Job ID: 3796399
Job Title: Servers
Company: Tony's Family Restaurant
Job Type: Full Time, Part Time
Location: Brookfield, IL 60513
Salary: Hourly Plus Gratuity
Job Description: We are currently hiring for server positions during our dinner and late night shift. Previous server experience is a plus. Fast paced environment, lots of hours, and good opportunity for strong gratuity.
Contact: Ryan Dobbe
Address: 9414 Ogden Ave, Brookfield, IL 60513
Email: tonysbrookfield@gmail.com

Expires: 01/27/2015
Job ID: 3817740
School Job ID: Oakton - EW
Job Title: Security Guard
Company: Northeastern Illinois University
Job Type: Full Time
Location: Chicago, IL 60625
Salary: $14.90 per hour
Job Description: Under regular supervision, provides basic security services in accordance with the mission, goals and objectives of Northeastern Illinois University and the University Police department, in compliance with all governing federal and state laws, and university regulations.
Job Requirements: Qualifications: High School graduation or equivalent Valid Illinois driver's license if essential to the position No record of conviction of a felony, or of a crime involving moral turpitude Personal attributes needed to undertake job: 1. Ability to read basic operational procedures and prepare operational reports 2. Ability to stand and/or walk for extended periods of time if essential to the position 3. Ability to work outdoors during all seasons if essential to the position 4. Normal vision and hearing To apply: In order to be considered for employment by Northeastern Illinois University (NEIU), you must submit the following: Employment Application Statement of Annuitant Status Cover letter Resume Official transcript(s) You can obtain an Employment Application and Statement of Annuitant Status form in the Office of Human Resources, Bernard Office Building (BOB), 5555 N. Bernard, Chicago, IL 60625, Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also download and print a copy of the Employment Application and Statement of Annuitant Status Form. You must complete, sign and date the application and annuitant form and submit them along with official transcripts, resume and cover letter to the Office of Human Resources by the application deadline. A new application and annuitant form are required for each position applied. If you have any questions, please call the Office of Human Resources at 773-442-5200, or email us at CS-Employment@neiu.edu. Please visit the State Universities Civil Service System website at
Application Instructions: Application Deadline: A current employment application, statement of annuitant status form, cover letter, resume, and official transcript(s) must be submitted by the close of business 01/27/15.

Contact: Tom Blackwell
Address: 5500 N. St. Louis Ave., Chicago, IL 60625
Phone: 773-442-5200

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Job ID: 3363331
Job Title: Catering and Customer Service Positions
Company: Bullpen Staffing
Job Type: Part Time
Location: IL
Job Description: Bullpen Staffing is a modern hospitality staffing firm. We work with many of the top catering companies in and around Chicago, providing them high-quality staff. Some of the positions we fill include servers, bartenders, cooks, guest relations representatives and light warehouse. Bullpen Staffing allows you to choose when and where YOU want to work. It is ideal for students who are looking to supplement their income. Bullpen is also a great way to build a resume and network with top industry professionals.

Application Instructions: Please send your resume and positions desired to recruiting@bullpenstaff.com, we look forward to hearing from you!

Contact: Bullpen Staffing
Address: 225 W Hubbard St Suite 302, Chicago, IL 60654
Phone: 630-621-6791
Fax: Rachel Kielb
Email: recruiting@bullpenstaff.com

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Job ID: 3797451
Job Title: New Store Hiring Event in Addison, IL
Company: Goodwill Industries
Job Type: Part Time
Location: Addison, IL 60101
Job Description: New Store Hiring Event February 12 & 13 from 9:00 AM - 6:30 PM at the Hilton Garden Inn in Addison. Please apply online to be scheduled for an onsite interview. Walk-ins are welcome also! Join One Amazing Company! Goodwill Retail Services, one of the
fastest growing retailers in the area, is seeking energetic individuals who have a desire to grow with us. Join us today to get started on your own Goodwill career path. Our part time associates are dedicated to providing fast, friendly service to our customers and donors. In addition, they work diligently to keep the store clean, safe, and welcoming. Team members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker. Successful candidates will demonstrate the following competencies: * Customer Focus * Approachability * Action Oriented * Integrity & Trust Working at Goodwill is more than a job. You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

**Job Requirements:** One year of retail or production is preferred. Goodwill is an Equal Opportunity/Affirmative Action Employer. Minorities, women, vets and individuals with disabilities are encouraged to apply.

**Contact:** Sheila Jennings
**Address:** 5420 21St Street, Racine, WI 53406
**Phone:** 262-551-2897

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**Job ID:** 3798624
**Job Title:** Group Leader
**Company:** Peacock Engineering
**Job Type:** Full Time
**Degrees Wanted:** Diploma
**Location:** Bolingbrook, IL
**Salary:**

**Job Description:** Responsible for overseeing daily production line operations which includes monitoring productivity, personnel and finished goods quality. * Trains line personnel. * Interfaces effectively with quality and maintenance. * Ensures operational compliance to standard operating procedures, GMP's and safety guidelines. * Assists in scheduling and organizing the workload of line personnel to support production operations. * Maintains lines and production areas in a clean and orderly state. * Performs in-process quality inspections and equipment operational checks. * Accurately completes required procedural records and related documentation. * Reports to management inconsistencies/issues relating to quality, personnel, equipment and/or raw/finished goods. * Produces required finished goods per the issued shop order. * Monitors line productivity throughout the shift. Other duties, as assigned.

**Job Requirements:** Experience in the food and packaging industry; Minimum 18 years of age; High School diploma or GED equivalent; Available for overtime; Reliable; Responsible; Must be legally authorized to work in the US (EVerify); Must pass drug screen and background check.

**Application Instructions:** E-mail your resume to jpalenscar@peacockeng.com, or apply in person Mon-Fri between 10am - 2pm at our Bolingbrook facility. 1100 Remington Blvd. Bolingbrook, IL 60440

**Contact:** Julie Palenscar
**Address:** 1100 Remington Blvd., Bolingbrook, IL 60134
Job ID: 3798626
Job Title: Assistant Production Supervisor
Company: Peacock Engineering
Job Type: Full Time
Degrees Wanted: Diploma
Location: Carol Stream, IL 60188
Salary:
Job Description: Essential Functions A. Prepares daily workforce scheduling based on crewing standards B. Reviews daily operational performance and addresses any issues w/ shift peers C. Assists in space allocation and line set ups D. Ensures operation of optimal production lines to meet production and quality requirements E. Trains, coaches and develops production line personnel F. Communicates production issues, including but not limited to downtime to Management G. Identifies production problems/issues, recommends alternatives for their resolution and recommends alternatives to preclude recurrence H. Interacts constructively w/ other departments I. Ensures compliance w/ Company policies and procedures including but not limited to Standard Operating Procedures, Good Manufacturing Practices, Safety and Conduct
Job Requirements: High school diploma or GED required plus production line experience in a leadership capacity. Demonstrated effective interpersonal skills; computer skills. Must be able to communicate verbal and written in English; bilingual a plus
Application Instructions: Please e-mail your resume to Rsalgado@peacockeng.com.
Contact: Recruiter
Email: Rsalgado@peacockeng.com

Job ID: 3771884
Job Title: In-Home Sales Consultants
Company: Perma-Seal
Job Type: Full Time
Location: DOWNERS GROVE, IL 60515
Salary:
Job Description: Are you an "A" caliber Sales Professional? Are you tired of pounding the pavement looking for qualified prospects? Do you want to sell with an advantage over your competition? Are you looking for a career with Unlimited Earning potential? Well look no further! Perma-Seal is hiring in-home Sales Consultants. If you're a proven, successful sales person, we can train you to be a foundation and waterproofing expert. After thirty-five years, we're still growing and are searching for more Sales Stars to join our team. Why work for Perma-Seal? Well, aside from the immense satisfaction of helping homeowners protect and improve their homes, we'll make your job as easy as possible! We'll provide the qualified leads. . .you provide the enthusiasm and professionalism. We'll provide the opportunity of Unlimited Earning
potential. . ..you provide the hard work and dedication. We provide the best products, service and value in the industry. . ..you deliver our message to homeowners. Requirements Who we're looking for: *Candidates interested in earning an above average income. *Candidates who are disciplined and ambitious. *Candidates who are comfortable writing their own checks on a commission based compensation plan with bonus potential. *Candidates must be proficient with computers and detail oriented. *And most importantly, candidates must have strong ETHICS, high INTEGRITY and be committed to putting the client's needs/wants first as this is a CONSULTATIVE position.

Application Instructions: Please send resume to mmartinez@permaseal.net

Contact: MARIBEL MARTINEZ
Address: 513 ROGERS ST, DOWNERS GROVE, IL 60515
Phone: 630-241-8823
Fax: 630-512-0053
Email: mmartinez@permaseal.net

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Job ID: 3792980
Job Title: Plastic-Injection Moldmaker/Toolmaker
Company: Foremost Plastic Products
Job Type: Full Time, Part Time
Degrees Wanted: Certificate, Diploma
Location: Elmwood Park, IL 60707
Salary: based on experience
Job Description: Design and Machining of steel to build NEW and REPAIR existing tools for plastic-injection molding using Wire EDM, Bridgeport mills, South Bend and Hardinge lathes, Mitsui surface grinders, Hannsvedt edm machines. Welding knowledge is a plus but not required.
Job Requirements: care, maintenance and repair of production and toolroom equipment
Application Instructions: Send Resume.
Contact: Chris FitzGerald
Address: 7834 West Grand Avenue, Elmwood Park, IL 60707
Phone: 1-708-452-5300
Fax: 1-708-452-0446
Email: engineering@foremostplastic.com

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Job ID: 3809312
Job Title: Juvenile Justice Counselor
Company: Youth Outreach Services
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60651

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: 02/04/2015
Job ID: 3801168
Job Title: Guest Service Agent - ID: 48253
Company: Residence Inn Chicago Lombard
Job Type: Full Time, Part Time
Location: Lombard, IL 60148
Salary:

Job Description: This is an Interstate Hotels & Resorts position. This position requires a Pre-Hire Assessment as part of the application process. For best results we recommend you complete the assessment in one seating without any interruptions or distractions, and therefore advise that you begin the application process when you can dedicate 20-30 minutes of uninterrupted time to apply for this opening. Requirements: * Excellent conversational skills, in person and on the phone * Strong computer skills * Excellent writing skills * Strong attention to detail * Ability to meet deadlines * Good analytical skills * Outgoing, friendly personality * Ability to engage guests in conversation and make them comfortable * Ability to calmly handle and diffuse difficult situations * Ability to think creatively * Ability to take ownership of a situation and resolve problems * Flexible hours AM/PM/Night Audit

Application Instructions: Apply online at www.ihrco.com.

Contact: Residence Inn Chicago
Address: 2001 S Highland Ave, Lombard, IL 60148
Phone: (630) 629-7800

Expires: 02/04/2015
Job ID: 3801170
Job Title: Youth Services Assistant, Part-Time
Company: Des Plaines Public Library
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Des Plaines, IL 60016
Salary: $16.43/hour

Job Description: The Des Plaines Public Library is looking for an energetic and creative Youth Services Assistant to work 20 hours per week in a busy, dynamic, and diverse environment. Duties include staffing the Youth Services public desk to provide reference and reader's advisory services, assisting with and independently organizing the planning and implementation of programming for children from birth through eighth grade, some collection development, oversight of our genre reading club, and other duties as assigned. Minimum Qualifications: Bachelor's Degree, and one year library work experience with children OR two years college and three years library experience with children.

Application Instructions: Cover letter, resume and completed application must be received no later than Friday, December 26, 2014 at 5:00 p.m. Send to Carol Kidd, Human Resources Manager, Des Plaines Public Library, 1501 Ellinwood Street, Des Plaines, IL 60016. Application is available at http://dppl.org/about/jobs.

Contact: Carol Kidd
Address: 1501 Ellinwood Street, Des Plaines, IL 60016
Phone: 847-376-2803
Fax: 847-827-7974

Expires: 02/08/2015
Job ID: 3811107
Job Title: Certified Nursing Assistant - Maryhaven Nursing and Rehab
Company: Presence Health
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Location: Glenview, IL 60025

Job Description: We seek individuals who will thrive in a high-energy and collaborative environment. If you take pride in your work, are HIGH-PERFORMING, and seek to work in a true team environment where everyone's top priority is delivering quality patient care, this is the position for you. At Maryhaven Nursing and Rehab Center, we have Full Time Days, Full Time PMs and Part Time Rotating positions available! Providing outstanding health care is no easy feat. Its the result of dedication from thousands of talented people at every level. That's where you come in. Presence Health is looking for quality Certified Nursing Assistants! SUMMARY Provides quality nursing care to patient/residents. Assists patient/residents with the activities of daily living as assigned, according to established policies, procedures and objectives of the ministry. ESSENTIAL DUTIES AND RESPONSIBILITIES Performs and documents patient/resident care delivery as specified on care plan, individualized assignments, bath schedules, nutrition, ambulation schedules, etc. Monitors and meets patient/resident needs consistent with nursing procedures such as bathing, transferring, eating assistance, passing ice water, etc. Observes and reports physical and/or behavioral changes in patient/residents promptly, accurately and precisely. Properly uses and cares for equipment and supplies. Works cooperatively and productively with co-workers. Assists with orientation and ongoing mentoring...
of peers. Responds rapidly and appropriately to emergencies. Assists in orienting patients/residents to the ministry environment and routines upon admission and as needed throughout their stay. Accountable for obtaining and communicating current patients/residents condition/needs on assigned patients/residents through shift report. Answers all call lights and patients/resident requests in a timely manner. Maintains neatness, orderliness, and cleanliness of patients/residents care areas, equipment, and nursing unit, as assigned. Assists in maintaining unit/department budget through appropriate monitoring/usage of unit and patient supplies. Ensures work is completed within the shift and utilizes break and meal times as required by facility policy. Reports discrepancies to nurse leaders. Other duties as assigned by DON, ADON, or the nurse leader. QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must possess exceptional communication and interpersonal skills. Education and/or Experience Ability to express or exchange spoken and/or written ideas in English with patient/residents, co-workers, families, and the public. Ability to learn and use current technology. Computer Skills PC proficient (Word, Excel, Access, PowerPoint, Outlook, etc.) Certificates, Licenses, Registrations Minimum high school diploma or GED preferred. Certified as a CNA in the state of Illinois. Certified in CPR. Please visit our website, http://careers.presencehealth.org/ and search the facility, Presence Maryhaven Nursing and Rehabilitation Center.

Application Instructions: Please visit our website, http://careers.presencehealth.org/ and search the facility, Presence Maryhaven Nursing and Rehabilitation Center.

Contact: Kenyetta Hyler

Address: 200 S. Wacker Drive, Chicago, IL 60606

Phone: 262-439-1608

Expires: 02/08/2015

Job ID: 3811145

Job Title: Administrative Assistant

Company: Douglas Press, Inc.

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Office Assistant

Location: Bellwood, IL 60104

Job Description: We are currently seeking an Administrative Assistant. The position requires a versatile individual who is highly analytical, logical, precise, detail-oriented, well-organized and flexible. He or she must be a self-starter able to multi-task, learn quickly, work well independently and as part of a team, switch gears easily, and work well under pressure. Microsoft Office skill levels of Expert in Excel, Intermediate in Access, Word and Outlook, are required. Strong numbers skills, written communication skills and verbal communication skills are a must. A minimum of 5 years prior experience as an Administrative Assistant is required. Local candidates only. We do not provide a relocation allowance. Douglas Press, Inc. is an equal opportunity employer.

Job Requirements: Inventory control a plus
Application Instructions: No attachments Principal only
Contact: Norene J. Stimburis
Address: 2810 Madison Street, Bellwood, IL 60104
Fax: 708-547-0296
Email: nstimburis@douglaspress.com

Expires: 02/08/2015
Job ID: 3811290
Job Title: Entry Level Sales-B2B, Base & Commission,Bonus,Car Allowance
Company: Anderson Pest Solutions
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: CA, IL, IN, MO, WI
Salary: Base + Comm,Bonus,Car Allowanc

Job Description: Join a 2012, 2013 & 2014 Chicago Tribune Top 100 Workplace today! Recent Grads WELCOME - we will train! We offer a progressive career path and all the training you will need to become a successful B2B Outside Sales Rep. Don't take a job where you will sit in a cubicle all day...join us and start working your own territory today! If you are ambitious, outgoing and competitive with a drive to meet growth initiatives and exceed goals, then Anderson's opportunity is the perfect match for you! The Anderson Sales Training and Mentor Program will provide the support and development critical for beginning your sales career. This role is responsible for B2B new business development within an assigned territory utilizing a consultative sales approach. Activities you will perform: Generate B2B sales leads and meet with prospects via face-to-face meetings to sell Anderson Pest Solutions' services and products to commercial clients Prospect, cold call and develop new business relationships via your assigned territory Conduct thorough inspections of the potential customer's business Prepare proposals specific to the potential customer's needs in order for a successful close Maintain & compile CRM system for prospective customers as sales leads What we provide: A Top Rated Training Program Weekly one on one coaching & development with management Your own assigned geographical territory Monday through Friday Base salary, monthly car allowance, uncapped commission structure and quarterly bonus incentives Company iPhone, laptop and technology package Extensive Benefit Program (Medical & Dental Insurance, 401k with match, Life Insurance and much more!) Holiday, vacation, personal days and birthdays off! Career advancement opportunities from Sales to Management Stability- Need based industry especially for our commercial clients who generally must legally have pest control services to stay in business. Wide territory with ability to sell to all industries from restaurants, hospitals, airports, hotels, food plants, stadiums, daycare, etc. Great culture - Voted a Chicago Tribune Top 100 Workplace by our employees!

Job Requirements: What you need: Sales Aptitude Self-Motivated & ability to work autonomously Strong verbal and written communication skills Strategic and creative thinking skills Strong problem solving, interpersonal and organizational skills Ability to effectively influence others Dependable transportation and a clean driving record Previous sales experience
is not required Anderson Pest Solutions is an Equal Opportunity Employer and Drug Free Workplace Make Anderson the Natural Choice (tm) for the next step in your career path!

Contact: Ruby Butler  
Address: 501 W Lake Street Suite 204 Suite 204, Elmhurst, IL 60126  
Phone: 630-834-3300  
Fax: 630-834-9298

Expires: 02/08/2015  
Job ID: 3811293  
Job Title: Service Technician FT with Benefits  
Company: Anderson Pest Solutions  
Job Type: Full Time  
Degrees Wanted: Diploma  
Location: IL, WI  
Salary:  
Job Description: * Greet and interact with customers in a friendly and professional manner. * Inspect, diagnose, and render appropriate services * Recognize and take advantage of sales opportunities * Achieve monthly route production goals * Operate company vehicle safely; and maintains vehicle to comply with DOT and company guidelines  
Job Requirements: * Must have interpersonal skills to communicate effectively with customers. We are willing to train an individual who possesses excellent customer service skills! * Maintain a professional, neat and well-groomed appearance, adhering to Anderson's dress code. * Previous Customer Service or Sales experience * Must have a good driving record * High School Diploma or GED  
Contact: Tina Crigler  
Address: 501 W Lake Street Suite 204, Elmhurst, IL 60126  
Phone: 630-834-3300  
Fax: 630-834-9298  
Email: tcrigler@anderpest.com

Expires: 02/08/2015  
Job ID: 3811350  
Job Title: Resident Assistant  
Company: Presence Health  
Job Type: Part Time  
Location: La Grange Park, IL 60526  
Salary:  
Job Description: Job Description: - PM/Night rotation - Certification Preferred - Experience is preferred Provide assistance with activities of daily living, resident activities, resident laundry,
responding to emergency calls from residents and providing a home-like caring environment. High School diploma or equivalent. Please apply at:
http://careers.presencehealth.org/jobDescription.cfm?jobId=659011

Contact: Kenyetta Hyler
Address: 200 S. Wacker Drive, Chicago, IL 60606
Phone: 262-439-1608

Expires: 02/08/2015
Job ID: 3811413
Job Title: General Sales Manager
Company: Hubbard Radio
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: SCHEDULE: Monday - Friday with evenings and weekends as needed. QUALIFICATIONS: Minimum of (6) years sales experience with at least (4) years sales management experience within a broadcast environment. Proven ability to work effectively with management to establish acceptable sales budget; meet revenue goals and objectives as a result of an effectively coordinated, organized and well-executed sales team effort and operate within approved budget. Proven ability to develop systems & procedures to regularly monitor and evaluate progress. Proven ability to coach & supervise staff, including-but not limited to, organizing, delegating, training, interviewing and motivating others to produce at their maximum potential. Knowledge and success with NTR, with emphasis on vendor programs. Proven ability to monitor & modify current sales strategies to insure viability in a constantly changing marketplace. Knowledge and experience in the use of marketing research for direct selling and ability to train others in its use; Proven ability to use emerging technology to maximize the selling process. Able to work compatibly with management and sales staff. Project desired company image with respect to dress and demeanor. Able to fully support company's mission statement and core values. Must own a vehicle and possess valid driver's license and proven ability to safely drive personal vehicle without exposing the company to serious liability risks. DUTIES: The most respected and imitated Classic Rock station in the country has a rare opening for a General Sales Manager. This role will provide effective leadership to and oversee all aspects of the sales operations of the Station. Develop short and long-term sales strategies to ensure effective client services and achievement of new business development, maximum sales and digital sales revenues.

Application Instructions: APPLY TO: http://www.wDRV.com/jobops.php Job# 2-15 Chicago, IL No Telephone Calls Please

Contact: Human Resources
Address: 130 E. Randolph #2700, Chicago, IL 60601
Phone: 312-946-1019
Fax: 312-946-4762
Expires: 02/08/2015
Job ID: 3811716
Job Title: Environmental Services Worker - Presence Bethlehem Woods
Company: Presence Health
Job Type: Part Time
Location: La Grange Park, IL 60526
Salary:
Job Description: We seek individuals who will thrive in a high-energy and collaborative environment. If you take pride in your work, are HIGH-PERFORMING, and seek to work in a true team environment where everyone's top priority is delivering quality patient care, this is the position for you. This is a casual/part time positions (no benefits). It is a day/PM rotation (7:00 am - 3:00 pm/3:00 pm - 11:00 pm) Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English. - Experience is preferred
Application Instructions: Please apply at: http://careers.presencehealth.org/jobDescription.cfm?jobId=585044
Contact: Kenyetta Hyler
Address: 200 S. Wacker Drive, Chicago, IL 60606
Phone: 262-439-1608

Expires: 02/08/2015
Job ID: 3811743
Job Title: Barista
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60666
Salary:
Job Description: Barista - Argo Tea We need enthusiastic TEAmembers to join the Argo Tea Family! We are now hiring Baristas for our cafes throughout the Chicagoland area and O'Hare Airport! Come visit us and learn more about what it takes to work for the Argo Family. An Argo Barista is a key participant in an energetic TEAam of tea and food enthusiasts who are committed to qualitiTEA, hospitalitiTEA and responsibiliTEA!
Application Instructions: www.argotea.com/careers
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Email: hr@argotea.com
Apply Online: http://www.argotea.com/careers

Expires: 02/08/2015
Job ID: 3811746
Job Title: Barista
Company: Argo Tea
Job Type: Full Time, Part Time
Location: Chicago, IL 60666
Salary:

Job Description: Barista - Argo Tea We need enthusiastic TEAmembers to join the Argo Tea Family! We are now hiring Baristas for our cafes throughout the Chicagoland area and O'Hare Airport! Come visit us and learn more about what it takes to work for the Argo Family. An Argo Barista is a key participant in an energetic TEAm of tea and food enthusiasts who are committed to qualiTEA, hospitaliTEA and responsibiliTEA!

Application Instructions: www.argotea.com/careers
Contact: Samantha Rush
Address: 16 W Randolph, Chicago, IL 60601
Phone: 773-649-5742
Fax: Argo Tea
Email: hr@argotea.com
Apply Online: http://www.argotea.com/careers

Expires: 02/08/2015
Job ID: 3817055
School Job ID: PSC
Job Title: Producer
Company: WGN-TV
Job Type: Full Time
Majors Wanted: Journalism/Mass Communication
Location: Chicago, IL
Salary:

Job Description: Join WGN-TV News as a Producer specializing in newscasts for our 24-hour cable channel, CLTV. You'll be responsible for several hours of news each day, produced in a unique format that uses all the modern technologies. You'll have creative control of your newscast under the overall direction of the CLTV Senior Producer. You'll also be responsible for work on our website, mobile, social media technologies. Position requires an individual with experience writing and producing television newscasts. You'll need to demonstrate strong news judgment and the ability to work well with others. Equal Opportunity Employer

Application Instructions: IF INTERESTED, SEND RESUME AND DVD TO: WGN-TV
Human Resources Department 2501 W. Bradley Place Chicago, IL 60618 Fax: 773-528-1387
Apply On-line: Please go to and www.tribunemedia.com click on careers and search for keyword "Producer".

Contact:
Apply Online: http://www.tribunemedia.com

Expires: 02/08/2015
Job ID: 3834584
Job Title: Business Development Intern - PAID
Company: Course Hero, Inc.
Job Type: Internship, Part Time
Degrees Wanted: None Required
Location: River Grove, IL 60171
Salary: $10-$15/hour

Job Description: Course Hero is now accepting applicants for our paid, part-time job and Professional Development Program, to help us achieve our goal of increasing access to education and develop our Knowledge Drive Initiative. Details: - Duration: 8 weeks with opportunities for extension and promotion for top interns - Flexibility: Work as little as 5 hours each week with the ability of working more depending on your dedication. Additionally, work location is flexible - Compensation: This is a paid position Responsibilities: - Shape the future of the Knowledge Drive Initiative - Implement professional skill sets in business development, marketing, and communication - Utilize social media (Facebook, Twitter, etc.) to drive visibility about what Course Hero is doing for education - Build an academic resource that will serve students for years to come - Provide critical feedback and insight to help us improve and expand our strong academic resource - Engage in weekly workshops with a Course Hero manager, with an emphasis on structured goals and professional development Benefits: - Premier Access to Course Hero's online study resource - Professional Skill Development and Resume building workshops - Opportunities for internship extension or promotion to additional leadership roles - Letters of Recommendation and one-on-one mentoring with a Course Hero manager - Involvement with one of the fastest growing start-ups in the world of education technology

Job Requirements: Who YOU Are: - Interest in Business, Communications, Technology, Management, Philanthropy, Marketing, and/or Entrepreneurship - Involvement on campus desired; leadership positions are a plus - Goal-oriented and social media savvy - Outgoing, enthusiastic, and creative - Currently enrolled in school as an undergraduate or graduate student - Minimum GPA: 2.5 - A U.S. or Canadian Citizen/have work authorization (Sorry! We are unable to offer any visa sponsorship!) - Able to start within the next 2-4 weeks

Application Instructions: To Apply: If you are interested in doing something powerful for education, please submit an application found here: https://www.coursehero.com/business-internship/

Contact: John
Address: 1400 Seaport Blvd., 2nd Floor, Redwood City, CA 94063
Phone: 650-200-3879
Email: applicants@coursehero.com
Apply Online: http://https://www.coursehero.com/business-internship/

Expires: 02/11/2015
Job ID: 3813969
Job Title: Certified Nurses Assistant- Registry
Company: Cantata Adult Life Services
Job Type: Full Time, Part Time
Majors Wanted: Nurse Assistant
Location: Brookfield, IL 60513
Salary: $10.00 hr + Differential
Job Description: Require 1 year of job experience for skilled unit. May work as a Resident Assistant (R.A) for Assisted Living if Nursing student. Completed some clinical courses without experience. On skilled unit will care for 10-12 clients and work with a team, under direction of nurses.
Application Instructions: Please apply at https://cantatahr.companycareersite.com/
Contact: Marie Bolson
Address: 8700 W. 31st Street, Brookfield, IL 60153
Phone: (708) 485-0135
Fax: (708) 485-8844
Apply Online: https://cantatahr.companycareersite.com/

Expires: 02/11/2015
Job ID: 3814014
Job Title: Caregiver
Company: Cantata Adult Life Services
Job Type: Part Time
Location: Brookfield, IL 60513
Salary: $9.00 hr + mileage
Job Description: Visit Clients on our campus or in their homes to provide home care services such as: Laundry, meal preparations, medication reminders, personal hygiene, transportation. Many specific schedules are available.
Application Instructions: Please apply online at https://cantatahr.companycareersite.com/
Contact: Marie Bolson
Address: 8700 W. 31st Street, Brookfield, IL 60153
Phone: (708) 485-0135
Fax: (708) 485-8844
Apply Online: https://cantatahr.companycareersite.com/
Expires: 02/11/2015
Job ID: 3814622
Job Title: Assistant Infant Teacher Position
Company: Elk Grove Township Community Day Care Center
Job Type: Part Time
Location: Elk Grove Village, IL 60007
Salary:
Job Description: Great job opportunity at a great place! Part-Time Assistant Infant Teacher need immediately for accredited Day Care Center near Arlington Hts. Rd & Biesterfield Rd. in Elk Grove Village. The hours are Monday- Friday 3:00-5:15. 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
Application Instructions: Please email resume and transcripts to egtdcc@aol.com.
Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Expires: 02/11/2015
Job ID: 3814655
Job Title: Caregiver / CNA
Company: In Home Personal Services Inc.
Job Type: Full Time, Part Time
Location: Fox River Grove, IL 60021
Salary: hourly and live-in rates
Job Description: In Home Personal Services Inc. is a non-medical senior care company seeking qualified & reliable Caregivers and CNAs to fill hourly and live-in positions in the Chicagoland area to assist our clients with their activities of daily living such as bathing, dressing, grooming, incontinence care, meal preparation, light housekeeping, companionship, and more.
Application Instructions: Please contact Mary at 847.829.8712 to set up an interview.
Contact: Mary Caldwell
Address: 906 Ill Route 22, Fox River Grove, IL 60021
Phone: 847-829-8712
Fax: 847-829-8936
Email: caregiver@ihps.com
Expires: 02/12/2015
Job ID: 3690005
Job Title: Database Admin
Company: The Hire Solution
Job Type: Full Time
Location: AURORA, IL 60502
Salary: 15.00
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.
Job Requirements: 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: Beatriz Armenta admin.assistant@thehiresolution.net
Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: admin.assistant@thehiresolution.net

Expires: 02/12/2015
Job ID: 3730355
Job Title: Move Manager
Company: The Hire Solution
Job Type: Full Time
Location: Broadview, IL 60153
Salary: 15.00
Job Description: Work with military families relocating to other bases or civilian residences. Schedule move dates, maintain contact with transferee, set up third party services, provide estimates, and set up visual surveys and schedule storage facilities requirements. Perform quality control call throughout the move process.
Job Requirements: Must have a four year degree. Must be articulate, pleasant personality and must have excellent computer entry skills. Must have at least 2 years of customer service experience.
Application Instructions: admin.assistant@thehiresolution.net
Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Expires: 02/12/2015
Job ID: 3758371
Job Title: Business Analyst
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60606
Salary: 60-68K

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.

Job Requirements: 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: Beatriz Armenta admin.assistant@thehiresolution.net

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: admin.assistant@thehiresolution.net

Expires: 02/12/2015
Job ID: 3813700
Job Title: Dispatcher
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Broadview, IL 60153
Salary: 15.00

Job Description: Qualified candidate will interface with the origin agent, hauler and destination agent in arranging for the transportation. Dispatcher responsible for the coordination of the utilization of drivers and trucks to maximize productivity and ensure prompt, courteous and efficient service to all customers.

Job Requirements: * Must have at least 2 to 3 years of recent experience as a dispatcher. * Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment. * Must have good customer service skills. * Follow all required safety policies and procedures. * Must have good communication. * Prepare daily work and run schedules. Receive or prepare work orders. * Good time management skills to ensure assigned responsibilities are completed in an efficient and safe manner. * Oversee all communications within specifically assigned territories. * Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules. * Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: admin.assistant@thehiresolution.net

Expires: 02/12/2015
Job ID: 3813724
Job Title: Senior Software Developer
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Streamwood, IL 60107
Salary: 85-100K BOE

Job Description: Job Description Qualified candidate will determine operational feasibility by evaluation analysis, problem definition, requirements, solution development, and proposed solutions. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle. Integrates applications by designing database architecture and server scripting; studying and establishing connectivity with network systems, search engines, and information servers.

Job Requirements: * Bachelor's degree in computer science or equivalent work experience. * Must have at least 3-5 years of recent previous experience. * In depth knowledge of Java programming language. * Must have past experience working with SQL and/or MySQL. * Experience in object oriented programming, developing browser independent web applications and relational databases. * Analyzing Information, Software Design, Software Documentation,

Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380
Email: admin.assistant@thehireresolution.net

Expires: 02/12/2015
Job ID: 3815386
Job Title: Teller - Full-Time - Elmhurst & Wood Dale
Company: Suburban Bank and Trust
Job Type: Full Time
Location: Elmhurst, IL 60126
Salary:

Job Description: Full-time Teller positions available at our Elmhurst-Main, Wood Dale and New Lenox branches. Suburban Bank & Trust (SBT) has opportunities for people with excellent customer service and communication skills to join our team as Tellers at our Elmhurst branch. We are looking for the right people to provide our customers with "The experience of exceptional service". This position is responsible for receiving deposits for credit to customers' savings, checking or loan accounts, verifying cash withdrawals and signature endorsements within established limits, and balancing daily transactions. This person will also answer customer inquiries related to account balances, promote bank products and refer customers to appropriate departments for additional services with a focus on building business relationships with our customers.

Application Instructions: Please email, fax or mail as indicated above.
Contact: Patti Greco
Address: 150 E. Butterfield Road, Elmhurst, IL 60126
Phone: 630-592-2035
Fax: 630-279-2509
Email: pgreco@sbtbanknow.com

Expires: 02/13/2015
Job ID: 3818295
Job Title: Graphic artist needed for freelance projects...
Company: Fiberking Inc.
Job Type: Freelance, Part Time
Degrees Wanted: Associates
Location: Saint Charles, IL
Salary: $12-15/hr.
Job Description: We are in need of a graphic artist to design company advertising, marketing and company literature and materials. These designs will then be electronically transferred for printing.
Contact: Brian B.
Address: 4N949 Old LaFox Road, St.Charles, IL 60175
Phone: (630) 513-7841

Expires: 02/13/2015
Job ID: 3818460
Job Title: Homecare: Caregiver
Company: Norwood Crossing
Job Type: Part Time
Degrees Wanted: Diploma
Majors Wanted: Nurse Assistant, Nursing
Location: Chicago, IL 60631
Salary: $10-$12/hr
Job Description: ATTENTION CNAS Does working in a one-on-one environment appeal to you? Did you know private duty home care is the fastest growing segment of the entire healthcare industry? We are looking for committed individuals who want to make a difference and enjoy one-on-one assignments. Our caregivers gain personal satisfaction knowing they can devote their time to one individual, building a rewarding relationship and truly making a difference in the life of others. Norwood Seniors Network provides Come-and-Go and Live-In Caregiver assignments working with older adult clients, assisting with household chores, personal care, errands, medication reminders, transportation, etc. Our organization is Reshaping Aging(tm) and is affiliated with a broader organization that provides health and wellness, activity, nursing home and in-home services to the elderly. We are growing and looking for top talent to join our team! We are currently accepting applications for LIVE-IN and come-and-go caregivers. Competitive hourly wages plus flexible schedules. Drivers with a car are a plus. If interested please apply online through our website at: http://nsnathome.org/careers We are located at 6009 N. Nina Ave. Chicago, IL 60631 We encourage you to check out our website at: http://norwoodseniorsnetwork.org/
Job Requirements: * Preferred CNA certification in the state of Illinois. * Able to read, write, speak and understand English * Ability to make independent decisions, follow instructions and to accept constructive criticism. * Ability to deal tactfully and professionally with personnel, residents, family members visitors, government agencies/ personnel and the general public * If applying for driver caregiver - State of Illinois driver's license, in good standing. * If applying for driver caregiver - Good driving record (adequate to insurance company standards and without records that might be hazardous for a position that transports residents/individuals back and forth; will not have more than one moving violation within the past twelve months)
Application Instructions: Apply online http://nsnathome.org/careers
Contact: Kamilah Burke  
Address: 6016 N. Nina Ave, Chicago, IL 60631  
Phone: (773) 577-5375  
Fax: (773) 631-2253  
Email: kburke@norwoodcrossing.org  
Apply Online: http://nsnathome.org/careers

Expires: 02/19/2015  
Job ID: 3827843  
Job Title: Recruiter  
Company: Tradesmen International, Inc  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Downers Grove, IL 60515  
Salary:  

Job Description:  
Tradesmen International, North America's largest provider of skilled craftsmen, is looking to hire a Recruiter. Our Recruiter is responsible for helping to build and maintain a skilled workforce comprised of multiple trades and various skill levels.

The primary responsibility of the Recruiter is to assist the Project Coordinator and/or General Manager in recruiting, hiring, directing Field Employees, and to assist in maintaining a quality workforce. The goal is to have enough quality Field Employees to fill the Office's orders. The Recruiter will never stop recruiting, because he/she can always be upgrading the quality of the current workforce through quality hires.

Responsibilities Include:  
- Managing and fulfilling job orders  
- Managing various job board accounts and databases  
- Screening applications/resumes and setting up interviews  
- Processing new hire paperwork  
- Maintaining solid working relationships with all our skilled craftsmen employees  
- Maintain field employees notes and status

Job Requirements:  
- Work in high-energy team environment  
- Be self-motivated and goal oriented  
- Ability to prioritize and handle multiple tasks in a fast paced office  
- Have a desire to constantly interact/communicate with various personalities maintaining solid working relationships with both skilled trade workers and sales personnel  
- Industry knowledge is a plus  
- Basic computer skills are needed
Benefits:
We offer competitive compensation plus incentives, as well as a comprehensive benefits package and paid time off.
Tradesmen International is an Equal Opportunity Employer (EOE)
Key Words: Recruitment, Recruiter, Recruiting, Recruitment Specialist, HR Recruiter, etc.

Apply Here

Application Instructions: Apply Online
Contact: MARK CHILELLI
Address: Apply Online, Downers Grove, IL 60515
Phone: 630-519-4832
Fax: 630519-4847
Email: mark.chilelli@tradesmeninternational.com
Apply Online: http://jobs-tradesmen.icims.com/jobs/2868/recruiter/login

Expires: 02/20/2015
Job ID: 3829472
Job Title: Front-end Store Supervisor
Company: Sweet Ali's Gluten Free Bakery
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Business Management, Culinary Arts, Economics, Entrepreneurship, Financial Services, Marketing Management, Marketing/Sales, Restaurant Management, Small Business Management
Job Target: Any Job Target
Location: Hinsdale, IL 60521
Salary: Based on exp
Job Description: Summary: Responsible for supervising the front-end retail staff. Being the front-end supervisor you will be part of a busy, dynamic environment that changes every day. Your list of duties will be varied, ranging from ensuring high levels of customer service to covering for the front-end staff when they aren't there, and look after the staff. All these things work together to keep a happy store ticking over and running smoothly. No two days are ever the same when the public are involved, but on a day-to-day basis as a front-end supervisor you'll be looking after the following... Primary Responsibilities: * Manage front-end staff, coach, counsel, recruit, train, and discipline employees. * Organize and distribute staff schedules. * Preside over staff meetings. * Help retail sales staff achieve sales targets. * Identify current and future trends that appeal to consumers. * Maintain inventory and ensure items are in stock. * Keep up with
fluctuating supply and demand. * Ensure standards for quality, customer service and health and safety are met. * Maintain store's cleanliness and health and safety measures. * Handle customer questions, complaints, and issues. * Work on store displays. * Making sure the shop floor runs smoothly * Assists customers and staff during business hours. Additional responsibilities may include: * Coordinates the shipping of goods for internet orders. * Point of contact for special orders. Financial responsibilities may include: * Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. * Analyze operating and financial statements for profitability ratios. * Utilize information technology to record sales figures, for data analysis and forward planning.

**Job Requirements:** Qualifications: * Knowledge of the food industry, preferred. * Experience with managing front-end retail and supporting staff. * Interpersonal relation skills. * Point of Sale (POS), computer operating systems is required. * Must have a high level of attention to detail to be able to adhere to both retail operational policies and current state and federal regulations. Full-time with flexible day time hours could include one weekend day.

**Compensation:** Based on experience. **COMPANY:** Sweet Ali's dedicated employees are committed and passionate about producing delicious gluten free baked goods for our customers. Our Certified Gluten Free Bakery is at the forefront of our industry; using the finest ingredients and utilizing the highest quality bakery standards.

**Contact:** Aileen Gilpin  
**Address:** 13 West 1st Street, Hinsdale, IL 60521  
**Phone:** (630) 537-1381  
**Fax:** (630) 214-5551

**Expires:** 02/20/2015  
**Job ID:** 3829544  
**Job Title:** Baker (Full-time)  
**Company:** Sweet Ali's Gluten Free Bakery  
**Job Type:** Full Time  
**Degrees Wanted:** Associates, Bachelors, Certificate  
**Majors Wanted:** Culinary Arts  
**Location:** Hinsdale, IL 60521  
**Salary:** Based on exp  
**Job Description:** Our fun close-knit team is seeking an experienced baker. Sweet Ali's dedicated employees are committed and passionate about producing delicious gluten free baked goods for our customers. Our Certified Gluten Free Bakery is at the forefront of our industry; using the finest ingredients and utilizing the highest quality bakery standards. Duties: * Preparation and Presentation of our Sweet Ali's recipes, mixing, and baking according to our procedures * Handling perishable foods, must know how to safely store and prep all ingredients * Ensure that products are baked at the proper temperatures and making certain that kitchen and baking equipment adheres to sanitation regulations. * Bakers must be familiar with the use of commercial mixing machines, ovens, and other large-scale baking equipment. * Scale ingredients following a recipe * Place dough in pans, molds, or on sheets and bake in oven *
Observe products as they bake and adjust temperature/times accordingly

**Job Requirements:** Requirements: * Must possess creativity, organizational ability, and a good deal of energy * Ability to follow a production schedule and to prioritize tasks. * Good communication and organizational skills, excellent math skills. * Ability to take direction and follow directions and recipes. * Be flexible with hours as bakery shifts vary Monday-Saturday 4am-11pm; and must have Holiday availability. * Ability to work well and communicate with others as a part of a team. * Excellent interpersonal skills. * College degree not required, prefer experience or training through on-the-job training in a bakery, restaurant or from a culinary school.

**Contact:** Aileen Gilpin  
**Address:** 13 West 1st Street, Hinsdale, IL 60521  
**Phone:** (630) 537-1381  
**Fax:** (630) 214-5551

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**Expires:** 02/20/2015  
**Job ID:** 3829837  
**Job Title:** Inside Sales  
**Company:** BSoft Solutions, Inc.  
**Job Type:** Internship, Part Time  
**Majors Wanted:** Business Support Specialist, Computer Information Systems, Marketing/Sales  
**Location:** Schaumburg, IL 60173  
**Salary:** $10-$14/Hour (paid internship)

**Job Description:** The inside sales is responsible for setting appointments towards the sale of BSoft IT solutions. The inside sales will reach business targets through excellent telephone sales and communications skills. This individual will also develop his or her phone-based revenue generation through the creation of sales leads. Integrity, vision, and passion are essential for this role. This is the first step towards a successful, long term sales career with a growing information technology company.  
**Job Duties:** * Aggressively prospect and cold call into new businesses to generate interest and obtain web-based demonstrations and/or face-to-face appointments for the BSoft Solutions outside Sales staff. Identify decision makers within targeted leads to begin sales process. * Create and deliver qualified opportunities. * Maintain and expand the company's database of prospects. * Create and deliver qualified opportunities. * Ensure follow-up by passing leads to Sales Department with calls-to-action, dates, complete profile information, sources, and so on. Overcome objections of prospective customers. * Enter new customer data and update changes to existing accounts in the corporate database. * Coordinate meeting follow-up activities with the Sales staff (such as phone calls, mailings, education, etc.). Develop and execute next-step prospect strategies. * Stay current on market conditions, needs and competitor strategies, goals and approaches.  
**Job Requirements:** * Attend tradeshows and conferences to help acquire new leads * High school diploma, College degree preferred * 1 to 2 years successful outbound calling/telesales/telemarketing experience in consultative business to business sales, with the ability to converse with prospects at all levels, including the executive or owner level. * Solid experience in opportunity qualification, pre-call planning, call control, and time

Contact:

Address: 1365 Wiley Road Suite 149, Schaumburg, IL 60173
Phone: 847-781-8800

Expires: 02/20/2015
Job ID: 3829839
Job Title: Software Sales
Company: BSoft Solutions, Inc.
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary: $25k - $40k/year plus comm

Job Description: We are looking for bright and energetic individual to join our growing team. The successful applicant will enjoy an environment that is fun, smart, collaborative and high exposure to gain a lot of experience within short amount of time. This position is compensated by a competitive base pay with uncapped commission. THE MORE YOU SELL........THE MORE YOU MAKE Responsibilities: * Cold call prospects, and leads using database and other methods to develop relationships that will result in sales presentations. * Interact with potential clients through email, phone and in person meetings. * Develop and maintain relationships with potential clients. * Meet monthly/quarterly sales quotas and expectations. * Develop and implement effective marketing plans. * Work with sales support team to create and deliver sales presentations and proposals. * Maintain the company's CRM continuously. * Perform analysis of prospect's business processes and design solutions that best meet client requirements. * Develop weekly sales plans that include prospecting activities and forecasts. Requirements: * Bachelors degree is preferred but not required. * 1-4 years sales experience in selling IT/software solutions is required. * Excellent interpersonal and communications skills. * Aggressive self-starter. * Self-motivated individual. * Results driven attitude with a hunger for success. * Positive attitude, patience and persistence are highly desirable characteristics. * Ability to work independently under minimal direction. Benefits: * $25,000- $40,000/year plus commission * Medical * Retirement plan with company match up to 3% of salary * 10 paid vacation in the first year * Paid holidays * Paid sick leave

Contact: Tamara Ali
Address: 1365 Wiley Road Suite 149, Schaumburg, IL 60173
Phone: 847-781-8800
Email: careers@bsoftsolutions.com
Expires: 02/20/2015
Job ID: 3830034
Job Title: Tech Sales
Company: Elarasys Worldwide LLC
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Computer Information Systems, Marketing/Sales
Job Target: Any Job Target
Location: Elgin, IL 60123
Salary: Base Salary plus commission
Job Description: A Business Development representative works with corporate IT departments in various areas ranging from proving new or pre-owned servers, storage, routers, switches, PCs, etc, to promoting our VDI offering and IBM's Flash Storage. Knowledge of computer hardware is very helpful and sales drive and experience is key to a successful career with us.
Application Instructions: Please send your resume and cover letter to us: employment@elarasys.com
Contact: Tom Hansen
Address: 180 Corporate Drive, Elgin, IL 60123
Phone: 847-468-8900
Fax: 847-468-0100
Email: employment@elarasys.com

Expires: 02/20/2015
Job ID: 3830149
Job Title: Biller
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Broadview, IL 60155
Salary: 18.00
Job Description: Reviewing domestic and international bills for accuracy. Inputting bills into system. Notating discounts and terms listed by carriers. This department works with the bills presented by carriers. This could include reconciling credit card transactions, fuel reports and other charges.
Job Requirements: Must have bachelors in Accounting, Finance, Business or Economics. Must have strong Excel skills. Must be articulate, organized with good analytic skills.
Application Instructions: E-mail resume to admin.assistant@thehiresolution.net
Contact: Beatriz Armenta
Address: 1S443 Summit Ave, Oakbrook Terrace, IL 60181
Expires: 02/20/2015
Job ID: 3830249
Job Title: reception and clinical data entry
Company: Lakeview Family Doctors
Job Type: Part Time
Location: Des Plaines, IL 60016
Salary: $9-$11/hour
Job Description: answering phones/customer service/reception, but also data entry of patient's health information.
Job Requirements: fluent in Spanish
Application Instructions: call my cell to set up an interview 312-305-5748
Contact: Glenn Weiss
Address: 650 West Algonquin Road, Des Plaines, IL 60016
Phone: 847-592-2890
Fax: 847-593-2893

Expires: 02/20/2015
Job ID: 3830399
Job Title: Administrative Assistant
Company: Bansley and Kiener, L.L.P.
Job Type: Full Time, Part Time
Location: Chicago, IL 60631
Salary: Negotiable
Job Description: We are seeking a sharp, detail-oriented, Administrative Assistant with at least 2-3 years’ experience. The ideal candidate should be a self-starter with a friendly, professional attitude who is able to work well independently and exercise good judgment. Candidates should have good written and oral communication skills and be a proficient user of basic computer programs with the ability to juggle multiple projects. Proficient in Word and Excel is required. Previous experience at a CPA firm is a plus. You will work directly with the partners and our staff. We offer a challenging and rewarding environment along with a comprehensive compensation and benefits package. This position is an outstanding opportunity for the candidate seeking diverse duties and friendly work environment. This Firm is located near O'Hare at Cumberland and Higgins (Blue Line Stop).
Application Instructions: Please send resume to hr@bk-cpa.com
Contact: Rosemary Heinrich
Address: 8745 W. Higgins Rd, Suite 200, Chicago, IL 60631

Expires: 02/20/2015
Job ID: 3830419
Job Title: Nanny
Company: Latoya Fox
Job Type: Full Time, Part Time
Location: Forest Park, IL 60130
Salary: $10 +Negotiable

Job Description: Looking for a long term Child Care Professional/Nanny for my twin boys (12 months old). The person must be trustworthy, fun loving, energetic and patient. The responsibilities include caring for and providing fun engaging activities for the boys. Required:
*Previous experience caring for children required. (Minimum 2 yrs) *CPR Certified for Babies
A Plus: An Early Childhood/Physical Therapy/Occupational Therapy Graduate or Student.

Days/Hours Needed: 3-5 days a week (Mon.-Fri.). Start time, somewhat flexible, between 7am-10am for 6-8 hours. Pay: $10+ Negotiable I give bonus pay and gift cards in addition to regular pay for doing a great job keeping the boys happy.

Application Instructions: Contact LaToya at 708-790-1334 or send an email at LF_1000@yahoo.com

Contact: LaToya Fox
Address: P.O. Box 525, Forest Park, IL 60130
Phone: (708) 790-1334
Email: LF_1000@yahoo.com

Expires: 02/21/2015
Job ID: 3758389
Job Title: Staffing Supervisor
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Location: Hinsdale, IL 60521
Salary: 35K

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 skillset. 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.

Job Requirements: 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:** To apply please e-mail your resume to Beatriz Armenta at
admin.assistant@thehiresolution.net. On the subject line please state the Job Title you are
applying for.

**Contact:** Beatriz Armenta
**Address:** 1S443 Summit Ave, Oakbrook Terrace, IL 60181
**Phone:** 630-953-7370
**Fax:** 630-953-7380
**Email:** admin.assistant@thehiresolution.net

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**Expires:** 02/21/2015
**Job ID:** 3830666
**Job Title:** CNAs / Companions / Nurses
**Company:** LifeStyle Options, Inc.
**Job Type:** Part Time
**Majors Wanted:** Nurse Assistant, Nursing
**Location:** Northlake, IL 60164
**Salary:** Based on experience

**Job Description:** Duties include, but are not limited to: - Assist with personal care such as
bathing, dressing, grooming, hair care, skin care - Assist with light housekeeping - Assist with
meal preparation - Medication reminders - Escort to appointments and errands - Companionship
& fun activities

**Application Instructions:** lifestyleoptions.com/careers/application

**Contact:** Lana Bergman
**Address:** 475 N. Martingale Rd. Suite 260, Schaumburg, IL 60173
**Phone:** 847-240-7330
**Fax:** 847-240-2966
**Apply Online:** http://lifestyleoptions.com/careers/application

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**Expires:** 02/21/2015
**Job ID:** 3831829
**Job Title:** Building Maintenance
**Company:** BrightSky Inc
**Job Type:** Full Time
**Location:** IL 60527
Salary: National Company is hiring an experienced Head Maintenance Eng. • Perform Maintenance / Janitorial duties for High Rise Condominium • Maintain common areas: vacuum, trash pickup, mopping, exterior policing, snow shoveling, etc. • Report to General Manager of Property • Perform work orders on timely manner. • Perform apartment turnover as required. Light maintenance • Maintain an adequate inventory of supplies, materials and equipment. • Complete job assignments and work orders promptly, efficiently, courteously and in accordance with established procedures. • Answer emergency calls and provide "on call" support when necessary. • Be courteous, polite and pleasant with residents and guests. • Attend requests from Building Manager or building management staff. • Maintain the shop and storage areas in a clean, orderly and secure manner. • Must be knowledgeable with Boilers, Water pumps, Plumbing repairs, Electrical, Water shut-off • Skilled in repairs for Appliance, Stoves, Dishwashers, Microwaves • Lock repair, Re-keying, Key coping JOB REQUIREMENTS • 2+ years' experience as a Maintenance Janitor in Condominium or High Rise Property building. • Must have a good history of dependability and job performance, working well with staff and residents. • Knowledge and experience with plumbing, electrical, appliances desirable.

Contact: Teri Snyder

Address: 1001 Fairway Dr, Bensenville, IL 60106

Phone: 6305956396

Expires: 02/22/2015

Job ID: 3832818

Job Title: IT Desktop Support Specialist

Company: CitizensRx

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Computer Information Systems, Computer Maintenance, Computer Network and Telecommunications Systems, Computer Science

Job Target: Any Job Target

Location: Oak Park, IL 60301

Salary: $25,000 to $35,000

Job Description: Duties include installation and configuration of Windows 7 and 8 software, desktop PC, MAC, Chromebook and mobile device support, as well as troubleshooting and solving hardware and software issues. Must be able to work with peripherals as well as basic network configurations and administration of IP phones. Good communication skills are required to work with office personnel and vendors.

Application Instructions: To apply please e-mail your resume to Jim Brady to jbrady@citizensrx.com on the subject line please indicate that you are applying for IT Desktop Support Specialist.

Contact: Jim Brady
Address: 1144 Lake Street, Suite 401, Oak Park, IL 60301
Phone: (888) 545-1120
Email: jbrady@citizensrx.com

Expires: 02/22/2015
Job ID: 3833030
Job Title: DIETARY AIDE
Company: Gottlieb HMemorial Hospital
Job Type: Part Time
Location: Maywood, IL
Salary:

Job Description: High School Diploma/GED Position Summary: Performs variety of tasks related to food service. Provides customer service to visitors, patients, and staff by serving consistent food products. Follows departmental guidelines for safe food handling and sanitation to ensure adherence to regulatory standards. Position Requirements: Minimum Education: Required: N/A - Not Applicable Preferred: High School Diploma Minimum Experience: Required: None Position Responsibilities: Serves food items to customers. Utilizes appropriate cleaning products and procedures to assure service ware and equipment are properly cleaned and sanitized. Prepares work station for next meal period to ensure that the products necessary for patient requests are ready and available. Communicates effectively with coworkers and coordinator/designate to ensure patient and customer satisfaction. Performs other duties as assigned to facilitate the operational flow of the Food and Nutrition Services Department. Participates in the peer training of new employees.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833035
Job Title: FOOD SERVICE WORKER I DMO
Company: Gottlieb HMemorial Hospital
Job Type: Part Time
Location: Melrose Park, IL
Salary:

Job Description: High School Diploma/GED Performs a variety of tasks related to patient food service. Assists patients with menu selection and delivers meal trays to bedside. Communicates with patients, nurses, dieticians and co-workers regarding dietary needs of patients. Ensures accurate menu distribution and correct tray delivery.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833041
Job Title: HOUSEKEEPING I
Company: Gottlieb Memorial Hospital
Job Type: Full Time
Location: Melrose Park, IL
Salary:

Job Description: Gottlieb Memorial Hospital Location: MELROSE PARK, IL Department: HOUSEKEEPING Schedule: Full Time Shift: Days Hours: 7:00AM-3:30PM Job Details: High School Diploma/GED Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The housekeeper demonstrates behavior consistent with the operating principles of Loyola University Health System and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833045

Job Title: HOUSEKEEPING I
Company: Gottlieb Memorial Hospital
Job Type: Full Time
Location: Melrose Park, IL
Salary:

Job Description: MELROSE PARK, IL Department: HOUSEKEEPING Schedule: Full Time Shift: Evenings Hours: 3:30pm-11pm Job Details: High School Diploma/GED Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The housekeeper demonstrates behavior consistent with the operating principles of Loyola University Health System and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833049

Job Title: HOUSEKEEPING I
Company: Gottlieb Memorial Hospital
Job Type: Part Time
Location: Melrose Park, IL
Salary:

Job Description: MELROSE PARK, IL Department: HOUSEKEEPING Schedule: Part Time
Shift: Evenings Hours: 3:00PM-11:30PM Job Details: High School Diploma/GED Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The housekeeper demonstrates behavior consistent with the operating principles of Loyola University Health System and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833069
Job Title: SECURITY & SAFETY OFFICER FP
Company: Gottlieb HMemorial Hospital
Job Type: Full Time, Part Time
Degrees Wanted: Associates
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: SECURITY MEDICAL CENTER Schedule: Float Pool Shift: Varied Shift Hours: Varied Job Details: High School Diploma/GED Position Summary: Provides unarmed uniformed security, safety and customer services to all staff, students, patients and visitors of the Medical Center. All Float Pool employees will be required to work a minimum of two (2) eight (8)hour days per month when requested, which does not have to be consecutive. In addition, all Float Pool employees who do not respond to a callback or are unable to work a minimum of five (5) consecutives times will be considered as a voluntary terminated employee. Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Associates Degree OR equivalent training acquired via work experience or education Minimum Experience: Required: None Preferred: 1-2 years of previous job-related experience Licensure/Certifications: Required: Valid Illinois State Drivers License Preferred: CPR (Cardiopulmonary Resuscitation) Position Responsibilities: Patrols Medical Center Campus and its buildings to deter crime, prevent loss and promote a safe environment. Provides and maintains a security presence at the main entrances of various buildings on campus to control access, provide directions, assistance and prevent property loss. Gathers information for and completes various reports to document incidents and events on the Medical Center Campus. Performs traffic control and crowd control on the Medical Center Campus to control access and direct the flow of both pedestrian and vehicle traffic. Assists the Parking Department in the accomplishment of their goals by providing motorists assistance and parking control. Assists the Safety Department in the accomplishments of their goals by providing fire and chemical safety services. Performs security and services related duties as assigned to promote loss and crime prevention and service excellence. Enforces the rules and regulations of Loyola University Health System, the Medical Center and the Department of Security and Safety.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs
Expires: 02/22/2015
Job ID: 3833079
Job Title: SUPPLEMENTAL HOUSEKEEPER
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Melrose Park, IL
Salary:

Job Description: Schedule: Supplemental Shift: Evenings Hours: 8 Job Details: High School Diploma/GED Cleans patient rooms and restocks equipment and supplies. Supports quality patient care services by maintaining a clean, sanitary, safe and orderly environment for health care providers as well as patients and visitors of all ages and developmental levels. The housekeeper demonstrates behavior consistent with the operating principles of Loyola University Health System and functions as a contributing member of a health care team which meets patient needs through effective communication and commitment to quality outcomes.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833082
Job Title: SURGICAL SRVCS TECH
Company: Gottlieb HMemorial Hospital
Job Type: Full Time, Part Time
Degrees Wanted: License
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: NURSING OPERATING ROOM Schedule: Part Time Shift: Rotating Hours: Rotating Job Details: Position Summary: Provides direct and indirect patient care services in the operating room to facilitate patient acquisition, room turnover and supply management Position Requirements: Minimum Education: Required: High School Diploma Minimum Experience: Required: Less than one year of previous job-related experience Licensure/Certifications: Required: CPR (Cardiopulmonary Resuscitation) Position Responsibilities: Transports patients to the Operating Room to allow surgical intervention to take place - Transports patients from various locations throughout the hospital into the Oper Room to ensure protection from infection - Handles supplies and specimens appropriately to ensure proper processing and maintains asepsis. Provides assistance to the RN in the room to facilitate the progress of the case - Assists with breaking down accessory instrument tables. Delivers specimens as needed by the operating room staff to assure quality patient care - Logs, transports and handles specimens appropriately. Demonstrates a commitment to team success by interacting with patients of all ages, family, visitors, co-workers and medical staff in a professional and caring manner - Responds to patients? and families? inquires, concerns and
Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL
Department: VP CLINICAL PROGRAMS Schedule: Full Time Shift: Days Hours: 8:00AM-4:30PM Job Details: Clerical Responsibilities for Ambulatory Services, Division of Primary Care Support Medical Director of Primary Care, Division Administrator of Primary Care and Ambulatory Nursing, and Medical Director of Burr Ridge, Director of Quality, Primary Care - Answer and screen phone calls - Compose correspondence - Maintain calendars, schedule meetings, reserve conference rooms - Prepare presentations; research records for data - Prepare meeting packets, attendance sheets - Set up conference room and AV equipment - Attend meetings when requested - Take minutes as appropriate - Assist with division administrator's projects - Assist in all communication regarding PC Quality initiatives as needed On-Boarding Process for primary care physicians Prepare and send communications to candidate Prepare documents and send communications to the LUMC physician recruiting group Collect necessary documents for CART deadline; maintaining close communication with candidate for missing documents Order pager, lab coats, business/appointment cards, Rx pads Group Wise/Portal/FIS/Firepass access Orientation for New Primary Care Physicians Maintain current orientation manual Prepare manual for each physician Schedule Epic training Schedule orientation day with various departments Arrange for faculty photo Complete Employee Eligibility Verification 94 Primary Care Physicians and 2 APN's Maintain employee file Keep updated home address list; notify appropriate departments of changes Keep record of vacation and CME time Review expense reports for CME expenses Record CME expenses; keeping accurate balance Distribute and collect documents for the medical staff office as requested Prepare paperwork to notify Dean's office and Faculty Recruitment of change in status requests Research and respond to questions CME Lectures Activity Contact Contact person for CME office Get lecture topics/speakers from co-directors Send out notices to primary care, family medicine and Gottlieb physicians Prepare attendance sheet & enter attendees in CME portal - monthly Prepare Disclosure Response form and get signature from speaker - monthly Prepare survey for audience to complete and collect - monthly Compile responses from surveys for quarterly report Work with co-directors to complete Biennial Renewal Application for CME office Miscellaneous Responsibilities RVU report - monthly Send data to medical directors and managers - monthly Arrange for payment to PCP's for services as Provider Relations physicians advisors - monthly Calculate collections bonus for pediatricians - quarterly Order MGMA CD and survey; prepare RVU/Visits/Collections table from survey - annually PCP vacation time report to payroll - annually PCP contract renewal data to faculty recruitment - annually Backup
support for the 7 general medicine physicians on our floor Coverage for executive director's assistant
Arrange outings for primary care physicians Maintain Primary Care Network & Subspecialty Medical Center Directory Insights and Bud Var reports Enter invoices in Lawson for payment Order office supplies Maintenance of copier; order toner Monitor parking tokens and stickers; keep supply on hand Fed Ex overnight packages

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833103
Job Title: ADMINISTRATIVE SECRETARY
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Maywood, IL
Salary:
Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: MEDICINE - CARDIOLOGY Schedule: Full Time Shift: Days Hours: 8:00-4:30
Job Details: Position Summary: Provides secretarial and administrative support to the Director of the Section as well as other physician members within the Section. Makes decisions within established guidelines requiring a perspective of the Section's objectives. Coordinates office workflow and determines priorities. Exchanges pertinent information with individuals outside the section or the Institution. Must have the ability and initiative to act independently. Excellent organizational and etiquette skills are essential for success in this position. (This position reports directly to the Director of the Section and the Executive Assistant of the Division, as well as the Director of Administration.) Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: 3-5 years of previous job-related experience Preferred: 6-10 years of previous job-related experience Position Responsibilities: Performs a variety of administrative activities to maintain smooth clinical operations and patient satisfaction. Updates/maintains the calendar of the Director of the Section and is familiar with the schedule of the physicians within the section. Coordinates the Director's responsibilities in various societies/committees. Formats and types routine correspondences, manuscripts and grant proposals for the Director. Ensures that all incoming mail is distributed within the section. Performs other duties as assigned to help meet Division goals.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833113
Job Title: ADMINISTRATIVE SECRETARY
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: THORACIC AND CARDIOVASC SURG Schedule: Full Time Shift: Days Hours: 8:30-5:00 Job Details: High School Diploma/GED Position Summary: Perform varied secretarial duties to relieve supervisor of clerical and routine administrative responsibilities and to maintain an efficient and effective office operation. Sets priorities with direction from supervisor. Typically supports a director, administrative director or associate/assistant vice president OR has a dual role supporting a department plus a specific administrator. Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: 3-5 years of previous job-related experience Preferred: 6-10 years of previous job-related experience Position Responsibilities: ADMINISTRATIVE SUPPORT - Answers and screens phone calls, takes messages and makes appropriate referrals. COMMUNICATION - Composes effective correspondence, announcements, training materials, narrative summaries and reports, proposals and recommendations and other written materials. AD HOC PROJECTS & EVENT PLANNING - Completes various projects as needed or as directed by administrator by proficiently researching and gathering information from internal, external and internet sources. BUDGET, INVENTORIES & EQUIPMENT - Ensures department expenses are charged appropriately. RECORD KEEPING - Creates and maintains accurate filing system and records of departmental activities/projects. TRAINING/MENTORING - Acts as a mentor and trainer to junior level support staff. Patient chart gathering.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833116
Job Title: HOSPITAL CUSTOMER SRVC REP
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: HOSPITAL CUSTOMER SERVICE Schedule: Full Time Shift: Evenings Hours: 12:30-9 pm Job Details: High School Diploma/GED Position Summary: This polished individual is the direct point of contact at the reception desks in the Surgical Waiting Room, Center for Heart and Vascular Medicine, and Main hospital lobby; facilitates the smooth operations of these service areas by responding to inquiries from patients and their families in a timely manner. Position Requirements: Minimum Education: Required: Associates Degree OR equivalent training acquired via work experience or education Preferred: Bachelors Degree OR equivalent training acquired via work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Preferred: 3-5 years of previous job-related experience Position Responsibilities: Communication ? provides information regarding patient location and status;
screens visitors to ensure corporate compliance with privacy requests; answers phone calls regarding directions to campus and other related inquiries or transfers calls to appropriate person/department; facilitates relevant information from clinical participants to appropriate customer; determine client needs using active listening skills and provide information and available options for client to make an informed decision regarding their Loyola visit. Escorting - directs and/or escorts patients and visitors to test and treatment areas; facilitates the flow of visitors to appropriate waiting area or other service location.

Problem Resolution - anticipates and resolves customer concerns by recognizing a state of confusion or anxiety and offering service initiatives that include information, solutions, amenities, service recoveries; engage in first phase of problem resolution regarding client complaints; knows when and how to contact internal department resources for assistance (chaplains, social work, security, housekeeping, supervisor, etc. Provides amenities and comfort to the families of patients to include, but not limited to the maintenance of a clean and orderly environment, electronics in working order, refreshments and diversionary activities when appropriated (water, candy, newspapers, magazines, etc. Miscellaneous - delivery of patient mail, flowers, and gifts in the absence of volunteer; embrace coaching and training as an aid to meeting personal, departmental, and organizational goals; participates and completes all in-service training and continuing ed programs; willingly and cheerfully completes other duties as assigned.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833126
Job Title: NUTRITION CLERK
Company: Gottlieb HMemorial Hospital
Job Type: Part Time
Location: Maywood, IL
Salary:
Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: FOOD AND NUTRITION Schedule: Part Time Shift: Flexible Hours: 6:15AM-7:30PM Job Details: Position Summary: Performs a variety of tasks related to patient food service. Processes diet orders, nourishment, supplements, tube feedings, request for additional menu items and late trays. Communicates with patients, nurses, dietitians, diet technicians and co-workers, edits menus for compliance with diet orders and assists with tray-line activities when needed. Position Requirements: Minimum Education: Required: High School Diploma plus training acquired through work experience or education Preferred: Administrative or technical background acquired through completion of 2 - 3 years of college Minimum Experience: Required: 1-2 years of previous job-related experience Position Responsibilities: Organizes menus by floor and in order according to scheduled meal delivery pattern. Receives and processes nutrition care orders to assure appropriate menu selections are sent to the patient. Edits menus to ensure compliance to prescribed diets Using the nutrition care manual as a guideline, the nutrition clerk corrects menus to comply with diet order and records any write-in items and forwards these special requests to production personnel. Conduct meal rounds daily. Identifies need for a patient assessment, consult, instruction and/or calorie count and effectively
communicates need with appropriate clinical nutrition staff. Participates in efforts to improve customer satisfaction. Performs other related duties as assigned by the supervisors to support smooth operations of the department.

**Apply Online:** [http://gottliebhospital.org/content/loyola-university-health-system-jobs](http://gottliebhospital.org/content/loyola-university-health-system-jobs)

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**Expires:** 02/22/2015  
**Job ID:** 3833133  
**Job Title:** PATIENT ACCESS PARTNER I  
**Company:** Gottlieb Memorial Hospital  
**Job Type:** Part Time  
**Location:** Maywood, IL  
**Salary:**

**Job Description:** Facility: Loyola University Medical Center Location: MAYWOOD, IL  
Department: CALL CONNECTION CENTER Schedule: Part Time  
Shift: Evenings  
Hours: 5pm - 9pm  
Job Details: Position Summary: Answers phones to provide paging, messaging, information and appointment services. Serves as the first point of contact for new patients, referring physicians, vendors and the public requiring general information about patients, physicians, programs and staff. Position Requirements: Minimum Education: Required: High School Diploma  
Minimum Experience: Required: 1-2 years of previous job-related experience  
Position Responsibilities: CALL SCREENING & ROUTING: First point of contact for all appointment related requests. PHYSICIAN ANSWERING SERVICE: Screen patient and family members calls to physicians and determine which can be sent to the office, nurse or if paging is needed. EMERGENCY RESPONSE: Execute procedures for all disaster and emergency notification. QUALITY & ONGOING TRAINING: Demonstrates a commitment to quality improvement and excellence.

**Apply Online:** [http://gottliebhospital.org/content/loyola-university-health-system-jobs](http://gottliebhospital.org/content/loyola-university-health-system-jobs)

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**Expires:** 02/22/2015  
**Job ID:** 3833181  
**Job Title:** PATIENT ACCESS PARTNER I  
**Company:** Gottlieb Memorial Hospital  
**Job Type:** Full Time  
**Location:** Maywood, IL  
**Salary:**

**Job Description:** Facility: Loyola University Medical Center Location: MAYWOOD, IL  
Department: CALL CONNECTION CENTER Schedule: Full Time  
Shift: Rotating  
Hours: 2pm - 1030pm - 1030am - 7pm - 1030pm - 7am  
Job Details: Position Summary: Answers phones to provide paging, messaging, information and appointment services. Serves as the first point of contact for new patients, referring physicians, vendors and the public requiring general information about patients, physicians, programs and staff. Position Requirements: Minimum Education: Required: High School Diploma  
Minimum Experience: Required: 1-2 years of previous job-related experience.
experience. Position Responsibilities: CALL SCREENING & ROUTING: First point of contact for all appointment related requests. PHYSICIAN ANSWERING SERVICE: Screen patient and family members calls to physicians and determine which can be sent to the office, nurse or if paging is needed. EMERGENCY RESPONSE: Execute procedures for all disaster and emergency notification. QUALITY & ONGOING TRAINING: Demonstrates a commitment to quality improvement and excellence.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833184
Job Title: PATIENT ACCESS PARTNER II
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL
Department: PATIENT ACCESS CENTER Schedule: Full Time Shift: Days Hours: 40
Job Details: Position Summary: Answers phones to provide assistance to patients and physicians requesting referrals and appointments. Pre-registers patients for appointments and tests, verifies and updates patient demographic and insurance information. Establishes and maintains ongoing partnerships with designated clinical partners to ensure achievement of aligned goals. Position Requirements: Minimum Education: Required: Associates Degree OR equivalent training acquired via work experience or education Preferred: Associates Degree Minimum Experience: Required: 1-2 years of previous job-related experience Position Responsibilities: CADENCE APPOINTMENT SCHEDULING TRANSACTIONS ? Utilizes scheduling software to perform a variety of actions including scheduling, canceling or rescheduling appointments. QUALITY & ONGOING TRAINING: Demonstrates a commitment to quality improvement and excellence. EPIC REGISTRATION ? Accurately pre-registers patients for appointments and tests. MANAGED CARE ? Understands and identifies insurance types. CLINIC PARTNER- Works with designated clinical partners and dynamic schedulers to establish and maintain appropriate appointment scheduling protocols.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833193
Job Title: PATIENT ACCESS PARTNER II
Company: Gottlieb HMemorial Hospital
Job Type: Part Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL
Department: PATIENT ACCESS CENTER Schedule: Part Time Shift: Flexible Hours: 20
Job Details: Position Summary: Answers phones to provide assistance to patients and physicians requesting referrals and appointments. Pre-registers patients for appointments and tests, verifies and updates patient demographic and insurance information. Establishes and maintains ongoing partnerships with designated clinical partners to ensure achievement of aligned goals. Position Requirements: Minimum Education: Required: Associates Degree OR equivalent training acquired via work experience or education Preferred: Associates Degree Minimum Experience: Required: 1-2 years of previous job-related experience Position Responsibilities: CADENCE APPOINTMENT SCHEDULING TRANSACTIONS: Utilizes scheduling software to perform a variety of actions including scheduling, canceling or rescheduling appointments. QUALITY & ONGOING TRAINING: Demonstrates a commitment to quality improvement and excellence. EPIC REGISTRATION: Accurately pre-registers patients for appointments and tests. MANAGED CARE: Understands and identifies insurance types. CLINIC PARTNER: Works with designated clinical partners and dynamic schedulers to establish and maintain appropriate appointment scheduling protocols.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833205
Job Title: POPULATION HEALTH REP
Company: Gottlieb HMemorial Hospital
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Maywood, IL
Salary:
Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL Department: POPULATION HEALTH Schedule: Part Time Shift: Evenings Hours: 4-9:00PM including w/e Job Details: Bachelor's Degree Population Health Rep The purpose of this position is to complete the Comprehensive Health Assessment and Plan of Care for newly enrolled members in the Loyola Family Care Accountable Care Entity in Epic. In person and telephonic interviews will be conducted with our new members. The interview will include physical, behavioral health, psychosocial, preferences and limitations, available resources and benefits assessments. Information will be collected either over the telephone or in person. This information will be recorded in Epic. Interpretation of the interview, along with analysis of claims data, response to the Health Risk Assessment Screen and evaluation of previous interface within our health system will assist in determining the member plan of care. This plan of care will include goals as approved and agreed by the member or parent/guardian of the member. The plan will be simply written and easy for the member to follow to assist in improving their health condition.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833212
Job Title: SENIOR SECRETARY
Company: Gottlieb HMemorial Hospital
Job Type: Full Time, Part Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL
Department: HOMECARE CERTIFIED ADMIN Schedule: Casual Shift: Days Hours: 8:30 AM - 5:00 PM Job Details: Position Summary: Perform varied secretarial duties to support general office activities to maintain an efficient and effective office operation. Typically supports various staff and functional areas throughout the department as needed. Position Requirements:
Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Preferred: 3-5 years of previous job-related experience Position Responsibilities: ADMINISTRATIVE SUPPORT - Answers phone calls, takes messages, and makes appropriate referrals. COMMUNICATION - Types and formats correspondence, announcements, reports and the like. AD HOC PROJECTS & EVENT PLANNING - Assists in completing various projects as needed including summarizing and compiling findings in written reports, spreadsheets, graphs or other appropriate format. RECORD KEEPING - Creates and maintains accurate filing system and records of departmental activities/projects. BUDGET, INVENTORIES & EQUIPMENT - Assists with preparation of check requisitions, purchase requisitions, and expense reports. Performs other specific projects relating to data entry, billing and computer operations as required.

Apply Online: http://gottliebhospital.org/content/loyola-university-health-system-jobs

Expires: 02/22/2015
Job ID: 3833220
Job Title: SENIOR SECRETARY
Company: Gottlieb HMemorial Hospital
Job Type: Full Time
Location: Maywood, IL
Salary:

Job Description: Facility: Loyola University Medical Center Location: MAYWOOD, IL
Department: DEPARTMENT OF SURGERY Schedule: Full Time Shift: Days Hours: 8:30am to 5pm Job Details: Position Summary: Perform varied secretarial duties to support general office activities to maintain an efficient and effective office operation. Typically supports various staff and functional areas throughout the department as needed. Position Requirements: Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Position Responsibilities: ADMINISTRATIVE SUPPORT - Answers phone calls, takes messages, and makes appropriate referrals. COMMUNICATION - Types and formats correspondence, announcements, reports and the like. AD HOC PROJECTS
& EVENT PLANNING - Assists in completing various projects as needed including summarizing and compiling findings in written reports, spreadsheets, graphs or other appropriate format. RECORD KEEPING - Creates and maintains accurate filing system and records of departmental activities/projects. BUDGET, INVENTORIES & EQUIPMENT - Assists with preparation of check requisitions, purchase requisitions, and expense reports. Scheduling of Clinic, Procedures and Operating Room Cases as needed.

**Apply Online:** http://gottliebhospital.org/content/loyola-university-health-system-jobs

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**Expires:** 02/22/2015  
**Job ID:** 3833227  
**Job Title:** SENIOR SECRETARY  
**Company:** Gottlieb Memorial Hospital  
**Job Type:** Full Time  
**Location:** Maywood, IL  
**Salary:**

**Job Description:** Loyola University Medical Center Location: MAYWOOD, IL Department: DEPARTMENT OF SURGERY Schedule: Full Time Shift: Days Hours: 8:00 am to 4:30pm Job Details: Position Summary: Perform varied secretarial duties to support general office activities to maintain an efficient and effective office operation. Typically supports various staff and functional areas throughout the department as needed. Position Requirements: Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: 1-2 years of previous job-related experience Position Responsibilities: ADMINISTRATIVE SUPPORT - Answers phone calls, takes messages, and makes appropriate referrals. COMMUNICATION - Types and formats correspondence, announcements, reports and the like. AD HOC PROJECTS & EVENT PLANNING - Assists in completing various projects as needed including summarizing and compiling findings in written reports, spreadsheets, graphs or other appropriate format. RECORD KEEPING - Creates and maintains accurate filing system and records of departmental activities/projects. BUDGET, INVENTORIES & EQUIPMENT - Assists with preparation of check requisitions, purchase requisitions, and expense reports. Scheduling of Clinic, Procedures and Operating Room Cases as needed.

**Apply Online:** http://gottliebhospital.org/content/loyola-university-health-system-jobs

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**Expires:** 02/22/2015  
**Job ID:** 3833230  
**Job Title:** SERVICE COORD  
**Company:** Gottlieb Memorial Hospital  
**Job Type:** Part Time  
**Location:** Maywood, IL  
**Salary:**

**Job Description:** acility: Loyola University Medical Center Location: MAYWOOD, IL
Department: TOWER 4- SURGICAL SERVICES Schedule: Part Time Shift: Flexible Hours: 12
Job Details: Position Summary: Facilitates smooth operations of a patient service area by providing clerical support for healthcare team members, patients, and families on an inpatient unit. Position Requirements: Minimum Education: Required: High School Diploma Preferred: High School Diploma plus training acquired through work experience or education Minimum Experience: Required: Less than one year of previous job-related experience Preferred: 1-2 years of previous job-related experience Position Responsibilities: COMMUNICATION - Facilitates communication with and between staff members, patients, and family members to ensure that information related to patient conditions and concerns is relayed in a timely manner. ORDERING/INVENTORY - Inventories supplies and orders basic floor stock, computer supplies and drugs to ensure uninterrupted operation of unit. MEDICAL RECORDS - Enters data into computer, prepares new patient charts for admissions, and ensures appropriate forms and paperwork are in order to maintain accurate medical records. QUALITY IMPROVEMENT - Utilizes time and resources effectively to promote quality and cost outcomes. PROFESSIONAL DEVELOPMENT - Demonstrates accountability for professional growth and job performance by seeking opportunities to enhance job skills and knowledge.

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professional and welcoming manner according to established guidelines and procedures. GENERAL CLINIC PROCEDURES Ensures efficient day-to-day operations. INSURANCE VERIFICATION Utilizes insurance verification procedures to ensure maximum reimbursement and correct payment. SCHEDULES PATIENT TESTING Schedules through EPIC patient testing and therapy prescribed by physician to ensure that comprehensive patient care is delivered. COMPUTER APPLICATIONS Utilizes multiple computer applications to ensure efficient patient flow and pertinent information is up-to-date.

**Application Instructions:** [http://gottliebhospital.org/content/loyola-university-health-system-jobs](http://gottliebhospital.org/content/loyola-university-health-system-jobs)

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**Expires:** 02/22/2015  
**Job ID:** 3833265  
**Job Title:** SERVICE REPRESENTATIVE  
**Company:** Gottlieb HMemorial Hospital  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Accounting & Business Administration, Business Management, Office Assistant  
**Location:** Maywood, IL  
**Salary:**

**Job Description:** Facility: Loyola University Medical Center Location: MAYWOOD, IL  
Department: BURR RIDGE INFUSION Schedule: Full Time  
Shift: Varied  
Hours: 40  
Job Details: The Ambulatory Service Representative promotes increased utilization of Loyola services by maintaining a customer service attitude that reflects the mission, vision and values of Loyola Medicine. The individual ensures effective clerical operations for the service area and performs all job duties under the highest customer service standards to exceed customer expectations. Always conveys a professional and positive image of Loyola Medicine during interactions with patients, families, physicians, staff members and internal departments.  
Minimum Education: Required: Associates Degree OR equivalent training acquired via work experience or education  
Preferred: N/A  
Specify Degree(s): Training in general administrative, business, healthcare or related field  
Residency: N/A  
Minimum Experience: Required: 3-5 years of previous job-related experience  
Preferred: N/A  
Managerial Experience: N/A

**Application Instructions:** [http://gottliebhospital.org/content/loyola-university-health-system-jobs](http://gottliebhospital.org/content/loyola-university-health-system-jobs)

**Address:** 701 W. North Ave, Melrose Park, IL 60160  
**Apply Online:** [http://gottliebhospital.org/content/loyola-university-health-system-jobs](http://gottliebhospital.org/content/loyola-university-health-system-jobs)

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**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  

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**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
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
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
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