



**Position Title Administrative Secretary, Financial Aid**

Category Clerical

Posting Number S0000088

Location Chicago

Open Date 09/04/2014

Close Date

Open Until Filled? Yes

Job Type Full-Time

Working Hours The work schedule is Monday & Wednesday, 9:00 am-5:30pm, Tuesday & Thursday 9:00am-6:00pm and Friday, 9:00am-5:00pm.

Knowledge, Skills and Abilities Required

Years of Experience Required: 2

Required Education: Some College

Certification/Licensure Required: None.

**Minimum Qualifications**

**Supervision/Direction:** Individuals at this grade level will work in a semi-structured environment and may often be responsible for managing processes and programs within the department. Individuals must have the ability to think and work independently and make decisions with limited supervisor involvement.

**Level of Interaction & Confidentiality:** Individuals at this grade level must have the ability to serve and accommodate others at all levels of the University, both in-person and on the telephone. Individuals must have the ability to use sound judgment and communicate confidently orally and in writing.

**Equipment – Supplies & Maintenance:** Individuals at this grade level may be responsible to oversee those with responsibility to maintain office equipment and supplies.

**Education and Work Experience:** Individuals at this grade level must have completed a minimum of two years of college (60 credit hours) and a have a minimum of three years professional office experience. One-year college education may substitute for one-year office experience and vice-versa.

**Computer Skills:** Each MS Office component must be successfully completed at 80% in a proctored setting using Kenexa Prove It! software.

**Preferred Qualifications:** Experience with Banner is a plus.

**Equipment Operated**

Office equipment (desktop computer, office copier/ multi-function device and phone).

**Priority Application Instructions:** Current Roosevelt OPEIU members may apply on or before September 12, 2014 for priority consideration.

Apply online at <https://jobs.roosevelt.edu/postings/1377>

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**Retail Sales - Fragrances, Part Time: Chicago, IL - Macy's State Street  
(Job Number: 71227453)**

**Description**

The Fragrance Sales Associate is responsible for providing professional services to customers by selling and demonstrating fragrances and related items, as well as contributing to the success of the department through achieving personal sales goals. Perform other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**QUALIFICATIONS:**

**Education/Experience:** High School degree or equivalent. Previous selling experience is required, preferably in fragrances.

**Communication Skills:** Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

**Mathematical Skills:** Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

**Other skills:** Superior organizational and time management skills. Must be able to multi-task in a fast-paced environment. Must be able to build relationships and influence others. Must possess a thirst for knowledge. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

**Work Hours:** Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at

[https://macys.taleo.net/careersection/macys\\_retail\\_jsa\\_career\\_section/jobdetail.ftl](https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl)

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### **COLLECTIONS ASSISTANT**

The Collections Assistant will work with the Collections Manager on moving the collection back into its permanent storage area from an adjacent, off-site facility. S/he will also assist with inventorying and/or cataloging the museum's collection. This will include preparation of objects for storage and conducting research as described. Read

This a full time permanent position with benefits available. Salary based on experience. Please email resume and cover letter to Kristina Eason to [Keason@dusablemuseum.org](mailto:Keason@dusablemuseum.org), with "Collections Assistant Search" in the subject line. No phone calls please. Candidate reviews end 30 days after posting.

### **IN-SCHOOL ARTS EDUCATION FACILITATOR**

The DuSable Museum of African American History is currently seeking an In-School Arts Education Facilitator (ISAEF) to develop and deliver in-school curriculum for our Making History Come Alive program with funding provided by the Polk Brothers Foundation. Making History Come Alive is an outreach program designed for students in grades 4 through 8 that brings artists into the classroom to encourage inspiration and creativity drawn from the vivid history displayed throughout the DuSable Museum. We are developing three 8 week residencies presented by (2) visual artists and (1) performing artist in nine classrooms (three classes per artist). The ISAEF Facilitators will work closely with the Education Department team to ensure all activities, lectures, and projects coincide with the stipulations laid out in the terms of the grant.

Please email resume and cover letter to Erica Griffin at [egriffin@dusablemuseum.org](mailto:egriffin@dusablemuseum.org), with "In School Education Facilitator" as the subject.

### **MEMBERSHIP COORDINATOR**

The DuSable Museum of African American History is currently seeking a Membership and Volunteer Coordinator to effectively maintain the Raiser's Edge donor database and provide general support for the Museum's growing membership and volunteer base. Willingness and ability to work nights and weekends as needed. Salary Range \$38,000-\$42,000 annually. The Membership and Volunteer Coordinator will work closely with the Director of Development to implement effective solicitation strategies for stewarding, and substantially enhancing The DuSable Museum's membership base, to increase membership revenues and manage a corps of volunteers.

This a full time permanent position with benefits available. Salary based on experience. Please email resume and cover letter to Kristina Eason to [Keason@dusablemuseum.org](mailto:Keason@dusablemuseum.org), with "Membership and Volunteer Coordinator" in the subject line. No phone calls please. Candidate reviews end 30 days after posting.



## **Merchandiser-1408231**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

### Schedule and Shift

Part-Time averaging 16-24 hours per week.

This is a day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday.

Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in Oak Lawn, South Side and surrounding areas.

### Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

### Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Part-Time Temporary Alcohol & Substance Abuse Specialist**

Posted Date 9/4/2014

Requisition # 18274

Position Type Part-Time

Salaried/Hourly Non-Exempt

Category Student Services Department

Campus Lincoln Park Campus Location US-IL-Chicago

### General Summary

The Part-Time Temporary Alcohol & Substance Abuse Specialist is designed to provide a coordinated, institutional approach to the issue of alcohol and other substances at DePaul University; ensuring compliance with the Drug Free Schools and Communities Act. The position will provide intervention and education pertaining to alcohol and substance abuse and assist the Office of Health Promotion and Wellness, as needed, with programming and prevention efforts. He/She will meet individually with members of the DePaul community to provide support and resources around these issues.

The position will be approximately 20 to 30 hours per week and extend through the fall quarter.

### Minimum Requirements

- Masters Degree required in Alcohol and Substance abuse prevention, Counseling or College Student Development.
- 3-5 years experience in college or university setting directing prevention programs or related counseling work.
- Certified Addictions Counselor.
- Strong computer skills required.
- Experience working with Outlook, PowerPoint, Excel and Microsoft Word.

### Preferred Requirements:

- Masters Level with appropriate State Certification desired.
- Experience in grant writing and grant management.

### Required Background Screening:

All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18274/part-time-temporary-alcohol-%26-substance-abuse-specialist/job>

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**Greeter (Part-time National/Alamo O'Hare Airport)**

Job ID 2014-109279

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago O'Hare Intl Arpt

**Overview:**

National/Alamo has an exciting opportunity for a Greeter position at O'Hare Airport. It is a part-time position working 25 hours per week. The hourly rate of pay is \$9.50.

Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees.

The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age

High School Diploma or G.E.D.

Minimum of 1 year experience handling customer service functions.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work

Sunday, Monday and Tuesday 2pm-10:30pm (with a half hour break) for a total of 24 hours. Monday, Tuesday, and Wednesday 7am-3:30pm (with a half hour break) for a total of 24 hours.

Thursday, Friday and Saturday 7am-3:30pm (with a half hour break) for a total of 24 hours.

Apply online at <https://nationalalamo-erac.icims.com/jobs/109279/greeter-%28part-time-national-alamo-o%27hare-airport%29/job>

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**Rental Sales Agent (Midway Airport) Part Time- Incentive Sales Position Evenings**

Job ID 2014-108084

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

**Overview:**

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques.

This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience.

Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time evening position working approximately 25 hours/week.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High School Diploma or G.E.D. required

Must have a minimum of 1 year of commission or incentive based sales experience

Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future

Must be able to work 3-4 nights a week until 1AM, including weekends

Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/108084/rental-sales-agent-%28midway-airport%29-part-time--incentive-sales-position-evenings/job>

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**Lot Attendant (Midway Airport)**

Job ID 81003

# Positions 1

Location US-IL-Chicago

Category Customer Service

**RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

Monitor car lot supply, movement and cleanliness; maintain adequate model mixes to meet demand; secure vehicles through physical inventory and ensure placement on lot is accurate to achieve efficiency in the car rental process

Receive and enter car ready tickets and new car information into computer system to update inventory

Process vehicle upgrades and/or exchanges

Process Express rentals, as required

Identify vehicles to be mass-moved, and communication/coordinate with Shuttlers to achieve task

Assist with flow of vehicles off lot

Distribute new cars keys for customers and employees

Performed related responsibilities as required or assigned.

**Required Education/Experience:**

High School Diploma/or equivalent

1 year of car rental experience preferred

Valid driver's license as required by State

**Required Qualifications:**

Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation. Ability to speak and understand English

Ability to operate radio, security and computer equipment

**SPECIAL JOB DIMENSIONS:** Varied hours

**ATTENDANCE:** Ability to comply with the company's attendance policy.

**Preferred Requirements :** Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-dtag.icims.com/jobs/81003/job>

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## **Counter Sales Rep (Midway Airport)**

Job ID 82119

# Positions 1

Location US-IL-Chicago

Category Customer Service

### General Responsibilities:

The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This sales commissioned team member provides world class customer service and professionally and effectively sells Dollar Thrifty Automotive Group products and services to meet the customer's travel needs.

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment . Passion for customer service and attention to detail – Goes the extra mile . Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

### Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions.

Stand for long periods of time.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

\*This is a night/closing shift.

Apply online at <https://usjobs-dtag.icims.com/jobs/82119/job>

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**Courtesy Bus Driver (O'Hare Airport)**

Job ID 82356

# Positions 1

Location US-IL-Chicago

Category RAC Operations

**General Responsibilities:**

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

**Mandatory Requirements:**

Educational Background:

High School Diploma or equivalent

**Basic Qualifications:**

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

**Must be able to:**

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

**Preferred Requirements :**

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/82356/job>

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**Janitor C**  
Chicago, IL

**Job Description**

Here at Habitat we are always looking to find the best quality talent by creating a pipeline of Janitor C's ready to be placed once positions become available. These positions require flexibility with shifts and weekend hours.

\*Please note: These are not current openings but rather, positions we look to fill on a regular basis. Should we have a position become available, we will contact you directly.

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

**DUTIES AND RESPONSIBILITIES:**

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks  
Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.  
Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security.  
Conduct building walk-downs daily and replace items as necessary  
Maintain curb appeal of the property at all time  
Trash-out vacant units as needed  
Strip and Wax assigned floors quarterly  
Monitor supplies and advise supervisor of items needed as necessary  
Participates in a standby emergency schedule for evening, weekend, and holiday coverage

**Skills & Requirements**

Excellent Customer Service skills  
Full time maintenance or janitorial experience, or experience in related field  
Knowledge of industry safety standards preferred  
Experience working in resident/hospitality communities preferred  
If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17626278540812&cid=6648&source=Indeed.com#.VAnPJsVdXF8>

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**Job Title: Unarmed Security Officer**

Location North and NorthWest Chicago Suburbs, Illinois

Contact Name Operations Manager

Phone Number 708-389-2400

E-mail Address [careers@morrisonsecurity.com](mailto:careers@morrisonsecurity.com)

Description Applications are being taken to fill current and future full time, part time and on call openings. Position is Unarmed Security Officer. Locations are Northbrook and Elk Grove Village.

*Apply in person at Morrison Security, 12334 S. Keeler Ave. Alsip, Il. 60803.*

**Requirements**

Previous Security experience required

Must be able to provide proof of eligibility to work in the U.S.

Must be 18 years of age or older

Must not have any Felony Convictions

Must not have any Theft Convictions

Must be able to pass a local, state and FBI background Check

Must be able to pass a 7 panel drug test on date of application

Military or police experience preferred

Must be able to work any shift

Must be able to work weekends

Must have reliable transportation

Date Posted August 28, 2014

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**Unarmed Security Officer - Oak Brook - Day Shift**

ID 2014-1412

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

**Overview:**

Titan Security is currently recruiting for Full Time Unarmed Security Officers to work at a commercial property located in Oak Brook.

**Qualifications:**

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$12.00 and \$13.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1412/unarmed-security-officer---oak-brook---day-shift/job?mobile=false&width=850&height=500&bga=true&needsRedirect=false>

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## **Barista**

Starbucks

### Job Description

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience- No previous experience required

### Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

### Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job\\_DID=JB720J63YW0XQXZ0DFZ&siteid=sep\\_cb002\\_sbux&ipath=EXGOO](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=JB720J63YW0XQXZ0DFZ&siteid=sep_cb002_sbux&ipath=EXGOO)

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## **Apartment Maintenance and Make Ready Technician**

BG Staffing Chicago, IL

Facilities/Maintenance

WE HAVE IMMEDIATE OPENINGS FOR APARTMENT MAINTENANCE TECHNICIANS, MAKE READY TECHNICIANS, PORTERS, AND HOUSEKEEPERS!

We are requesting that all candidates applying for the APARTMENT MAINTENANCE and MAKE READY positions have experience and skill in the following areas:

- EPA Certification and HVAC experience preferred, but not required for all positions
- Painting and drywall repair. Experience using a spray rig is a plus.
- Basic to thorough knowledge of electrical including replacement of electrical outlets, switches, ceiling fans, and light fixtures
- Basic to thorough knowledge of plumbing including leak repairs, replacement of garbage disposal systems, and replacement of plumbing fixtures such as faucets and sink drains
- Basic to thorough knowledge of appliance troubleshooting and repair including stoves, refrigerators, dishwashers, microwaves, and washers and dryers
- Candidates must be available to work Monday through Friday, 8am to 5pm.

### REQUIREMENTS FOR OUR PORTER POSITION:

- Candidates will be in charge of exterior cleaning, trash pick-up, and swimming pool sanitation.
- Attention to detail is a must!
- We prefer candidates with pool cleaning experience, but this is not a requirement.
- Experience working at an apartment community is preferred, but not required.

### REQUIREMENTS FOR OUR HOUSEKEEPING POSITION:

- Candidates will be in charge of cleaning the leasing office, resident common areas, and cleaning vacant apartment units to prepare them for occupancy.
- Attention to detail is a must!
- We prefer candidates with experience working at an apartment community, but this is not a requirement.

CONTACT US, APPLY TODAY, AND START WORKING TOMORROW!!!

### About BG Staffing:

BG Staffing has been a leader in staffing for the multi-family apartment industry for over 25 years. Please feel free to visit our website at [www.bgstaffing.com](http://www.bgstaffing.com). We are an equal opportunity employer and support a drug-free work environment. All applicants must undergo a nationwide criminal background check. We are unable to approve applicants with a felony background or violence or theft-related misdemeanors.

Apply online at <https://www.ziprecruiter.com/job/Apartment-Maintenance-and-Make-Ready-Technician/caa0fe0f/?source=feed-nf-simply-hired>

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## **Maintenance Technician I**

Date: Sep 3, 2014

Location: Bedford Park, IL, US

Maintenance Technician I-10150093

### Description

Cintas is currently looking for a Maintenance Technician I to assist with maintaining an industrial laundry facility. Responsibilities include but are not limited to assisting with repairing, maintaining, installing and troubleshooting industrial equipment, systems and components including but not limited to washers, dryers, steam tunnels, conveyor systems and boilers; assisting with performing preventive/predictive maintenance; resolving safety concerns; performing indoor and outdoor housekeeping; monitoring inventory supplies; and maintaining maintenance records.

### Qualifications

- Minimum two years working experience repairing industrial processing equipment in an industrial environment or in the military required.
- Ability to read maintenance literature printed in English required.
- Prior experience with and ability to read a blueprint is required.
- Basic Microsoft Office computer skills required.
- Boiler knowledge preferred.
- HVAC experience preferred
- Prior experience and ability to perform welding activities including MIG, TIG, ARC, cutting and brazing preferred.
- Ability to stand for up to 7 hours in an 8 hour shift required.

Our partners enjoy: • Competitive Pay • 401(k)/Profit sharing/ESOP  
• Medical, Dental and Vision Insurance Package • Disability and Life Insurance Package  
• Paid Vacation and Holidays • Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer and will make all employment related decisions without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Organization: Rental  
Employee Status: Regular  
Schedule: Full-time  
Shift: First

Apply online at [http://careers.cintas.com/job/Bedford-Park-Maintenance-Technician-I-IL-60455/216321000/?feedId=32300&utm\\_source=Indeed&utm\\_campaign=Cintas Paid Media](http://careers.cintas.com/job/Bedford-Park-Maintenance-Technician-I-IL-60455/216321000/?feedId=32300&utm_source=Indeed&utm_campaign=Cintas_Paid_Media)

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### **Lube Tech**

Job ID 82969

# Positions 2

Location US-IL-Chicago

Category Maintenance - Vehicle

#### General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Combination Worker position at our Airport facility.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

#### Mandatory Requirements:

Basic duties of this position include oil changes, tire work, light maintenance and state inspections (will train).

#### Preferred Requirements :

The successful candidate must have a satisfactory driving record and a valid driver's license.

Must have automotive education or relevant experience. Ability to work days, nights weekends and holidays required.

Apply online at <https://usjobs-hertz.icims.com/jobs/82969/lube-tech/job?hub=20&mode=job&iis=Internet+Job+Board&iisn=Internet+Job+Board+-+Indeed&mobile=false&width=1024&height=677&bga=true&needsRedirect=false>

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**Guest Services Rep Part Time**

Extended Stay Hotels - Darien, IL

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rates, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Apply online at

<http://www.indeed.com/viewjob?jk=1a61a2926f38d33c&tk=1913ih7vc19s179i&from=recommendedjobs>

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**Ticketing Agent (M/F) - ORD**

Deutsche Lufthansa AG - Chicago, IL

Complete handling of all ticketing functions Tasks: Complete handling of all ticketing functions (ID, PTA, ETIX, Reissues, MCO's)

Your profile

High school diploma/GED required

College degree/vocational training desirable: Bachelor desirable

Internship desirable

Professional experience required: 1 year

Language: English required, German and Other desirable

Industry knowledge required

Expert knowledge required: Successful completion of Lufthansa training, up to GT/B level or equivalent airline experience; Experience in all aspects of ticketing, ETIX a must; Knowledge of Lufthansa EDP system including Amadeus/GuideRes, PICTURES SP course desirable.

IT Knowledge as user: Working knowledge of PC applications (MS Word, E-Mail, etcetera) and CRT desirable

Environmental Influences:

Must possess permit to work in the U.S.

Airport environment:

Must be willing to work shifts/overtime

Must be willing to work under constant time pressure

Must be willing to work under high stress levels

Be able to lift up to 70 lbs

Authorities:

In accordance with rules and regulations, and given authorities

\*CV/Resume and cover letter requested

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### **Warehouse stocker/Van Driver**

Andrews Distribution & Supply - Chicago, IL

Looking for someone with a strong work ethic and attention to detail. Loyalty and attendance are essential. We are a small commercial distributor selling non food basic items such as cups, plates, paper products, chemicals and other related goods to restaurants, bakeries, caterers, nursing homes, hospitals and other related businesses. This person will stock inventory, pull orders, load trucks, and drive and deliver to customers. Must be customer service oriented in giving the best impression possible to customers. Must be willing to give 110 percent effort every day. Pay in the 9 to 15 dollar range.

Apply online at <http://www.indeed.com/cmp/Andrews-Distribution-&-Supply/jobs/Warehouse-Stocker-Van-Driver-23ba23f70bb3de3f>

### **Now Hiring Servers, Host/hostesses, Bartenders, Cocktail Servers & Bussers!**

Michael Jordan's Steak House  
505 N Michigan Ave Chicago, IL  
Near North Side

#### Job Description

Looking for amazing career opportunity that encompasses not only fine dining culture but benefits of a large scale hotel brand? We are currently seeking Servers, Host/Hostesses, Bartenders, Cocktail Servers & Bussers (both part time and full time positions open). This unique opportunity includes a competitive package which includes: health, dental and vision insurance (for FT employees), fantastic 401k match (FT/PT), paid holidays and PTO and discounted hotel stays at all IHG hotels worldwide!

MUST have open availability and ability to work rotating shifts per business demands. No set schedules will be accommodated.

What Do You Get? In return we'll give you a competitive financial and benefits package which include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

Requirements & Skills: MUST have fine dining restaurant experience

Apply online at <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-michael-jordans-steak-house-8456625>

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