary position for the holiday season with open availability required during holidays.

OVERVIEW: ROLES & RESPONSIBILITIES - Sales Associates are required to: SERVICE

Support a team selling Store environment that delivers a fashion focused Lane Bryant Experience for our Guest

Demonstrate selling, incentive and product knowledge strategies

Drive store goals with each segment

Build Guest Loyalty by team selling Pants, Cacique and Credit

Support event execution

Cover Sales Floor and Fitting Room at all times

Maintain awareness of all sales promotions

Effectively handle multiple Guests and projects

EXECUTION

Partner with Store Leadership Team to execute floorsets to visual brand standards

Replenish Sales Floor as needed

Execute Store Maintenance checklists (neat, clean and tidy) including Service Desk

Responsible for contributing to the efforts to prevent shrink and safety awareness

TALENT- Own training and self development

QUALIFICATIONS

Strong communication and customer service skills

1 year of specialty retail experience

High school diploma required

PHYSICAL REQUIREMENTS

Ability to reach, push, pull, stand, squat and bend for up to 4 hours or longer as necessary. Ability to use common tools. Able to operate computerized register system. Must be able to meet store banking requirements and to respond to store alarm problems, as needed. Able to lift as much as 50 pounds. Able to climb an 8-foot ladder.

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=156394&PartnerId=25592&SiteId=5173>

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Warehouse Manager II, Chicago, IL

Talent Area : Supply Chain

Location : Chicago, IL, USA

Requisition Number : 24402

Full or Part Time : Regular Employee FT

Position Description

Manages warehouse supervisory personnel and warehouse functions.

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

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

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

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

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

- 1-3 years warehouse/inventory experience required.
- Requires experience managing supervisory level employees.

- 2+ years managing warehouse / inventory environment preferred.
- Intermediate PC and database skills.

- Strong knowledge of inventory management systems.
- Forklift certification a plus.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-manager-ii-chicago-il-chicago-illinois-job-1-4564080>

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

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

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

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

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

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

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

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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

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

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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations.
Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.
(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.
Hospital assignment background is a major plus.
Excellent verbal, writing and interpersonal skills are essential.
Good computer skills.
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Assistant

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

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Registered Nurse

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population.

Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

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RN-UR Clinical Case Manager

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ince our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Title: Project Manager/Administrative Assistant

EOE Statement We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Description

The Adler Planetarium (Chicago, IL) has an opportunity available in the Business and Market Development department for a Project Manager. The Project Manager will serve a wide range of activities for the Business and Market Development team. The Project Manager will develop and oversee a variety of projects including consumer advertising, brand positioning development, brand equity research, data collection and analysis, and numerous revenue-generating programs.

The projects will be both internal to the department as well as inter-departmental. Manage the schedules, meetings, reports and other necessary functions to ensure that the B&MD team, as well as the many other departments we work with, understand the scope of projects, where responsibility lies for all project activities, the schedule and deadlines for projects, and the budgetary parameter for projects. Manage the Adler internal event calendar as well as ensure that the calendar is both accurate and complete. Process invoices, filing documents, and other necessary administrative tasks.

Requirements:

- Bachelors Degree
- Previous project management or administrative experience in a fast-paced, high volume environment
- Strong attention to detail and extremely organized
- Ability to manage and motivate peers and more senior staff
- Must be proactive, a self starter and highly collaborative
- Microsoft Office

Full-Time/Part-Time Full-Time

Req Number ADM-14-00001

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=927040&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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Sales Associate - Gamesa (Chicago)

PepsiCo

Sales

Location: 1) Chicago IL, Cicero IL, Berwyn IL, Forest Park IL

The Sales Associate is responsible for:

Selling

Selling display vehicles to support impulse sales.

Presenting period promotional programs to store Management

Selling new items to achieve innovation targets.

Increasing item distribution at store level Merchandising

Display building and participation in store sets.

Gain block schematic for approved store set.

Rotate store shelf set to maintain freshness level.

POS placement to support promotional events.

Administrative

Report monthly pricing information of territory.

Report monthly KPI standards for territory.

Report mileage log and related expenses.

Develop customer relations with store personnel

Qualifications:

Minimum of 2 years' retail sales experience; Selling to grocers and CPG distributors preferred. High School diploma required; Bachelor's Degree in Sales and/or Marketing preferred. Strong verbal and written communication skills; Bilingual preferred but not required (English and Spanish) Position requires the use of reliable personal vehicle and candidates must successfully complete DMV history check to qualify. Computer skills - Working knowledge of Microsoft Office applications - Word, Excel, PowerPoint, Outlook. Proven customer service orientation and ability to establish, grow and maintain effective relationships with customers. Knowledge of industry and retail economics Must be willing and able to travel 100% of the time within territory PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=55590BR&cult=en-US>

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Warehouse Manager

PepsiCo
Chicago, IL
Supply Chain

General Summary:

This position contributes to the success of the Pepsi Beverages Company by leading the warehouse operations in a manufacturing environment.

Major Tasks, Key Responsibilities and Key Accountabilities:

Provide timely service to customers while minimizing warehouse and production costs
Schedule the receiving and delivery of raw material and finished products in a timely manner
Ensure optimal inventory levels of full goods are maintained in order to fulfill daily sales needs
Supervise the efficient loading of orders to minimize customer out of stocks
Develop capability of warehouse loading team and Product Availability Supervisors

Basic Job Qualifications:

A minimum of 5 years of Operations or Logistics experience
A minimum of 2 years of supervisory experience
Preferred Job Qualifications:

Bachelors degree

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 54978BR

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Food Service Sales Assistant Representative

PepsiCo
Chicago, IL
Sales

Pepsi Beverages Company (PBC) is PepsiCo's beverage manufacturing, sales and distribution operating unit in the United States, Canada and Mexico. PBC makes, sells and delivers approximately 75 percent of PepsiCo's North American beverage volume. Its diverse portfolio includes some of the world's most widely recognized beverage brands, including Pepsi, Mountain Dew, Sierra Mist, Aquafina, Gatorade, SoBe, Lipton, and Amp Energy. In many markets, PBC also manufactures and/or distributes allied brands, including Dr Pepper, Crush, ROCKSTAR, and Muscle Milk.

Job Description: This position contributes to the success of the Pepsi Beverages Company by securing new Food Service accounts and maintaining existing accounts.

Major Tasks, Key Responsibilities and Key Accountabilities:

- Manage a roster of existing food service customers
- Acquire new food service accounts
- Achieve food service sales volume, revenue, and profitability goals for the assigned territory
- Provide superior customer service

Basic Job Qualifications:

A minimum of 2 years of fact-based selling experience

Preferred Job Qualifications:

- Bachelor's degree
- Food Service or consumer packaged goods experience

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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