Job ID: 3752450
Job Title: Career Services Coordinator
Company: Institute of Real Estate Management
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Chicago, IL 60611
Salary: 16.50 - 17.50/hour
Job Description: If your New Year’s Resolution includes taking the first steps towards a new career, then we have the right position for you! We are adding to our team and are in need of a Career Services Coordinator. In this position, you would be responsible for: * Processing applications and managing database records and files, coordinating and sending new-member welcome packets, and acting as liaison to our chapters. * Supporting student, academic, career, diversity, and young professional outreach programs and initiatives, including maintaining college real estate program database and listing, responding to academic member requests and student inquiries, coordinating scholarships, and assisting with new content development and content maintenance of career section of irem.org and materials for career services. In return for your skills, we can offer you a fun place to work with excellent benefits, year-round casual dress, flex time, and an office address on the beautiful Magnificent Mile. We would like to speak to candidates who have at least two years’ experience working in an office environment, managing multiple tasks and who understand that supporting program development is essential to an organization’s growth.
Application Instructions: For immediate consideration, applicants need to forward their resume on to iremhr@irem.org
Contact: Stacy Prichisky
Address: 430 N. Michigan, Chicago, IL 60611
Phone: (312) 329-6062
Fax: Institute of Real Estate Ma
Email: iremhr@irem.org

Job ID: 3805235
School Job ID: MVCC
Job Title: Sr. Detective
Company: Metra
Job Type: Full Time
Location: IL
Salary:
Job Description: Posting Period January 5-19, 2015 Sr. Detective Summary of Duties Reporting directly to the Deputy, Chief of Police, the Senior Detective is the first line
supervisor for the Metra police department. Perform internal investigations for the Agency, investigate crime and perform proactive policing of specialized criminal activity. Conduct death investigations; victim/witness interviews in criminal cases; locate witnesses, documents, information; identifies, collect and preserve physical evidence, prepare reports, and testify in court; develop, use, and maintain informants and information resources; perform uniform patrolman duties. Perform other related duties as needed to meet the ongoing needs of the organization. Minimum Acceptable Qualifications Must have Bachelor's degree in Business Administration, Criminal Justice, Law or Political Science OR in lieu of specified degree, any combination of education and experience may be substituted for the required degree that equals four (4) years as a full-time law enforcement officer. In addition to #1, must be a certified Law Enforcement Officer in the State of Illinois and have six (6) years of full-time law enforcement officer experience. Must have five (5) years investigative experience. Must have knowledge of emergency management and counter-terrorism operations. Must have knowledge of applicable local, state, and federal laws, codes, ordinances and case law. Must be able to analyze complex problems, evaluate alternatives, and develop appropriate and effective solutions and alternatives. Thorough knowledge of criminal prosecution procedures. Must be certified as a Police Officer in the State of Illinois, or able to obtain a waiver from the Illinois Law Enforcement Training and Standards Board for out of state training within ninety (90) days of hire. Cardiopulmonary Resuscitation certification (CPR) is required or able to obtain within ninety (90) days of hire. Must be able to meet the annual minimum firearms qualifications as required by Illinois State law within fifteen (15) days of hire. Must be a certified Illinois Lead Homicide Investigator. Must be certified in Internal Investigations. Must possess and maintain a valid driver's license. Must successfully complete and pass a comprehensive background check, including fingerprints. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Instructions: If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

Contact: Human Resources
Job ID: 3805242  
School Job ID: MVCC  
Job Title: Timekeeper  
Company: Metra  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: Chicago, IL  
Salary: 

Job Description: Posting Period January 6-20, 2015 Timekeeper Summary of Duties
Reporting directly to the Payroll Supervisor and performs clerical functions. Maintains and enters all department time keeping activities into Kronos. Reviews all overtime reports and exception reports in the period close procedures, and secures the appropriate supervisory approvals. Responsible for the handling and preparation of payroll and various reports necessary for maintaining employee earnings records, vacation, absenteeism and employment records, and other duties as assigned. Minimum Acceptable Qualifications
* Must possess a High School diploma or GED equivalent.  
* In addition to #1, applicant must have successfully completed the Financial Affairs Skills Assessment (FASA).  
* Proficient in timekeeping via PC Payroll Kronos System.  
* Must have working knowledge of all applicable union contracts and basic understanding of accounting.  
* Must be able to type 40 wpm and possess competent computer skills (specifically Microsoft Word and Excel).  
* Must be reliable and experienced in handling a variety of duties interchangeably.  
* Must have excellent communication and organizational skills and interact effectively with all levels of management, employees, and the public.  
* Must possess the ability to work independently and maintain the highest level of confidentiality with sensitive information. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Other Important Information
? Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history.  
? Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661
**Application Instructions:** If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarail.com

**Contact:** Human Resources

**Address:** 547 West Jackson Blvd., Chicago, IL 60661

**Phone:** 312-322-4070

**Fax:** 312-322-8937

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**Expires:** 01/21/2015

**Job ID:** 3756257

**Job Title:** Family Services Advocate

**Company:** Habilitative Systems, Inc

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Chicago, IL 60644

**Salary:**

**Job Description:** Under direct supervision of the Program Manager, the Family Services Advocate has responsibility for the arrangement, coordination and monitoring of services for clients in the Teen Reach 2 program. The physical demands described here are representative of those that must by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities. While performing the duties of the job, the employee is regularly required to talk, hear, sit, use hands, reach with hands and arms, stand, walk, lift and or move up to 35 pounds.

**Job Requirements:** Must possess high school diploma or GED. An Associate Degree in Human Services or two years of college, Behavioral Science or related field preferred. Two years experience working with children/youth and families within a human service setting is required. Must have experience with functional assessment tools. Must have knowledge of community programs and services. Must have knowledge of basic concepts of children's mental health. Must possess good verbal and written communication skills and good Interpersonal skills.

**Application Instructions:** Please fax completed cover letter and resume to: Human Resources at 773-745-2603.

**Contact:** Habilitative Systems Inc.

**Address:** 415 S. Kilpatrick, Chicago, IL 60644

**Fax:** 773-745-2603
Job ID: 3756260
Job Title: Case Manager
Company: Habilitative Systems, Inc
Job Type: Full Time
Location: Chicago, IL 60644

Job Description: The Housing Advocacy Case Manager will provide, on a no decline basis, housing advocacy services to families of the Norman Class referred by the Illinois Department of Children and Family Services. The Housing Advocacy Services include referral to emergency shelters, assistance in locating and securing permanent housing, referral for other community resources, and follow-up for early identification of potential housing problems.

Job Requirements: Must possess a BS or B.A. in a Human Service field or related field. Must have at least three (3) years of professional experience in Human Services and case management. Must possess knowledge of the Department of Children & Family Services System, Youth in Transition and Foster Care Services. CERAP, Child Welfare Professional License and a Valid Driver's License are required. Must possess good written and verbal communication skills. Excellent Advocacy and problem-solving skills, is also required. Must also possess good interpersonal skills. Availability or access to an automobile.

Application Instructions: Please fax completed cover letter and resume to: Human Resources at 773-745-2603.

Contact: Habilitative Systems Inc.
Address: 415 S. Kilpatrick, Chicago, IL 60644
Fax: 773-745-2603

Expires: 01/21/2015
Job ID: 3756265
Job Title: Residential Support Specialist
Company: Habilitative Systems, Inc
Job Type: Part Time
Location: Chicago, IL 60644

Job Description: Job Summary Responsible for the supervision and implementation of the habilitation and treatment plans for disabled MI and DD consumers. Provide monitoring including 1:1 supervision of DD consumers in the Residential home and/or daily workshop. Implement life skills groups and provide individual counseling for DD, MI and IDDT clients. Responsible for documenting and billing Rule 132 Medicaid services. Responsible for implementing Behavioral Management programs. Participate in MI and DD multidisciplinary staffing.

Job Requirements: Qualifications High School Diploma or GED is required. HP (Mental
Health Professional) credential required (5 years’ experience in Human Services or bachelor’s degree in Human Services). Must have access to a motor vehicle and a valid driver's license.

**Application Instructions:** Please fax completed cover letter and resume to: Human Resources at 773-745-2603.

**Contact:** Habilitative Systems Inc.

**Address:** 415 S. Kilpatrick, Chicago, IL 60644

**Fax:** 773-745-2603

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**Job ID:** 3793084

**Job Title:** Sales Associate

**Company:** Harry Alter Co / National Excelsior Co.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Air Conditioning & Refrigeration, Business Management, Marketing/Sales

**Job Target:** Any Job Target

**Location:** Naperville, IL 60540

**Salary:** 27,000

**Job Description:** Counter and Phone sales, service with light warehouse responsibilities

**Job Requirements:** HS Diploma or Equivalent

**Application Instructions:** Email or Fax resume

**Contact:**

Fax: 800.317.0756

Email: jobs@tecmungo.com

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**Job ID:** 3793376

**Job Title:** Custodian

**Company:** Board of Education Marquardt School District 15

**Job Type:** Full Time

**Location:** Glendale Heights, IL 60139

**Salary:** $11.50

**Job Description:** Full-Time Custodian 40 Hours Per Week 12 Month Position Location Reskin Elementary school $11.40/hour Read, write and be literate in English, Be physically robust enough to be able to do the type of physical work associate with custodial work, such as: lifting, working off a ladder or lift, performing snow removal,
moving of furniture, and other physically demanding tasks. Have at least two years experience as custodial worker.

**Application Instructions:** Marquardt School District No. 15 is presently accepting applications For more information about the district, please visit our website at www.d15.us or contact Personnel/Administration Center Cyndi Holich at (630) 469-7615 ext. 1171

**Contact:** Cyndi Holich  
**Address:** 1860 Glen Ellyn Road, Glendale Heights, IL 60139  
**Phone:** (630) 469-7615 ext. 1171  
**Fax:** (630) 790-1650

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**Expires:** 01/30/2015  
**Job ID:** 3809258  
**Job Title:** Program Coordinator  
**Company:** Youth Outreach Services  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Location:** Chicago, IL 60612  
**Salary:**

**Job Description:** Under the direction of the Director of Program Operations, the Program Coordinator provides supervision of staff, outreach in the community, collaboration with referral sources, area police departments, probation/aftercare services and other community agencies, as well as implementation, evaluation and assistance in the development of programming. Writes reports and maintains contract compliances. Youth involved in program complete a mandatory program as appointed by Juvenile Court and or Illinois Department of Juvenile Justice.

**Job Requirements:** A valid driver's license, ownership or access to an insured vehicle and maintain a clean driving record is required. Shift: Tuesday-Friday: 1 p.m. - 9 p.m., Saturday: 9:30 to 4:30 Location: Illinois Youth Center(IYC) 100 N. Western Ave Chicago,IL

**Contact:** Human Resources  
**Address:** -, Chicago, IL 60612  
**Phone:** 773.777.7112

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**Expires:** 01/30/2015  
**Job ID:** 3809312  
**Job Title:** Juvenile Justice Counselor  
**Company:** Youth Outreach Services
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted:  
Job Target: Any Job Target  
Location: Chicago, IL 60651  
Salary:  
Job Description: Under the direction of the Program Manager, the Juvenile Justice Counselor provides direct service to clients, accomplished through individual, and group counseling, collaboration with referral sources, area police departments, probation services and other community agencies.  
Job Requirements: Shift: Monday-Friday, 2 p.m. - 10 p.m Location: 1325 N. Menard Ave., Chicago, IL 60651  
Contact: Human Resources  
Address: -, Chicago, IL 60612  
Phone: 773.777.7112  
Expires: 02/06/2015  
Job ID: 3807213  
Job Title: machine Operator  
Company: Plastipak Packaging, Inc.  
Job Type: Full Time  
Degrees Wanted: Diploma  
Majors Wanted: Aircraft Maintenance, Applied Manufacturing, Automotive Technology, Industrial Electrician  
Job Target: Any Job Target  
Location: west chicago, IL 60185  
Salary:  
Job Description: Responsible for and has the authority for setting up and operating a group of machines and making necessary adjustments or mechanical repairs to the machines and auxiliary equipment in a safe and efficient manner. Responsible for the quality checks and housekeeping.  
Job Requirements: Minimum High School Diploma/ GED. Strong verbal communication skills. Team work with inter-personal skills. Mechanically inclined. Ability to work in a fast paced environment. Multi-tasking skills.  
Application Instructions: Apply on line at www.plastipak.com Looking for 1st & 3rd shift 12 hours. 7:00 pm to 7:00 am & 7:00 am to 7:00 pm.  
Contact:  
Address: 1700 western, west chicago, IL 60185
Email: hr69@plastipak.com

Expires: 02/06/2015
Job ID: 3807220
Job Title: Forklift Drivers
Company: Plastipak Packaging, Inc.
Job Type: Full Time
Degrees Wanted: Diploma
Location: West Chicago, IL 60185
Salary:
Job Description: 3rd shift 12 hours- 7:00 pm to 7:00 am. To operate a forklift safely and efficiently while transporting finished goods to the warehouse, transporting finished goods to and from trailers, and moving raw materials, parts, etc. as required.
Job Requirements: RF Scanners, Forklift experience, computer experience and prefer candidates was SAP experience.
Application Instructions: Apply on line at www.plastipak.com
Contact:
Email: hr69@plastipak.com

Expires: 02/15/2015
Job ID: 3823314
Job Title: Export Compliance Analyst/Entry Level
Company: UTI Worldwide
Job Type: Part Time
Location: Elk Grove Village, IL 60007
Salary: Much better than retail
Job Description: Perform export compliance analysis for a niche client. This position requires evening, weekend and holiday work. Approximately 25 hours per week, depending on client’s volume. You will also be trained for International Security Filing and other Customs brokerage duties. No client contact is involved. This position sounds complicated, but it’s not.
Application Instructions: Only online applications accepted. Applications accepted until a sufficient number of qualified applications are received, and may close before the submission deadline.
Contact:
Apply Online: http://uti.appone.com/

Expires: 02/15/2015
Job ID: 3823377
School Job ID: Oakton - EW
Job Title: Assembler
Company: John Crane
Job Type: Full Time
Location: Morton Grove, IL 60053
Salary:

Job Description: Requisition #: 10109 Location: JC Morton Grove Department: Adaptive Hardware / 1916 Employment Category: Full Time Regular Shift: 1st # of openings: 1

PRIMARY DUTIES: Pull parts from stock, receive parts to stock and perform cycle counts on seal components and assemblies. Wrap and package assemblies and repair kits. Mark components and assemblies as required using vibro etch and/or computer marking machine. Work from drawings, job layouts and bill of material furnished with necessary component parts. Clean or degrease parts before assembly. Assemble in proper sequence components such as cup, expander "V" packing, seal rings, springs, shafts, sleeves, mating rings and bearings. Perform vacuum test on completed assemblies for conformance with specifications. Check faulty operations adjust, replace or repair defective parts, reassemble and retest to assure effective operations. Perform simple operations on engine lathe, such as breaking corners and polishing, drill press to drill, ream and countersink holes or pinning. Set up and operate grinders to perform simple face grinding operations on mating rings. Set up and operate Heli-Arc Welder to attach fitting to adapter for tacking. Set up simple, currents, speeds and feeds determined by others. Perform a variety of hand and machine lapping on seals, mating rings, and material such as carbon satellite, tungsten carbide, Teflon, cast iron, stainless steels, ceramic, etc. Condition and/or change plates and change lapping compounds as required. Check and maintain plates using straight edge and move wear rings accordingly. Check parts using visual optical flats and helium light band reading. Bond carbon ceramic and carbide inserts o'rings to seal and mating rings, mixing epoxy and resins according to specifications; apply bonding material, assemble and clamp; cure in oven and air dry. Work to specifications; operate ultra-sonic cleaner, vacuum pump and other similar equipment necessary to perform operations. Use various hand tools arbor presses and fixtures where applicable for assembling operations. Maintain equipment and work area in a clean and orderly condition. Move parts and material as required. Wrap and package parts and cartridge seals. As required, package in wooden box up to 12" squares. Make labels for part identification using computer labeling software. Observe all company policies, rules and regulations including good housekeeping, safety and security. Perform similar or related duties as required or directed.

Job Requirements: MINIMUM REQUIREMENTS FOR ENTRY: Education: Use decimal
and fraction. Work from drawings, sketches, job layouts. Use scale, micrometers, bevel protractors, calipers, link spring tester, vacuum check tester. Continuous mental or visual attention to details of assembly. Read and interpret drawings or job layouts, plan work. Close attention when checking and testing parts or seals. Variety of experimental and special orders. Judgment to plan work. Determine sequence of operations. Make test and check for definite product specifications, perform hand lapping to close tolerances, perform simple machining operations, and assemble parts following standard methods and procedures. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Contact:** Kim Ristich

**Address:** 6400 Oakton St, Morton Grove, IL 60053

**Phone:** 8479672966

**Apply Online:**
http://ch.tbe.taleo.net/CH04/ats/careers/apply.jsp?org=JOHNCRANE&cws=38&rid=10109

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**Expires:** 02/15/2015

**Job ID:** 3823388

**Job Title:** CNC Machinist I-Adaptive Hardware - Requisition #9504

**Company:** John Crane

**Job Type:** Full Time

**Location:** Mortonq, IL

**Salary:**

**Job Description:** Requisition #: 9504 Location: JC Morton Grove Department: Adaptive Hardware / 1916 Employment Category: Full Time Regular Shift: 2nd

**PRIMARY DUTIES:** Set up and operate one or more of the following machines: CNC multitasking machining centers, CNC multitasking lathes, CNC lathes, 3/4/5-axis CNC machining centers, drill press, and/or various secondary equipment. May be required to operate multiple machines simultaneously. Primary duties are CNC 5-axis mill (Machining Center). Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloys and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005". Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and
time reports. Keep machine clean and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:** MINIMUM REQUIREMENTS FOR ENTRY: Education: Requires knowledge equivalent to school education, ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations, and resolve elementary technical problems. Experience: Requires a minimum of 5 years of previous work experience on CNC equipment doing comparable work Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage.

**Application Instructions:** To apply visit: www.johncrane.com - Careers Section

**Contact:** Kim Ristich

**Address:** 6400 Oakton St, Morton Grove, IL 60053

**Phone:** 8479672966

**Expires:** 02/15/2015

**Job ID:** 3823391

**Job Title:** CNC III Operator - Requisition #10007

**Company:** John Crane

**Job Type:** Full Time

**Location:** Morton Grove, IL 60053

**Salary:**

**Job Description:** Requisition #: 10007 Location: JC Morton Grove Department: Metal Bellows/1701 Employment Category: Full Time Regular Shift: 2nd PRIMARY DUTIES: Set up and operate one or more of the following machines: CNC multitasking machining centers, CNC multitasking lathes, CNC lathes, 3/4/5-axis CNC machining centers, CNC EDM, multi-spindle lathe, manual lathe, manual mill, drill press, and /or various secondary equipment. May be required to operate multiple machines simultaneously. Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloys and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005". Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and time reports. Keep machine clean
and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:** MINIMUM REQUIREMENTS FOR ENTRY: Education: Requires knowledge equivalent to school education plus ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations and resolve elementary technical problems. Experience: Requires a minimum of 5 years previous work experience on CNC equipment doing comparable work. Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Application Instructions:** To apply visit: www.johncrane.com - Careers Section

**Contact:** Kim Ristich
**Address:** 6400 Oakton St, Morton Grove, IL 60053
**Phone:** 8479672966

**Expires:** 02/15/2015
**Job ID:** 3823396
**Job Title:** CNC III Operator - Requisition #9948
**Company:** John Crane
**Job Type:** Full Time
**Location:** Morton Grove, IL 60053
**Salary:**

**Job Description:** Requisition #: 9948 Location: JC Morton Grove Department: Metal Bellows/1701 Employment Category: Full Time Regular Shift: 2nd PRIMARY DUTIES: Set up and operate one or more of the following machines: CNC multitasking machining centers, CNC multitasking lathes, CNC lathes, 3/4/5-axis CNC machining centers, CNC EDM, multi-spindle lathe, manual lathe, manual mill, drill press, and /or various secondary equipment. May be required to operate multiple machines simultaneously. Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloys and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005". Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and time reports. Keep machine clean
and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:**
Education: Requires knowledge equivalent to school education plus ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations and resolve elementary technical problems.
Experience: Requires a minimum of 5 years previous work experience on CNC equipment doing comparable work. Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Application Instructions:** To apply visit: www.johncrane.com - Careers Section

**Contact:** Kim Ristich
**Address:** 6400 Oakton St, Morton Grove, IL 60053
**Phone:** 8479672966

**Expires:** 02/15/2015
**Job ID:** 3823400
**Job Title:** CNC Machinist I - Requisition #9970
**Company:** John Crane
**Job Type:** Full Time
**Location:** Morton Grove, IL 60053
**Salary:**

**Job Description:**
Retainers / 1913 Employment Category: Full Time Regular Shift: 2nd PRIMARY DUTIES:
Set up and operate one or more of the following machines: CNC multitasking machining centers, CNC multitasking lathes, CNC lathes, 3/4/5-axis CNC machining centers, CNC EDM, multi-spindle lathe, manual lathe, manual mill, drill press, and /or various secondary equipment. May be required to operate multiple machines simultaneously. Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloys and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005". Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and time reports. Keep machine clean.
and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:**

**MINIMUM REQUIREMENTS FOR ENTRY:**

- **Education:** Requires knowledge equivalent to high school education plus ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations and resolve elementary technical problems.
- **Experience:** Requires a minimum of 2 years previous work experience on CNC equipment doing comparable work. Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Application Instructions:**

To apply visit: [www.johncrane.com](http://www.johncrane.com) - Careers Section

**Contact:** Kim Ristich

**Address:** 6400 Oakton St, Morton Grove, IL 60053

**Phone:** 8479672966

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**Expires:** 02/15/2015

**Job ID:** 3823429

**School Job ID:** Oakton - EW

**Job Title:** CNC Machinist III - Requisition # 10036

**Company:** John Crane

**Job Type:** Full Time

**Location:** Morton Grove, IL 60053

**Salary:**

**Job Description:**

Location: JC Morton Grove Department: Secondary Turning / 1920 Employment Category: Full Time Regular Shift: 2nd John Crane is seeking an outstanding CNC Machinist III on the to join our team in Morton Grove, Illinois. John Crane designs and manufactures seals and associated products for the oil & gas, chemical, pharmaceutical, pulp & paper and mining sectors. Since the company's founding more than 90 years ago, John Crane has become the acknowledged global leader in its field with approximately 20 manufacturing sites and more than 6,000 employees located in 50 countries. PRIMAR

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**PRIMARY DUTIES:**

Set up and operate one or more of the following machines:

- CNC multitasking machining centers
- CNC multitasking lathes
- CNC lathes
- 3/4/5-axis CNC machining centers
- CNC EDM
- Multi-spindle lathe
- Manual lathe
- Manual mill
- Drill press
- And/or various secondary equipment

May be required to operate multiple machines simultaneously. Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloys and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform
significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005”. Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and time reports. Keep machine clean and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:** MINIMUM REQUIREMENTS FOR ENTRY: Education: Requires knowledge equivalent to school education plus ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations and resolve elementary technical problems. Experience: Requires a minimum of 2 years previous work experience on CNC equipment doing comparable work. Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Contact:** Kim Ristich

**Address:** 6400 Oakton St, Morton Grove, IL 60053

**Phone:** 8479672966

**Apply Online:**
http://ch.tbe.taleo.net/CH04/ats/careers/apply.jsp?org=JOHNCRANE&cws=38&rid=10036

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**Expires:** 02/15/2015

**Job ID:** 3823438

**School Job ID:** Oakton - EW

**Job Title:** CNC Machinist III - Requisition # 10111

**Company:** John Crane

**Job Type:** Full Time

**Location:** Morton Grove, IL 60053

**Job Description:** Location: JC Morton Grove Department: Secondary Turning / 1920 Employment Category: Full Time Regular Shift: 2nd John Crane is seeking an outstanding CNC Machinist III on the to join our team in Morton Grove, Illinois. John Crane designs and manufactures seals and associated products for the oil & gas, chemical, pharmaceutical, pulp & paper and mining sectors. Since the company’s founding more than 90 years ago, John Crane has become the acknowledged global leader in its field with approximately 20 manufacturing sites and more than 6,000 employees located in 50 countries. PRIMARY DUTIES: Set up and operate one or more of the following machines: CNC multitasking machining centers, CNC multitasking lathes, CNC lathes, 3/4/5-axis CNC
machining centers, CNC EDM, multi-spindle lathe, manual lathe, manual mill, drill press, and/or various secondary equipment. May be required to operate multiple machines simultaneously. Utilize knowledge of working properties and machining processes for a wide variety of materials such as stainless steels, duplex stainless steels, Monels, Hastelloy and other nickel alloys, cast iron, carbon steel, bronze, etc. May be required to grind own tools for special requirements. Work from factory work orders, routings, drawings, process drawings & layout sheets, written or verbal instructions. Perform significant program edits to G-code CNC programs. Inspect work produced, including 1st piece inspection, using micrometers, bore gauges, vernier calipers, or other measuring instruments including CMMs to verify conformance to specifications. Maintain tolerances as close as 0.0005". Follow preventative maintenance procedures on equipment as prescribed by the supervisor and report operating difficulties of equipment. Assist CNC Operator I and CNC Operator II with setup and troubleshooting as required. Train and instruct other employees when requested. Make proper labor and time reports. Keep machine clean and well lubricated and work area orderly. Perform duties in accordance with company policies. Take a proactive approach to continuous improvement including productivity, quality, safety, environmental and ergonomics. Perform other duties as required.

**Job Requirements:** MINIMUM REQUIREMENTS FOR ENTRY: Education: Requires knowledge equivalent to school education plus ability to read and interpret component prints or drawings, make average to complicated arithmetic calculations and resolve elementary technical problems. Experience: Requires a minimum of 2 years previous work experience on CNC equipment doing comparable work. Experience in operating Okuma, Mazak, Haas, and Hitachi Seiki machines is an advantage. Lifting guidelines in accordance with the Manual Lifting Guidelines noted in the Safety Handbook.

**Contact:** Kim Ristich
**Address:** 6400 Oakton St, Morton Grove, IL 60053
**Phone:** 8479672966
**Apply Online:** http://ch.tbe.taleo.net/CH04/ats/careers/apply.jsp?org=JOHNSCRANE&cws=38&rid=10111
responsible for conducting interviews, reviewing resumes, and ensuring the medical organization is paired with a candidate who will ultimately meet and fulfill the needs of the employer or organization. In essence, the recruiter will act as the link between the employer and the potential employee, recruiting the best candidates based upon the explicit needs of the employer. Qualifications/ Experience: A bachelor's degree and 5 plus years of experience in recruiting is often preferred. Candidate must have keen eye for detail. Must be able to follow specific instructions. Ability to work independently on projects. Excellent organization skills and oral/written communication skills. Proficient with Microsoft Office, particularly Excel and Word. Ability to work under pressure and to multitask. Strong interviewing skills are a must.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

**Contact:** Beatriz Armenta

**Address:** 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181

**Phone:** 630-953-7370

**Fax:** 630-953-7380

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**Expires:** 02/18/2015

**Job ID:** 3791450

**Job Title:** Scheduling Supervisor

**Company:** The Hire Solution

**Job Type:** Full Time

**Location:** Hinsdale, IL 60521

**Salary:** 35+K BOE

**Job Description:** Qualified candidate will provide client service follow up weekly and as needed to assigned clients in regards to performance and scheduling needs. Will match caregiver with client based on skill set. Providing employee recognition, executing progressive discipline, conduction annual performance evaluations and ensuring accountability with performance follow up. Maintain accurate billing and payroll information in schedules. Will communicate with Quality Care department to ensure high standards of care are being met in the home. Make a visit once per month to client to ensure clients' needs are being met. Qualifications/ Experience: Bachelor's degree preferred or the equivalent in related work experience, including three or more years of supervisory experience, preferably in a healthcare setting. Demonstrates strong communication skills and tact in providing superior service in a variety of settings and situations. Demonstrates knowledge of policies, practices and trends. Demonstrates proficiency in Microsoft Office. Has the ability to make connections with employees and clients. Demonstrates attention to detail and works well under pressure.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net
**Contact:** Beatriz Armenta  
**Address:** 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181  
**Phone:** 630-953-7370  
**Fax:** 630-953-7380

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**Expires:** 02/18/2015  
**Job ID:** 3791455  
**Job Title:** Database Admin  
**Company:** The Hire Solution  
**Job Type:** Full Time  
**Location:** Aurora, IL 60502  
**Salary:** $15 / hour  
**Job Description:** The administrative tasks of a small, growing private non-profit. Responsibilities include, but are not limited to: responding to inquiries (phone & e-mail), assisting with grant applications and reports, guest relations and correspondence. Qualifications/ Experience Proficiency in Microsoft Office Programs for PC, including Word, Excel, and Power Point. Possess the ability to work in a multi-cultural, liberal, progressive environment. Excellent verbal and written communication skills. Detail oriented, proactive and creative problem solver.  
**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

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**Expires:** 02/18/2015  
**Job ID:** 3791459  
**Job Title:** Business Analyst  
**Company:** The Hire Solution  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Location:** Chicago, IL 60601  
**Salary:** $60K-68K / year  
**Job Description:** The qualified candidate will analyze and manage business requirements throughout the System Development Life Cycle. Including support of collaborative development meetings. Ability to perform business process modeling, writing of detailed business requirements and functional specifications for new and
changed complex systems. Assist with leading and facilitating groups across all levels of the organization to deliver valued outcomes, including improved analytics adoption of improved methodologies, and using analytics to drive business decisions. Qualifications/Experience Must have a Bachelor's degree. At least two-three years of professional experience, maximum of five. Must understand enterprise direction, structure and development. Experience in leading JAD sessions and developing current/ future models. Must have advanced knowledge of all aspects of requirements, development, business process, modeling, functional system design, implantation and support of complex information systems. Working knowledge of Microsoft SQL and database design is a must.

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net.

Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380

Expires: 02/18/2015
Job ID: 3791467
Job Title: Patient Care Coordinator
Company: The Hire Solution
Job Type: Full Time
Location: Downers Grove, IL 60515
Salary: $13/hour

Job Description: Qualified candidate will be first contact for referring physicians and patients. Will work with clients in coordinating and scheduling appointments. Candidate will place outbound calls to patients for the purpose of scheduling, confirming and following up on appointments, greet and assist patients with excellent customer service. Qualifications/Experience Must have customer service and marketing skills. Proficient in MS Office. Ability to multitask and stay organized. Ability to assume charge role. Ability to communicate effectively both verbally and in writing. Demonstrated interpersonal relationships in a manner that enhances communication, promotes conflict resolution and facilitates staff development.

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Expires: 02/18/2015
Job ID: 3824635
Job Title: Teller
Company: West Suburban Bank
Job Type: Part Time
Location: Western Suburbs, IL
Salary:
Job Description: Teller - locations throughout DuPage, Kane & Will Counties · Processes all bank transactions · Maintains & balances cash drawer within bank policies · Balances ATM · Adheres to security, audit & compliance requirements · Familiar with bank products, refers sales opportunities to appropriate persons Recommended Qualifications · Proficient in Microsoft Office Suite · Knowledge of bank products & services · Previous cash-handling and customer service experience For current openings and locations please visit our website at www.westsuburbanbank.com. West Suburban Bank is an Equal Opportunity Employer It is the policy of WSB to provide equal opportunity in employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, religion, sex, age, national origin, disability, pregnancy, skin color, marital status, sexual preference, military status, or other status protected by applicable local, state or federal law. This policy applies to all terms, conditions, and privileges of employment as well as all other policies of WSB including, but not limited to: hiring, orientation, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, termination and retirement.
Application Instructions: Please apply online at www.westsuburbanbank.com.
Contact: Recruiter
Address: 101 N Lake St., Aurora, IL 60586
Email: recruiter@westsuburbanbank.com
Apply Online: http://https://www.westsuburbanbank.com/aboutWSB-careerOpportunities09.asp

Expires: 02/18/2015
Job ID: 3824636
Job Title: Full-time Teller Line Supervisor
Company: West Suburban Bank
Job Type: Full Time
Location: Western Suburbs, IL
Salary:
Job Description: * Researches and resolves escalated customer problems, complaints,
etc. and follows through to completion when complex situations have been referred to other departments. May prepare correspondence on matters related to customer accounts. * Processes all teller line transactions within bank policies. Approves large transactions and official checks within defined authority levels. * Maintains a cash drawer within bank policies, balances cash drawer daily, and locates and corrects errors. Adheres to security, audit, and compliance requirements. Opens and closes the bank. * Reviews suspicious or unusual teller line transactions for validity. Uses judgment along with defined policies and procedures to determine if transaction is valid, and issues transaction overrides when appropriate. Reports suspected fraudulent activity to Branch Manager. * Under dual control, performs monthly audits of cash and other negotiable items for the branch. Provides timely and accurate documentation of audits. * Operates a cash vault, prepares monthly operating reports, manages the cash level for the branch, and orders/ships money to the FED. * Delegates responsibilities to teller staff and supervises activity to ensure teller area is operating efficiently. * Regularly consults with Branch Manager regarding specific measurable sales, customer service, and productivity goals for the branch and identifies ways to reach and/or exceed those goals. * Actively sells bank's products and services. Counsels customers regarding the products and services available. Identifies and cross-sells those services and products which best serve the customer's needs. * Assists Tellers and Senior Tellers with their sales and/or sales referral goals. Trains Teller staff in customer service, product knowledge, and banking procedures. May act as a mentor when needed. * Enforces established Bank policy and procedure. Leads the Teller Staff by setting the example. * Gathers employee performance data for use in performance appraisals, discipline, and training. Serves as a witness to Branch Manager for employee discipline and termination. * Assists Branch Manager with screening and interviewing potential candidates for employment. * May assume some of the administrative functions of the Branch Manager (e.g. reporting of Payroll) during his or her absence. * All other reasonable duties as assigned. Recommended Qualifications: * Excellent communication skills; * Proficient in Microsoft Office Suite; * A minimum of 2 years recent Teller experience with demonstrated progression in level of responsibility OR A minimum of 1 year recent Teller experience combined with a minimum of 2 years supervisory experience, preferably in a retail environment. * Extensive knowledge of all bank products and services; * Thorough understanding of bank policy and procedure; * Cross-trained in Personal Banking; and * High School Diploma required For current openings and locations please visit our website at www.westsuburbanbank.com. EOE/MFDV


Contact: Recruiter

Address: 101 N Lake St., Aurora, IL 60506

Email: recruiter@westsuburbanbank.com

Apply Online: http://https://www.westsuburbanbank.com/aboutWSB-careerOpportunities09.asp
Expires: 02/18/2015
Job ID: 3824637
Job Title: Personal Banker
Company: West Suburban Bank
Job Type: Full Time
Location: Western Suburbs, IL
Salary:
Job Description: Job Summary: Under moderate supervision, sells and provides service according to established procedures. Acquires knowledge of bank products and is able to open, service and identify cross selling opportunities to new and existing customers. Primary Duties and Responsibilities: Open and close accounts and/or issues available financial services, such as savings and checking accounts, Individual Retirement Account, Certificate of Deposit, savings bonds and securities. Has extensive knowledge of all bank products and services to be able to actively sell and counsel customers. Is able to discuss VISA, home equity, consumer loans and make qualified referrals to West Suburban Bank Financial Services and the Mortgage, VISA, Home Equity and Consumer Loans department. Explains products and procedures, resolves problems and ensures customer satisfaction. Knows when to refer to appropriate bank personnel. May coach other Personal Bankers and audit their work. Answers customer questions and investigates and corrects errors, knows when to refer to appropriate bank personnel. Completes loan applications and loan closings. Actively contributes as a team player to the achievement of branch goals as well as individual sales and customer service goals. May assists in training new employees in customer service and banking procedures. Meets or exceeds individual sales and customer service goals. May admit customers to safe deposit vault and rent safe deposit boxes. May execute wire transfers of funds. May perform as a Teller when required. May be given check signing and wire transfer authority. All other reasonable duties as assigned.
Application Instructions: Please apply online at www.westsuburbanbank.com
Contact: Recruiter
Address: 101 N Lake St., Aurora, IL 60506
Phone: 630/652/2736
Apply Online: http://https://www.westsuburbanbank.com/aboutWSB-careerOpportunities09.asp

Expires: 02/18/2015
Job ID: 3824638
Job Title: Full-time Senior Teller
Company: West Suburban Bank
Job Type: Full Time  
Location: Western Suburbs, IL  
Salary:

Job Description: Senior Teller - locations throughout DuPage, Kane & Will counties · On duty for the opening or closing of the tellerline (depending on shift) · Maintains & balance a teller drawer, processes teller transactions · Familiar with bank products, refers sales opportunities to appropriate persons · Researches, locates & corrects teller errors · Performs tellerline audits · Balances ATM · Coordinates teller staff responsibilities · May provide scheduling for teller staff · Acts as a mentor for tellers and may provide additional on-the-job training Recommended Qualifications · Proficient in Microsoft Office Suite · Minimum of 2 years Teller experience · Ability to understand and follow branch operational policies and procedures For current openings and locations please visit our website at www.westsuburbanbank.com. EOE/MFDV


Contact: Recruiter
Address: 101 N Lake St., Aurora, IL 60506
Email: Recruiter@WESTSUBURBANBANK.COM
Apply Online: http://https://www.westsuburbanbank.com/aboutWSB-careerOpportunities09.asp

Expires: 02/18/2015
Job ID: 3824690
Job Title: Accountant
Company: Finzer Roller, Inc.
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Des Plaines, IL 60018
Salary:

Job Description: Finzer Roller seeks an entry-level accountant to join our growing team. Primary duties will be to maintain and process accounts payable and accounts receivable activity for our multi-location company.

Contact: Jenna Barnes
Address: 129 Rawls Road, Des Plaines, IL 60018
Phone: 888-486-1900
Email: hr@finzerroller.com
Expires: 02/18/2015
Job ID: 3824739
Job Title: Press Operator - Staple Cell (2nd shift)
Company: Flexco
Job Type: Full Time
Degrees Wanted: Diploma
Location: Downers Grove, IL 60515
Salary:

Job Description: Shift: Monday - Friday, 2:15pm - 10:45pm Perform duties to set up and operate automatic punch presses and staple making assembly machines, operate automatic pin cutting equipment and hand pack products as a staple cell operator. Work from work orders, router cards, bills of material, packing procedure chart, kit list, set up operating and maintenance procedures and instructions: 1.Set up automatic punch presses, install and align progressive die sets to perform a variety of blanking, forming, piercing, and trimming operations. Replace buttons, punches, and forms stripper plates as necessary. 2.Analyze machine problems, make minor repairs and operating adjustment, fill out maintenance ticket if necessary. Replace and install sensors in proper position as required. 3.Pull dies and replace defective and worn punches and blades and clean or replace ball bearings in die module as necessary. 4.Set up automatic staple maker assembly machine, change tooling, make required adjustments, clean and lubricate equipment. 5.Reset butt welder as necessary to insure proper seaming of material. 6.Troubleshoot staple making machine problems, replace worn and defective components such as wheels, cutters and bearings. 7.Monitor equipment operation and quality of products, inspect parts after each setup, periodically pull samples, test and inspect samples, notify supervisor of quality problems and perform SPC procedures as required. 8.Determine when dies need to be sharpened, troubleshoot ordinary equipment problems and make adjustments as necessary to maintain product quality standards. 9.Perform preventive maintenance procedures on equipment as prescribed. 10.Move, store and pull material as required. 11.Program automated equipment to cut pins to various sizes and lengths to meet order specifications. 12.Manually grind to point cut point ends on belt of pedestal disc grinder. 13.Count and pack products such as pins, staples, washers and lacing cartons as specified. 14.Balance inventory. 15.Ensure proper components and literature are packed in cartons as required. 16.Affix proper label to carton and seal purchases according to prescribed procedures. 17.Prepare required paperwork. 18.Notify supervisor of unusual equipment and material problems.

Job Requirements: * High school diploma or equivalent * Minimum 3-5 years of experience operating a punch press in a metals manufacturing environment * Strong mechanical knowledge and skills * Machine repair/troubleshooting experience; ability to troubleshoot progressive dies * Experience using tools such as calipers, micrometers, and basic hand tools * Experience reading and interpreting blueprints * Strong
attention to detail * Able to work successfully in a team environment and interact in a positive and constructive way with coworkers * and get along well with others * Strong focus on safety, quality, and process improvement * Good communication skills; able to read and write in English * Basic math skills * Computer skills required in Microsoft Windows and Outlook * Positive attitude and strong work ethic

**Application Instructions:** Apply online via our website, www.flexco.com, under the Careers tab.

**Contact:** Flexco

**Address:** 2525 Wisconsin Avenue, Downers Grove, IL 60515

**Apply Online:** http://www.flexco.com/careers.html

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**Expires:** 02/18/2015

**Job ID:** 3824857

**Job Title:** Day Care Immediate Part-Time Positions Available

**Company:** Elk Grove Township Community Day Care Center

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Early Childhood Education

**Job Target:** Any Job Target

**Location:** Elk Grove Village, IL 60007

**Salary:** $9.00 - $10.00 hour

**Job Description:** Great job opportunities at an accredited Day Care Center in Elk Grove Village! Positions available: Part-time Preschool Assistant Teacher * must be DCFS Child Care Worker Qualified (6:30a - 9:30a) and Part-time Assistant Infant Teacher (2:30p - 5:15p). DCFS BACKGROUND CHECK & PHYSICAL WITH TB TEST REQUIRED. Gateway Registry Membership & the following trainings are required to be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome and Welcoming Each & Every Child. If interested please email your resume and transcripts. EOE * Principals only. Recruiters, please don't contact this job poster. * do NOT contact us with unsolicited services or offers

**Contact:** Linda Neil

**Address:** 711 Chelmsford Lane, Elk Grove Village, IL 60007

**Phone:** 847-439-5577

**Fax:** 847-439-5584

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**Expires:** 09/09/2015

**Job ID:** 3650304

**Job Title:** CNA
**Company:** BrightStar Care  
**Job Type:** Full Time, Part Time  
**Location:** IL 60016  

**Salary:**

**Job Description:** Our continued growth has created several new and exciting job opportunities for experienced CNAs to fill weekday and weekend assignments. We have openings 24/7 and will work with your schedule. This is a great job for students, moms, or currently employed CNAs because of the flexibility. Join the BrightStar Healthcare team and be appreciated again. Work in a private home one-on-one with private patients in a professional and fun atmosphere where you can grow and learn. We are specifically looking to fill cases in DesPlaines and Schaumburg.

**Application Instructions:** Michelle Cavin 847 925 0818  
**Contact:** Michelle Cavin  
**Address:** 1931 North Meacham Rd Suite 340, Schaumburg, IL 60173  
**Phone:** 847 925 0818  

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**Expires:** 10/07/2015  
**Job ID:** 3689210  
**Job Title:** Apple Store - Multiple Positions  
**Company:** Apple Retail  
**Job Type:** Part Time  
**Location:** Chicago, IL 60290  

**Salary:** Varies by Position  

**Job Description:** ?Sales Specialist - Retail Customer Service and Sales Transform Apple Store visitors into loyal Apple customers. When customers enter the store, you're also the person who guides them -- advising, selling, and even setting up their new products. As an Apple Specialist, you help create the energy and excitement around Apple products, providing customer service solutions and getting products into customers' hands. Expert - Customer Service and Sales Lead Be at the heart of our reputation for extraordinary customer service. As an Apple Expert, you are a leader in sales, product knowledge, and solutions, and highly influential in how you engage with customers. And you get great satisfaction from helping people develop lifelong relationships with Apple every day. Business Specialist - Business Customer Service and Sales Connect business professionals and entrepreneurs with the tools they need. As an Apple Business Specialist, you introduce Apple solutions, technology, and services to business customers. You spend time on the sales floor, meeting first-time and current business customers and learning their needs. By engaging customers to think about the possibilities of Apple technology in their businesses, you help build success. Customer
Support Service Specialist - Retail Customer Service Help visitors to the Apple Store get more out of our products by sharing knowledge and providing exceptional retail customer service. As an Apple Service Specialist, you get new owners started with the Mac or help customers with quick and efficient support for other Apple devices. By helping Apple build and maintain strong relationships with customers, you are instrumental to our success. Creative - Customer Training and Support? Share your skills and inspire creativity in every Apple Store visitor. As an Apple Creative, you provide customer training -- guiding small groups to learn or helping individuals get set up, get trained, and get going. Nothing gives you a greater thrill than empowering an individual to create something wonderful. ?Genius - Retail Technical Support Use your problem-solving and people skills to ensure swift resolutions to technical problems of every kind. As an Apple Genius, you provide insightful advice and friendly, hands-on technical support to Apple customers in need. You maintain customers' trust in Apple as the skilled expert, troubleshooting and repairing products with style, speed and skill.

Apple is an Equal Employment Opportunity Employer that is committed to inclusion and diversity. We also take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, protected veterans, and individuals with disabilities.

Application Instructions: apply online at - apple.com/jobs/us/retail
Contact: Colin Clover
Address: 1 Infinite Loop, Cupertino, CA 95014
Phone: 408-862-7103
Email: college_programs@apple.com
Apply Online: http://apple.com/jobs/us/retail

Expires: 10/15/2015
Job ID: 3823632
Job Title: Teacher
Company: CRADLE TO THE CLASSROOM CHILDCARE
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted:
Job Target: Any Job Target
Location: Maywood, IL 60153
Salary: open
Job Description: preschool teachers needed ASAP Infants 2-3 yr and 15m-2 yr Full and part time positions it is in Maywood IL please send resume to gtcradle@yahoo.com
Application Instructions: email resume gtcradle@yahoo.co,
Contact: Glenda Thomas
Address: 35 S. 19th Ave. unit 2, Maywood, IL 60153
Phone: 708-508-1032
Fax: 708-450-1427
Email: gtcradle@yahoo.com

Expires: 12/03/2015
Job ID: 3772934
Job Title: Crew Members/Future Leaders
Company: Chipotle Mexican Grill
Job Type: Full Time, Part Time
Location: Elmhurst, IL 60126
Salary:

Job Description: Building the perfect burrito - and having fun doing it - is the first step to building your career at Chipotle. Sharpen your customer-service and teamwork skills, learn to make great food and get ready to grow. Whether you have experience as a cashier, server, cook, prep cook, dishwasher, housekeeper, bartender or no experience at all, this could be the opportunity to develop into a restaurant manager position. We can offer part time or full time schedules depending on what you are looking for and the needs of the restaurant. We promote most of our managers from within and are looking for that next generation of leaders to apply now. Our Crew members take pride in preparing and serving Chipotle's delicious food. They know that in order to do this right, they need a clean and organized work area. By consistently following the proper recipes and procedures, and adhering to Chipotle's high standards regarding food preparation, cleaning and sanitation, teamwork and customer service, they help to ensure that the Chipotle customer experience is always the best it can be. Crew members get to learn about and work at a variety of stations: Tortilla, Salsa, Prep, Grill, Expo, and Take-Out. In each area they're greeting and interacting with Chipotle's customers directly, making their meals, while portioning out the ingredients to our standards. Crew members’ responsibilities require them to be on their feet working while clocked in, unless on break. If they are not busy, they are expected to take on tasks they see that need to get done, and pitch in to help their teammates.

Application Instructions: Search for our Elmhurst location (Store #0498), submit an application, and feel free to call us to follow up afterwards! The number at our restaurant is 630.834.0932

Contact: Connor Brinkman
Address: 139 N. York Road, Elmhurst, IL 60126
Phone: (630) 834-0932
Email: il.0498.elmhurst@chipotle.com
Apply Online: http://jobs.chipotle.com
Expires: 12/31/2015
Job ID: 3806757
Job Title: Food Service Delivery Driver
Company: Jimmy Johns
Job Type: Full Time, Part Time
Location: Deerfield, IL 60015
Salary:

Job Description: Jimmy Johns in Deerfield is looking to add multiple drivers to our team. We offer a wide range of hours that can fit most peoples schedule. This is a GREAT opportunity to make some good cash while attending school. Average driver makes $15-$25/hr.

Job Requirements: Reliable Car Insurance
Contact: Joseph Liss
Address: 601 Lake Cook Rd, Deerfield, IL 60015
Phone: 1-847-498-5513
Email: JJshiring@gmail.com

Expires: 12/31/2015
Job ID: 3806790
Job Title: Food Service Delivery Driver
Company: Jimmy Johns
Job Type: Part Time
Location: Rosemont, IL 60018
Salary:

Job Description: Jimmy Johns in Rosemont is looking to add multiple drivers to our team. We have a wide range of hours to fill, that can fit a students schedule very well. We are looking for motivated people who are eager to make money. Average driver is making $15-$20/hr.

Job Requirements: Reliable Car Insurance
Contact: Joseph Liss
Address: 10431 Touhy Ave, Rosemont, IL 60018
Phone: 847-635-5500

Expires: 12/31/2015
Job ID: 3822118
Job Title: Certified Nurse Aide
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Elk Grove Village, IL
Salary: Range based on EXP
Job Description: Assist patients in daily living activities while providing excellent customer service.
Job Requirements: Please apply to www.hcr-manorcare.com Ask about our student shifts and schedules!
Application Instructions: Say you saw us on this website
Contact: PATRICIA SULLIVAN
Address: 1920 NERGE ROAD, ELK GROVE VILLAGE, IL 60007
Phone: 847-301-0550
Fax: 847-301-0013
Email: patricia.sullivan@hcr-manorcare.com
Apply Online: http://www.hcr-manorcare.com

Expires: 12/31/2015
Job ID: 3822124
Job Title: Diet Aide
Company: Manorcare Health Services
Job Type: Full Time, Part Time
Location: Elk Grove Village, IL 60007
Salary: $8.35 no exp-other based on ex
Job Description: assist the cook with assembly of patient and residents meals on the tray line set up and tear down kitchen and dining rooms Great exp for Diet Tech students
Contact: Patricia Sullivan
Address: 1920 Nerge Road, Elk Grove Village, IL 60007
Phone: (847) 301-0550
Fax: (847) 307-0013

You may apply for these positions and more at the following Web address:

http://www.collegecentral.com/triton