



## **Assistant Executive Housekeeper**

### Description

The Assistant Executive Housekeeper is responsible for assisting in the oversight of the entire housekeeping area, to include public areas and night cleaning. This requires a solid understanding of housekeeping and laundry supplies and pars and will assure all safety and security policies and procedures are followed. Experience with turndown service, special needs of VIP Guests, foreign dignitaries, etc. is helpful. These responsibilities may also include staff training, development and scheduling. The Assistant Executive Housekeeper will promote an atmosphere that insures customer and associate satisfaction. This position reports directly to the Executive Housekeeper and requires a strong attention to detail and the ability to effectively deal with guests, other departments and team members.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.  
Refined verbal and written communication skills.  
Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.  
2-3 years of progressive hotel Rooms Management experience  
Service oriented style with professional presentations skills  
Hotel/Hospitality degree an asset  
Must possess the following strengths: high energy, entrepreneurial spirit, motivational leader, effective communicator, effective in providing exceptional customer service and ability to improve the bottom line  
Must be proficient in Microsoft Word and Excel  
Must have excellent organizational, interpersonal and administrative skills

Property: Hyatt Regency McCormick Place  
Company: Hyatt Hotel Properties  
Primary Location: United States-Illinois-Chicago  
Pay Basis: Yearly US Dollar (USD)  
Schedule: Full-time  
Job Level: Entry Level Manager  
Job: Housekeeping/Laundry  
Req ID: CHI007135

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007135&LangID=1>

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## **Greeter - Stetsons Modern Steak + Sushi: Part-Time**

### Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. Greeters are responsible for welcoming and creating the first impression for guests. These individuals have the ability to influence the overall restaurant experience by their interactions that include providing table accommodations and offering menu recommendations. Greeters may be the final point of contact and have the ability to ensure guest satisfaction. If you have worked as a restaurant host or restaurant hostess, your skills are invaluable to the position of Greeter at Hyatt. Your restaurant job experience will give you the tools to be successful as a restaurant Greeter at Hyatt.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

### Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Refined verbal communication skills.

This is a great opportunity to use your restaurant host or restaurant hostess job experience to begin a career at Hyatt. For immediate consideration for this hostess job, Click Apply Now and complete an application for the Greeter position on the Hyatt Careers Site!

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI007137

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007137&LangID=1>

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## **Building Attendant**

Location: Chicago , IL

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) and second (afternoon/evening) shifts reporting to the Team Lead and Housekeeping Supervisor.

Two full-time shifts available: 1st shift (7:00am - 3:30pm) and 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

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

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

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## **Corporate Giving Officer**

Location: Chicago , IL

### Responsibilities:

Manage revenue setting goals, prioritization of work and measures of accomplishments for Corporate Membership Program.

Manage an assigned portfolio of 80-100 corporate donors and prospects, with a focus on donors to the Museum's Corporate Membership Program and event sponsorships

Manage an assigned portfolio of trustees with corporate affiliations

Develop and maintain ongoing relationships and create strategies for increased revenue support from current donors, including solicitations for sponsorships and Museum's campaign. Develop and implement strategies for identification and solicitation of new corporate donors, including initiating calls, meetings and site visits

Involve trustees, senior staff and other Institutional Advancement staff in solicitors and stewardship, as appropriate, including preparing meeting and event briefings

Prepare written solicitations, correspondence, proposals and accompanying material and donor reports

Oversee benefit fulfillment for corporate members and their employees, such as: communication with corporate contacts; manage employee free general admission, discount tickets, VIP tickets; plan and implement Corporate Family Days events, corporate volunteer days and Lunch n Learn events

Assist with restricted corporate fundraising as needed for sponsorships and event solicitations

Maintain data for assigned portfolio in Raiser's Edge database, including call reports, proposals, and other stewardship activities

Maintain files and records

Advocate for The Field Museum and its funding priorities to external constituencies

As a member of the Institutional Advancement department, support events and other stewardship activities, including mailings, event invitations, and event logistics

Other duties as assigned.

### Qualifications

3-5 years experience in development or related field required; corporate fundraising experience preferred. Bachelor's degree required

Excellent oral, written, and interpersonal skills

Ability to work on multiple projects simultaneously and meet short deadlines

Collaborative spirit and positive attitude

Strong organizational skills and attention to detail Computer skills: Office Suite, database and desktop publishing required, Raiser's Edge and InDesign preferred

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**Package Handler - Part-Time**

CHICAGO, IL, United States

Job ID: ILOHA1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/chicago/package-handler-part-time/1187/225569>

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## **Membership and Annual Fund Coordinator**

Location: Chicago , IL

This position reports to the Membership Manager (Programs) with dotted line report to the Donor Relations Specialist within the Individual Giving Team.

Responsibilities include:

Membership

Assist Membership Manager (Programs) with implementation of all member-related programs: membership card fulfillment, renewals, acquisition mailing packages  
Serve as the primary point of contact for the membership call lines and the IG phone lines where donors call in; respond to member/donor queries, liaise with Individual Giving and Membership team to address member/donor issues; monitor membership email ID

Under the supervision of the Membership Manager (Programs) coordinate the Annual Members' Nights working closely with all departments within the Museum; coordinate other Member special events as assigned including lectures and special exhibit previews.

Qualifications

BA or an equivalent level of education and experience is required

One to two years of experience in a membership/development team, either as a volunteer or staff member

Friendly and courteous phone demeanor; Excellent communication skills, both verbal and written; Attention to detail is a must

Must exercise tact and discretion in handling highly confidential information and interacting with Museum donors and prospective donors

Must be well-organized, able to work on multiple projects simultaneously, and meet tight deadlines.

MS Word, Excel, PowerPoint and Google experience is required; Experience with TicketReturn (point of sale system) and Raisers Edge (database) experience is desirable  
Adobe suite (InDesign, Photoshop etc) experience is a plus

Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning; some evening and/or weekend hours are required

Must be an energetic and patient team player with a proactive "can do" attitude!

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

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**Chief Information Officer**

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

**Job Description:**

Reporting directly to the Deputy Executive Director of Internal Services, the role of the Chief Information Officer is to plan and direct all operational activities of the Information Technology Department, as well as provide direction and support for information technology solutions that enhance mission-critical business operations. The CIO provides vision and leadership for information technology initiatives across all areas of Pace; oversees the development and maintenance of a long-range information technology strategic plan ensuring it aligns with the business objectives of Pace; and directs the planning and implementation of enterprise information technology systems in support of business operations in order to improve public transit service development. The CIO is responsible for the change management of processes required for the support of Oracle E-Business Suite systems necessary for business operations. This individual collaborates directly with the executive management team and decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of Pace. The CIO has responsibility for and manages all information technology assets, including telecommunications, hardware, software and data. In addition, a primary role of the CIO is to administer budgetary compliance and management oversight for multiple information technology projects normally totaling several million dollars annually.

**Qualifications:**

University degree in the field of computer science or business administration and/or 10-20 year's applicable work experience. Master's degree in either of these fields or Master of Business Administration with technology as a core component preferred. 10-20 year's experience managing and/or directing an IT operation. Proven leadership capable of directing the Information Technology Department for one of the nation's largest public bus transportation companies, the largest provider of paratransit service in the United States, one of the largest vanpool programs in the nation and the regional ridesharing administrator for Northeastern Illinois. Experience in strategic planning and execution.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=720](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=720)

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### **Coordinator of Public Outreach**

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

Job Description: Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach. Sets up speaking engagements with organizations across the six-county region. Develops and executes messaging and presentations. Coordinates production and delivery of promotional materials. Liases with Pace's outreach contractors. Other duties as assigned.

#### Qualifications:

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach. Understanding of northeastern Illinois' public transit system a plus. Computer skills including Microsoft Office required. Must possess excellent organization skills including writing, oral and interpersonal skills. Must have a good work history and a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=710](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710)

### **Part-Time Servicer (3)**

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required

Qualifications: Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

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## **Supervisor /Dispatcher**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: Investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and field calls. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=89](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=89)

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Job ID 409808BR

**Job Title: Dockworker Part-time**

Address Line 1: 2300 S Mount Prospect Rd

City: Des Plaines

State: Illinois

Zip Code: 60018-1812

Position Status: Part-Time

Grade: DKP

**ESSENTIAL JOB DUTIES/RESPONSIBILITIES:** 1. Perform freight handling using appropriate motorized and manual equipment, including but not limited to: forklift, pallet jack and hand truck 2. Verify documentation matches freight description (e.g. type, weight, hazardous materials), using current electronic or manual system 3. Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope) 4. Recoup/repair damaged freight when necessary 5. Verify and complete required documentation and reports 6. Assist customers with freight and freight documentation as needed 7. Comply with all applicable laws/regulations, as well as company policies/procedures 8. Perform other duties as required

**Disclaimer:** This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

**QUALIFICATIONS:** • High school diploma or equivalent, preferred • Must be at least 18 years of age • Prior experience in warehousing, freight handling and/or fork lift operations preferred • If hostler/yard mule duties required, experience preferred • Ability to count and perform basic math, with or without a calculator • Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) • Ability to lift/carry hand freight of varying weights several times a week, to lift dock plates weighing approximately 100 pounds, and to open trailer doors requiring approximately 75 pounds of lift force, up to several times per day or more • Ability to bend, twist, squat, pushing/pulling freight throughout shift • Ability to follow instructions and complete required training • Ability to work independently and/or as a team member • Previous dock/warehouse experience preferred

**WORKING CONDITIONS:** • Dock environment; exposure to varied weather conditions, exhaust, fumes, dust, noise • Hours may vary due to operational need • Frequent contact with service center personnel; fast-paced, deadline oriented

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25892&siteid=5069&jobid=112554>

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Auto req ID 79126BR

**Posting Title: Maintenance Tech II**

Position Type Full Time

FLSA Status Nonexempt

**Job Summary** Supports the FedEx Ground Facility maintenance effort by performing standard preventative maintenance procedures, by performing predictive maintenance, and diagnosing and repairing standard electrical, electronic, mechanical, and control systems.

**Minimum Experience**

Four (4) years (or 2 years with preferred degree) light industrial maintenance experience to include:

- Basic understanding of mechanical power transmission and/or electrical power or machine controls
- Basic related troubleshooting skills

**Required Skills, Abilities and / or Licensure**

- Software skills, including use of Microsoft Office software and web-based applications.
- Ability to follow detailed instructions to complete routine procedures and/or operate standard equipment.
- Verbal and written communication skills necessary to communicate with immediate management.
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals.
- Ability to anticipate and identify problems and use sound judgment and fact-based analysis to develop effective and efficient solutions.
- Ability to mentor, coach and act as a knowledge resource to other employees.
- Knowledge of mechanical design, layout, fabrication and repair practices as they apply to power transmission and conveyor belt applications.
- Develops knowledge of motors and motor control methods.
- Develops skills in electrical and mechanical troubleshooting techniques.
- Familiarity with the SWAK (Barcode Reader) control system.
- Fundamental understanding of the PLC and computer control circuits.
- Develops skills in troubleshooting and repairing the scanner system.
- Ability to weld, burn, and solder.
- Ability to read electrical and mechanical schematic diagrams.
- Ability to work with moderate supervision.

**EEO Statement**

FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=117563>

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Job Number 1904689BR

**Job Title: Production Operator**

Employment Type Regular Full-Time

Job Category Operations

Shift Overnight

Region 033 : CPCs

Address Line 1 115 W LAKE DR., Ste 100, Glendale Heights, Illinois 60139

**Position Summary** The Production Operator is required to perform many functions within the center, including, but not limited to, operating a wide variety of equipment, moving boxes and equipment, operating computers and computerized equipment, writing and filling out forms, sorting and collating papers, following instructions from supervisors, and communicating effectively with other team members. The Production Operator predominantly takes part in the production of print/copy/finish orders according to customer specifications (order details). This team member also maintains the production area and equipment.

**Minimum Qualifications and Requirements**

- High school diploma or equivalent education • 6+ months of related experience required • Prior experience of FXO products & services offerings preferred • Commercial print environment experience preferred • Good verbal and written communication skills
- For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
- For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

**Quality Driven Management (QDM):** (Quality Driven Management strives to deliver market-leading customer experience, business excellence, and financial return through a Quality-oriented culture and day-to-day application of Quality science.) Suggests areas for improvement in internal processes along with possible solutions. Works with management to reduce company costs/wastes, and to optimize profitability in areas of responsibility. Applies Quality concepts presented at training during daily activities. Supports FedEx Office Quality initiatives

**EEO Statement:** 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.

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=26086&siteid=5133&jobid=113686>

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## **Maintenance Planner**

Chicago, IL  
Supply Chain

The Maintenance Planner will be responsible for leading the planning agenda, while maintaining their assigned area.

The Planner should lead by example, and constantly strive to build increased system strength, with the use of TPM tools.

AS Degree or higher in a technical field a plus.

- \* Minimum 5 years of industrial maintenance experience in processing, packaging or related equipment.
- \* Ability to detail plan and schedule internal resources and contractors necessary to complete the required maintenance work.
- \* Able to define and articulate work order plans and scope; schedule, set goals, determine priorities and meet target dates.
- \* Ability to get along with all groups of people to drive results.
- \* Ability to facilitate job requirements between all maintenance, operations and support groups in a professional manner.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

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: 77574BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=77574BR&cult=en-US>

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**Driver Merchandiser- Must have Class A CDL**

Talent Area : Transportation/Driver

Location : Rockford, IL, USA

Requisition Number : HV059292

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 CDL 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.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-must-have-class-a-cdl-rockford-illinois-job-1-5786574>

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## **Supervisor, Manufacturing Prod Sparkling**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00037017

Full or Part Time : Regular Employee FT

### Position Description

Responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

### Function Specific Activities:

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service).
- Manage production, warehouse, quality and maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Bachelor's Degree or equivalent work experience; Engineering degree preferred.
- Production/manufacturing or warehouse experience preferred.
- 2+ years supervising or leading teams a plus

### TECHNICAL SKILLS:

- Knowledge of Lean Six Sigma or other Organizational Effectiveness practices
- Familiarity with overall Manufacturing environment roles: Sanitation; QA; Maintenance
- Requires experience managing people and performance metrics.
- Strong computer and database application skills.
- Familiarity with manufacturing systems.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/supervisor-manufacturing-prod-sparkling-niles-illinois-job-1-5783291>

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### **General Laborer**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037071

Full or Part Time : Regular Employee FT

### Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
  
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
  
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
  
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
  
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail. - Forklift certification is a plus.

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### **Bulk Driver**

Talent Area : Transportation/Driver  
Location : Peoria, IL, USA  
Other Location : Bartonville, IL  
Requisition Number : HV055612  
Full or Part Time : Regular Employee FT

### **Position Description**

Responsible for driving and delivering pre-ordered product to assigned accounts on specified routes. - Check accuracy and stability of the load. - Deliver product to customer. - Operate industrial vehicles and equipment. - Invoice and Collect monies due. - Move, lift and load product and 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. - Prior grocery store and/or consumer products experience a plus. - Customer service experience preferred. - Ability to operate a two or four wheeled hand-truck. - Ability to operate all types of industrial power trucks. - Familiarity with DOT regulations. - Valid Class A Driver's License and driving record within MVR policy guidelines.

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- High school diploma or GED preferred. - 1-3 years of general work experience required. - 1+ years of commercial driving experience preferred. - Prior grocery store and/or consumer products experience a plus. - Customer service experience preferred. - Ability to operate a two or four wheeled hand-truck. - Ability to operate all types of industrial power trucks. - Familiarity with DOT regulations. - Valid Class A Driver's License and driving record within MVR policy guidelines.

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### **Quality Assurance Technician-**

Talent Area : Quality and Engineering

Location : Alsip, IL, USA

Requisition Number : 00036818

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for conducting qualitative and quantitative testing of raw materials and finished goods.

- Conduct qualitative and quantitative testing of beverages, syrups, and raw materials throughout the entire production process.
- Analyze syrup beverage and/or water attributes.
- Audit container rinsers, air blowers, filters, and coders to ensure proper operations.
- Conduct package quality inspection and quality audits and isolate product that does not meet standards.
  
- Receive and test CO2 and all raw materials prior to production process.
- Maintain highest possible housekeeping standards to prevent microbial contamination.
- High school diploma or GED required.
- Bachelor's degree in science related field preferred.
- 1 - 3 years prior production/manufacturing experience OR 2+ years relevant lab technician experience.
  
- Food/beverage industry experience a plus.
- Demonstrated attention to detail and accuracy.
- Strong analytical skills.
- Ability to read, write, and keep records.
- Good computer skills including literacy with Excel and Word.
- Familiarity with lab safety and handling of hazardous materials.

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## **Maintenance Mechanic**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00036453

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.

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### **Warehouse Supervisor - 2nd Shift (Niles, IL)**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise 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 people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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