



Transport Driver

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV040326

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

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.

Position Requirements: - 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/transport-driver-alsip-illinois-job-1-4774935>

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Inventory Planner

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00026260

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

Count and reconcile daily inventory.

Monitor and track syrup usage in production runs.

Reconcile and confirm daily production orders.

Track and report efficiencies and yields associated with inventory/production.

Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.

Report to management/supervision daily out of stock items/materials

Perform weekly age analysis and report any close dated product.

Assist in the training and development of departmental personnel.

Manage produced product replenishment to surrounding Sales Centers.

Manage inventory levels to plan at a third party warehouse.

Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.

High level of customer service focus and response required as an operations liaison to a Sales Center.

Create and prioritize product replenishments (IBT's) to meet the DRP plan.

Generate and review daily reports.

Prepare and file reports.

Other duties as assigned by management.

High School Diploma or GED required.

Bachelor's Degree in a related field preferred.

Minimum of 1 year Inventory Control experience.

Background knowledge of SAP preferred

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-alsip-illinois-job-1-4768492>

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.

- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.

- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.

- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.

- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-illinois-job-1-4746482>

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Merchandiser Full Time -Cicero

Talent Area : Merchandising/Merchandiser

Location : Cicero, IL, USA

Requisition Number : HV03952

Full or Part Time : Regular Employee FT

Physical Abilities

Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance. Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees. Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance. Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination. Ability to exert oneself physically over sustained periods of time to complete job activities. Ability to read information in small, medium, and large print. Ability to stand a minimum of 6 hours during the workday. Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements

Must be 18 years of age. Must be eligible to work in the United States.

Must have a valid driver's license. Must have current vehicle liability insurance.

Must have a driving record with no major moving violations in the last three (3) years.*

Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

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

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-cicero-cicero-illinois-job-1-4746331>

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Warehouse Workers

ARAMARK - Allstate Arena - Rosemont, IL

Aramark at the Allstate Arena is now hiring for the 2014 Wolves season!!

We are currently recruiting for part-time Warehouse Workers

Applications will be accepted on the following days:

Monday, 9/29 10am - 4pm

Thursday, 10/2 3pm - 7pm

6920 N. Mannheim Road, Rosemont, IL 60018. Please enter through the North Gates (Lunt Avenue).

EOE, M/F/Disability/Vet

Dietary Aide

Forest Park, IL

Facility: Riveredge Hospital

Under the direction of the Director of Dietary, the Dietary Aide performs a variety of tasks and operations. The Dietary Aide performs various functions of the main kitchen and the Cafeteria, including but limited to food preparation, and distribution, of all foods to patients and staff. The Dietary Aide works am/evenings and pms as needed.

2 - 5 years previous food service experience

Sanitation License Required

Familiar with the use of food preparation equipment

Ability to communicate, both verbal and written

Ability to apply work with mathematical concepts. Ability to apply elementary math functions. Ability to work well with others

Ability to apply common sense /understanding to carry out detailed and or written as well as oral instructions.

Ability to problem solve

Ability to lift a minimum of 50 pounds

Demonstrate proficiency with culinary skills

Ability to work well under time constraints

133990

Apply online at <http://jobs.uhsinc.com/us/united-states/food-services/jobid6080187-dietary-aide>

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Part Time Merchandiser - Forest Park, IL-USA008665

Come grow with us as a Part Time Merchandiser and play a key role in delivering superior in-store customer service! You will excite and engage our consumers by merchandising store shelves and displays with our famous, globally loved snacks products. Working as part of a dedicated team, passionate about the Kellogg's brand, you'll be accountable for ensuring Kellogg's snacks products are presented in the best possible displays to satisfy our customer's needs, attract consumers and drive sales.

Required: Excellent customer service and verbal communication skills. Availability to work on holidays and weekends. Weekly access to the internet to enter hours worked for payroll. Ability to conduct physical work, frequently lift 15lbs and occasionally up to 50lbs. Preferred: No work experience is required; however previous Retail/Grocery merchandising experience is preferred.

WHAT ELSE DO I NEED TO KNOW?

The hourly pay rate for this position is \$10/hour to \$13/hour depending on the location and candidate experience. This role requires travel within your territory as you will be driving around to your scheduled stores on a daily basis and sometimes to other locations, so you will need transportation. The work schedule can be demanding; you will work nights, weekends and early mornings. You will be expected to be flexible to the needs of our business, as we continually strive to meet and exceed the needs of our customers who operate on grocery/retail hours. This position will work variable hours up to a maximum of 28 hours per week, depending on the territory you are assigned to and the needs of the business. By organizing, stocking and rotating displays to their optimal presentation you will be climbing, stooping, bending, standing, kneeling and frequently lifting 15lbs and occasionally up to 50lbs.

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

The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position.

Job Function: USA Part Time Merchandiser or Territory Service Rep

Primary Location: USA-IL-Maywood

Job Type: Hourly Paid

Closing Date: Ongoing

Apply online at <https://kelloggs.taleo.net/careersection/7/jobdetail.ftl?job=156241>

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Job Title Cashier

Requisition ID 384575BR
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 7630 WEST ROOSEVELT ROAD
Location : FOREST PARK, IL. 60130
Store/Unit: 09360
Country: United States
Employing Entity: Kmart Corporation
EEO/EOE Footer: EEO Employer

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1219987&PartnerId=455&SiteId=185&codes=IND&codes=IND>

Delivery Driver

Flowers for Dreams
1812 W Hubbard Chicago, IL

Job Description

-Flowers for Dreams: The Artisan Flower Service. Hand-crafted bouquets just \$35 and each purchase benefits a local charity in need.
- We're looking to hire delivery drivers to add to our rolodex to be asked to do deliveries just one morning a week (can be more if you'd like more hours). These deliveries are typically done in the morning (8am-12). You get paid \$4-\$5 per delivery plus total gas reimbursement. You will be sent on designed routes that can earn you \$40-\$50 in just a couple hours of seamlessly dropping off flower arrangements.

Not only is this opportunity paid, but its a meaningful chance to explore credible social entrepreneurship and help engage in helping out local charities. Contact Chicago Manager Jo, c88fbcpixw@jobs.shiftgig.com"

Requirements & Skills: Must have a valid driver's license and your own car.

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Retail Sales and Customer Service Associate

Skills for Chicagoland's Future

191 N. Wacker Drive, Chicago, IL

West Loop, The Loop

Job ID: 8479759

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

No walk-ins or phone calls will be considered. Please apply online

Job Description

We have a full-time opening for a Retail Sales and Customer Service Associate.

Must be able to work various shifts per week and be available weekdays and weekends.

Must have some experience.

Be authorized to work in the United States.

Wage: Hourly

Position Description:

Responsible for generating sales by engaging and connecting with customers. This individual is responsible for providing an exceptional experience for all store guests.

Position Responsibilities:

- *Creates a positive, welcoming experience for customers
- *Offers friendly, knowledgeable and courteous service.
- *Understands that guest service is the top priority and ceases performing tasks when guests are present and in need of assistance.
- *Determines each guest's needs and answers questions concerning products and services. If necessary, partners with management to ensure the guest's needs are met.
- *Educate customers on products, offers, and promotions.
- *Speaks with sufficient knowledge to customers about styles, fit and current trends.
- *Upholds all store policies and procedures. *Contributes to a positive working environment *Completes tasks as directed by a leader.

Position Qualifications: *Previous experience in retail preferred.

Requirements & Skills

Applicants must be unemployed/underemployed, reside in Cook County, and have the legal right to work in the U.S.

Apply Here:

<https://ch.tbe.taleo.net/CH11/ats/careers/requisition.jsp?org=CCT&cws=48&rid=529>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage at Expressway
801 S Harlem Ave
FOREST PARK, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 6pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 2pm to 9pm

Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=132965&mode=

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Job Title: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

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 MC - Manual Communicatn Skill

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Job Title: Senior Public Service Administrator - Opt 7

Agency: Gaming Board

Closing Date/Time: Wed. 10/08/14 5:00 PM Central Time

Salary: \$7,323.00 - \$11,361.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 8482

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework in law enforcement and business administration or related areas. Requires graduation from an accredited state police academy and requires one year supervisory experience in a law enforcement unit, preferably with the Illinois Gaming Board. Requires four years of progressively responsible professional peace officer experience in criminal and regulatory Gaming Board investigations. Requires extensive knowledge of Gaming Board rules and regulations, gaming laws, pertinent criminal statutes, laws of arrest, search and seizure, service of legal process, rights of citizens, court procedures and rules of evidence and gaming tax laws. Requires working knowledge of supervisory techniques and practices. Requires a valid Illinois driver's license and the ability to travel. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires the physical ability to perform the duties enumerated above.

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

Work Location: Illinois Gaming Board /Investigations/Operations

9511 W. Harrison Street - 3rd Floor, Des Plaines, 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 7 - Law Enforcement/Corr

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Sales Associate (Part Time) 7520 Roosevelt Road

Guaranty Bank

Tracking Code 65910

Minimum qualifications:

Our retail sales people come from a variety of different backgrounds. Success does not hinge on a precise work history. Below are some critical factors that are necessary ensure your success:

High School Diploma or General Education Degree (GED) is required

6 months of retail suggestive sales experience

Ability to calculate basic math and banking figures such as interest, percentages, proportions and the like. Strong commitment to customer service!

Excellent verbal/written communication, strong negotiation and customer service skills

Team oriented, adaptable, coachable, dependable, with a strong work ethic

Able to sit, stand, hear and carry products and/or equipment of up to 50 lbs. Must be able to reach for objects and operate a computer. Close, distant, and peripheral vision requirements. Must have reliable transportation

Ability and willingness to engage in conversation with store customers and introduce yourself and Guaranty Bank's products and services

Comments: Must be able to perform the essential duties and responsibilities of the position and meet the above skills, abilities and physical demands with or without reasonable accommodation.

Exceptional Employee Benefits

Competitive Pay; Medical, Dental, Vision, and Prescription Drug Coverage

Flexible Spending Accounts; Life Insurance & Accidental Coverage

Short-Term Disability Coverage; Long-Term Disability Coverage

Paid-Time Off & Company Paid Holidays (Salary and Hourly employees only)

Retirement Plans – 401k; Employee Discounted Loan Rates

Tuition Reimbursement Program; Anniversary Awards

Employee Assistance Program (EAP); Employee Referral Bonus

Adoption Assistance program

Women, minorities, veterans and disabled workers are strongly encouraged to apply.

Job Location: Forest Park, Illinois, United States

Position Type: Part-Time

Salary: 10.38 - 12.51 USD

Apply online at https://guaranty-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=3953&company_id=16451&version=1&jobBoardId=1112

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Sales Merchandiser - (Part Time) Forest Park, IL-1400114

SUMMARY:

The Sales Merchandiser position is responsible for the execution of Anderson Merchandisers standards to drive sales and meet retailer client expectations. Daily communication and follow-up with the Territory Sales Lead is expected. We achieve optimal results by implementing the Anderson Approach, which consists of Collaboration, Presell and Awareness, Implementation, Reporting and Post Reporting.

SUPERVISION:

This position is under the supervision of the District Sales Manager and also receives direction from the Territory Sales Lead.

Qualifications

REQUIREMENTS AND QUALIFICATIONS, including but not limited to the following:

- Must be able to lift objects and product up to a maximum of 75 lbs with frequent lifting and/or carrying of objects/products up to 35 lbs, in addition the ability to lift heavy objects up to 100 lbs with assistance from another associate.
- Work could be performed while sitting, standing or walking.
- Work performed will entail fine manipulation of hands and/or fingers. It will additionally entail bending, twisting, squatting, and climbing, as well as upper and lower body mobility.
- Work flexible shifts (am or pm) based on store requirements and needs.
- Work a minimum of one 4-hour weekend shift based on store requirements.
- High School diploma or equivalency certification required.
- Valid driver's license is required as travel to additional locations may be necessary.
- Automobile liability insurance is required to be maintained.
- Must have a computer, internet access, printing capabilities, and e-mail.
- Access to webcam preferred.

Job: Sales

Primary Location: IL-Forest Park

Organization: Sales

Schedule: Part-time

Apply online at

<https://amerch.taleo.net/careersection/fulltime/jobdetail.ftl?job=205380&src=JB-10200>

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Payroll Specialist

Location: Bellwood, IL

Category: Accounting & Finance

Job Type: Temporary/Contract

Reference: US_EN_5_17250_41639604

Posted: September 18, 2014

Salary: N/A

We are working with our growing client on their Payroll Specialist job in Bellwood, Illinois.

Candidates must have at least three years prior payroll processing experience and familiarity with Ceridian and general accounting.

Main responsibilities for this role include full cycle payroll processing for hourly and salaried employees as well as assisting with month end close responsibilities.

Payroll Accountant Job Responsibilities:

Input and process weekly and biweekly payroll into Ceridian

Process all employee taxes, garnishments and other withholdings, process union dues when necessary

Communicate with employees and department management to ensure proper entry and payment

Correctly enter information into general ledger system

Assist with month end close process including journal entries and reconciliations

Qualifications:

Bachelor's degree in accounting, finance or similar fields

Minimum three years of prior payroll experience

Intermediate to advanced Excel skills including pivot tables

Prior experience using Ceridian or similar systems

Strong interpersonal and communication skills

For immediate consideration for the Payroll Specialist in Bellwood, Illinois, or similar accounting or finance jobs in the Chicagoland area, submit your resume to www.accountingprincipals.com today!

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

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Transport Refrigeration Technician

Gateway Truck & Refrigeration - Justice, IL

Transport Refrigeration Technician – Night Shift (3:30pm to midnight)

Chicago metro area - Justice

Full-time with benefits

Gateway Industrial Power, Inc., a Carrier Refrigeration, Volvo, and Hino truck dealer with multiple locations in Missouri and Illinois is in search of experienced Transport Refrigeration Technician for our location in Justice, Illinois.

Requirements:

- High school degree or equivalent, (preferably trade school as well)
- EPA 608 Certification Type 2 - EPA 609 Certification
- Valid Class "C" Driver's License with clean driving record
- Must pass DOT physical and drug screen, as well as background test
- Full set of own hand tools
- Ability to troubleshoot, diagnose, and repair transport refrigeration equipment
- Ability to plan and prioritize time to accomplish work repairs
- Ability to handle stress under pressure
- Must be detail oriented and able to work in a team environment
- Ability to work intelligently with common sense, keep work environments clean and comply with all safety regulations
- Willingness to attend additional training when needed to advance in the profession
- A commitment to great customer service!

Benefits include:

- On the job training
- competitive pay
- medical, dental, & vision insurance
- disability & life insurance
- 401k with employer match (limits apply)
- Paid Vacation & Holiday time
- Uniforms provided for technicians

Gateway Industrial Power, Inc. is an equal opportunity employer. Please respond with resume or fax to 618-343-7241. Visit us on the web at www.gipower.com for more information about our company.

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Employee Benefits Specialist (\$13.97/Hour)

- o Associate degree in Human Resources, Employee Benefits or related field or equivalent work experience of three (3) plus years in Employee Benefits with knowledge of insurance, COBRA, retirement, disability, etc. required.
- o Good interpersonal, organizational customer service and follow-up skills, with attention to detail and accuracy is required.
- o Proficiency in Microsoft Office including Excel, Outlook and Word is required.
- o Familiarity with Family Medical Leave Act (FMLA) and Health Insurance Portability and Accountability Act (HIPAA) is desired.
- o Experience working with HRIS systems is desired.

To apply for a posted position or to create a "Job Interest Card," applicants should visit the Tollway's website, www.illinoistollway.com.

Completed applications may be mailed to the Tollway or dropped off in person at the agency's Downers Grove headquarters between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. All applications must be received within the dates indicated on the job posting."

Traffic Permit Technician (\$12.29 / Hour)

- o High School diploma or GED equivalent is required.
- o Ability to type 40 words per minute is required.
- o Working knowledge of Microsoft Word, Excel and Outlook is required.
- o Excellent written and oral communications skills are required.
- o Ability to work with the public in a professional manner.
- o Excellent interpersonal and communication skills are required.

To apply for a posted position or to create a "Job Interest Card," applicants should visit the Tollway's website, www.illinoistollway.com.

Completed applications may be mailed to the Tollway or dropped off in person at the agency's Downers Grove headquarters between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. All applications must be received within the dates indicated on the job posting."

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General Labor 1 Second Shift-299535

Description

JOB SUMMARY: Hours are 2:30 p.m. to 11:00 p.m. Monday thru Friday

The General Labor 1 position entails numerous labor tasks within the plant. There are a variety of tasks this position performs, which may vary from day to day. The tasks to be performed include, but are not limited to the following:

ESSENTIAL JOB FUNCTIONS:

- Bulk bagging towels and mops, bundling gloves, folding aprons, towels, garments, and gloves; and CRT repairing and rolling
 - Pressing pressing and inspecting garments for quality
 - Shipping bagging, inspecting, sorting, and shipping garments
 - Hanger Reclaim sorting hangers
 - Stockroom 1 pulling and prepping garments and emblems, stocking nametags shirts and pants, prepping orders, unpacking and de-tagging
 - Inspector - examine garments on a rail to ensure they meet G&K quality standards.
 - Tunnel - hanging garments on hangers
 - Ability to meet the education, work experience, skills and competencies listed below
- All other duties as assigned

EDUCATION REQUIREMENTS: - Ability to understand and operate within safety rules, operating and maintenance instructions and procedure manuals

WORK EXPERIENCE REQUIREMENTS: - Relevant experience working in a production environment is preferred, but not required

SKILLS AND COMPETENCIES:

- Ability to perform the relevant above-mentioned essential job functions with a high degree of accuracy. Working independently and following work instructions
- The position requires meeting or exceeding production quotas

SPECIALIZED KNOWLEDGE, LICENSES etc.:

Job Hrly Production/General Labor

Primary Location US-Illinois-Justice-Justice-028

Schedule Full-time

Apply online at

<https://gkservices.taleo.net/careersection/gk.careersection.external.001/jobdetail.ftl?job=161848&src=JB-10040>

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Real Estate Tour Coordinator - Chicago

Real Estate | Chicago, IL

Redfin is a new kind of real estate brokerage that puts clients first, making buying and selling a home faster, easier, and more efficient. We believe that real estate should be built on exceptional client service and advocacy. Whether finding the perfect home or getting the best deal, our clients are the backbone of everything we do.

As a Tour Coordinator, you're on the front lines, communicating with clients and coordinating tours for our buyers. We are looking for someone who is passionate about real estate and assisting customers.

What You'll Do:

Schedule home tours: respond to requests for home tours via phone and email

Engage customers: explain the Redfin process with enthusiasm to every client

Make it happen: juggle your team members' calendars, scheduling home tours and escalating customer concerns.

Who You Are:

Fire in the belly: you're excited to change the industry for the better and you come to work every day ready to go

Team player: you're resourceful, decisive and hold yourself accountable for the customer experience

Ethical: you live by our values already, and always do the right thing

Tech-savvy: you love technology - you're addicted to email, social media, and your smart phone

Customer-focused: you have at least a year of customer service related experience

Intelligent: you are articulate and can communicate clearly

Local knowledge: you know your community like the back of your hand

Licensed: You have a real estate license or are willing to acquire one ASAP

What you earn: You earn competitive pay and we pay for health insurance for you and your family. If you excel as a coordinator, you may be eligible to pursue a career as an agent and eventually run a team of agents.

Redfin is an Equal Opportunity Employer

IND123

Apply online at <http://www.redfin.com/about/open-jobs?nl=1&jvi=oEOCZfwN,Job&jvs=Indeed&jvk=Job>

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Part Time Administrative Assistant

Chicago, Illinois

Job Description

Baird & Warner Real Estate is looking for a part time experienced administrative professional to join our team with 20-25 hours a week (Monday - Friday).

This individual will support and work with various departments at our downtown corporate office in the loop.

With deep roots in Chicagoland that date back to 1855, Baird & Warner has grown to be the leading independent brokerage in Illinois.

In 2013, Baird & Warner received the #2 Top Workplace Award from the Chicago Tribune and was named the 43rd best place to work in the nation.

If you are looking for a fun and exciting place to work, then apply to Baird & Warner today!

This assistant will be responsible to provide administrative support to several individuals.

Duties may include collecting, organizing, and processing paperwork, answering phone calls, copying and faxing documents, assembling materials, data entry, filing, and other administrative responsibilities as assigned.

Requirements

Strong communication skills (verbal & written)

Ability to multi-task & prioritize

Strong computer skills - including Google platform and Microsoft Office

Ability to perform accurate data entry

Team player but can work independently

Professional appearance

Pro-active

Apply online at http://jobs.recruitics.com/job/Part-Time-Administrative-Assistant-Chicago-Illinois-25555375?rx_job=25555375&rx_source=Indeed&rx_campaign=Indeed0

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Title: Painter -Part Time

Location: Smith Village
2320 West 113th Place
Chicago, IL 60643

Requirements:

Minimum 5+ years experience with both exterior and interior paint application
Must be a team player while being able to work independently
Must have excellent attendance history
Must enjoy being of service to senior adults
Maintains a neat, professional appearance.

Job Description:

Part-Time position. Interior and exterior paint application. Responsible for surface preparation including scraping, patching, plastering and sanding.

Apply online at http://www.smithseniorliving.org/job-listings.cfm?jid=530&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Swagger Needs office worker

Swagger
5050 S Prairie Ave Chicago, IL
Grand Boulevard

Job Description

Swagger has underwent numerous changes during the past two years, closing its doors for the past year to allow for renovation and major changes in ownership and management. During its previous times of operation the establishment made great strives to bringing quality entertainment into less desirable neighborhood. Since then renovation and development has sprung up in the community all around Swagger which sparked the entire community to see a dramatic increase pride and culture appreciation, this we are really proud of, this time Swagger will bring a form of entertainment that will staple Chicago as the place to be: Join us on this mission

Requirements & Skills

Must be 21 and able to work nights and weekends and love people

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-swagger-8597719>

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