Job ID: 3800994
Job Title: Staff Nurse - Presence Villa Scalabrini
Company: Presence Health
Job Type: Full Time
Degrees Wanted: Associates
Location: Northlake, IL 60164
Salary:
Job Description: Assumes direct responsibility and accountability for the nursing care of ministry patients/residents under his/her care. Supervises nursing personnel including LPNs, nursing assistants, and health service aides. Complies with nursing standards, federal/state nursing regulations and the policies and procedures of Presence Life Connections. Responsibilities include defining, planning, organizing, directing, managing, implementing, and evaluating nursing services provided to Presence Life Connections residents. Completes and documents comprehensive nursing assessment of the health status of patient/resident and addresses changes to patient/resident conditions. Develops and implements an interim plan of nursing care. Provides and documents observations and delivery of care according to established guidelines. Accurately transcribes and implements authorized healthcare professional's orders. Accurately administers and documents medications and treatments. Advocates for patients/patient/residents. Evaluates responses to interventions and the effectiveness of the plan of care. Communicates and collaborates with other health care professionals. Provides and documents patient/resident/family education. Participates in development of policies, procedures, and systems to support patient/resident care and safety. Responds appropriately to emergencies and protects patient/residents and staff from accident/injury by following safety procedures. Maintains environment of care in a neat and orderly manner. Assists in maintaining unit/department budget through appropriate monitoring/usage of unit and patient supplies and monitoring of staff time (appropriate breaks and meals). Reports discrepancies to nurse leaders. Assists with orientation and ongoing mentoring of peers. Other duties as assigned by the DON, ADON, or the nurse leader.
SUPERVISORY FUNCTIONS: Supervises LPNs, nursing assistants and health service aides in the provision of patient/resident care. Monitors employees to ensure that proper care and service is provided to patient/residents and responds to problems in patient/resident care accordingly.
Job Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess exceptional communication and interpersonal skills. Education and/or Experience Working knowledge of nursing regulations governing long-term care. Able to work with limited supervision and to provide supervision when needed. 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.)
Application Instructions: Please apply online:
http://careers.presencehealth.org/jobDescription.cfm?jobId=469327 or contact: Angelique Vallot at angelique.vallot@presencehealth.org
Contact: Angelique Vallot  
Address: 200 S. Wacker Drive, Chicago, IL 60606  
Phone: 262-439-1608  
Email: angelique.vallot@presencehealth.org  
Apply Online: http://careers.presencehealth.org/jobDescription.cfm?jobId=469327

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 kills * 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

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

---

**Job ID:** 3801423
**Job Title:** Promotion Assistant / WDRV-FM
**Company:** Hubbard Radio
**Job Type:** Part Time
**Location:** Chicago, IL 60601
**Salary:**

**Job Description:**

**DUTIES:** Assist on an on-going basis in developing the stations' promotion and marketing efforts in a manner that will both achieve maximum audience interest and ratings and maintain company's aesthetic, moral and ethical standards; to assure promotions are consistent with FCC regulations; Hubbard Radio, and station, policies and procedures

**QUALIFICATIONS:**

* Age - 18 years or older. * Strong marketing/promotional background-as either educational focus, or equivalent experience. * Possess strong written and verbal skills. * Must have excellent organizational skills with multi-task capabilities. * Must work in a cooperative manner; interacting effectively with all station personnel, clients, outside vendors and listeners. * Project an appropriate company image with respect to dress and demeanor. * Must work independently, if necessary, & operate effectively in high-pressure, time-critical situations. * Be able to workup to 24 hours per week including week nights and weekends, in order to attend & execute station events & promotional activities. * Must possess valid Illinois Driver's License and a demonstrated good driving record, for operation of WDRV vehicle. * A previous working relationship with media contacts, public relation firms and/or special events background, a plus. * Word background and/or some knowledge of Database/Marketing software. * Must be willing to work in a smoke-free environment. * Willing to fully support company's mission and core values.

**Application Instructions:** APPLY TO: http://www.wdrv.com/jobops.php Job# 1-15 Chicago, IL No Telephone Calls

**Contact:** Human Resources
Job ID: 3801450
School Job ID: Oakton - EW
Job Title: Part-Time To Lead To Full Time Receptionist/Secretary
Company: Park Plaza Retirement Center
Job Type: Full Time, Part Time
Location: Chicago, IL 60645
Salary: Negotiable, based on experience

Job Description: Position Summary: Park Plaza Retirement Community is looking to fill a part-time receptionist position. Park Plaza's front desk is staffed 24 hours a day; evening and weekend shifts are available. Position Entails: * Monitoring the front door, Making sure all visitors sign in * Answering phones, transferring calls and taking messages * Greeting visitors and residents * Completing a daily report of all pertinent information * Transferring information through multiple channels * Maintaining the petty cash drawer, and recording all transactions * Give basic information about events and directions * Filing, typing memos, flyers, letters and reports, organizing files and other administrative clerical and secretarial duties. NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.

Job Requirements: Qualifications: * Minimum 1-2 years college minimum * Ability to perform tasks with accuracy and attention to detail * A professional, personable and pleasant attitude * Phone skills, ability to use Widows and Microsoft Office * Excellent verbal communication skills * Able to multi-task and organize * Handles pressure and emergency situations with a calm and professional demeanor * Customer service and/or secretarial experience preferred

Application Instructions: All candidates that meet the above qualifications are encouraged to apply by sending a resume and cover letter to Yehuda Lebovits, at Yehuda@park-plaza.org.

Contact: Yehuda Lebovits
Address: 6840 North Sacramento Avenue, Chicago, IL 60645
Email: Yehuda@park-plaza.org

Job ID: 3802027
Job Title: Server
Company: Hyatt Regency Schaumburg, Chicago
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary:
Job Description: We're looking for an individual with a great "Yes I Can" caring attitude to join our restaurant team as a full-time Server. This individual must ensure guest satisfaction in the dining room area (and throughout the hotel) by serving the guests and maintaining cleanliness at all times in accordance to company policies.

Job Requirements: must be 21 years to pour alcoholic beverages

Application Instructions: www.besthotelcareers.com We offer medical, Dental, Vision benefits as well as 401K and tuition reimbursement

Contact: Camille Atkus
Address: 1800 East Golf Road, Schaumburg, IL 60173
Phone: 847-517-6982
Fax: 847-517-6946
Apply Online: http://www.besthotelcareers.com
**Job Description:** Essential duties and responsibilities include the following (other duties may be assigned): 1. Answers all incoming calls within three rings with proper phone etiquette. Utilize guest’s name that appears on phone display. 2. Takes room service order including room number, number of persons dining. Completes order and gives a 30-minute time delivery quote. Insures order is correct by asking to repeat the order back to the guest. 3. Rings in guest order and prepares check. 4. Sets table according to table set up standards. 5. Delivers order to guest's room within 30 minutes. 6. Sets up order in the guest's room. 7. Closes all checks according to method of payment. 8. Retrieves all room service trays and tables from guest hallways and busses used items in the dish room. 9. Stocks all supplies and food and beverage items in the room service station. 10. Orders all necessary items that are below pars. 11. Presets trays and tables in room service station for future orders. 12. Maintains a clean, sanitary and organized work station. 13. Maintains a cheerful, positive attitude and appropriate conduct with both guests and teammates at all times.

**Job Requirements:** must be eligible to pour alcohol in Cook County We offer competitive pay, medical, Dental, Vision benefits as well as 401K and tuition reimbursement EOE/AA

**Application Instructions:** All applications are done online at www.besthotelcareers.com

**Contact:** Camille Atkus  
**Address:** 1800 East Golf Road, Schaumburg, IL 60173  
**Phone:** 847-517-6982  
**Fax:** 847-517-6946

**Apply Online:** http://www.besthotelcareers.com

---

**Job ID:** 3802077  
**Job Title:** Line Cooks  
**Company:** Hyatt Regency Schaumburg, Chicago  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Culinary Arts  
**Job Target:** Any Job Target  
**Location:** Schaumburg, IL 60173  
**Salary:**

**Job Description:** Responsible for maintaining, setting up, food production and quality control of all meat, fish, fowl, sauces, stocks seasonings and other food items prepared in the broiler and saute stations, as well as the grill and other stations as needed. Prepares all hot food items according to standard recipes and/or as specified on guest check to ensure consistency of product to the guest.

**Job Requirements:** 2-3 years line cook experience in a restaurant a plus. Knowledge of the fundamentals of saute baked and broiled cooking methods. Good working knowledge of accepted standards of sanitation. Knowledge of operating all kitchen equipment. Previous banquet and/or restaurant kitchen experience a plus.
Application Instructions: Please apply online - looking for Schaumburg, IL (Hyatt Regency Woodfield Schaumburg) - posting will be Cook position. We offer competitive pay, medical, Dental, Vision benefits as well as 401K and tuition reimbursement EOE/AA

Contact: Camille Atkus
Address: 1800 East Golf Road, Schaumburg, IL 60173
Phone: 847-517-6982
Fax: 847-517-6946
Email: camille.atkus@hyatt.com
Apply Online: http://www.besthotelcareers.com

Job ID: 3802079
Job Title: Front Office Agent
Company: Hyatt Regency Schaumburg, Chicago
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary:
**Job Description:** Greets and registers guests, provides prompt and courteous service, and closes out guest accounts upon completion of stay to meet Pyramid Hotel Groups' high standards of quality. The Front Desk Agent will: * Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions. * Complete the registration process by inputting and retrieving information with routine difficulty from a computer system, confirming pertinent information including number of guests and room rate. Promote Hotel's marketing programs. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate. Requires continual standing and movement throughout front office area. * Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank. Accept and record vouchers, travellers checks, and other forms of payment. Convert foreign currency at current posted rates. Perform accurate, moderately complex arithmetic functions using a calculator. Post charges to guest rooms and house accounts using the computer. * Promptly answer the telephone using positive and clear English communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested. * Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances. * Remain calm and alert, especially during emergency and/or heavy hotel activity, and resolve complications such as location changes or credit issues. * Field guest complaints, conducting through research to develop the most effective solutions and negotiate results. Listen and extend assistance in order to resolve problems such as price conflicts, insufficient heating or air conditioning, etc. Take ownership of guests challenges and follow through to ensure guest satisfaction. Remain calm and alert especially during emergency situations and heavy hotel activity. Plan and implement detailed steps by using experienced judgement and discretion. Other: Regular attendance in conformance with the standards, which may be established by Pyramid Hotel Groups from time to time, is essential to the successful performance of this position. Employees with irregular attendance will be subject to disciplinary action, up to and including termination of employment. Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the hotel. Upon employment, all employees are required to fully comply with Pyramid Hotel Groups rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment. SUPPORTIVE FUNCTIONS: In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the supervisor based upon the particular requirements of the hotel. * Summon bell-staff assistance to escort guests to their rooms as appropriate. * Provide safety deposit boxes for guest by pulling the box from the vault and carrying it to the customer. File access slips in room order. * Operate facsimile machine to send, receive, and log incoming transmissions. Notify guests of incoming faxes using the message function of the computer. * Use the photocopier to make copies of items as required. * File registration cards in room number order. * Retrieve registration cards from the files for each check out. * Other duties as assigned by the supervisor such as assisting PBX operators or reservations agents.
Job Requirements: SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. * Basic mathematical skills and considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error. * Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger, collect accurate information and resolve conflicts. * Ability to stand and move throughout front office and continuously perform essential job functions. * Ability to read, listen and communicate effectively in English, both verbally and in writing. * Ability to access and accurately input information using a moderately complex computer system. * Hearing and visual ability to observe and detect signs of emergency situations. * Education: * High school diploma preferred. * Experience: * No prior experience required. Prior hospitality experience preferred. * Licenses or certificates: * No special licenses required. Individuals are required to meet the minimum bonding standards. * Grooming: * All employees must maintain a neat, clean and well groomed appearance (specific standards available). * Other: * Applicants with additional language skills preferred. * We are a drug-free work place; pre-employment drug screen required. Benefits are available after 90-day introductory period. Free Lunch, free parking!
EOE/AA

Application Instructions: please apply online at our website www.besthotelcareers.com We offer competitive pay, medical, Dental, Vision benefits as well as 401K and tuition reimbursement EOE/AA

Contact: Camille Atkus
Address: 1800 East Golf Road, Schaumburg, IL 60173
Phone: 847-517-6982
Fax: 847-517-6946
Email: camille.atkus@hyatt.com
Apply Online: http://www.besthotelcareers.com

Job ID: 3802112
Job Title: Night Auditor
Company: Hyatt Regency Schaumburg, Chicago
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary:
Job Description: We're looking for a detail-oriented Night Audit Clerk. The Night Audit Clerk will: * Assist and oversee all Front Desk/audit functions. a) Balance Food & Beverage outlets. b) Balance and post the front office accounts. c) Distribute daily report and others as requested. Follow all checklists to ensure all duties are performed. All checklists are to be signed and dated each night. * Work with staff to resolve guest request. * Handle the guest check-in/check-out needs, inquiries and reported problems. * Communicate with bellperson/drivers/housekeeping. * Be responsible for house/cash bank and deposit keys. Obtain and verify essential guest information; ensure accuracy and completeness of all records. Assign guest rooms on the basis of reservation requirements. Read, maintain and make entries in the Front Desk log book. Check for any guest mail or messages. Inquire as to the guest enjoying their stay. Listen attentively to all guest comments. Thank the guest for staying with us and offer to make any future reservations. Overseer the issue of other department keys and maintain a log showing the time and to whom issued. Ensure the timely delivery of wake-up calls and express checkout bills to the guest. Responsible for knowing hotel emergency procedures. Adhere to all hotel policies and procedures and all changes that may occur. Carry out a reasonable request by management that I am capable of performing. Maintenance of computerized hotel systems. Handling of major guest complaints and disturbances. Training/guidance and advising of night employees. Covering the post of sick and off employees. Responsible for requesting and inventory of supplies for audit staff. Reporting physical, financial and personal miscellaneous discrepancies to management. Other: Regular attendance in conformance with the standards, which may be established by Pyramid Hotel Group, from time to time, is essential to the successful performance of this position. Employee with irregular attendance will be subject to disciplinary action, up to and including termination of employment. Due to the cyclical nature of the hospitality industry and report deadlines, employee may be required to work varying schedules to meet the business needs of the hotel and report deadlines. Upon employment, all employees are required to fully comply with Pyramid Hotel Group rules and regulations for the safe and efficient operation of hotel facilities. Employees who violate Hotel rules and regulations will be subject to disciplinary action, up to and including termination of employment. SUPPORTIVE FUNCTIONS: In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to vary depending upon the particular requirements of the hotel. * Handle special project assignments as requested by the Controller.

Job Requirements: SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using another combination of skills and abilities. * Good working knowledge of Hospitality accounting systems. * Ability to read, write and speak the English language to communicate effectively. * Ability to exercise judgement in evaluating situations and in making sound decisions. QUALIFICATION STANDARDS Education: High School diploma and/or any other combination of education and experience that provides the required knowledge, skills and abilities. Experience: Licenses or certificates: None. Grooming: All employees must maintain a neat, clean and well-groomed appearance (specific standards available). Other: Additional language ability preferred. Note: The hotel functions seven (7) days a week and twenty-four (24) hours per day. All employees, both management and hourly, must realize this fact and be aware that at times it may be necessary to move an employee from their accustomed shift as business demands.
Application Instructions: This is a 3rd shift position All applications are done online at www.besthotelcareers.com
Contact: Camille Atkus
Address: 1800 East Golf Road, Schaumburg, IL 60173
Phone: 847-517-6982
Fax: 847-517-6946
Apply Online: http://www.besthotelcareers.com

Job ID: 3757220
Job Title: Customer Services
Company: Richard M. Feeney Insurance Agency Inc.
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Franklin Park, IL 60131
Salary: negotiable
Job Description: Customer services answering the phones and offer whatever service rendered. Handle premium and receipts. Assist in making routine change on auto and tire policies.

Application Instructions: To apply please come in person. 9565 W. Grand Ave Franklin Park, IL 60131
Contact: Richard Feeney
Address: 9568 W Grand Ave, Franklin Park, IL 60131
Phone: (847) 455-0079

Job ID: 3770951
Job Title: Data Analyst (Intern)
Company: Glazer-Kennedy Insider's Circle, LLC
Job Type: Internship, Part Time
Degrees Wanted: None Required
Majors Wanted: Accounting, Accounting & Business Administration, Computer Science
Job Target: Any Job Target
Location: Chicago, IL 60631
Salary:
**Job Description:** Summary The Data Analyst (Intern) will work under the direction of the VP Finance to develop membership metrics. Key Responsibilities - Review membership data to develop membership metrics - Download membership data from the Infusionsoft CRM application - Consolidate Infusionsoft data to analyze membership trends such as: o Average tenure (months) of membership o Historic conversion rate from trial membership to full membership o Value of a typical member (i.e. average annual/lifetime purchases) o Typical membership purchases - i.e. products, seminars, coaching, mentoring, etc. - Offer analysis of membership trends to assist management in focusing membership efforts 

Requirements: 
Knowledge/Skills - Ability to manage large volumes of data - Intermediate Excel skills: including Basic calculations, Pivot tables, V-lookups - Good written and verbal communication skills - Knowledge of Infusionsoft a plus - Ability to follow directions and report project status - Good time management skills - Ability to communicate with different groups within a company

Qualifications - Enrolled in an Undergraduate or Graduate program in the disciplines of accounting, finance, or computer science - Experience working with large volumes of data (preferred) Etc. - Located near O'Hare Airport, steps from the Blue Line - Resumes and cover letters should be sent to: HR12@gkic.com

**Application Instructions:** Please visit our website at www.gkic.com

**Contact:** Patricia Du Charme  
**Address:** 8430 W Bryn Mawr Avenue, Ste 500, Chicago, IL 60631  
**Phone:** 773-632-4668  
**Email:** HR12@gkic.com

---

**Job ID:** 3803192  
**Job Title:** Assistant  
**Company:** Keep Hope Alive  
**Job Type:** Part Time  
**Location:** Maywood, IL 60153  
**Salary:** $9.00 hr

**Job Description:** We need someone to work alongside an independent producer that will help you develop your phone skills and help you cultivate the confidence to call on businesses and successfully build interest in a product to ultimately set appointments for the producer.

**Application Instructions:** To apply please e-mail your resume to Hugo Sanchez to h7.hugo@gmail.com

**Contact:** Hugo Sanchez  
**Address:** 149 S. 14th Ave, Maywood, IL 60153  
**Phone:** (773) 597-7285

---

**Job ID:** 3808495  
**Job Title:** Manual Lathe Operator/ Machinist  
**Company:** Master Hydraulics & Machining Co., Inc.  
**Job Type:** Full Time
Degrees Wanted: Certificate, Diploma
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Schaumburg, IL 60193
Salary: $12 - $17 based on Experience
Job Description: Measure and turn individual parts on a manual Lathe as needed for the repair of Hydraulic Cylinders, (Rods, Heads, Tubes, etc...). Single point threading, milling and turning. Ability to use a micrometer effectively. Basic math skills and ability to read and comprehend drawings.
Job Requirements: Hard working, dependable, safe, and efficient. Monday - Friday 7 am - 4:30 pm. 45 hours a week. Major medical and other benefits.
Application Instructions: Please email cover letter and resume.
Contact: Master Hydraulics & Machining Co., Inc.
Address: 540 Morse Ave., Schaumburg, IL 60193
Phone: 8478955578
Fax: 8478955585
Email: mschaefer0701@gmail.com

Expires: 02/07/2015
Job ID: 3808555
Job Title: CNC Machinist
Company: Rexnord Industries
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Downers Grove, IL 60515
Salary:
Job Description: We are currently seeking CNC Machinists for 2nd and 3rd shift. Will perform duties to set up and operate a number of different computerized numerical controlled machine tools to perform a wide range of turning, drilling and tapping operations on various complex component parts of mechanical shaft seals in a workcell environment in a production mode.
**Job Requirements:** * Must be able to setup and operate CNC lathe or CNC mill machines. * Use mathematics together with the analytical use of process sheets, blueprints, setup sheets, setup cards, and machine status board. Use various types of precision measuring instruments, the ability to make minor modifications to NC/CNC equipment programs, and personal computer to input data. * Equivalent to 3 years of applied training in a particular or specialized occupation, requiring knowledge of machining principles and methods and programming methods for computer numerical controlled machine tools. * Must be able to work from process sheets, blueprints, set up sheets, set up cards, machine status boards, and verbal as well as written instructions.

**Application Instructions:** Apply on line at www.rexnord.com

**Contact:** Silvija Lackajs
**Address:** 2400 Curtis Street, Downers Grove, IL 60515
**Phone:** 630-719-2368
**Apply Online:** http://www.rexnord.com/Careers/Pages/default.aspx

---

**Expires:** 02/07/2015
**Job ID:** 3808613
**Job Title:** Technical Assistant
**Company:** Interlake Mecalux, Inc.
**Job Type:** Full Time
**Degrees Wanted:** Associates
**Job Target:** Any Job Target
**Location:** Melrose Park, IL 60160
**Salary:**

**Job Description:** PRINCIPAL RESPONSIBILITES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned

Requirements: * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred

**Application Instructions:** Please email your resume to hr@interlakemecalux.com

**Contact:** Robin Yoder
**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160
**Phone:** 708-344-9999
Email: hr@interlakemecalux.com

Expires: 02/07/2015
Job ID: 3808619
Job Title: Customer Service Rep
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:

Job Description: PRINCIPAL RESPONSIBILITES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

Application Instructions: To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 02/07/2015
Job ID: 3808624
Job Title: Customer Service Rep
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:

Job Description: PRINCIPAL RESPONSIBILITIES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

Application Instructions: To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 02/07/2015
Job ID: 3808628
Job Title: Customer Service Rep
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITIES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

Application Instructions: To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 02/07/2015
Job ID: 3808635
Job Title: Customer Service Rep
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
**Job Description:** PRINCIPAL RESPONSIBILITIES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

**Application Instructions:** To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

**Contact:** Robin Yoder

**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160

**Phone:** 708-344-9999

**Email:** hr@interlakemecalux.com

---

**Expires:** 02/07/2015

**Job ID:** 3808640

**Job Title:** Customer Service Rep

**Company:** Interlake Mecalux, Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Melrose Park, IL 60160

**Salary:**
**Job Description:** PRINCIPAL RESPONSIBILITIES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

**Application Instructions:** To apply please e-mail your resume and cover letter to Robin Yoder at hr@interlakemecalux.com

**Contact:** Robin Yoder  
**Address:** 1600 North 25th Avenue, Melrose Park, IL 60160  
**Phone:** 708-344-9999  
**Email:** hr@interlakemecalux.com
Expires: 02/11/2015  
Job ID: 3814014  
Job Title: Caregiver  
Company: Cantata Adult Life Services  
Job Type: Part Time  
Degrees Wanted: None Required  
Majors Wanted: Any Major  
Job Target: Any Job Target  
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: 02/20/2015  
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 a 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  
Phone: 630-953-7370  
Fax: 630-953-7380  
Email: admin.assistant@thehiresolution.net

Expires: 02/26/2015  
Job ID: 3837668  
Job Title: Machine Operator.  
Company: Crown Services, Inc  
Job Type: Part Time, Seasonal  
Location: Burbank, IL 60459  
Salary: $12/hr  
Job Description: A packaging company in the Burbank area is looking for college students who want to work 20-30 hours a week. The position involves machine operation making merchandising displays, cardboard boxes, and other packaging solutions. Hours are flexible, will work around class schedules.  
Application Instructions: must submit resumes. applications by appointment only. please email resumes to chicago-burbank@crownservices.com or fax 708.229.1199.  
Contact: Jim Poling  
Address: 5417 W. 79th Street, Burbank, IL 60459  
Phone: 708-229-1188  
Fax: 708-229-1199  
Email: chicago-burbank@crownservices.com

Expires: 03/11/2015  
Job ID: 3784154  
Job Title: Certified Nurse Aide  
Company: HCR ManorCare  
Job Type: Full Time, Part Time  
Degrees Wanted: Certificate  
Majors Wanted: Nurse Assistant  
Job Target: Any Job Target  
Location: Hinsdale, IL 60521  
Salary: Starting at 11.30/hr
Job Description: ManorCare of Hinsdale is currently seeking Certified Nurse Aides. About the Organization: EEO/Drug-Free Employer. Description: HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. Our candidate is a state-licensed nursing professional and will be accountable for providing care in order to maintain the patients' physical and emotional well being. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Educational Requirements: Successful completion of State Approved Nursing Assistant Training and Competency Evaluation Program. Good standing in the state registry is required. Position Requirements: Our candidate will possess the ability to communicate with patients and nursing staff. Prior experience as nursing assistant preferred but not required. Please apply online at: http://jobs.hcr-manorcare.com/search/?search=Search Jobs&startrow=1&utm_source=Careersite&utm_campaign=HCRSearchWidget&q=hinsdale
You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521 (630)325-9630

Application Instructions: http://jobs.hcr-manorcare.com/search/?search=Search Jobs&startrow=1&utm_source=Careersite&utm_campaign=HCRSearchWidget&q=hinsdale

Contact: Lisa O'Gorman
Address: 600 W. Ogden, Hinsdale, IL 60521
Phone: 630-325-9630
Email: 468hr@hcr-manorcare.com

Expires: 03/11/2015
Job ID: 3784155
Job Title: Nurse Supervisor - RN
Company: HCR ManorCare
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Hinsdale, IL 60521
Salary:
**Job Description:** ManorCare of Hinsdale is currently seeking Nurse Supervisors -RN

**About the Organization:** EEO/Drug-Free Employer

**Description:** We are currently seeking nurses to join our team! HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Nurse Supervisor supervises nursing personnel to deliver nursing care and within the scope of practice, coordinates care delivery which will ensure that residents' needs are met in accordance with professional standards of practice through physician orders, center policies and procedures, and federal, state and local guidelines. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare!

**Position Requirements:**
- Our candidate will possess the ability to communicate with patients and nursing staff.
- Currently holds a RN license in Illinois.

Please apply online at: http://jobs.hcr-manorcare.com/search/?search=Search

You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521 (630)325-9630

**Application Instructions:** Please apply online at: http://jobs.hcr-manorcare.com/search/?search=Search

You can also fill out an application by coming to the facility: 600 W. Ogden Hinsdale, IL 60521 (630)325-9630

**Contact:** Lisa O'Gorman

**Address:** 600 W. Ogden, Hinsdale, IL 60521

**Phone:** 630-325-9630

**Email:** 468hr@hcr-manorcare.com

**Apply Online:** http://http://jobs.hcr-manorcare.com/job/Hinsdale-RN-Nurse-Supervisor-Job-IL-60521/214544800/

---

**Expires:** 03/14/2015

**Job ID:** 3820876

**Job Title:** Accounting Administrative Assistant

**Company:** York Solutions

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Associates

**Majors Wanted:** Accounting, Accounting & Business Administration, Business Management, Office Assistant

**Job Target:** Any Job Target

**Location:** Westchester, IL 60154

**Salary:**
Job Description: Currently, our team is in need of a part-time or full-time Accounting Administrative Assistant. We are looking for candidates who are motivated and enthusiastic self-starters with strong communication and critical thinking skills. POSITION RESPONSIBILITIES
The Accounting Administrative Assistant will support the Accounting Department in its day-to-day operations. This includes but is not limited to assisting the department in the following areas:
* Cash receipts
* Processing timesheets
* Accounts payable
* Accounts receivable
* Various administrative duties
* Assist the Controller with special projects as needed

REQUIREMENTS
* Strong Microsoft Office skills (Word, Outlook, and Excel)
* Strong organizational and analytical skills
* Attention to detail and accuracy
* Strong interpersonal and teamwork capabilities
* Ability to prioritize

EXPERIENCE AND EDUCATION
Pursuing or completed an associate's degree (or higher) in Accounting or related field.

Application Instructions: Please e-mail your resume to Kelcie Dryer at kdryer@yorksolutions.net

Contact: Kelcie Dryer
Address: 1 Westbrook Corporate Center Suite 910, Westchester, IL 60154
Phone: 708-531-8362
Email: kdryer@yorksolutions.net

Expires: 12/31/2015
Job ID: 3806790
Job Title: Food Service Delivery Driver
Company: Jimmy Johns
Job Type: Part Time
Location: Rosemont, IL 60018
Salary:
Job Description: Jimmy Johns in Rosemont is looking to add multiple drivers to our team. We have a wide range of hours to fill, that can fit a students schedule very well. We are looking for motivated people who are eager to make money. Average driver is making $15-$20/hr

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

Expires: 12/31/2015
Job ID: 3822118
Job Title: Certified Nurse Aide
Company: MANORCARE HEALTH SERVICES OF ELK GROVE VILLAGE
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target  
Location: Elk Grove Village, IL  
Salary: Range based on EXP  

Job Description: Assist patients in daily living activities while providing excellent customer service.  

Job Requirements: Please apply to www.hcr-manorcare.com Ask about our student shifts and schedules!  

Application Instructions: Say you saw us on this website  

Contact: PATRICIA SULLIVAN  
Address: 1920 NERGE ROAD, ELK GROVE VILLAGE, IL 60007  
Phone: 847-301-0550  
Fax: 847-301-0013  
Email: patricia.sullivan@hcr-manorcare.com  
Apply Online: http://www.hcr-manorcare.com  

Expires: 12/31/2015  
Job ID: 3822124  
Job Title: Diet Aide  
Company: Manorcare Health Services  
Job Type: Full Time, Part Time  
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