Job ID: 3845968
Job Title: General Warehouse Order Picker - PT Afternoon / Evening
Company: Champro Sports
Job Type: Part Time
Location: Wheeling, IL 60090
Salary: $11

Job Description: Location: 1175 Wheeling Road, Wheeling, IL 60090 Days: Monday thru Friday Hours: 2:00pm - 8:00pm Rate: $11 per hour

Champro® Sports, teamwork in action! What do we do? Champro® is a privately owned sporting goods and apparel manufacturer. To satisfy customer needs, we are seeking additional assistance in our Wheeling, IL warehouse. What would you do? * Ensure that all orders are completed prior to end of shift. * Ensure that all orders are packed neatly in each carton. * Assist in the un-loading of in-bound containers. * Always maintain a teamwork approach with your supervisor and co-workers. * Ensure that current productivity standards are met on a daily basis. * Maintain an acceptable error rate. * Perform other duties as assigned. What can we provide? A fast-paced work environment where you will not be bored! To eligible employees, Champro® is proud to offer medical, dental and vision insurance, company-paid life insurance, 401k, Profit Sharing and paid time off. We also provide access to AFLAC policies including Short Term Disability, Accident and Critical Illness.

Job Requirements: What do you need? * Basic math skills are a must * Capacity to lift up to 45 lbs * Experience working in a warehouse and RF scanner experience a plus * Ability to stand or be on the move for your entire shift * Willingness to adjust schedule during peak business periods * Consistent, reliable attendance * Pass a background check and drug screen upon request * Ability to read and speak English is required

Application Instructions: Apply online, or apply in person at 1175 Wheeling Road, Wheeling, IL Monday through Friday between 9:00am and 4:00pm.

Contact: Kathy Muzik
Address: 1175 Wheeling Road, Wheeling, IL 60090
Phone: 847-229-4067
Apply Online: http://jobsco.re/1zNcXC5

Expires: 03/04/2015
Job ID: 3846216
Job Title: Infant Teacher
Company: Bright Horizons Family Solutions
Job Type: Full Time
Location: Elgin, IL 60123
Salary: $10-$11.50
Job Description: Bright Horizons Family Solutions is looking for an expert in Infant care for our center located at Randall Road and I-90. As an infant teacher you will accompany parents and children through the many developmental milestones and moments of discovery that occur in the first year of life. From rolling over and sitting up, to first steps and first friendships, children develop confidence from your patient, loving, and enthusiastic nature. At Bright Horizons, we support our employees in their lives both at home and at work. We ensure a work environment in which each employee's chosen path is respected, rewarded, and celebrated. Teaching infants at Bright Horizons, you will:* Create warm and stimulating environments filled with different sights, sounds, textures, and sensations * Comfort and support infants through one-on-one moments of basic care needs, play, and communication * Enjoy collaborating with a talented team of early childhood professionals like yourself * Partner with parents to support, guide and share in their child's growth and development * Nurture your career aspirations and personal growth through unlimited opportunities * Impact the lives of children and families each and every day *Job Requirements * High school diploma/GED required * 60 semester hours of college-level course work with 6 credits in early childhood education or closely related course work or CDA required * CDA or working towards an Associate's or Bachelor's degree preferred * 12 Months of professional teaching experience preferred * Must meet state requirements for education and additional center/school requirements may apply *Company Information Bright Horizons is the world's leading provider of high quality child care, early education and work/life balance solutions. Consistently recognized by FORTUNE as one of the "100 Best Companies to Work For," our innovative centers and schools offer a respectful, rewarding and supportive environment within a fun, friendly and fast-paced workplace. At Bright Horizons, you'll discover an extraordinary opportunity to have the best of both worlds: the extensive training, resources, technologies, benefits and growth opportunities of an established world-class organization, as well as the caring spirit, tremendous creativity and passionate commitment of a mission driven program. When you join the Bright Horizons family, you'll become part of a culture that values unique differences and celebrates the diversity of our children, families, and employees while encouraging our team members reach their full potential. *Benefits Bright Horizons offers an excellent benefits package including a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at Bright Horizons Employee Benefits

Contact: Karen Whitman
Address: 200 Talcott Avenue, Watertown, MA 02472
Phone: 224-268-5819
Apply Online: http://www.brighthorizons.com/careers

Expires: 03/04/2015
Job ID: 3846456
School Job ID: ivcc
Job Title: Sales Representatives
Company: Silverleaf Resorts, Inc.
Job Type: Full Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Business Management, Entrepreneurship, Marketing Management, Marketing/Sales, Real Estate  
**Job Target:** Any Job Target  
**Location:** Lombard, IL 60148  
**Salary:** 30,000 - 60,000+  

**Job Description:** At Silverleaf Resorts, we are always looking for results-oriented people with enthusiasm and integrity to join our team. We approach our work with energy and reward our successes. We practice a promote-from-within philosophy and develop future leaders. We’re looking for people who thrive on meeting goals, being successful and doing their best every day. For those that do, the opportunities to make great money and move into management are absolutely there. Silverleaf Sales Representatives are responsible for leading tours of the resort facility, giving presentations of the Silverleaf Vacation Ownership Program to guests, as well as explaining and selling program benefits. We provide exceptional customer service to our guests while confidently and accurately presenting our product to drive sales of vacation ownership packages. The ideal Sales Representative is an excellent communicator with a hospitality and customer service mindset. You must be self-motivated, confident, and results-oriented to boost the performance of our sales team. Sales Representatives receive: * Competitive draw vs. commission * Monthly bonus potential * Energetic, fun work environment * PAID Training and rapid growth opportunities * Medical, Dental, Vision and Life Insurance, 401k  

**Job Requirements:** The ideal Sales Representative will also have: * Previous experience in sales, marketing, customer service or communications (preferred) * Previous experience in hospitality or similar industry (preferred) * Confidence in giving presentations * Outgoing and approachable personality * Professional demeanor and image * Possession of a four door vehicle (preferred) * Valid State Driver's License with proof of insurance (required) * Ability to work Wednesday through Sunday  

**Application Instructions:** [www.silverleafresorts.com/careers](http://www.silverleafresorts.com/careers)  

**Contact:** Kristine Rogers  
**Address:** 2558 N. 3653 Rd, Sheridan, IL 60551  
**Phone:** 815-570-1321  
**Fax:** 815-496-2636  
**Email:** rogerskr@silverleafresorts.com  
**Apply Online:** [http://www.silverleafresorts.com/careers](http://www.silverleafresorts.com/careers)

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**Expires:** 03/04/2015  
**Job ID:** 3846920  
**Job Title:** Clinical Assistant- Chiropractic Office  
**Company:** Chicago Institute for Health and Wellness  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Medical Administrative Assistant, Medical Billing and Coding
**Job Target:** Any Job Target  
**Location:** Elgin, IL 60123  
**Salary:** $10+  

**Job Description:** This position would be great for any of those seeking a CNA, Medical Assisting, or Exercise science certificate! We are in search of a new team member to assist us in providing exceptional service and quality care for our patients. The position coming available will primarily consist of patient interaction. This will include: demonstrating stretches, and exercises, medical charting, assisting doctor with patients, answering the phone, scheduling appointments, collecting money, explaining benefits, filing, e-mail correspondence, and entering charges. This person will also become trained with physical therapies that our clinic offers to include E-Stim, Ultrasound, Cold Laser, and Mechanical Traction.

**Application Instructions:** Please send your resume to trickelman@chicagohealthandwellness.com

**Contact:** Tiffany Rickelman  
**Address:** 1750 N. Randall Rd. Suite 250, Elgin, IL 60123  
**Phone:** 2245358707  
**Fax:** 2245358743  
**Email:** trickelman@chicagohealthandwellness.com

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**Expires:** 03/05/2015  
**Job ID:** 3847646  
**Job Title:** Housekeeper  
**Company:** Residence Inn Chicago Lombard  
**Job Type:** Full Time, Part Time  
**Location:** Lombard, IL 60148  
**Salary:**  

**Job Description:** Housekeeper in responsible for the general cleaning and upkeep of guestrooms and other assigned areas. Requirements include: the ability to lift, bend, move heavy equipment; remain on one's feet for extended periods of time; and an individual who is team oriented and dedicated to providing excellent service and ensuring that IHR’s highest cleanliness standards are met.

**Application Instructions:** Apply on line at www.ihrco.com  
**Contact:** Residence Inn Chicago  
**Address:** 2001 S Highland Ave, Lombard, IL 60148  
**Phone:** (630) 629-7800

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**Expires:** 03/05/2015  
**Job ID:** 3849187  
**Job Title:** Laborer/Serviceman  
**Company:** Leyden LawnSprinklers
Job Type: Full Time
Location: Franklin Park, IL 60131
Salary: $15.00 HR
Job Description: To preform services work on underground lawn sprinklers, would start off as laborer, goal is to work into own service truck. Knowledge of sprinklers a plus, but would train. You would be expected to work on install crew as needed. valid Drivers license and social security card required.
Application Instructions: Please call William Lind for an appointment (630) 918-5683
Contact: William Lind
Address: 9251 Park Lane Ave, Franklin Park, IL 60131
Phone: (630) 918-5683

Expires: 03/05/2015
Job ID: 3849370
Job Title: COLLECTION SPECIALIST
Company: ENTERPRISE RECOVERY SYSTEMS, INC.
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Oak Brook, IL 60523
Salary: Competitive Salary
Job Description: CONTACT CONSUMERS BY TELEPHONE TO RESOLVE DELINQUENT STUDENT LOANS. DESCRIBE RESOLUTION OPTIONS AND BENEFITS TO CONSUMERS, NEGOTIATING BEST POSSIBLE ARRANGEMENT. RECEIVE AND RESPOND TO COLLECTION RELATED INQUIRIES IN A PROMPT AND PROFESSIONAL MANNER.
Application Instructions: Please apply online at www.ERSINC.COM
Contact: Evette M. Walls
Address: 2000 York Road, Suite 114, Oak Brook, IL 60523
Apply Online: https://www.ERSINC.COM

Expires: 03/05/2015
Job ID: 3849380
Job Title: HUMAN RESOURCES GENERALIST
Company: ENTERPRISE RECOVERY SYSTEMS, INC.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Oak Brook, IL
Salary: COMPETITIVE SALARY
Job Description: THE HUMAN RESOURCE GENERALIST IS RESPONSIBLE FOR PERFORMING HR-RELATED DUTIES ON A PROFESSIONAL LEVEL AND WORKS CLOSELY WITH THE HR DIRECTOR IN SUPPORTING DESIGNATED GEOGRAPHIC REGIONS. THIS POSITION CARRIES OUT RESPONSIBILITIES IN THE FOLLOWING FUNCTIONAL AREAS: BENEFITS ADMINISTRATION SUPPORT, EMPLOYEE RELATIONS, PERFORMANCE MANAGEMENT, ONBOARDING, POLICY IMPLEMENTATION, RECRUITMENT SUPPORT, AFFIRMATIVE ACTION AND EMPLOYMENT LAW COMPLIANCE. *LOCATION OF JOB: CITY OAK BROOK (MOVING TO WOODRIDGE AT QUARTERS END)
Application Instructions: www.ERSINC.COM
Contact: Evette M. Walls
Address: 2000 York Road, Suite 114, Oak Brook, IL 60523
Apply Online: https://www.ERSINC.COM

Expires: 03/06/2015
Job ID: 3851557
Job Title: Design Assistant
Company: Denise Hauser Design
Job Type: Part Time
Degrees Wanted: Associates
Majors Wanted: Interior Design
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: $12-15 per hr
Job Description: Part-time work assistant assisting with kitchen and bath designs MUST know how to use -CAD ( Auto Cad LT) -Project work, -Product research, -Administrative duties - Client follow ups - With some experience up to a year -Job site measuring -Field Management
Application Instructions: To apply please Fax your resume to Denise Hauser (708) 234-7008. On the subject line please indicate that you are applying for the Design Assistant position.
Contact: Denise Hauser
Address: 218 S. Elmwood Ave, Oak Park, IL 60302
Phone: (708) 774-2995
Fax: (708) 234-7008

Expires: 03/06/2015
Job ID: 3851569
Job Title: Cooking Class & Retail Associate
Company: Flavour Cooking School
Job Type: Part Time
**Location:** Forest Park, IL 60130  
**Salary:** TBA  
**Job Description:** Flavour associate job responsibilities: Set up for cooking classes; attend to students: greet, serve food & drinks; fully clean kitchen with chef after class; product sales; ring out customer purchases & register students for classes; retail store stocking and maintenance & cleaning with some experience.  
**Application Instructions:** Please e-mail your resume to Hansi Kess at info@flavourcookingschool.com indicate the title of the position you are applying for.  
**Contact:** Hansi Kess  
**Address:** 7401 Madison Street, Forest Park, IL 60130  

**Expires:** 03/06/2015  
**Job ID:** 3851581  
**Job Title:** AP/ AR Clerk  
**Company:** Mini Moves Inc,  
**Job Type:** Part Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Hillside, IL 60162  
**Salary:** $12 + base on experience  
**Job Description:** Enter invoices into Quickbooks, assist with payments to agents. Input data into excel spreadsheets, we will train to use our database program. With experience.  
**Application Instructions:** Please e-mail your resume to Kristen Rodriguez at krodriguez@minimoves.com On the subject line please indicate which position you are applying for.  
**Contact:** Kristen Rodriguez  
**Address:** 4413 W. Roosevelt Rd. Suite 103, Hillside, IL 60162  
**Email:** krodriguez@minimoves.com  

**Expires:** 03/07/2015  
**Job ID:** 3852523  
**Job Title:** Assistant Manager  
**Company:** Double P Corporation-Auntie Anne Pretzels  
**Job Type:** Full Time  
**Location:** O'Hare, IL  
**Salary:** $13.00 an hr
Job Description: The Assistant Manager is responsible for meeting monthly, quarterly, or annual sales, labor, and food costs and drive their store to profitability goals. The Assistant Manager provides strong day-to-day leadership to staff to achieve sales initiatives, marketing initiatives, food costs, labor costs goals, expense control, overall financial and operational performance of the store. The Assistant Manager is required to regularly and customarily exercise discretion in managing the overall operation of the store. In particular, a majority of time is spent supervising and directing the workforce, making staffing decisions (i.e., hiring, training, evaluating, disciplining, staffing and scheduling), ensuring customer satisfaction and product quality, managing the store's financial performance and managing safety and security within the store. Food and Retail experience is a plus. Job Location O'Hare Airport 33 locations available.

Application Instructions: To apply please e-mail your resume to Lauren Maekowitz at lmarkowitz@doublepcorp.com on the subject line please indicate the position you are applying for.

Contact: Lauren Maekowitz
Address: 5724 N. Pulaski Road, Chicago, IL 60646
Phone: (773) 539-0500 Ext 476
Email: lmarkowitz@doublepcorp.com

Expires: 03/07/2015
Job ID: 3852781
Job Title: After School Nanny
Company: American Nanny & Home Care
Job Type: Part Time
Location: Oak Park, IL 60304
Salary: $15 - 18 hr

Job Description: Oak Park family seeks immediate nanny with prior babysitting references for school aged children and safe driving record. No vehicle needed as you will use family car to transport children to activities. 8 year old sports loving boy and 11 year old girl loves arts and crafts. light laundry chores,

Application Instructions: To apply please contact: Ellen Blackmon 312-375-3420 or send an email at ellenbstaff@yahoo.com

Contact: Ellen Blackman
Address: 42 Lawnton Rd., Riverside, IL 60546
Phone: (312) 375-3420
Email: ellenbstaff@yahoo.com

Expires: 03/07/2015
Job ID: 3852848
Job Title: Writer
Company: Northern Kane Educational Corp.
Job Type: Full Time, Part Time
Degrees Wanted: Bachelors
Location: Aurora, IL 60504
Salary:
Job Description: Position would require strong writing skills to write newsletters, news releases, and reports.
Application Instructions: Please submit cover letter, resume and writing sample by email at jobs@lincolned.net.
Contact: Reta Heintz
Address: 3831 McCoy Drive, Aurora, IL 60504
Phone: 630-922-5280
Email: jobs@lincolned.net

Expires: 03/07/2015
Job ID: 3852865
Job Title: Writer Intern
Company: Northern Kane Educational Corp.
Job Type: Full Time, Part Time
Location: Aurora, IL 60504
Salary:
Job Description: Position would require strong writing skills to write newsletters, news releases, and reports.
Application Instructions: Please submit cover letter, resume and writing sample by email to jobs@lincolned.net.
Contact: Reta Heintz
Address: 3831 McCoy Drive Suite 109, Aurora, IL 60504
Phone: 630-922-5088
Email: jobs@lincolned.net

Expires: 03/07/2015
Job ID: 3853383
Job Title: Operator - Manufacturing
Company: Tampico Beverages, Inc.
Job Type: Full Time
Location: Chicago, IL 60618
Salary:
Job Description: POSITION SUMMARY: Perform product batching, packaging, shipping and receiving activities in a food manufacturing environment, ensuring quality and safety standards are adhered to and all Standard Operation Procedures are followed. This position reports to the Production Manager. RESPONSIBILITIES: * Operation of equipment in the manufacturing, packaging, shipping and receiving of flavors and other production materials * Manually handle ingredients and packaging material to make and package flavors and other materials * Maintain cleanliness and organization in the work areas * Perform housekeeping/sanitation tasks as assigned * Perform required preventive maintenance and minor repairs * Wear necessary personal protective equipment and sanitation clothing including, but not limited to: hairnet, dust mask, safety glasses and uniform * Perform all required quality checks and inventory transactions for quality assurance, material usage tracking and process tracking; record results or usage on paper and electronically * Report all issues (safety, quality, technical, logistic, etc.) to supervisors * Follow good manufacturing practices (GMPs), quality policy, standard operation procedures (SOPs) and safety policies * Participate in the development and improvement of SOP * Participate in multi-disciplinary team and/or task force as needed * Operation of a forklift * Other duties as assigned QUALIFICATIONS * High School Diploma or equivalent * Experience working in a food manufacturing environment preferred * Ability to work day shift, Monday through Friday with mandatory overtime required in a physically demanding environment * Must be able to stand for prolonged periods and lift 50 lbs. repeatedly throughout the day * Ability to tolerate noisy, hot, humid and dusty environment * Punctuality and good attendance required * Skill or mechanical inclination as it relates to equipment maintenance is a plus * Elementary math skills and familiarity with the use of a calculator needed. Must be able to accurately perform addition, subtraction, multiplication, and division as well as convert quantities from one unit of measure to another. * Ability to read and write English at an elementary level * Ideal candidate must be able to both work independently and follow instruction precisely NOTE: Relocation is not provided for this position. No phone calls please.

Contact: Erika Espana
Address: 3106 N. Campbell Ave, Chicago, IL 60163
Phone: 773-296-0190

Expires: 03/07/2015
Job ID: 3853578
Job Title: Sales Executive- Sports Hospitality
Company: Princeton Group, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Oak Park, IL 60301
Salary: $24,000 + commissions

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Triton College Career Services Center Room A-204 (708) 456-0300 Ext. 3619 www.collegecentral.com/triton
**Job Description:** Sales Executive - Sports Hospitality Princeton Group, Inc - Oak Park, IL Top
Sports Hospitality Company Hiring Sales Executives Looking to Make Great Money! Join our
Exciting Team and Sell the Top Sporting Events in the World. We generally look for recent
college graduates or candidates with 1-2 years of work experience (sales experience not
required). Princeton Group is looking for a select group of high energy, creative, talented and
hard-working Sales Executives to join our energetic sales team. We currently have openings for
entry-level Sales Executives in our Oak Park, IL office. This is a high growth opportunity where
our employees can have a direct impact on the money they make through hard work, creativity,
and great salesmanship. Princeton Group sells tickets, accommodations, and corporate
hospitality to some of the world's biggest events such as the Masters, US Open, Super Bowl,
Final Four, Kentucky Derby, and Ryder Cup. In addition, we sell tickets for any regular season
sporting event or concerts through our wholly-owned subsidiary ticket brokerage ICON Tickets
(www.myicontickets.com) which provides another opportunity for making commissions and
additional money. This position offers you the chance to sell unique and exciting packages with
rapid opportunity for growth and leadership roles. Our ideal candidate will be evaluated and
hired based on the following characteristics: * Strong Work Ethic * Desire to Succeed * Quick
Learner * Competitive * Trainable * Good listener * Self Starter Qualifications include: * Recent
College Grads Strongly Encouraged to Apply * Entry Level Position * 1-2+ years experience *
Bachelor's Degree Preferred Compensation We offer a base of $24,000 per year + commission
with an opportunity for a 10-25% raise within the first 6-12 months if you are successful.
Successful employees can make $30K-$45K+ first year. We offer high quality medical, dental
benefits in which we pay 1/2 of the premiums. Holiday and personal time is offered as well as
401K plans. Hard working and successful employees may be given an opportunity to work at
some of the larger events when required. Web Links http://www.princetongroupsports.com
http://www.youtube.com/watch?v=yaFRLlr7y30 Please forward all resumes to Marcus Davis at
mdavis@princetongroupsports.com or he can be reached at 708-445-7100 x400. Thank you for
your interest.

**Application Instructions:** Please call or email your resume and cover letter for consideration.

**Contact:** Marcus Davis

**Address:** 1144 Lake Street, Suite, Oak Park, IL 60301

**Phone:** (708) 445-7100 Ext. 400

**Email:** mdavis@princetongroupsports.com

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**Expires:** 03/07/2015

**Job ID:** 3853627

**Job Title:** Warehouse Assistant - Schaumburg

**Company:** Feed My Starving Children

**Job Type:** Part Time

**Location:** Schaumburg, IL 60173

**Salary:**
**Job Description:** Function: Responsible for performing general warehouse work, including operating forklift/pallet jack, maintaining the warehouse and inventory, and upholding safety procedures. Primary Duties & Responsibilities: * Maintain a safe, organized, and clean warehouse area. * Operate powered industrial forklift and pallet jack to organize inventory and load/unload shipments. * Track inventory and complete materials usage and inventory reporting in database. * Follow standard operating procedures. * Uphold workplace safety policies and procedures. * Uphold food safety and quality policies and procedures. * Produce and maintain Bills of Lading as necessary for the legal transport of goods. * Provide leadership, work direction, accountability, and operational decision-making in absence of Site Supervisor when assigned as Person In Charge (PIC). * Perform other duties as assigned. Schedule & Details: * Part-time, non-exempt (hourly) position. Work location is in Schaumburg, IL. * Regularly scheduled for 16-24 hours per week, subject to site staffing needs. * Initially scheduled for shifts on Wednesdays 12-4pm, Thursdays 7:30am-3pm, and Fridays 7:30am-3pm. Saturday, Sunday and holiday shifts are occasionally required. * Expected to attend trainings and meetings. * Reports to Site Supervisor. * Will have consistent exposure to soy, a known allergen.

**Job Requirements:** Required Experience & Qualifications: * Must be 18 years of age and have a minimum of a high school diploma. * Commitment to support and promote FMSC's Christian mission and goals. * Able to stand for up to 8 hours, push, pull, repeatedly lift 30-50 lbs., bend, twist, use fine manual dexterity, etc. * Able to operate a forklift and pallet jack. * Proficient with Microsoft Office. * Excellent organizational skills with a high degree of attention to detail, accuracy, and follow-up. Able to prioritize, manage multiple tasks, and meet deadlines. * Able to actively identify, analyze, and solve problems. * Able to be a self-starter, work independently, perform responsibly, follow processes, procedures, and directions, and use good judgment and discretion. * Able to respectfully communicate with diverse people varying in age, religious beliefs, ethnicity, ability level, etc. * Able to be flexible and adjust work hours or schedule to shipping needs preferred.

**Application Instructions:** To Apply: Download the application at www.fmsc.org/employmentapplication. Send the completed application to hr@fmsc.org. Type "Warehouse Assistant - SC" and your name into the email subject line. You may also include a resume (not required). Position is open until filled.

**Contact:** Laura Kern  
**Address:** 742 E Park Avenue, Libertyville, IL 60048  
**Phone:** 763-504-2919 (headquarters)  
**Email:** hr@fmsc.org
**Job Description:** Top Sports Hospitality Company Hiring Sales Executives Looking to Make Great Money! Join our Exciting Team and Sell the Top Sporting Events in the World. We generally look for recent college graduates or candidates with 1-2 years of work experience (sales experience not required). Princeton Group is looking for a select group of high energy, creative, talented and hard-working Sales Executives to join our energetic sales team. We currently have openings for entry-level Sales Executives in our Oak Park, IL office. This is a high growth opportunity where our employees can have a direct impact on the money they make through hard work, creativity, and great salesmanship. Princeton Group sells tickets, accommodations, and corporate hospitality to some of the world's biggest events such as the Masters, US Open, Super Bowl, Final Four, Kentucky Derby, and Ryder Cup. In addition, we sell tickets for any regular season sporting event or concerts through our wholly-owned subsidiary ticket brokerage ICON Tickets (www.myicontickets.com) which provides another opportunity for making commissions and additional money. This position offers you the chance to sell unique and exciting packages with rapid opportunity for growth and leadership roles. Our ideal candidate will be evaluated and hired based on the following characteristics: * Strong Work Ethic * Desire to Succeed * Quick Learner * Competitive * Trainable * Good listener * Self Starter

**Job Requirements:** Qualifications include: * Recent College Grads Strongly Encouraged to Apply * Entry Level Position * 1-2+ years experience * Bachelor's Degree Preferred Compensation We offer a base of $24,000 per year + commission with an opportunity for a 10-25% raise within the first 6-12 months if you are successful. Successful employees can make $30K-$45K+ first year. We offer high quality medical, dental benefits in which we pay 1/2 of the premiums. Holiday and personal time is offered as well as 401K plans. Hard working and successful employees may be given an opportunity to work at some of the larger events when required.

**Application Instructions:** Please forward all resumes to Marcus Davis at mdavis@princetongroupsports.com or he can be reached at 708-445-7100 x400. Thank you for your interest

**Contact:** Marcus Davis  
**Address:** 1144 Lake Street, Suite, Oak Park, IL 60301  
**Phone:** (708) 445-7100 Ext. 400  
**Email:** mdavis@princetongroupsports.com

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**Expires:** 03/08/2015  
**Job ID:** 3849286  
**Job Title:** Autism Behavior Support / Behavior Therapist - Career Fair  
**Company:** Autism Home Support Services  
**Job Type:** Part Time  
**Degrees Wanted:** Associates, Bachelors  
**Majors Wanted:** Early Childhood Education  
**Job Target:** Any Job Target  
**Location:** Northbrook, IL 60062
Salary:

**Job Description:** What we offer: * Career Development in the field of Applied Behavior Analysis * A part-time schedule * Opportunity to grow with the company and build a career * A rewarding experience in helping children reach their full potential * Comprehensive training program (online and onsite) before joining a client What you will get to do at Autism Home Support Services: * 8-10 hours a week of structured one-on-one interaction/instruction with children with autism spectrum & related disorders in their home, school and/or a community setting. This may include maintaining and furthering skills from the child's IEP (Individual Education Plan) and executing an AHSS Care Plan via Applied Behavior Analysis techniques, as well as, attending to physical needs of the child * Care Team Members provide observational data based reports on the learning progress of their clients using best in class technology * Competitive compensation package based on experience and education * Work alongside a Board Certified Behavior Analyst and a professional care team, in a collaborative environment

**Job Requirements:** Required Skills: * Experience with children with special needs, preferably autism * Applicants must possess excellent interpersonal and communication skills, be self-motivated, creative, organized, and reliable * Applicants must possess our Core Values: Getting Stuff Done, Empathy, Integrity, Teamwork and Positivity/Energy * Technology proficient, must be proficient in Google and Microsoft tools * Applied Behavior Analysis experience preferred * Some college experience preferred * First Aid/CPR/Crisis Management Training preferred

**Application Instructions:** To register for the career fair, please visit www.tinyurl.com/AHSSCareerFairNorthwestern If you are seeking to learn more about AHSS, and apply for our jobs but not register for the career fair, please visit www.autismhomesupport.com

**Contact:** Emily Lyons

**Address:** 85 Revere Ct, St AA Suite AA, Northbrook, IL 60062

**Phone:** 847-564-0822

**Email:** elyons@autismhomesupport.com

**Apply Online:** http://www.tinyurl.com/AHSSCareerFairNorthwestern

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**Expires:** 03/08/2015

**Job ID:** 3854093

**Job Title:** Digital Brand Strategy Assistant

**Company:** Hubbard Radio

**Job Type:** Full Time

**Location:** Chicago, IL 60601

**Salary:**
**Job Description:** Monday to Friday 8:30am to 5:30pm QUALIFICATIONS: * High School diploma or equivalent required. * One (1) to two (2) years of relevant work experience preferred. * Proficient in MS Office products. * Ability to handle stress effectively. * Excellent data entry skills; with special attention to detail. * Knowledge of company's vendors, assets, and pricing. * Project an appropriate professional appearance and demeanor. * Ability to work in compliance with company policies and procedures. * Ability to function in a team environment. * Ability to work established schedule and other hours as needed. DUTIES: Provide administrative support to Digital Brand Strategy Specialist in all areas of selling, including preparing presentations, maintaining spreadsheets, and assisting with the sales order process. Support the Digital Brand Strategy Specialist efforts by creating proposals for sales presentations, communicating with clients and staff, maintaining files, records and account management systems, and providing general office and clerical support. Assist with marketing, advertising, public relations, events, and branding of 2060 Digital. Create and update excel spreadsheets for sales and management Research and analyze potential customers, current customers, competition, and vendors. Update and manage sales client database and corresponding reports Prepare conference rooms for sales meetings Scanning, emailing, faxing, copying, laminating, filing and/or delivering miscellaneous items Other duties as assigned.

**Application Instructions:** APPLY TO: http://www.wdrv.com/jobops.php Job# 5-15 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:** 03/08/2015
**Job ID:** 3855174
**Job Title:** Promotion Assistant / WDRV-FM
**Company:** Hubbard Radio
**Job Type:** Part Time
**Location:** Chicago, IL 60601
**Salary:**
**Job Description:** 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 work up 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. 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.

**Application Instructions:** APPLY TO: http://www.wdrv.com/jobops.php Job# 6-15 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

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**Expires:** 03/08/2015

**Job ID:** 3855595

**Job Title:** Certified Nursing Assistant 2nd shift 3p - 11p

**Company:** Oak Brook Care

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

**Degrees Wanted:** Certificate

**Majors Wanted:** Nurse Assistant

**Job Target:** Any Job Target

**Location:** Oak Brook, IL 60523

**Salary:** TBA

**Job Description:** Assists professional nursing staff by performing routine duties for residents/patients. Works under supervision of professional staff.

**Job Requirements:** Have patience, tact, and courtesy in dealing with others. Ability to observe changes in residents' condition. Emotional stable to deal with death and dying. Knowledge of the aging process and the desire to work with the elderly. Display flexibility with job responsibilities.

**Application Instructions:** Applicant must come in and fill out application on site. Resumes can be submitted Oak Brook Health Care Centre 2013 Midwest Road Oak Brook, Illinois 60523 630-495-0220 Between 22nd and Butterfield.
Contact: Lynnea Franson  
Address: 2013 Midwest Road, Oak Brook, IL 60523  
Phone: (630) 495-0220  
Fax: (630) 495-8796  
Email: lfranson@oakbrookcare.com  

Expires: 03/08/2015  
Job ID: 3855600  
Job Title: Dietary Aide  
Company: Oak Brook Care  
Job Type: Part Time  
Location: Oak Brook, IL 60523  
Salary:  
Job Description: Provides assistance to the cook in preparation and service of meals. Meets scheduled meal and snack times. Assist in food preparation and service of meals. Makes nourishments such as milk shakes, eggnogs, etc. Delivers food carts to the dining room and to the rooms. Serve on the buffet line. Assist in arranging tray carts according to cardex, serving meals and loading food carts. Obtains food and supplies as instructed. Bag bread and wrap silverware.  
Application Instructions: Ideally candidates should fill out an application on site.  
Contact: Lynnea Franson  
Address: 2013 Midwest Road, Oak Brook, IL 60523  
Phone: (630) 495-0220  
Fax: (630) 495-8796  
Email: lfranson@oakbrookcare.com  

Expires: 03/08/2015  
Job ID: 3855603  
Job Title: Certified Nursing Assistant 3rd Shift  
Company: Oak Brook Care  
Job Type: Full Time  
Degrees Wanted: Certificate  
Majors Wanted: Nursing  
Job Target: Any Job Target  
Location: Oak Brook, IL 60523  
Salary: TBA  
Job Description: Assists professional nursing staff by performing routine duties for (residents),(patients) works under the supervision of professional staff.  
Job Requirements: MUST BE CERTIFIED
Application Instructions: For immediate consideration please come in person to fill out an application.

**Contact:** Lynnea Franson  
**Address:** 2013 Midwest Road, Oak Brook, IL 60523  
**Phone:** (630) 495-0220  
**Fax:** (630) 495-8796  
**Email:** lfranson@oakbrookcare.com

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**Expires:** 03/10/2015  
**Job ID:** 3855978  
**Job Title:** SALES REPRESENTATIVE  
**Company:** UNI-CARRIER, INC.  
**Job Type:** Full Time, Part Time  
**Location:** Darien, IL 60561  
**Salary:**  

**Job Description:** We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL> driver li., over 23 years of age, well groomed, write, read & speak english as primary language. We offer good benefits, and salary commensurate with experience, will train right candidate. Please apply to; unicarrier@aol.com  
**Contact:** Paul Schoenbeck  
**Address:** P.O. BOX 794, Westmont, IL 60559  
**Phone:** (630)434-7000

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**Expires:** 03/10/2015  
**Job ID:** 3855979  
**Job Title:** Driver Courier  
**Company:** UNI-CARRIER, INC.  
**Job Type:** Full Time, Internship, Part Time  
**Location:** DARIEN, IL 60561  
**Salary:** $11.50/hour
Job Description: Ideal for full & part-time students !!!! Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY..... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)

Job Requirements: PASS D.O.T. physical Valid ILL. D. L.


Contact:
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000

Expires: 03/11/2015
Job ID: 3856277
Job Title: Plastic-Injection Moldmaker/Toolmaker
Company: Foremost Plastic Products
Job Type: Full Time, Part Time
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

Expires: 03/11/2015
Job ID: 3856445
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

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**Expires:** 03/11/2015  
**Job ID:** 3856448  
**Job Title:** Room Attendant  
**Company:** Hyatt Regency Schaumburg, Chicago  
**Job Type:** Full Time  
**Location:** Schaumburg, IL 60173  
**Salary:**

**Job Description:** We're looking for capable Room Attendants who can be flexible enough to work weekends. The Room Attendant cleans and vacuums guests' rooms; collects soiled linens for laundering, make beds, replenishes room supplies, empties trash and responds to guests' needs, maintaining a clean environment for hotel guests in accordance with the high quality standards of Pyramid Hotel Group.

**Job Requirements:** Previous hotel experience preferred. We are looking for AM as well as PM shift 1:30pm - 10:00pm We offer competitive pay, medical, Dental, Vision benefits as well as 401K and tuition reimbursement EOE/AA

**Application Instructions:** 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

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**Expires:** 03/11/2015  
**Job ID:** 3856451  
**Job Title:** Room Service Server

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Company: Hyatt Regency Schaumburg, Chicago
Job Type: Full Time
Location: Schaumburg, IL 60173
Salary:
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. Stock 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

Expires: 03/11/2015
Job ID: 3856452
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 sauté 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

Expires: 03/11/2015
Job ID: 3856455
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

Expires: 03/11/2015
Job ID: 3856457
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. 
Oversee 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

Expires: 03/11/2015
Job ID: 3856732
Job Title: Restaurant Managers and Team Members
Company: D.I.Y. Restaurant Group
Job Type: Full Time, Part Time
Location: Oak Brook Terrace, IL
Salary: $8.25 - $15.00 HR to start

Job Description: We are looking for the following job titles: Restaurant Managers, Assistant Managers, Shift Leaders, and Team Members at our new location in Oak Brook Terrace. Our company is growing, and we are opening new locations soon. Plenty of opportunities to start and grow your career with us.

Application Instructions: To apply, please e-mail your resume to Israel Bisoni at bisoni@diyrestaurantgroup.com. On the subject line, please indicate the job title you are applying for.

Contact: Israel Bisoni
Address: 40 S. La Grange Rd. Suite 2, La Grange, IL 60525

Expires: 03/11/2015
Job ID: 3856879
Job Title: Part-Time Sample Maker
Company: Transparent Container Company
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)
Job Target: Any Job Target
Location: Addison, IL 60101
Salary:
Job Description: Take machined prototype mold from CNC, layout Mold with proper Venting locations, spot drill, back drill, and vent Mold. Setup Sample Press and form parts to specifications. Setup Trim Press using prefabricated Trim Die and cut parts to finished size. Will work with Design Engineers to achieve acceptable packaging samples.
**Job Requirements:** Good communication skills, dependable, basic math skills, basic computer skills.

**Contact:** Dora Marquez  
**Address:** 625 Thomas Drive, Bensenville, IL 60106  
**Phone:** 708-236-1472  
**Fax:** 708-236-1412  
**Email:** dmarquez@transparentcontainer.com

**Expires:** 03/11/2015  
**Job ID:** 3856932  
**Job Title:** LandScape Specialist - Part Time  
**Company:** Park District of Oak Park  
**Job Type:** Part Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Landscape Design & Maintenance  
**Job Target:** Any Job Target  
**Location:** Oak Park, IL 60302  
**Salary:** 12.00 per hour  
**Job Description:** Serves as a primary resource for the planting and maintenance of displays in the Conservatory showrooms and landscapes in all parks and/or facilities and reports to the Horticulture Supervisor. This work includes: planting and maintenance of annual and perennial beds, shrubs and tree, and seasonal cleanup operations.

**Application Instructions:** To view full job description and to apply, visit www.pdop.org

**Contact:**

**Apply Online:** http://pdop.org

**Expires:** 03/11/2015  
**Job ID:** 3856977  
**Job Title:** Entry-Level Packaging Designer  
**Company:** Transparent Container Company  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Majors Wanted:** Engineering Technology/Computer-Aided Design (CAD)  
**Job Target:** Any Job Target  
**Location:** Addison, IL 60101  
**Salary:**
**Job Description:** Working out of our Addison, IL location, this Entry Level Packaging Designer will be responsible for developing intuitive, creative, and cost effective packaging solutions for the industrial and retail environment. This position collaborates closely with customers on both a local and regional level. You will also interact with sales people and project managers to clarify the customer's needs and design appropriate packaging solutions. Responsibilities * Work within a team of designers to help develop and create new innovative packaging solutions from concept to production. * Develop packaging that contains multiple components that must assemble and work together. * Design thermoform packaging for the industrial and retail environment. * Create CAD models of thermoform molds for prototyping and sampling. * Program thermoform prototype molds using CAM software. * Meet with customers and sales people to collect and document project information. * Communicate with internal personnel regarding requirement for new and existing projects. * Manage multiple projects at one time and maintain aggressive project time lines.

**Job Requirements:** * 3 - 5 years of experience specific to packaging is a plus. * Proficient in Pro Engineer - Wildfire and/or SolidWorks software. * Proficient in Microsoft Office. * Excellent communication skills. * Excellent math skills. * Ability to manage multiple projects in a fast paced environment. * High energy level and positive approach to job and group responsibilities. * Must be detail oriented, have an eye for quality, able to prioritize tasks, and work under pressure with multiple deadlines.

**Application Instructions:** Please go to transparentcontainer.com, career page to apply. Thank you!

**Contact:** Dora Marquez
**Address:** 625 Thomas Drive, Bensenville, IL 60106
**Phone:** 708-236-1472
**Fax:** 708-236-1412

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**Expires:** 03/11/2015
**Job ID:** 3856997
**Job Title:** AVID Tutor
**Company:** Wheeling High School
**Job Type:** Part Time
**Location:** Wheeling, IL 60090
**Salary:** $18/hr.

**Job Description:** To tutor high school students in the AVID program. Must be willing to work with a variety of high school subjects. Not required to be an expert in any subject. Days and hours are Tuesdays, Thursdays, and Fridays from 8:00-3:00. Must be available all 3 of those days and times. To learn more about AVID, visit www.avid.org

**Job Requirements:** Tutoring, as well as helping out students of all ranges of ability from special ed. students to AP students. Grading student binders as well.

**Application Instructions:** Contact Bruce Varela for application at bruce.varela@d214.org. Application can be picked up or sent via U.S. mail or e-mail.

**Contact:** Bruce Varela
COLLEGE CENTRAL JOB BOARD

Address: 900 S. Elmhurst Rd., Wheeling, IL 60090
Phone: 847-718-7124
Fax: 847-718-7032
Email: bruce.varela@d214.org

Expires: 03/11/2015
Job ID: 3857069
Job Title: Part-time Receptionist
Company: Lewis Floor & Home
Job Type: Part Time
Location: Northbrook, IL 60062
Salary: 10.50 per hour

Job Description: We are looking for a Part-Time Showroom Receptionist to join our Northbrook, IL location. Responsibilities will include: * Answering phones for the sales floor and helping customers/vendors to connect to the appropriate person * Helping to monitor the sales rotation system * Maintaining all store logs * Checking and processing measure sheets * Checking in and out samples as needed and printing overdue sample reports * Special projects as needed Position will work approximately 15-20 hours per week during weekday afternoons and weekend days.

Job Requirements: Reception and/or general office experience preferred Ability to multitask in a fast paced retail sales environment Proficient in Microsoft Office This position acts as a liaison between our customers, sales managers, and sales consultants and is a key person in our showroom operations.

Application Instructions: Please email or call me if you are interested in applying for this position
Contact: Judy Plonsker
Address: 1840 Skokie Boulevard, Northbrook, IL 60062
Phone: 847-835-8770

Expires: 03/11/2015
Job ID: 3857330
Job Title: Baristas
Company: Mojo Express, Inc
Job Type: Full Time, Part Time
Location: Maywood, IL
Salary: $8.25
Job Description: Mojo Express, a well established mobile/organic coffee vehicle is now opening a coffee shop and is looking for employees. We are looking for happy, cheerful and joyful people to work for a one of a kind gourmet/organic mobile coffee vehicle and shop. This will be a full and/or part-time employment. Must truly be a people person and like to have fun. Bilingual a plus. Also a confident and responsible person with a valid Drivers License also a plus. Non-Smoker preferred.

Application Instructions: To apply please either e-mail your resume to Renee M. Estese at mjexpress2009@gmail.com or (708) 628-4565

Contact: Renee M. Estese
Address: 309 W. Lake St., Maywood, IL 60153
Phone: (708) 574-8619
Fax: (708) 628-4565

Expires: 03/11/2015
Job ID: 3857357
Job Title: Service Technician
Company: Mold-A-Rama Inc.
Job Type: Full Time, Part Time
Location: Brookfield, IL 60513
Salary: $10 - $15 an hour

Job Description: Service Technician is responsible for daily checks, routine maintenance, on call repairs, and upkeep of the general appearance of the Mold-A-Rama machines owned by Mold-A-Rama Inc, mostly in the Chicago area. Filling machines on a routine basis, as well as collection of cash receipts from machines at some locations. Rebuilding of retired Mold-A-Rama machines, at our facility, when not working in the field.

Job Requirements: This job requires mechanical ability, a working knowledge of electrical circuits and motors, a basic understanding of hydraulic systems, and a basic understanding of refrigeration. Experience in any mechanical field a plus. Must be able to lift 60 lbs, must have valid driver's license with clean driver's history and must be bondable.

Application Instructions: Please submit resumes to Mold-A-Rama Inc. at moldman@mold-a-rama.com

Contact: Paul Jones
Address: 9106 31st St., Brookfield, IL 60513
Phone: 708-373-7038
Email: moldman@mold-a-rama.com

Expires: 03/15/2015
Job ID: 3857244
Job Title: Technical Trainer / Instructor for Water Systems
Company: Xylem Inc.
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Air Conditioning & Refrigeration, Stationary Engineering  
**Job Target:** Any Job Target  
**Location:** Morton Grove, IL 60053  
**Salary:**

**Job Description:** This is an exciting opportunity to join Xylem's organization and its effort to provide products and solutions to meet the water needs by offering the best water solutions to our customers. Xylem seeks employees with the ingenuity, skill and passion to help solve the world's water challenges. Specifically, we are seeking an Instructor at our Morton Grove, IL facility. This position is accountable to conduct instruction in the design of hydronic and steam systems; the recommended applications for AWS products; and product service and system troubleshooting techniques. Additional responsibilities include the development of training manuals, PowerPoint presentations, and demonstration units utilized in the training.

1. Instructs in the design of residential (basic) and commercial (complex) hydronic systems.
2. Instructs in the design and operation of steam heating systems.
3. Instructs in the service & maintenance of hydronic products and systems analysis.
4. Prepares technical training manuals for distribution and use in learning events.
5. Prepares PowerPoint presentations and other visual aids for use in the learning events.
6. Prepares demonstration units and other training aids.
7. Lectures and conducts field meetings and seminars as required - some international travel.
8. Participates on trade organization committees (e.g. ASHRAE TC6.1).
9. Assist Marketing and Reps in responding to customer inquiries about system design & troubleshooting.
10. Performs other miscellaneous duties related to training and education as required.

**Job Requirements:** Required:  
- Bachelor's Degree in Engineering or related Science  
- 3-5 years design experience in hydronic or water based pumping products and applications  
- Must be able to speak English clearly and concisely.

Preferred:  
- Bachelor's Degree in Mechanical Engineering or Industrial Engineering and 5-10 years design experience in hydronic or water based pumping products and applications.

- Prior experience in teaching/training and education highly preferred.

The instructor needs to have excellent communication skills, which requires good vocal and hearing capabilities. They need to possess the ability to speak loud and clear for extended time frames (7 hours/day) and be able to operate all the equipment utilized in the learning event.

**Application Instructions:** You can also apply online: https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eCVyMKiYVLOCJWHYDikHskCy9MW7cSSMOi6jHC_slp_rhc_niuTY4dzaVfYiDxKTH_slp_rhc_aPvMhw1&jobId=1107157&type=search&JobReqLang=1&recordstart=1&JobSiteId=5487&JobSiteInfo=1107157_5487&GQId=605

**Contact:** Stan Telford  
**Address:** 8200 N. Austin Avenue, Morton Grove, IL 60053  
**Email:** Stan.Telford@xyleminc.com

Expires: 04/01/2015  
**Job ID:** 3850443  
**Job Title:** Optician  
**Company:** Spex  
**Job Type:** Full Time  
**Location:** Hinsdale, IL 60521  
**Salary:**
Job Description: Looking for a fulfilling career? Search no further than Spex! Your spirited style and passion for customer care is desired in helping us spread Spex appeal. Our private boutiques centered around customer satisfaction are waiting for you! Openings * Hinsdale: Full-time Floating Optician position Saturday hours required Optical Experience preferred but not required. Spex provides comprehensive training to qualified individuals. If you are detail oriented, thrive in an organized environment and are rewarded by making people smile you should consider becoming an Optician with Spex. We are seeking dynamic career-minded individuals with a strong desire to utilize their technical, organization, and multi-tasking skills to ensure our clients have an exceptional experience. Perfect candidates have two years of customer service experience in a field requiring one-on-one client development, are team spirited and enjoy working in a fast paced environment. Apply to join Chicagoland's premier optical team today! We offer a compelling compensation package including: health benefits, paid vacation, 401(k), as well as opportunities for advancement. If you are looking for a fulfilling career and the opportunity to grow send your cover letter and resume today! Offers contingent upon satisfactory results from a verification and background check, references and drug screen. "BEST EYEWEAR - 2014" * Chicago READER 'Best of Chicago' annual poll Check us out at www.spexoptical.com and on Facebook at www.facebook.com/spexoptical

Application Instructions: If you are looking for a fulfilling career and the opportunity to grow send your cover letter and resume today! Offers contingent upon satisfactory results from a verification and background check, references and drug screen. "BEST EYEWEAR - 2014" * Chicago READER 'Best of Chicago' annual poll Check us out at www.spexoptical.com and on Facebook at www.facebook.com/spexoptical

Contact: Sylvia Vazquez
Address: 444 N. Wabash Ave Ste 320, Chicago, IL 60611
Phone: 312-945-7205
Email: careers@spexoptical.com

Expires: 04/01/2015
Job ID: 3851362
Job Title: Part-Time Customer Service
Company: StateFarm
Job Type: Part Time
Location: Chicago, IL 60634
Salary: TBD
Job Description: Position Details: * Flexible hours * Not a seasonal position * Will need to be IL licensed in auto and fire Desired Skills and Abilities: * Customer service experience * Experience with Microsoft Windows, Microsoft Word, Microsoft Excel, Outlook, Adobe Reader, Internet Explorer, etc. * Knowledge of personal lines insurance products desirable. * Ability to create and maintain business relationships with prospects and policyholders. * Ability to learn and apply product and customer knowledge to professionally service, and assist in the marketing of State Farm products. * Strong listening, oral and written communications skills. * Can work independently and in a team setting * Trustworthy, dependable, ethical behavior * Has organization skills and ability to multi-task * Problem solver, detail oriented and flexible Duties: * Greet persons entering the office, determine purpose of visit and direct them as appropriate * Screen, forward calls or take messages and answer routine customer inquiries * Take payments and provide receipts * Send documents and information to customers, operations center, underwriters, etc; using computer, mail or fax * Handle policy changes and update customer/household information * Imaging and scanning * Follow-up with customers regarding product billing, overdue premiums, cancellation, renewals, policy changes, etc. * Prepare forms, policies and endorsements when required. * Provide service to the public and policyholders in a pleasant and courteous manner. * Meet customer service goals and assist with marketing goals as directed by the agent. * Perform other related duties as assigned by the agent.

Application Instructions: Please go to the Monster.com ad and complete the application. Monster ad link:

Contact: Ellen Kolad
Address: 7428 W. Belmont, Chicago, IL 60634
Phone: (773) 889-3900
Fax: (773) 237-3296
Email: ellen@johnnuzzo.com

Apply Online:

Expires: 04/02/2015
Job ID: 3846495
Job Title: AT&T Premises Technicians
Company: AT&T
Job Type: Full Time
Location: IL
Salary:
**Job Description:** AT&T NOW HIRING! AT&T Premises Technicians - Illinois Apply Online Today! ? VARIOUS START DATES ? AT&T is in the midst of scheduling appointments now for consideration of the Premises Technician for various locations in the State of Illinois! Scheduling interviews now! Please share this opportunity with your friends, family and all who may benefit. Take advantage of our paid training and wide range of career possibilities. AT&T offers a competitive salary, company provided vehicles and tools and benefits that include medical, dental, paid vacation, and more! Our Premises Technicians work both inside and outside and are responsible for the installation and customer care of the new U-verse integrated digital TV, high speed Internet and voice services. What you'll do as an AT&T Premises Technician: * Educate customers on service features and functionality * Verify all services are working correctly * Install and rearrange inside wires * Possibly work in small confined spaces or aloft (up to 28ft) * Work with hand tools * Work outdoors in all kinds of weather Go to the following URL to learn more about this job from AT&T employees: http://www.maddash.net/videos/att/premtech In addition to STRONG communication skills, our Premises Technicians must have the following: * Valid state drivers license and non-negligent driving record * Meet 285lbs weight limit due to safety restrictions * Ability to lift and move up to 80lbs * Ability to work a flexible schedule including evenings and weekends * Satisfactory results from a background/employment history investigation and drug screening * Ability to perceive differences in wire and cable colors * Complete on-the-job and/or classroom training as required to remain on the job * Qualification on pre-employment screening: Technical/Mechanical Test - Field II (TMT-F II) Premises Technician Assessment (PTA) Physical Abilities Evaluation (PAE) Test study guides can be found at http://att.jobs/test-guides.aspx. Apply immediately if you are qualified / interested by visiting http://www.att.jobs/InstallIllinois Once you have applied, please check your e-mails more frequently for our response and respond promptly. We are scheduling interviews now! Diversity is the AT&T way of standing apart. AT&T is an equal opportunity employer.

**Application Instructions:** Apply immediately if you are qualified / interested by visiting http://www.att.jobs/InstallIllinois Once you have applied, please check your e-mails more frequently for our response and respond promptly. We are scheduling interviews now! Diversity is the AT&T way of standing apart. AT&T is an equal opportunity employer.

**Contact:** Michelle Woods  
**Address:** 1277 Lenox Park Blvd, Atlanta, GA 30319  
**Phone:** 404-986-0785  
**Apply Online:** http://www.att.jobs/InstallIllinois

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**Job ID:** 3855378  
**Job Title:** Instructional Teaching Assistant  
**Company:** Helping Hand Center  
**Job Type:** Full Time  
**Degrees Wanted:** Bachelors  
**Majors Wanted:** Early Childhood Education, Psychology  
**Location:** Countryside, IL 60525  
**Salary:**
**Job Description:** POSITION SUMMARY: The employee reports to the Teacher in accordance with stated policies and procedures. The Teacher's Aide is a member of the School for Children with Autism. Classroom Responsibilities * Work with the children in the classroom both 1:1 or in groups as assigned by the teacher. * Implement teaching strategies as outlined in the student's IEP and objectives book as assigned by the teacher. * Assist the student in daily living and educational tasks, including structured teaching strategies, assistance with toileting and feeding if needed, promote communication skills * and social skills as indicated by the student's IEP and objectives and as assigned by the * teacher. * Assist the teacher in preparing the classroom for the next days' activities by preparing materials, cleaning materials, organizing the room, completing data, writing objectives or other tasks as assigned by the teacher. * Actively participate in team meetings, sharing ideas and discussing strategies for providing the services needed by the individual student. * Clock in and out in accordance with agency policies. * Interact with all of the students in a therapeutic and positive manner. * Assist Teachers in all of the classrooms in preparing training materials and student activities. * Assists with the supervision of students during free-time, including lunch, playground activities, bus duty, etc.; * Assists students individually or in groups, with lesson assignments to present or enforce learning concepts. * Presents subject matter to students, utilizing variety of methods and techniques, such as, lecture, discussion, role playing, etc.. * Assist in mentoring new Teacher Aides in the classrooms. * Other duties as assigned by supervisor. Clerical Responsibilities * Assist the teacher in monitoring and assuring that the student files are kept current and complete. * Maintains accurate records and logs. * Complete data collection as instructed by the teacher. * Write objectives as requested by the teacher. Communication Responsibilities * Notifies the teacher of any concerns regarding the student, or information reported to the Aide by others (bus driver, parent, etc.). * Assists in maintaining open communication with family members. * Maintains the confidentiality of the records and information regarding the students in the School for Children with Autism. * Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Human Relations: * Communicate regularly with students and teachers; * Establish positive rapport with students; * Counsel students as needed regarding their progress. * Guides students in developing positive relationships with peers and adults;

**Job Requirements:** KEY COMPETENCIES: 1. Regular, predictable attendance is required. 2. Vision within functional limits in order to see and respond to emergency situations and respond to written correspondence. 3. Hearing within functional limits, in order to respond to auditory requests for assistance. 4. Verbal Communication Skills (English). 5. Able to read printed materials (English). 6. Basic computer skills. 7. Knowledge of learning methods, instructional methods and techniques; 8. Ability to evaluate information against a set of standards; 9. Ability to arrange, coordinate or schedule time and details; 10. Must be a self-initiator; 12. Ambulatory and able to bend; stoop; walk; run; reach; go up/down stairs easily; sit and play on floor; move, react, and stand quickly; and able to lift 50 lbs. 13. Occasional movement of students by wheelchair or other mechanical devices; 14. Ability to self-transport to work. 15. Good interpersonal skills. 16. Fulfill necessary training requirements of the agency.

**Application Instructions:** Fill out an application on our website: www.hhcenter.org

**Contact:** Maddy Stramaglia  
**Address:** 9649 W. 55th St., Countryside, IL 60525  
**Phone:** 708-352-3580
COLLEGE CENTRAL JOB BOARD

Apply Online: http://www.hhcenter.org

Expires: 04/11/2015
Job ID: 3856407
Job Title: Culinary Arts Teacher - Hillside, IL
Company: The Menta Group - Illinois & Arizona
Job Type: Full Time
Location: IL
Salary: Comparable for area and position

Job Description: Organization Overview The Menta Group has a reputation for giving professionals the tools to be successful in any educational environment. Staff will receive the highest degree of training and ongoing support based upon over 40 years of experience. Our programming focuses on collaboration between all members of the team in order to meet the needs of our students. At The Menta Group, we are constantly looking to build upon the strengths of our staff and provide opportunities for growth and development within the organization. Through the fostering of a collaborative environment and innovative ideas for meeting student needs, all staff will play a critical role in the proven success rate of our students. The Menta Group is committed to providing you with ongoing training and support as well as in opportunities to invest in furthering your education.

Job Description
We are currently seeking individuals for our High School Culinary Arts Teaching position for Hillside Academy (Hillside, IL). We are seeking a culinary arts teacher with the ability to provide direct instructional support to students in a responsive and engaging learning environment in order to help students improve on their overall vocational and behavioral achievement. The teaching candidate will be expected to instruct students with varied ability levels in subjects that will prepare students for postsecondary success based on their individual needs within the classroom. The selected candidate would be able to collaborate with the clinical staff and other members of the academic team in creating and implementing classroom interventions in order to meet the individual academic and social/emotional needs of the students. We are a fast pace environment that values collaboration, innovation, and teamwork where the best interest of our students always comes first.

Requirements
Knowledge of Common Core Standards (preferred) Provide positive behavioral support to students in group and individual setting Implement and maintain consistent and clear classroom expectations for students to follow Utilize a variety of instructional strategies to meet individual needs of all students Provide students with superior instruction in areas of academic curriculum and socially acceptable behaviors Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively Ability to learn quickly and to be effective in a fast-paced, dynamic, and team focused environment. This position offers access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is competitive and depends on certification and qualifications.
Job Requirements: Current State of Illinois Certificates that can be considered as possible to meet the requirements for this position: * A Standard State Teaching Certificate, Vocational Certificate, State Provisional Vocational, and Substitute Teaching Certificate; Food Handler and Sanitation Certification is preferable * Minimum of 2 years commercial food service and preparation experience * Knowledge of National School Lunch Program * Order and maintain inventory of culinary program supplies * Ability to work a regular school day and with special needs, at-risk and high-risk students

Application Instructions: www.thementagroup.org/careers/apply Send resume to: Teno.Geritano@menta.com or Nancy.Mutterer@menta.com Phone: (708) 449-1310 Fax: (708) 449-0474 www.thementagroup.org eoe

Contact: Charles F. Hejny

Address: 195 N. Poplar Road, North Aurora, IL 60542

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: http://www.thementagroup.org/careers/apply

Expires: 05/01/2015

Job ID: 3850749

Job Title: Seasonal/On Call Servers Wanted

Company: Riverside Golf Club

Job Type: Part Time, Seasonal

Location: North Riverside, IL 60546

Salary:

Job Description: Job Description The purpose of this position is to interact with our members and ensure they have a great experience when dining at the club. Restaurant Servers are responsible for positive guest interactions while serving members in a friendly and efficient manner. At all times, servers are expected to be attentive to our members needs and making them feel welcome, comfortable, important and relaxed. Servers are expected to have some basic cooking knowledge. General Responsibilities ? Prepares the tables, laying out napkins and utensils, making sure the condiments are refilled, performing all other preparation tasks. ? Staying updated on current menu choices, specialties and menu deviations, knowing if the kitchen staff is running out of any items...etc. ? Handle the table bookings, direct customers to their tables, presenting menus, suggesting dishes, assisting in drink selection, informing customers about food preparation details, communicating specific customer needs to the cooks. ? Maintaining proper dining experience, delivering items, fulfilling customer needs, offering desserts and drinks, removing courses, replenishing utensils, refilling glasses. ? Properly open and pour wine at the table-side. ? Performing basic cleaning tasks as needed or directed by supervisor. ? Filling in for absent staff as needed. ? Assisting with special events as needed. ? Greet all guests and owners warmly with an appropriate greeting. ? Adhere to grooming and appearance standards consistently. ? Understands and can communicate products and services available at the resort. ? Must have some familiarity with basic cooking skills
**Job Requirements:**
- Must be available to work Nights, Weekends, and Holidays
- Must be able to work on their feet for extended lengths of time
- Must be able to regularly lift 25lbs

**Application Instructions:**
Please apply in person Monday through Friday between the hours of 9 A.M. and 5 P.M.

**Contact:** kaitlyn powers

**Address:** 2520 Desplaines Ave, North Riverside, IL 60546

**Phone:** 708-906-5724

**Fax:** Riverside Golf Club

**Email:** Kaitlyn@rgc1893.org

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**Expires:** 05/30/2015

**Job ID:** 3852382

**Job Title:** Enrollment Advisor

**Company:** Pearson Online Learning Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors, Masters

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

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

**Salary:** DOE
**Job Description:** Summary Facilitate prospective student through application process for bachelors, masters, doctoral and certificate programs. The Enrollment Advisor will discover the needs and concerns of prospects, demonstrate how our programs can best meet those needs, and support the prospective students through the admissions process to include registration completion. Demonstrate the ability to work collaboratively in a team focused environment to meet the needs of the prospective students and the Academic Partner. Responsibilities Specific duties and responsibilities include, but are not limited to, the following. Other duties and responsibilities may be assigned. Communicate with prospective students via call campaigns, emails, and faxes regarding the Program. Advise prospective students using a consultative process. Utilize database tools to efficiently track each interaction and the progress of all assigned leads. Guide them through the admissions process with the goal of determining if the program is a fit for their educational needs. Effectively follow departmental lead management guidelines for all leads. Achieve daily efficiency metrics pertaining to Speed to Lead, Call Volume, Talk Time, 1stTime Contacts, and New Applications as established by the Director of Recruitment Services and/or the AD of Recruitment Services. Achieve lead volume managed around 225 leads per month, achieve targets of 3 starts per program, makes approximately 60 calls per day with 2 hours average daily talk time. Effectively communicate industry trends, quality of leads, and program updates for appropriate cross-functional and departmental team members. Actively participate in weekly meeting rhythms being prepared to discuss performance data, prospective applicant concerns, and creative solutions to enhance team performance. Conduct a self-audit to ensure efficiency and consistency of data base. Monitor application process to ensure effective communication in tandem with application deadlines. Implement an email cultivation strategy designed to re-engage leads that have fallen to inactive statuses. Maintain minimum standard data base audit scores. Review previous term's conversion metrics to forecast future enrollment metrics Update data base system to reflect current/upcoming term information (email templates, enrollment periods, filters, etc.) Requires the ability to work a flexible schedule, weekends, evenings to accommodate student, departmental and company's needs. This may include working more than 40 hours a week.

**Job Requirements:** Qualifications Bachelor's degree from an accredited institution is strongly preferred. One to 3 years sales experience (in an outbound calling environment preferred) General knowledge of higher education and/or college admissions and recruitment preferred Exemplary verbal and written communication skills Ability to work evenings until 9:00 PM Ability to work weekends as business needs dictate

**Application Instructions:** To apply for the Enrollment Advisor position please submit your resume through the following link: http://pearson.jobs/elk-grove-village-il/enrollment-advisor-elk-grove-village/7150ACEDD4844256B8D77DB78D5D740B/job/ To view and apply other positions within Pearson, please visit http://pearson.jobs/

**Contact:** Tanya Herrera

**Address:** 50 Northwest Point Blvd., 5th Fl., Elk Grove Village, IL 60007

**Phone:** 187736226384568

**Email:** tanya.herrera@pearson.com

**Apply Online:** http://http://pearson.jobs/elk-grove-village-il/enrollment-advisor-elk-grove-village/7150ACEDD4844256B8D77DB78D5D740B/job/
Expires: 12/06/2015
Job ID: 3850295
School Job ID: MVCC
Job Title: Now Hiring - Various Available Positions
Company: Cosmopolitan Marketplace
Job Type: Full Time, Part Time
Location: Aurora, IL 60506
Salary: $8.25 & Up
Job Description: Be a part of the team that will revolutionize the shopping experience in America! Opening SPRING 2015 Available Positions Service Worker / Dishwasher Food Prep Worker Line Cook Bartender Food Servers Meat Cutter Bakery Team Member Baking Equipment Operator Packing Machine Operator Cooling and Freezing Equipment Operator Display Merchandising Culinary Arts Customer Service Team Management We're looking for people with skills ranging from display merchandising to culinary arts, from customer service to team management. But this is the place for excellence and only those with drive and exceptional career minded focus need apply. If you're the type of person who doesn't believe in half-measures, shortcuts or grinding out a 9-5, then we welcome you to submit your resume or application for our review team. We're looking for extraordinary people, for an extraordinary place. Be a part of the team that will revolutionize the shopping experience in America! Opening SPRING 2015 Apply online: jobs-merletto@cosmopolitanmp.com
Application Instructions: jobs-merletto@cosmopolitanmp.com
Contact: Human Resources
Address: 2372 W. Indian Trail Road, Aurora, IL 60506
Phone: xxx-xxx-xxxx

Expires: 01/06/2016
Job ID: 3851297
School Job ID: MVCC
Job Title: Promotional Sales Specialist
Company: Advantage Sales & Marketing
Job Type: Part Time
Location: IL
Salary:
**Job Description:** Are you outgoing, friendly and enjoy meeting new people? Our part time Promotional Sales Specialist jobs are fun and exciting and could be a great fit for you! Join our Advantage Sales and Marketing winning team as a retail event demonstrator promoting best in class products at your local retailers. Paid training, competitive pay rates, and support that only a top company can provide. You can be the brand ambassador who excels in captivating an audience during in-store events, with an emphasis on brand awareness, product demonstration and sales. The in-store brand ambassador job influences the buyer's behavior through customer education, engagement, and enthusiastically promoting and demonstrating the product.

**Responsibilities:** * Engage customers in a professional and memorable manner which creates a positive shoppers experience and generates enthusiasm for the product and event * Purposefully move around the event area to actively engage shoppers * Responsible for reviewing program materials, set up and break down of the work area, and the preparation and sampling of products on scheduled event days * Generate brand awareness and positive product impressions to increase sales * Assess customers individual usage needs and interests in order to best recommend products * Timely complete of all call reports, paperwork, and on-going personal training by required deadlines

**Qualifications:** * High School Diploma preferred or equivalent job-related experience * Experience in event marketing, demonstrations, sales, brand promotion or retail/grocery * Interact in a friendly, enthusiastic, energetic and outgoing manner with management, clients, and consumers in any setting * Stand comfortably for up to 6 hours a day * Able to work independently and as a motivated team player * Ability to work a part-time retail schedule, Monday through Sunday * Minimal travel required for training or other scheduled events * Daily access to a PC computer with internet/email access

Advantage Sales and Marketing LLC (ASM) is one of North America's leading sales and marketing agencies. ASM services a variety of trade channels including grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, consumer electronics and home centers. Our success is fueled by having passionate associates, clients, and customers working and winning together. Advantage Sales & Marketing, LLC is proud to be an Equal Opportunity Employer.

**Application Instructions:** Apply online prior to attending event: Jobs.asmnet.com

**Contact:**

**Apply Online:** http://Jobs.asmnet.com

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

http://www.collegecentral.com/triton