Expires: 02/26/2015
Job ID: 3855331
Job Title: Machine Operators
Company: PLITEK LLC
Job Type: Full Time, Internship, Part Time, Work Study
Degrees Wanted: Diploma
Location: Des Plaines, IL 60018
Salary: Based on Experience
Job Description: Production Machine Operator: Die Cutting PLITEK L.L.C. is looking to fill an immediate position as a Production Machine Operator. This important position requires a self starter, quality minded, and responsible individual. Knowledge in die-cutting machinery, press set-up, and process improvements is a must. The candidate will be responsible for setting dies, completing process runs, and problem solving. Primarily cutting adhesive backed foams and films. Must have some experience with Rotary press systems - Flexographic printing experience is acceptable. Machine operating skills: Label / Rotary Press, Film Slitting, Extrusion, Coating, Punch Press Job Description: First & Second Shift positions are available: -Machine operating experience, training, or education is required. -Creative problem solving skills and demonstrates a willingness to learn. -Mechanical aptitude and knowledge of using measuring systems. -Strong interpersonal oral and written communication skills. -Must have the ability to read, speak, and write in English.
Job Requirements: Must have the ability to read, speak and write English. -Job requires to lifting up to 60lbs. -Must have 6 months machine operations experience. -Must be a US citizen.
Application Instructions: If interested please email your resume to: hr@plitek.com or fax to 847-827-6749
Contact: Martha Soto
Address: 69 Rawls Road, Des Plaines, IL 60018
Phone: 847-827-6680
Email: hr@plitek.com

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

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

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  
**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: 03/05/2015
Job ID: 3849429
Job Title: Unarmed Security Officer
Company: Titan Security Services
Job Type: Full Time
Location: Glenview, IL 60025
Salary:
Job Description: Train and qualify to work assigned post. Understands the specific and general post instructions for that assigned post. Maintain practical knowledge of all additional and emergency post instructions that are called for by the client. Maintain access control procedures set by building management. Effectively utilize access control systems, visitor management systems and CCTV systems as needed. Identify all tenants and/or visitors upon arrival. Ensure visitors and vendors are properly signed in prior to accessing the building. Observe departing personnel to guard against theft of tenant or building property. Monitor security cameras that are within the facility. Respond to incidents including property emergencies. Conduct general patrols of the entire property during various hours, if required, including numerous flights of stairs and frequent patrols of the exterior in any weather conditions. Ability to stand/sit/walk for extended periods of time. Assist tenants and visitors with directions and general business information. Clearly and accurately record data such as property damage, unusual occurrences, and malfunctioning of equipment, to building and Titan management. Maintain clear, accurate logs pertaining to people or property including packages. Provide excellent Customer Service to all parties encountered while on duty. Other duties as assigned.
Contact: Kim Casano
Address: 614 W. Monroe, Chicago, IL 60661
Phone: 312-902-3400
Apply Online: http://titan-security.com

Expires: 03/05/2015
Job ID: 3862269
Job Title: Police Officer
Company: Village of Algonquin
Job Type: Full Time
Degrees Wanted: Associates
Location: Algonquin, IL 60102
Salary: $52,256-$91,555
Job Description: The Village of Algonquin, IL (Pop. 30,046) is accepting application for full-time Police Officer candidates. * Pay range is $52,256-$91,555 through April 30, 2015 * Excellent benefits and retirement package. Requirements: * Possess a valid driver's license * Be a United States citizen and/or alien admitted for permanent residence or lawfully admitted for temporary residence, and who produces evidence of intention to become a citizen of the United
States * Meet the age requirements set forth in the Illinois State Statute 65 ILC 5/10-2.1-6 (upon appointment of employment must be 21 years of age or older, and have not reached their 35th birthday, unless they meet the exemptions under the statute) * Possess and Associate's degree or have completed at least 60 semester or 90 quarter hours equivalent of college pursuing a Bachelor's degree (must provide proof when appointed) * Possess no record of felony conviction of crime of moral turpitude Written Examination: A MANDATORY written tests will be held at Jacobs High School, 2601 Bunker Hill Drive, Algonquin, IL on Thursday, March 12 at 6:00 p.m. and on Saturday, March 14 at 8:00 a.m. Applicants must attend either session. Applicants must present a U.S. federal or state issued photo ID card or driver’s license to enter the testing site. College, university, library and other non-governmental IDs are not acceptable. The entire testing process may include a physical fitness test, written test, oral interview, polygraph, psychological test, medical exam, and any other exams deemed necessary by the Police Department. Applications will be available at: Village of Algonquin 2200 Harnish Drive Algonquin, IL 60102 Or on our website at www.algonquin.org/hr A $20.00 non-refundable application processing fee is due when your application is submitted (the processing fee will be waived for current military members or veterans who provide proof of their DD-214). Checks may be made payable to Village of Algonquin. Cash will also be accepted. The deadline to return the applications with the processing fee is 5:00 p.m. on Thursday, March 5, 2015. Applications submitted after the deadline will NOT be accepted. The Village of Algonquin is an equal opportunity employer within every definition of the concept. A copy of our Outreach Program is available upon request.

Application Instructions: Applications will be available at: Village of Algonquin 2200 Harnish Drive Algonquin, IL 60102 Or on our website at www.algonquin.org/hr

Contact: Human Resources
Address: 2200 Hamish Drive, Algonquin, IL 60102
Phone: 847-658-2700

Expires: 03/06/2015
Job ID: 3849838
Job Title: Live In CNA/CAREgivers North Chicago Suburbs
Company: Open Arms Solutions
Job Type: Full Time, Part Time
Location: Northbrook, IL 60062
Salary:
Job Description: We are seeking FEMALE CNAs or CAREGIVERS for multiple Live-In cases. Driver license and vehicle plus! Weekend and weekday shifts available primarily in the North Shore area (Northbrook, Skokie, Glenview, Highland Park, Deerfield, etc) * At least 1 year continuous caregiving experience * Assisting clients with all personal care/ADL and ambulation needs * Transfer experience and knowledge of various transfer techniques and equipment (Lifting up to 50 pounds required) * Professional and compassionate demeanor * Very strong communication skills (written and verbal) * Prior Live-In experience a definite plus * Light housekeeping, meal planning/preparation * Supervision of daily activities (bathing, dressing, medication reminders, mobility assistance)
**Job Requirements:** Valid driver's license with clean driving record, ability to pass criminal background check, authorized to work in the United States, and professional references in homecare and/or healthcare industries

**Application Instructions:** If this looks like an opportunity you would be interested in contact us today and ask for April, our hiring manager 847-504-8643!

**Contact:** April Guy  
**Address:** 900 Skokie Blvd Ste 212, Northbrook, IL 60062  
**Phone:** 847-272-4997  
**Fax:** 847-272-5882  
**Email:** april@openarmssolutions.com

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**Expires:** 03/06/2015  
**Job ID:** 3849847  
**Job Title:** In-Home CNA/Caregiver  
**Company:** Open Arms Solutions  
**Job Type:** Full Time, Part Time  
**Majors Wanted:** Nurse Assistant, Nursing  
**Location:** Northbrook, IL 60062

**Job Description:** Open Arms Solutions prides itself on providing high quality, compassionate, and professional home care services to our clients. Our caregivers and CNAs play a big role in ensuring our clients maintain dignity, achieve the highest possible quality of life, and preserve independence while remaining in the comforts of their own homes. Serving primarily northern Cook and Lake counties, we assist clients with things such as personal care and transfers, activities of daily living, help maintaining the home, assistance with errands, appointments, meal prep, and hobbies. Feel the satisfaction that comes with knowing you have made a significant difference in the life of another! Live-in and hourly day and night shifts, full and part time available. We are very willing to work with our caregivers to find a schedule that works best for them. Offers competitive rates, holiday and overtime pay, mileage reimbursement, 24 hour on-call service with office staff

**Job Requirements:** Certification and/or experience required for all positions Reasonable command of the English language, written and verbal Lifting up to 50 lbs Professional references Ability to pass criminal background, drug, and DMV (when applicable) tests

**Application Instructions:** If this looks like an opportunity you would be interested in contact us today and ask for April, our hiring manager 847-504-8643!

**Contact:** Caroline Umhoefer  
**Address:** 900 Skokie Blvd Ste 212, Northbrook, IL 60062  
**Phone:** 847-272-4997  
**Fax:** 847-272-5882  
**Email:** caroline@openarmssolutions.com  
**Apply Online:** [http://www.openarmssolutions.com/join-our-staff/](http://www.openarmssolutions.com/join-our-staff/)
Expires: 03/06/2015
Job ID: 3849859
Job Title: Live In CNA/CAREgivers North Shore
Company: Open Arms Solutions
Job Type: Full Time, Part Time
Location: Northbrook, IL 60062
Salary:
Job Description: We are seeking FEMALE CNAs or CAREGIVERS for multiple Live-In cases. Must be able to work weekends and drive. * At least 1 year continuous caregiving experience * Assisting clients with all personal care/ADL and ambulation needs * Transfer experience and knowledge of various transfer techniques and equipment (Lifting up to 50 pounds required) * Professional and compassionate demeanor * Very strong communication skills (written and verbal) * Prior Live-In experience a definite plus * Light housekeeping, meal planning/preparation * Supervision of daily activities (bathing, dressing, medication reminders, mobility assistance)
Job Requirements: Valid driver's license with clean driving record, ability to pass criminal background check, authorized to work in the United States, and professional references in homecare and/or healthcare industries
Application Instructions: If this looks like an opportunity you would be interested in contact us today and ask for April, our hiring manager 847-504-8643!
Contact: April Guy
Address: 900 Skokie Blvd Ste 212, Northbrook, IL 60062
Phone: 847-272-4997
Fax: 847-272-5882
Email: april@openarmssolutions.com

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

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 preforming 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 a application.

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

**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

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**Expires:** 03/12/2015

**Job ID:** 3859095

**Job Title:** Nurse/ RN or LPN

**Company:** Bethesda Home & Retirement

**Job Type:** Part Time

**Degrees Wanted:** Associates, Certificate, License

**Majors Wanted:** Nursing

**Job Target:** Any Job Target

**Location:** Chicago, IL 60634

**Salary:**

**Job Description:** Provides direct primary nursing care to residents and delegates and supervises the care provided by the staff designated unit.

**Application Instructions:** Apply online at www.bethesdahome.com

**Contact:** Gail Higgins

**Address:** 2833 N. Nordica Avenue, Chicago, IL 60634

**Apply Online:** https://www.bethesdahome.com

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**Expires:** 03/12/2015

**Job ID:** 3859402

**Job Title:** Route Service Trainee

**Company:** ACS Enterprise, Inc

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

**Location:** Chicago, IL 60707

**Salary:** 20,000 year

**Job Description:** Northwest side Chicago service and delivery company immediate hire. Requirements: Excellent driving record, box truck experience. Good communications skills is a MUST. Strong physical stamina to climb stairs and ladders, walk on roofs and some heavy lifting, product: Air filters, sales experience is a plus. 30 hrs a week

**Application Instructions:** Please submit your resume to Margaret M. Kovacic mmkovacic@acschgo.com or fax it to (773) 637-6325 Please add in your Salary History
Contact: Margaret M. Kovacic  
Address: 7117 W. Grand Avenue, Chicago, IL 60707  
Phone: (773) 637-0730  
Fax: (773) 637-6325  
Email: mmkovacic@acschgo.com

Expires: 03/12/2015  
Job ID: 3859632  
Job Title: Telemarketing  
Company: ACS Enterprise, Inc  
Job Type: Part Time  
Location: Chicago, IL  
Salary: 

Job Description: Northwest side of Chicago business is hiring for telemarketers. Must have pleasant phone personality, some experience working with a high volume of calls. You will be calling businesses during the day, no direct sales required only requesting information. This job is during the day and flexible. Some experience is a Plus!  

Application Instructions: Please submit your resume to Margaret M. Kovacic mmkovacic@acschgo.com or fax it to (773) 637-6325 Please indicate the job title you are applying for on the subject line.

Contact: Margaret M. Kovacic  
Address: 7117 W. Grand Avenue, Chicago, IL 60707  
Phone: (773) 637-0730  
Fax: (773) 637-6325  
Email: mmkovacic@acschgo.com

Expires: 03/12/2015  
Job ID: 3859680  
Job Title: Intern  
Company: Snyder Industries  
Job Type: Internship, Part Time  
Degrees Wanted: None Required  
Majors Wanted: Accounting & Business Administration  
Job Target: Any Job Target  
Location: Bensenville, IL 60106  
Salary: $12.00 hour  

Job Description: Manufacturing plastics plants looking for interns who enjoys working with numbers. Will be working in the stockroom during cycle counts, audits and QC audits. 5 hours Daily- 5 days a week- willing to work around school schedule.
Application Instructions: To apply please e-mail your resume to Sue Hornat at shornat@snydernet.com. On the subject line please indicate that you are applying for an internship opportunity.

Contact: Sue Hornat
Address: 736 Birginal Drive, Bensenville, IL 60106
Phone: (402) 465-6469
Fax: (402) 465-6469

Expires: 03/12/2015
Job ID: 3859925

Job Title: Horticulturist-City Streetscaping
Company: Muller & Muller, Ltd.
Job Type: Full Time

Degrees Wanted: Bachelors
Majors Wanted: Landscape Design & Maintenance
Job Target: Any Job Target
Location: Chicago, IL
Salary: $20-$21/hr.

Job Description: Oversight of Streetscaping throughout the city of chicago. Assist in scheduling, budgeting and day to day review and coordination of landscape contractors work.

Job Requirements: Training and Experience Bachelor's Degree from an accredited institution in Ornamental Horticulture or related field mandatory. Ability to identify herbaceous and woody landscape plants hardy in the Midwest. Ability to distinguish similar, but different cultivated selections from one another. Ability to determine if plants are healthy and planted properly. Candidate must possess an ISA Arborist Certification and a State of Illinois Applicator Pesticide License or the ability to obtain both within 3 months. Ability to obtain and retain State of Illinois driver's license and obtain State required minimum automobile insurance. Physical/Mental Requirement Ability to work independently. Ability to complete work thoroughly. High level of organizational skills. Must have excellent communication skills. Willingness to work outside in all weather conditions. Computer Skills Have a solid knowledge of Microsoft Office, including capable of working with Excel Spreadsheets. Additionally, candidate must be able to operate and use a digital camera and Smart Phone. Candidate will serve as the client's representative to determine the acceptability of work performed during the critical stages of planting and maintenance. Candidate will ensure that design integrity and quality are maintained throughout the installation process. Candidate will quantify the installation of all plant material and ensure that those quantities appearing on the contractor's daily reports are accurate. Candidate will coordinate all involved contractors and project representatives as necessary to ensure the proper timing of seasonal installations and installation methods. Additionally Candidate will: 1. Review all assigned landscape sites a minimum of twice per week or as directed by Client. 2. Coordinate maintenance and installation assignments with designated contractors. 3. Serve as client representative in every capacity including any assigned meetings or functions. 4. Maintain programmatic accounting data inclusive of any monitoring for budget purposes and input of any
required incremental up-dates. 5. Generate reports as required and directed to quantify specific daily functions such as plant replace. Candidate shall provide their own vehicle for field visits and assigned duties. Mileage will be reimbursed with proper documentation Field staff shall dress appropriately for field work at all times. Jeans or Docker type pants, closed toed shoes, and Polo type or button down shirts must be worn at all times. Candidate must reside within the City of Chicago.

**Application Instructions:** Please email resume and qualifications, including degrees, work history and references to: cmuller@mueller2.com

**Contact:** Cynthia Muller

**Address:** 700 N. Sangamon, Chicago, IL 60642

**Phone:** 312-432-4180

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**Expires:** 03/13/2015

**Job ID:** 3861134

**Job Title:** Veteran Employment Opportunity: Metal Spinner

**Company:** Vet2Tech

**Job Type:** Full Time

**Location:** Bensenville, IL 60105

**Salary:** $10 - $15 per hour (BOE)

**Job Description:** Job Code: 150205c-IL (Please reference when submitting resume) Job Scope and Skill Set: * Set up and operate manual and automatic spinning lathes, grinders, presses and drills to make metallic work pieces * Read blue prints or job orders to determine product specifications and tooling instructions and to plan operational sequences * Select machine tooling to be used, utilizing knowledge of machine, customer specifications and production requirements Duties and Areas of Responsibility: * Check the Production Board on a daily basis for a schedule on your operation for the day * Maintain and track time efficiently by logging in and out of jobs in the E2 system * Complete all documentation necessary to run production, this includes: Inspection sheets, Job Traveler, and Orange Tags * Complete all required inspections on work pieces to ensure quality standards and customer specifications are met, these include: 1st piece inspection, In Process Inspections and Last Piece * Observe machine operation to detect work piece defects or machine malfunctions, adjusting machines as necessary * Select, install, and adjust alignment of drills, cutters, dies, guides and holding devices, using templates, measuring instruments, and hand tools * Inspect and measure work pieces for defects, to determine accuracy of machine operation, using templates and other measuring devices * Perform minor machine maintenance, such as oiling or cleaning machines, dies and work pieces Other Duties as Assigned and not limited to: * Grind, sand or polish parts to correct defects or to prepare surfaces for further finishing, using hand tools and power tools * Report any problems with production, machining, tooling or quality to the Production Manager * Maintain work area clean and organized by practicing lean manufacturing and 5S standards * Participate in Inventory Control Counts and other assignments on an as needed basis Skills & Requirements: Experience and Knowledge: * High School Diploma or equivalent previous work related skill or knowledge required * Knowledge of machines and tools, including their designs, uses repair and maintenance * Knowledge of arithmetic, algebra, geometry, calculus and statistics and their
applications * Knowledge of design techniques, tools and principles involved in production of precision technical plans, blueprints, drawings and models * Ability to communicate fluently in English

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to hear, walk, stand, bend and reach for the duration of the shift. The employee must occasionally lift and/or move up to 55 pounds.

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org. Job Code: 150205c-IL (Please reference when submitting resume).

**Contact:** Vet2Tech
**Address:** P.O. Box 453, Naperville, IL 60566
**Phone:** (312) 789-4175

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**Expires:** 03/13/2015
**Job ID:** 3861150

**Job Title:** Veteran Employment Opportunity: Shipping Coordinator
**Company:** Vet2Tech
**Job Type:** Full Time
**Location:** Bensenville, IL 60105
**Salary:** $11 - $15 per hour (BOE)

**Job Description:** Job Code: 150205d-IL (Please reference when submitting resume) Job Responsibilities: * Processing shipments using a computer system and completing BOL to ship by UPS, FedEx and LTL truck * Accurately label all packages using company standards to meet customer domestic and international shipping requirements. * Packaging products for shipments or stock and determining piece count * Maintaining and organizing the shipping/receiving department Secondary Responsibilities: * Machine setup and operation * Assembly operations * Keeping shop clean * This position requires independent decision making and the ability to be self-sufficient and to work without constant supervision.

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org 150205d-IL (Please reference when submitting resume).

**Contact:** Vet2Tech
**Address:** P.O. Box 453, Naperville, IL 60566
**Phone:** (312) 789-4175

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**Expires:** 03/13/2015
**Job ID:** 3861176
Job Title: Veteran Employment Opportunity: HVAC Service Technician
Company: Vet2Tech
Job Type: Full Time
Location: Lombard, IL 60148
Salary: $70,000 - $110,000

Job Description: Job Code: 150206a-IL (Please reference when submitting resume) Provides proper diagnosis of HVAC problems within client home. Provides routine maintenance and repair of residential HVAC systems. Provides customer service, establishes trust, builds rapport, present solutions and pricing, sells HVAC products, services and equipment, completes inventory list for each job, completes proposals, invoices, communicates with dispatch, performs all aspects of HVAC service including forced air systems, boiler, indoor air quality, humidification systems, and air flow system design. Develops technical and customer relations skills, receives coaching to enhance performance. Sells equipment install work for installation crews. Works independently while a member of a thriving team. Skills & Requirements: EPA certification Exposed to severe weather conditions between vehicle and job location. Occasionally work outside.

Job Requirements: Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing
* Must be willing to submit to a background check

Application Instructions: Email your resume and a copy of your DD-214 to: resumes@vet2tech.org. Job Code: 150206a-IL (Please reference when submitting resume).

Contact: Vet2Tech
Address: P.O. Box 453, Naperville, IL 60566
Phone: (312) 789-4175

Expires: 03/13/2015
Job ID: 3861210

Job Title: Veteran Employment Opportunity: HVAC Installer
Company: Vet2Tech
Job Type: Full Time
Location: Lombard, IL 60148
Salary: $40,000 - $60,000

Job Description: Job Code: 150206b-IL (Please reference when submitting resume). Provides removal and replacement of heating and cooling systems within client home, any day, any hour. On occasion, provides routine maintenance and repair of residential HVAC systems. Provides customer service, establishes trust, builds rapport, present additional solutions and pricing to client, completes inventory list for each job, completes work per manufacturer specs and tech proposals, completes invoices, communicates with dispatch; installs all aspects of residential HVAC systems including forced air systems, boiler, indoor air quality, humidification systems, and ductwork. Develops technical and customer relations skills, receives ongoing technical training coaching to enhance performance. Trains assistants. Skills & Requirements: EPA certification Exposed to Severe Weather Conditions between vehicle and job location.
Occasionally fabricate in truck/outside.

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org Job Code: 150206b-IL (Please reference when submitting resume)

**Contact:** Vet2Tech

**Address:** P.O. Box 453, Naperville, IL 60566

**Phone:** (312) 789-4175

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**Expires:** 03/13/2015

**Job ID:** 3861258

**Job Title:** Veteran Employment Opportunity: Plumbing Service Technician

**Company:** Vet2Tech

**Job Type:** Full Time

**Location:** Lombard, IL 60148

**Salary:** $80,000 - $120,000

**Job Description:** Job Code: 150206c-IL (Please reference when submitting resume) Provides proper diagnosis and repairs of plumbing problems within client home or business. Provides customer service, establishes trust, builds rapport, present solutions and pricing, sells plumbing products and services, completes inventory list for each job, completes proposals, invoices, communicates with dispatch, performs all aspects of service plumbing including sewer and drain cleaning. Develops technical and customer relations skills, receives coaching to enhance performance. Works independently while a member of a thriving team. Skills & Requirements: Licensed by state of Illinois Exposed to Severe Weather Conditions between vehicle and job location. Occasionally work outside.

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org Job Code: 150206c-IL (Please reference when submitting resume)

**Contact:** Vet2Tech

**Address:** P.O. Box 453, Naperville, IL 60566

**Phone:** (312) 789-4175

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**Expires:** 03/13/2015

**Job ID:** 3861282

**Job Title:** Veteran Employment Opportunity: Water Heater Repair Tech

**Company:** Vet2Tech

**Job Type:** Full Time
Location: Chicago, IL 60601
Salary: $15 per hour (starting)

Job Description: Job Code: 150202c-IL (Please reference when submitting resume) * Install, maintain and repair domestic hot water heaters and boilers for both commercial and residential customers. Diagnose and repair of electronic, mechanical and electrical components of these systems. * Travel to job sites as assigned and work with dispatch to ensure schedule is maintained and delays are properly communicated to customer. * Be available to work nights or weekends, on a rotating basis, to service emergency needs of our customers. * Maintain good working order of company vehicle including refueling as necessary, reporting any mechanical issues, and cleanliness of interior. Vehicles should be washed on a regular basis. * Maintain proper stock, parts, tools and safety equipment in the vehicle. * Understand company pricing and generate appropriate customer invoice at job site. Electronically process credit card payments. Obtain customer signature at completion of job. Obtain correct customer information including e-mail address. * Document all installed equipment upon arrival: make model, serial number. Pictures as necessary. * Diagnose service issues, obtain replacement parts, calibrate system at manufacturer's recommendations, fully explain to customer what the issue is and what is needed to correct. * Participate in company provided training opportunities on latest industry technologies. * Identify and gather pertinent information for additional business (new system, service contracts and additional services. Skills Required: * Mechanically inclined with an aptitude for Hydronic systems * Good analytical skills and attention to detail with the ability to read and interpret blueprints, plans and manuals * Excellent customer service skills with a desire to exceed customer expectations. * Ability to work independently in a timely manner, to ensure job is done correctly the first time. Other Requirements: * Professional in appearance and attitude * Valid driver's license and clean driving record * Must pass periodic background checks and drug tests * Work as part of our team to ensure customer satisfaction.

Job Requirements: Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

Application Instructions: Email your resume and a copy of your DD-214 to: resumes@vet2tech.org Job Code: 150202c-IL (Please reference when submitting resume)

Contact: Vet2Tech
Address: P.O. Box 453, Naperville, IL 60566
Phone: (312) 789-4175

Expires: 03/13/2015
Job ID: 3861302
Job Title: Veteran Employment Opportunity: Press Operator / Staple Cell
Company: Vet2Tech
Job Type: Full Time
Location: Downers Grove, IL 60515
Salary: $19.82 per hour or higher DOE

Job Description: Job Code: 150129f-IL (Please reference when submitting resume) Second
Shift Perform duties to set up and operate automatic punch presses and staple making assembly machines, operate automatic pin cutting equipment and hand pack products as a staple cell operator. Work from work orders, router cards, bills of material, packing procedure chart, kit list, set up operating and maintenance procedures and instructions: 1. Set up automatic punch presses, install and align progressive die sets to perform a variety of blanking, forming, piercing, and trimming operations. Replace buttons, punches, and forms stripper plates as necessary. 2. Analyze machine problems, make minor repairs and operating adjustment, fill out maintenance ticket if necessary. Replace and install sensors in proper position as required. 3. Pull dies and replace defective and worn punches and blades and clean or replace ball bearings in die module as necessary. 4. Set up automatic staple maker assembly machine, change tooling, make required adjustments, clean and lubricate equipment. 5. Reset butt welder as necessary to insure proper seaming of material. 6. Troubleshoot staple making machine problems, replace worn and defective components such as wheels, cutters and bearings. 7. Monitor equipment operation and quality of products, inspect parts after each setup, periodically pull samples, test and inspect samples, notify supervisor of quality problems and perform SPC procedures as required. 8. Determine when dies need to be sharpened, troubleshoot ordinary equipment problems and make adjustments as necessary to maintain product quality standards. 9. Perform preventive maintenance procedures on equipment as prescribed. 10. Move, store and pull material as required. Email your resume to: resume@vet2tech.org 11. Program automated equipment to cut pins to various sizes and lengths to meet order specifications. 12. Manually grind to point cut point ends on belt of pedestal disc grinder. 13. Count and pack products such as pins, staples, washers and lacing cartons as specified. 14. Ensure proper components and literature are packed in cartons as required. 15. Affix proper label to carton and seal purchases according to prescribed procedures. 16. Prepare required paperwork. 17. Notify supervisor of unusual equipment and material problems. EDUCATION REQUIREMENTS / SPECIAL TRAINING: * Minimum 3-5 years of experience operating a punch press in a metals manufacturing environment * Progressive die experience required * Strong mechanical knowledge and skills * Machine repair/troubleshooting experience; ability to troubleshoot progressive dies * Experience using tools such as calipers, micrometers, and basic hand tools * Experience reading and interpreting blueprints * Strong attention to detail * Able to work successfully in a team environment and interact in a positive and constructive way with coworkers * and get along well with others * Strong focus on safety, quality, and process improvement * Good communication skills; able to read and write in English * Basic math skills * Computer skills required in Microsoft Windows and Outlook * Positive attitude and strong work ethic

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org Job Code: 150129f-IL (Please reference when submitting resume)

**Contact:** Vet2Tech
**Address:** P.O. Box 453, Naperville, IL 60566
**Phone:** (312) 789-4175

**Expires:** 03/13/2015
Job ID: 3861384
Job Title: Veteran Employment: Multi-Spindle Screw Machine Operator
Company: Vet2Tech
Job Type: Full Time
Location: Downers Grove, IL 60515
Salary: DOE

Job Description: Job Code: 150129g-IL (Please reference when submitting resume) Perform duties to set-up, operate, and repair multi-spindle screw machine, CNC profilator, Swiss lathe, and other related production equipment. Responsibilities: 1. Work from layout sheet, preventive maintenance procedures, prints and instructions. 2. Perform setups on CNC and Swiss lathe machines, select cams, feeds, tools, and fixtures. 3. Perform a variety of machining operations such as turning, boring, threading and facing on metal work pieces and bar stock. 4. Check work and first piece part to ensure required specifications are maintained. 5. Operate equipment and make operating adjustments as necessary. 6. Produce required parts to tight tolerances. 7. Remove, sharpen and reset tooling as necessary. 8. Make equipment repairs, diagnose problems, replace parts and make necessary adjustment. 9. Make fixturing as required. 10. Design and make new tooling. 11. Notify Lead/Manager of unusual operating and equipment problems. 12. Perform SPC charting procedures as required. 13. Wash parts to remove oil and operate timber to remove burrs. 14. Perform preventive maintenance procedures on department equipment scheduled. 15. Tryout new tools and setups make adjustments as necessary and report finding to manufacturing engineer. 16. Input operating instruction on CNC profilator, install tools and make machine program adjustments throughout run to maintain for specifications. 17. Stamp parts with proper part number. 18. Maintain perishable tooling inventory and raw material levels and requisition additional items as needed and update computer fill inventory data. 19. Perform 5S/housekeeping and maintain a clean work area. 20. Other duties as assigned. Skills & Requirements: * Minimum 4-5 years of screw machine experience * 1-2 years applied trades training or equivalent * Ability to lift up to 65 pounds Use precision measuring instruments, common hand and hand power tools, pneumatic press and roll stamper, tools, grinding equipment, part washer, caliper, comparator, boring gauge, surface grinder, parts tumbler, bench lathe, and common material handling equipment.

Job Requirements: Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

Application Instructions: Email your resume and a copy of your DD-214 to: resumes@vet2tech.org Job Code: 150129g-IL (Please reference when submitting resume)

Contact: Vet2Tech
Address: P.O. Box 453, Naperville, IL 60566
Phone: (312) 789-4175

Expires: 03/13/2015
Job ID: 3861398
Job Title: Veteran Employment Opportunity: Warehouse Manager
Company: Vet2Tech  
Job Type: Full Time  
Location: Addison, IL 60101  
Salary: $14 - $15 per hour  

Job Description: Job Code: 150202a-IL (Please reference when submitting resume) Warehouse Supervisor to lead a staff of 3-4 employees. Specific responsibilities include:  
- Ownership and executional responsibility for the receiving, inspection, inventory/warehouse management, and shipping functions.  
- Maintains and ensures proper execution of company business procedures & policies with staff  
- Responsible to assist in the development, implementation and achievement business process improvements and supporting performance metrics:  
  - Incoming product inspection  
  - Inventory accuracy (including cycle counting)  
  - Material and customer order flow and efficiency  
  - Warehouse safety, organization, and cleanliness  
  - Responsible for training, coaching, counseling, and task assignment/management of staff  

Skills & Requirements:  
- 2 - 5 years of previous warehouse management experience  
- Fluent in English, both spoken and written  
- Knowledge and experience with utilizing Microsoft Windows, Word, and Excel  

Job Requirements: Vet2Tech Veteran Requirements:  
- Must have proof of "Other Than Dishonorable" discharge (DD-214)  
- Must be willing to submit to initial or random drug testing  
- Must be willing to submit to a background check  

Application Instructions: Email your resume and a copy of your DD-214 to: resumes@vet2tech.org  
Job Code: 150202a-IL (Please reference when submitting resume)  

Contact: Vet2Tech  
Address: P.O. Box 453, Naperville, IL 60566  
Phone: (312) 789-4175  

Expires: 03/13/2015  
Job ID: 3861416  
Job Title: Veteran Employment Opportunity: Network Administrator  
Company: Vet2Tech  
Job Type: Full Time  
Location: Addison, IL 60101  
Salary: $35 - $40K annually  

Job Description: Job Code: 150202b-IL (Please reference when submitting resume) The ideal candidate will be an enthusiastic and experienced individual to fill a mid-level role. This individual is responsible for the availability, performance and security of the corporate network and desktop support for local users. The candidate must possess the ability to work independently, be team-oriented with a willingness to help others, and perform other tasks as assigned. This individual must also have the ability to multi-task and adapt to new and changing circumstances. Minimal domestic travel may be required.  

Network Administration Job Requirements/Duties:  
- Microsoft Windows Server installation, configuration, patching, and troubleshooting  
- Maintain organization's computer network  
- Provide day-to-day monitoring and troubleshooting  
- Monitoring of daily backups  
- Plan, coordinate, and implement network
measures in order to protect data, software, and hardware * Diagnose hardware and software problems, and replace defective components * Install of hardware, troubleshooting, and maintenance * Provide support to end users * Perform in-house medical equipment testing (training provided) * Support medical equipment product quality assurance (training provided) * Level 1 customer support for medical equipment (training provided) Skills & Requirements: * Experience with Windows Server 2008 * Exchange * Networking * Help Desk Recommended Skills and Experience: * Customer service skills * Hardware repair/troubleshooting * Electronics repair/troubleshooting * HTML, CSS, Word Press * Photoshop, InDesign * SQL * SharePoint * VOIP * Bachelor's degree in Information Technology or Computer Science, or equivalent experience in conjunction with industry standard certification * Minimum of 1 year experience working in IT

**Job Requirements:** Vet2Tech Veteran Requirements: * Must have proof of "Other Than Dishonorable" discharge (DD-214) * Must be willing to submit to initial or random drug testing * Must be willing to submit to a background check

**Application Instructions:** Email your resume and a copy of your DD-214 to: resumes@vet2tech.org

**Job Code:** 150202b-IL (Please reference when submitting resume)

**Contact:** Vet2Tech
**Address:** P.O. Box 453, Naperville, IL 60566
**Phone:** (312) 789-4175

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**Expires:** 03/13/2015
**Job ID:** 3862143
**Job Title:** Fitness Center Registrar
**Company:** Norridge Park District
**Job Type:** Part Time
**Location:** Norridge, IL 60706
**Salary:** $8.50 per hour

**Job Description:** Part-time II position. 12-19 hours per week on average. Candidate will take registration for Park District programs. Perform light house keeping in Fitness Center and answer Park District phone calls. Other duties apply as listed in the Norridge Park District registrar II job description.

**Job Requirements:** Must be available to work 12 - 19 hours per week. Shifts take place Monday - Fridays, 3:15 - 10:00 pm and weekends 6:45 am - 1:30 pm / 1:30 pm - 8:00 pm. (Candidate absolutely MUST be able to work Thursdays, 3:15 - 10:00 pm). Current available position will be open until filled. Applications will be accepted ongoing.

**Application Instructions:** Download an application online at www.norridgepk.com. Turn in your application to one of our Park District locations or via email to Kathy at kpeterman@norridgepk.com.

**Contact:** Hilary Poshek
**Address:** 4631 N. Overhill Ave, Norridge, IL 60706
**Phone:** 708-457-1244
**Email:** hposhek@norridgepk.com
Expires: 03/13/2015  
Job ID: 3862185  
Job Title: Personal Trainer  
Company: Norridge Park District  
Job Type: Part Time  
Degrees Wanted: Certificate  
Location: Norridge, IL 60706  
Salary: Contact us salary info.  
Job Description: Seeking certified personal trainer for Norridge Park District Fitness Center. Personal trainers work with clients on an individual basis to provide personal training in our Fitness Center location. Personal trainers are independent contractors of the Norridge Park District. They are paid a percentage of fees paid by personal training clients.  
Application Instructions: Please submit a resume to hposhek@norridgepk.com.  
Contact: Hilary Poshek  
Address: 4631 N. Overhill Ave, Norridge, IL 60706  
Phone: 708-457-1244

Expires: 03/13/2015  
Job ID: 3862209  
Job Title: Park Supervisor (Security)  
Company: Norridge Park District  
Job Type: Part Time  
Degrees Wanted: Diploma  
Location: Norridge, IL 60706  
Salary: $8.50 per hour  
Job Description: Park Supervisors monitor the Norridge Park District facilities, grounds and programs. Hours consist of afternoon/evening shifts and weekends shifts.  
Job Requirements: Must have or be able to obtain CPR, First Aid and AED certifications.  
Application Instructions: Download an application from www.norridgepk.com. Turn in application to one of our Park District locations or to hposhek@norridgepk.com.  
Contact: Hilary Poshek  
Address: 4631 N. Overhill Ave, Norridge, IL 60706  
Phone: 708-457-1244

Expires: 03/13/2015  
Job ID: 3862245  
Job Title: Early Childhood Program Instructor  
Company: Norridge Park District
Job Type: Part Time
Location: Norridge, IL 60706
Salary: Contact us for salary info.

Job Description: Plan and teach 2 early childhood programs for ages 6 mos. to 2.5 years w/ parents. Class times take place between 9:30 am - 10:55 am on Fridays. Early Childhood Program Instructor will be considered an independent contractor of the Norridge Park District and will make a percentage of fees paid by program participants. Contact us for further information.

Job Requirements: Must have excellent interpersonal skills in communication with young children and parents. Must be enthusiastic, creative and energetic. Must have background in working with young children.

Application Instructions: Submit a resume to Hilary at hposhek@norridgepk.com.

Contact: Hilary Poshek
Address: 4631 N. Overhill Ave, Norridge, IL 60706
Phone: 708-457-1244

Expires: 03/13/2015
Job ID: 3862277

Job Title: Seasonal: Lifeguards, Swim Inst, Pool Attendnt, Gate Cashier
Company: Norridge Park District
Job Type: Part Time
Location: Norridge, IL 60706
Salary: Varies based on position

Job Description: Now hiring summer seasonal employment. Seeking applications for Lifeguards, Swim Lessons Instructors, Pool Attendants and Gate Cashiers. All candidates must be a minimum of 16 years old and possess maturity, good communication skills and flexibility in summer work schedule. Lifeguards must possess American Red Cross Lifeguard Certification. Summer pool season lasts from Memorial Day through Labor Day. Shif

Application Instructions: Download an application at www.norridgepk.com. Submit it to one of our Park District locations or to hposhek@norridgepk.com.

Contact: Hilary Poshek
Address: 4631 N. Overhill Ave, Norridge, IL 60706
Phone: 708-457-1244

Expires: 03/13/2015
Job ID: 3862639

Job Title: Personal Banker (Part Time) 2500 W North Avenue (66585)
Company: Guaranty Bank
Job Type: Part Time
Location: Melrose Park, IL 60160
Salary:  

**Job Description:** Why Guaranty Bank? Guaranty Bank is a full service bank that was founded in 1923 during the Great Depression. An industry leader in the banking business with 175+ branches in five states. Guaranty Bank focuses on high levels of customer service, sales and offers you an opportunity to succeed in our financially strong and growing company. Passionate about building relationships and customer service, we are dedicated to your success with great management, superior training, growth potential, and long term career opportunities you deserve. Are you ready to be part of our respected team? Apply today! If you realize that great customer service is a differentiator among businesses today, working as a Personal Banker with Guaranty Bank is where you should be! As a Personal Banker you will represent Guaranty Bank as a champion of hardworking people to provide exceptional customer service through educating customers on our products and services to help them achieve their financial dreams. Successful Personal Bankers have passion for serving hardworking people throughout the community. They take pride in their position while valuing customers and maintaining professionalism and positivity with each interaction. What do Banking Sales people like to say? "I love getting customers the products they need, saving them money and time." "I really love coming to work, the people I work with. I have great working relationships with my co-workers and management." "Working for Guaranty Bank makes you feel like you're a part of something, instead of feeling like a number." What you'll do: Through cross-selling, tracking new accounts and follow up with active leads, achieve and exceed company set sales goals by selling products and services. Reach individual goals as well as help coworkers reach branch goal through positive mentoring. Perform overrides on various teller transactions to ensure accuracy and that proper procedures are followed. Visit businesses off site and inform them of the products and services that are offered. Responsible for security and the maintenance of proper cash requirements in teller drawers. Ensure compliance with appropriate bank, regulatory and legal requirements. Participate in various trainings offered by the company to enhance skills and knowledge. Assume responsibility in absence of the Branch Manager and Assistant Branch Manager. Other duties and tasks as assigned. As a Personal Banker you must possess: High School Diploma or General Education Degree (GED) is required Minimum of 1 year+ of retail sales/service experience Ability and willingness to engage in conversation with store customers and introduce yourself and Guaranty Bank's products and services Strong commitment to customer service with excellent verbal/written communication and strong negotiation skills Highly disciplined, independent, entrepreneurial, committed, well organized self-starter Team oriented, adaptable, coachable, dependable, with a strong work ethic Your benefits: Hourly base wage and variable compensation program with bonus potential Opportunities for advancement Paid and generous paid time off plan Continuous learning and development programs and tuition reimbursement State of the art wellness program Medical, dental, life, disability insurance 401(k) retirement savings plan and employee stock purchase plan Come work with us! Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Women, minorities, veterans and workers with disabilities are strongly encouraged to apply TODAY!  

**Application Instructions:** Please apply to this opportunity at: http://guaranty-openhire.silkroad.com/e postings/submit.cfm?fuseaction=app.dspjob&jobid=4628&company_id=16451&jobboardid=2438. Women, minorities, veterans and disabled workers are strongly encouraged to apply  

**Contact:**  

Email: 4628.16451.2438@openhireresumes.com  
Apply Online: http://guaranty-openhire.silkroad.com/e postings/submit.cfm?fuseaction=app.dspjob&jobid=4628&company_id=16451&jobboardid=2438  

**Expires:** 03/13/2015  
**Job ID:** 3862652  
**Job Title:** Personal Banker (Part Time) 2500 W North Avenue (66585)
Company: Guaranty Bank  
Job Type: Part Time  
Location: Melrose Park, IL 60160  
Salary: DOE  

Job Description: Why Guaranty Bank? Guaranty Bank is a full service bank that was founded in 1923 during the Great Depression. An industry leader in the banking business with 175+ branches in five states. Guaranty Bank focuses levels of customer service, sales and offers you an opportunity to succeed in our financially strong and growing company.  

Passionate about building relationships and customer service, we are dedicated to your success with great management support, superior training, growth potential, and long term career opportunities you deserve. Are you ready to be part of our respected team? Apply today! If you realize that great customer service is a differentiator among businesses today, working as a Personal Banker with Guaranty Bank is where you should be! As a Personal Banker you will represent Guaranty Bank as a champion of hardworking people to provide exceptional customer service through educating our customers on our products and services to help them achieve their financial dreams. Successful Personal Bankers possess a passion for serving hardworking people throughout the community. They take pride in their position while valuing customers and maintaining professionalism and positivity with each interaction. What do Banking Sales people have to say? "I love getting customers the products they need, saving them money and time." "I really love coming to work with the people I work with. I have great working relationships with my co-workers and management." "Working for Guaranty Bank makes you feel like you're a part of something, instead of feeling like a number." What you'll do: Through cross selling, tracking new accounts and follow up with active leads, achieve and exceed company set sales goals by selling bank products and services. Reach individual goals as well as help coworkers reach branch goal through positive mentoring. Perform overrides on various teller transactions to ensure accuracy and that proper procedures are followed. Visit local businesses off site and inform them of the products and services that are offered. Responsible for security and the maintenance of proper cash requirements in teller drawers. Ensure compliance with appropriate bank, regulatory and legal requirements. Participate in various trainings offered by the company to enhance skills and knowledge. Assume responsibility in absence of the Branch Manager and Assistant Branch Manager. Other duties and tasks as assigned. Your personal skills you must possess: High School Diploma or General Education Degree (GED) is required Minimum of 1 year+ of retail sales/service experience Ability and willingness to engage in conversation with store customers and introduce yourself and Guaranty Bank's products and services Strong commitment to customer service with excellent verbal/written communication and strong negotiation skills Highly disciplined, independent, entrepreneurial, confident, well organized self-starter Team oriented, adaptable, coachable, dependable, with a strong work ethic Your benefits: Hourly base wage and variable compensation program with bonus potential Opportunities for advancement Paid and generous paid time off plan Continuous learning and development programs and tuition reimbursement State wellness program Medical, dental, life, disability insurance 401(k) retirement savings plan and employee stock plan Come work with us! Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Women, minorities, veterans and workers with disabilities are strongly encouraged to apply TODAY!  

Application Instructions: Please apply to this opportunity at: http://guaranty-openhire.silkroad.com/e postings/submit.cfm?fuseaction=app.dspjob&jobid=4628&company_id=16451&jobboardid=3338. Women, minorities, veterans and disabled workers are strongly encouraged to apply  

Contact:  
Email: 4628.16451.3338@openhireresumes.com  
Apply Online: http://guaranty-openhire.silkroad.com/e postings/submit.cfm?fuseaction=app.dspjob&jobid=4628&company_id=16451&jobboardid=3338
Expires: 03/14/2015
Job ID: 3863227
Job Title: NTR Project Coordinator
Company: Hubbard Radio
Job Type: Full Time
Location: Chicago, IL 60601
Salary:

Job Description: QUALIFICATIONS: * Minimum 2 years in a sales promotion role is desired. * Able to work compatibly with management and sales staff. * Effective communication skills including verbal, written and presentation skills * Proven ability to work effectively both independently and in a team based environment * Demonstrated willingness to be flexible and adaptable to changing priorities * Strong multi-tasking and organizational skills * Project desired company image with respect to dress and demeanor. * Able to fully support company's mission statement and core values. DUTIES: To assist the local sales team(s), Director of Sales, General and Local Sales Managers in overall coordination and execution of NTR Programs. Act as a liaison between promotions/digital/web/street teams/ and the sales team assisting them with all aspects of programs, events as needed.

Application Instructions: APPLY TO: http://www.wtmx.com/jobops.php Job# 7-15 Chicago, IL NO TELEPHONE CALLS.
Contact: Human Resources
Address: 130 E. Randolph #2700, Chicago, IL 60601
Phone: 312-946-1019
Fax: 312-946-4762

Expires: 03/14/2015
Job ID: 3863599
School Job ID: Oakton - EW
Job Title: Accounts Payable Specialist - Requisition #10004
Company: John Crane
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Morton Grove, IL 60053
Salary:

Job Description: Location: JC Morton Grove Department: Accounts Payable / 8340 Employment Category: Full Time Regular Shift: 1st BASIC FUNCTION: Under general supervision, performs a variety of accounts payable duties in accordance with established procedures and methods in the Accounts Payable Department. PRIMARY DUTIES: Prepares inventory and MRO invoices for payment Verifies vendor invoices against Purchase Orders and
receiving transactions Resolves any discrepancies with quantity or price on invoices Provides full vendor support Process manual checks and check requests Provides support to Accounts Payable Manager on weekly check run and manual wire transfer application Provides analysis of Unvouchedered Inventory Receipts report on a monthly basis Provides support to Accounts Payable Manager on training of new Accounts Payable employees

**Job Requirements:** MINIMUM REQUIREMENTS FOR ENTRY: Requires three to five years experience in a related accounting field. Associates Degree in Accounting preferred. Must have working knowledge of Microsoft Excel and Word, good communication skills, data entry skills, and ability to work under pressure and handle multiple projects.

**Contact:**
**Address:** 6400 Oakton St, Morton Grove, IL 60053
**Phone:** 8479672966
**Apply Online:**
http://ch.tbe.taleo.net/CH04/ats/careers/apply.jsp?org=JOHNCRANE&cws=38&rid=10004

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**Expires:** 03/14/2015
**Job ID:** 3863644

**Job Title:** Cook/ Ordertaker/ Cashier
**Company:** Superdawg Drive-In
**Job Type:** Full Time, Part Time
**Location:** Chicago, IL 60646
**Salary:** $10 - $11 per hour

**Job Description:** Looking for a Cook/ Order-taker/ Cashier The Job Details order taking and cashiering. Preparing and serving sandwiches and following cleanliness and sanitation standards. Prior restaurant experience is not necessary although a plus. The person needs to be a quick learner and have initiative. Full and Part-time position available.

**Application Instructions:** To apply please call for an appointment with Don Drucker at (773) 478-7800

**Contact:** Don Drucker
**Address:** 6363 N. Milwaukee Ave, Chicago, IL 60646
**Phone:** (773) 478-7800
**Fax:** (847) 673-3262

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**Expires:** 03/14/2015
**Job ID:** 3863714

**Job Title:** Customer Service/Receptionist- Benefits Included
**Company:** Familia Dental and Development
**Job Type:** Full Time
**Location:** Schaumburg, IL 60173
**Salary:** $12
Job Description: Due to recent growth and expansion, Familia Dental has multiple openings for experienced and entry level sales professionals based in our Schaumburg, IL corporate office to call and service patients in our branch offices. Successful candidates will have a sales background (retail and restaurant sales experience are good fits), basic computer skills, an outgoing personality, and be goal oriented. Strong preference will be given to bi-lingual candidates. Your responsibilities will include: - Providing excellent customer service to our dental patients - Scheduling dental appointments at the patient's local office - Scheduling to attain sales goals - Maintaining a low cancellation rate - Managing new and existing patients

Familia Dental is proud to be an Equal Opportunity Employer

Application Instructions: Please E-Mail Resume to dbolger@familiadental.com

Contact: David J. Bolger
Address: 2050 E Algonquin Rd, Schaumburg, IL 60173
Phone: 888-988-4066
Email: dbolger@familiadental.com

Expires: 03/14/2015
Job ID: 3863814
Job Title: Assistant Infant Teacher Position
Company: Elk Grove Township Community Day Care Center
Job Type: Part Time
Location: Elk Grove Village, IL 60007
Salary:

Job Description: Great job opportunity at a great place! Part-Time Assistant Infant Teacher need immediately for accredited Day Care Center near Arlington Hts. Rd & Biesterfield Rd. in Elk Grove Village. The hours are Monday- Friday 3:00-5:15. DCFS BACKGROUND CHECK & PHYSICAL WITH TB TEST REQUIRED. Gateway Registry Membership & the following trainings are required to be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome and Welcoming Each & Every Child. If interested please email your resume and transcripts. EOE

Application Instructions: Please email resume and transcripts to egtdcc@aol.com.

Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Expires: 03/14/2015
Job ID: 3863832
Job Title: Substitute Custodian/ Part-time Watchman
Company: Leyden High School District 212
Job Type: Part Time
Location: Franklin Park, IL 60131
Salary: $10.00 per hour

Job Description: Job Locations: East Leyden High School or West Leyden High School Hourly Wage: $10.00 per hour time and half for holidays Hours: Approximately 8-16 hours per week/or as needed Substitute custodian provides students with a safe, attractive, comfortable, clean and efficient place in which to learn, plat and develop. The part-time Watchman assists in the security and protection of all students, staff and property. - Ability to speak in a clear and understandable manner and write legibly. - To walk continuously through the eight hour shift. - Will need to lift in excess of 100 pounds - You will be working at various heights and confined areas. - Ability to read and follow written and oral instructions. - Must be available for emergency situations. - Must be aware of the security of the students, staff and school. and Will have to meet attendance requirements.

Job Requirements: - Patrol district buildings and grounds prevent fire, theft, vandalism and illegal entry as per schedule. - Conducts patrol inspections of doors, windows and gate to determine that they are secure. - Confronts unauthorized persons for questioning, routes, or detains them, and/or calls police for assistance, according to emergency action plan. - Sounds fire signal to alert department, notifies school personnel in event of fire and assists in extinguishing fire - Make written reports of unusual conditions along with a written shift report. - Performs other duties as assigned by the Foremen and/or Supervisor of Buildings and Grounds. For more information, please contact Ron Bomicino, West Campus Night Foreman at (847) 451-3141 Between the hours of 3:30 p.m. - 11:30 p.m Monday Thru Friday only.

Application Instructions: If you are interested, Please complete an online application at www.leyden212.org Internal candidates must submit a letter of application and updated resume to Matthew Jay. HR/Benefits Specialist.

Contact: Matthew Jay
Address: 3400 Rose St., Franklin Park, IL 60131
Apply Online: https://www.leyden212.org

Expires: 03/14/2015
Job ID: 3863864
Job Title: Clerical Substitute
Company: Leyden High School District 212
Job Type: Part Time
Location: Franklin Park, IL 60131
Salary: $10.00 per hour

Job Description: Job Locations: East Leyden High School or West Leyden High School Hourly Wage: $10.00 per hour General Functions: To contribute to the efficient operations of the department individual is substituting in. Essential Functions: - Can work well with others, and to assist students and staff cooperatively and courteously. - Can speak clearly in a understandable manner and write legibly. - Can use a computer and a variety of software applications - Maintain confidentiality regarding staff and student personal record information's as well as confidentiality
of student and employee issues, concerns. - Ability to be aware of the security of the students, staff and school property.

**Application Instructions:** If you are interested, Please complete an online application at www.leyden212.org Internal candidates must submit a letter of application and updated resume to Matthew Jay. HR/Benefits Specialist.

**Contact:** Matthew Jay  
**Address:** 3400 Rose St., Franklin Park, IL 60131  
**Phone:** (847) 451-3141  
**Apply Online:** https://www.leyden212.org

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**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 that meet the world's 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 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 · Industrial Engineering and 5-10 years design experience in hydronic or water based pumping products and applications · Excellent communication, presentation, and public speaking capabilities. They need to possess the ability to speak loud and clear for extended time frames (7 hours/day) and also have good hearing and listening skills so they can interact effectively with the students in our classroom environment. They must also have good vision to move around and operate all the equipment utilized in the learning event.

**Application Instructions:** You can also apply online:  
https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eCVyMKiYVLOCJWHYDikHskCy9MW7cS5NaWzRmQz5gQxINiI  
**Contact:** Stan Telford  
**Address:** 8200 N. Austin Avenue, Morton Grove, IL 60053  
**Email:** Stan.Telford@xyleminc.com

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**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  
**Expires:** 04/08/2015  
**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

**Job Target:** Any Job Target

**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.). * Assist 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-motivator; 11. 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
Apply Online: http://www.hhcenter.org

Expires: 04/10/2015
Job ID: 3859325
Job Title: Seasonal Engineering Intern
Company: Village of Wheeling
Job Type: Full Time, Internship, Seasonal
Location: Wheeling, IL 60090
Salary:
Job Description: The Village of Wheeling is seeking Seasonal Engineering Interns (up to 37.5 hours per week Monday-Friday, May through August) to assist Engineering personnel. Under the general direction of the Village Engineer, works with Engineering staff in the field or within the office environment assisting with surveying, inspections, calculations, office functions, errands and other duties; performs technical drafting and graphics work for the use in developing engineering plans, projects and reports; assists with the preparation of various engineering documents; verifies data in field as necessary; serves as an assistant to the Inspectors as needed and performs related work.

Job Requirements: Requires high school diploma or equivalent, supplemented by college level coursework; experience in computers and drafting tools used in development of engineering plans desirable; principles and methods of cartographic drafting, visual design and graphic illustrations are desirable; introductory experience with mathematics, building materials, engineering practices, construction techniques and the physical sciences a plus and excellent written and verbal communication skills. Also requires a valid Illinois driver's license. This position pays $11.00-$13.00 hour.

Application Instructions: The position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Assistant Village Manager/Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.

Contact: Nancy I. Pankiw
Address: 2 Community Bouleveard, Wheeling, IL 60090
Phone: (847) 499-9093
Fax: (847) 459-7008

Expires: 04/10/2015
Job ID: 3859812
Job Title: Seasonal Municipal Inspector
Company: Village of Wheeling  
Job Type: Full Time, Seasonal  
Location: Wheeling, IL 60090  
Salary:  
Job Description: The Village of Wheeling is seeking a Seasonal Municipal Inspector (37.5 hours per week with some weekend hours, May through August) to perform property maintenance and municipal code enforcement. Reports to the Municipal Inspectors in the Community Development Department.  
Job Requirements: Qualified individual must have a high school diploma or equivalent and the ability to understand property maintenance and zoning codes, municipal regulations and construction drawings; basic knowledge of personal computer operation; plus a valid Illinois driver's license. Excellent communication skills and the ability to establish and maintain effective and diplomatic working relationships with external and internal customers also required. This position pays $10.00-$12.00 per hour depending upon experience.  
Application Instructions: The position is open until filled. For additional information and application, visit the Village's website at www.wheelingil.gov. Send application, resume plus cover letter to Assistant Village Manager/Director of Human Resources, Village of Wheeling, 2 Community Boulevard, Wheeling, IL 60090, email HR@wheelingil.gov, or fax at (847) 459-7008. EOE.  
Contact: Nancy I. Pankiw  
Address: 2 Community Boulevard, Wheeling, IL 60090  
Phone: (847) 499-9093  
Fax: (847) 459-7008  
Expires: 04/11/2015  
Job ID: 3856407  
Job Title: Culinary Arts Teacher - Hillside, IL  
Company: The Menta Group - Illinois & Arizona  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Culinary Arts  
Job Target: Any Job Target  
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: 04/12/2015
Job ID: 3859176
Job Title: Building Services Coordinator
Company: Arden Courts  
Job Type: Full Time  
Location: Northbrook, IL 60062  
Salary:  
Job Description: In this Hands-on position, you oversee day-to-day activities and personnel within your service area. Because you are always in contact with residents and families, and to guarantee their satisfaction, this position requires tact, sensitivity, and professionalism. The Building Services Coordinator will maintain the interior and exterior physical plant, equipment, and grounds. Recruit, hire, train, supervise, and develop housekeeping staff. Purchase, account for, and track housekeeping and building services supplies and equipment.  
Contact: Shaji Abraham  
Address: 3240 Milwaukee Avenue, Northbrook, IL 60062  
Phone: 847-795-9000  
Fax: 847-795-9090  
Email: shaji.abraham@hcr-manorcare.com  
Expires: 04/14/2015  
Job ID: 3864878  
Job Title: Life Enrichment Facilitator/CNA  
Company: Smith Senior Living  
Job Type: Full Time  
Degrees Wanted: Certificate  
Location: Chicago, IL 60643  
Salary:  
Job Description: Seeking compassionate individual to work with seniors enriching their lives through meaningful and fun activities. Will accompany residents to events off-campus and assist with personal needs. Must be CNA/CPR certified.  
Job Requirements: * CNA certification required. * Upbeat, outgoing and cheerful disposition a MUST. * Applicant must be a highly organized, creative team player who enjoys being of service to seniors. * Previous work or volunteer experience with seniors preferred * Excellent computer skills * Excellent attendance.  
Application Instructions: Online applications only. For more information and to apply, please go to smithseniorliving.org  
Contact: Chris Mutnansky  
Address: 2320 W 113th Place, Chicago, IL 60655  
Phone: 773-474-7356  
Fax: 773-474-7357  
Apply Online: http://www.smithseniorliving.org/job-listings.cfm  
Expires: 04/15/2015
**Job ID:** 3866308  
**Job Title:** PART-TIME Direct Support Provider-Residential  
**Company:** Helping Hand Center  
**Job Type:** Part Time  
**Degrees Wanted:** Certificate, Diploma  
**Location:** Countryside, IL 60525  
**Salary:**  

**Job Description:** Helping Hand Center is seeking dedicated Direct Support Providers (DSP) to provide direct support for adults with disabilities in their homes located in the community. Full-time, part-time and sub-status positions available. * High school diploma or equivalent * Must be able to become PACE driver certified in order to drive PACE agency vehicles * Must be at least 23 years of age  

**Job Requirements:** * High school diploma or equivalent * Must be able to become PACE driver certified in order to drive PACE agency vehicles * Must be at least 23 years of age  

**Application Instructions:** [www.hhcenter.org/apply.html](http://www.hhcenter.org/apply.html)  

**Contact:**  
**Address:** 9649 W. 55th St., Countryside, IL 60525  
**Phone:** 708-352-3580  
**Apply Online:** [http://www.hhcenter.org/apply.html](http://www.hhcenter.org/apply.html)  

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**Expires:** 04/17/2015  
**Job ID:** 3865762  
**Job Title:** Police Officer  
**Company:** Village of Streamwood, Illinois  
**Job Type:** Full Time  
**Degrees Wanted:** Associates  
**Location:** Streamwood, IL 60107  
**Salary:** 64,929  

**Job Description:** Protection of life and property and enforcement of laws and ordinances.  

**Job Requirements:** 20-34 years of age, US Citizen.  

**Application Instructions:** Obtain application packets at the Police Dept, 401 East Irving Park Road, or [www.streamwood.org/jobs](http://www.streamwood.org/jobs). Applications due by Noon, April 17, 2015. EOE.  

**Contact:** Sharon Caddigan  
**Address:** 301 East Irving Park Road, Streamwood, IL 60107  
**Phone:** 630-736-3832  
**Fax:** 630-837-0242  
**Email:** scaddigan@streamwood.org  

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**Expires:** 04/18/2015
Job ID: 3867796
Job Title: Event Staff
Company: Arete Event Staffing Firm
Job Type: Part Time, Seasonal
Location: Chicago, IL 60642
Salary: hourly

Job Description: *Work various Chicagoland events interacting with patrons to increase attendance and raise awareness! Multiple Roles available including... Warehouse, Event Setup, Cleaning Crew, Security, Ticket Sales, Registration, Social Media, Stage/Sound Team, Grill Cook, Beer Venders, Food Runner, Team Leads, brand ambassador Go to "APPLY NOW" on our website www.areteevent.com to discover the other opportunities!

Application Instructions: Please go to the following link to upload your resume and create a profile in our database. https://www.smartrecruiters.com/AreteEventStaffingFirm/81140892-fest-gate-staff Once this is completed, our recruiters will review and contact you for interviewing! Thanks, Mary Sexton Recruiting Coordinator Arete Event Staffing

Contact: Mary Sexton
Address: 833 West Chicago ave Suite 401, Chicago, IL 60642
Phone: 312-720-9227
Fax: 7088430616
Email: mary@areteevent.com
Apply Online: http://www.smartrecruiters.com/AreteEventStaffingFirm/81140892-fest-gate-staff

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 feels 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: 05/12/2015

**Job ID:** 3859159

**Job Title:** Resident Caregiver

**Company:** Arden Courts

**Job Type:** Part Time

**Location:** Northbrook, IL 60062

**Salary:**

**Job Description:** HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Resident Caregiver assist residents in all aspects of their daily life as indicated in the resident service plan, including: personal care, food service, housekeeping, laundry, behavior management, socialization, activities, orientation and information needs. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As a Resident Caregiver, you are a member of the Wellness Team, led by the Wellness Director. You and your team are responsible for supporting the organization Mission, values, and achieving its goals. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Knowledge and experience in working with elderly required, preferred dementia experience. High School diploma. Must successfully complete the required training

**Job Requirements:** Several positions open for Resident Caregiver

**Contact:** Shaji Abraham

**Address:** 3240 Milwaukee Avenue, Northbrook, IL 60062

**Phone:** 847-795-9000
Fax: 847-795-9090  
Email: shaji.abraham@hcr-manorcare.com  
Apply Online: http://www.hcr-manorcare.com

Expires: 05/13/2015  
Job ID: 3861007  
Job Title: General Labor Warehouse Positions  
Company: Staff Management at Federal-Mogul  
Job Type: Full Time  
Location: Skokie, IL 60076  
Salary: Earn Up To $10.50

Job Description: Staff Management | SMX has great opportunities available now in a clean, fast-paced warehouse environment. Join our team today! Positions now available in: WAREHOUSE PACKAGING PUNCH PRESS OPERATOR INJECTION MOLDING LIGHT ASSEMBLY FORKLIFT DRIVER All positions are in a warehouse environment and require standing for the duration of the shift. APPLICANT REQUIREMENTS Must be able to lift 30-50lbs Must be at least 18 years old Must be able to read, speak, & comprehend English Must pass pre-employment drug & background checks Must be able to stand for shift duration Questions? Please call us at 847-568-2200.

Job Requirements: No experience necessary!

Application Instructions: Use job code S02 for online application APPLY IN-PERSON: WALK-INS WELCOME Mondays- Thursdays from 9:00am - 11:00am 7450 N McCormick Blvd * Skokie, IL 60076 *Use parking lot entrance marked with a Staff Management sign  
Contact: Sara Vega  
Address: 7450 N McCormick Blvd, Skokie, IL 60076  
Phone: 847-568-2200  
Fax: 847-673-9089  
Email: svega@staffmanagement.com  
Apply Online: http://apply.smjobs.com

Expires: 05/14/2015  
Job ID: 3863798  
Job Title: Cook  
Company: Smith Senior Living  
Job Type: Full Time  
Degrees Wanted: None Required  
Majors Wanted: Culinary Arts  
Job Target: Any Job Target  
Location: Chicago, IL 60643  
Salary:
**Job Description:** Prepares food in accordance with standardized recipes and therapeutic diets for Upscale Retirement Community. Oversees all aspects of preparation, distribution, storage and sanitation, to assure that all food service staff adheres to established procedures. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.

**Job Requirements:** Prepares food in accordance with standardized recipes and therapeutic diets. Oversees all aspects of preparation, distribution, storage and sanitation, to assure that all food service staff adheres to established procedures. Follows established safety, security and sanitation precautions. Maintains production and temperature records accurately and consistently. Assists with daily scheduled cleaning duties as required.

**Application Instructions:** Apply online

**Contact:** Smith Village

**Address:** 2320 W 113th Place, Chicago, IL 60643

**Apply Online:** http://www.smithseniorliving.org/job-listings.cfm

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**Expires:** 05/14/2015

**Job ID:** 3863869

**Job Title:** Office Assistant

**Company:** Lakeshore

**Job Type:** Full Time

**Location:** Northbrook, IL 60062

**Salary:** 13/hour

**Job Description:** Lakeshore is looking to build a pool of candidates for a variety of Corporate Administrative and Customer Service Positions with our Fleet Management and Logistics client out in NORTHBROOK, IL AND BUFFALO GROVE. Typical positions are similar to the one below: Position: Administrative / Customer Service Location: Northbrook Pay rate: Starting at $13/hour Hours: Monday-Friday 8-5 *Must be open to temporary/contract roles* Work environment is business casual Responsibilities: - Minimum of 1-2 years in an office setting (administrative coordinator, administrative assistant, etc) - Customer Service experience required - Fleet Management, Driver Services or Logistics Experience HIGHLY preferred - Phone correspondence and follow-up - Email correspondence and follow-up - Invoicing or financial transaction experience preferred - Excel spreadsheet work - Data entry and database management - Organizing, paperwork, filing, other clerical duties - Assisting customers with any inquiries or issues - Must be comfortable speaking to individuals over the phone - Must be detail-oriented and willing to commute to Northbrook or Buffalo Grove - Must be available to start work immediately - Training will be provided* Requirements Length: Indefinite / Open ended assignments (no end date) - Looking for the right person with the right dynamic! - Could be 1 month, 3 months, could be 9 months, could be endless! - Looking for someone to show optimism and truly show what they’ve got! - MUST BE OPEN TO CONTRACT/TEMP WORK! Are you open to these things and to being a part of our pool? If so, please send your most recent resume!

**Contact:** Nadine Tadros

**Address:** 1 N Franklin Suite 950, Chicago, IL 60606
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, 1st Time 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://pearson.jobs/elk-grove-village-il/enrollment-advisor-elk-grove-village/7150ACEDD4844256B8D77DB78D5D740B/job/

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**Expires:** 06/01/2015

**Job ID:** 3849766

**Job Title:** Estimator

**Company:** Lorusso Cement Contractors

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Architecture

**Job Target:** Any Job Target

**Location:** West Chicago, IL 60185

**Salary:**

**Job Description:** Seeking a qualified Construction Estimator whose duties would include searching for bid opportunities, analyzing bid documents, preparing plan take off calculations, preparing cost estimates and assembling bid packages. Upon contract award, the individual would negotiate and execute agreements with subcontractors and suppliers, prepare project schedules, prepare project submittals, attend construction progress meetings, monitor project correspondence, generate subcontractor payment documents and work with the field and office personnel to successfully complete projects. Competency in reading and understanding engineering drawings and specifications, exceptional verbal and written communications skills, proficient in Microsoft Excel, Word and Quest/Maxwell Systems.

**Application Instructions:** please send a copy of your resume to be reviewed olorusso79@yahoo.com

**Contact:** Onofrio Lorusso

**Address:** 1090 Carolina Drive, West Chicago, IL 60185

**Phone:** 6302319009

**Fax:** 6302319083

**Apply Online:** http://lorussocompanies.com

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**Expires:** 06/01/2015
Job ID: 3849794
Job Title: Auto Technician/Mechanic
Company: Lorusso Cement Contractors
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Automotive Technology
Job Target: Any Job Target
Location: West Chicago, IL 60185
Salary:
Job Description: Looking for a certified Automotive technician that can work on both diesel and gas engines. Working knowledge of scheduled maintenance, complete diagnostics on engines and electrical systems and repair to factory specifications of Trucks, Trailers, and Heavy equipment
Job Requirements: please send a copy of your resume to be reviewed olorusso79@yahoo.com
Contact: Onofrio Lorusso
Address: 1090 Carolina Drive, West Chicago, IL 60185
Phone: 6302319009
Fax: 6302319083
Apply Online: http://lorussocompanies.com

Expires: 06/30/2015
Job ID: 3855414
Job Title: Bank Teller (2 positions available)
Company: LEYDEN CREDIT UNION
Job Type: Part Time
Location: Franklin Park, IL 60131
Salary: $9.00- $9.50
Job Description: Bank teller activities. Prior cash handling or teller experience helpful. Assist in everyday operations of the credit union. Abide by policies and procedures. Provide a variety of service functions to process banking transactions. Manage and balance a cash drawer. Enthusiastically promote products and services. Self-motivator representing the credit union in a positive way. Ability to work quickly and communicate effectively with membership and through teamwork with staff.
Job Requirements: Ability to work quickly and accurately with attention to detail. Customer service experience also helpful.
Application Instructions: To apply please send your cover letter and resume to Teller Manager at hr@leydencu.org or fax it to 847-455-1245. PDF or DOC/DOCX files preferred for attachments.
Contact: TELLER MANAGER
Address: 2701 N 25TH AVE, FRANKLIN PARK, IL 60131
Expires: 07/01/2015
Job ID: 3864592
Job Title: Licensed Practical Nurse - LPN
Company: BrightStar Care of Orland Park/Will County
Job Type: Full Time, Part Time
Degrees Wanted: License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Orland Park, IL 60462
Salary:
Job Description: We are looking for LPNs with pediatrics experience, 1 year Clinical experience required - No exceptions. Full-Time and Part-Time work available immediately. Flexible schedules -- you work the hours and days you want. You will be caring for medically fragile and technology-dependent Children. Must have reliable transportation. We are a rapidly growing Home Nursing Agency and a Home Services Agency known for its excellence in providing exceptional private duty in-home care and quality staffing.
Job Requirements: Must have reliable transportation and minimum one year caregiving experience.
Application Instructions: Call us. Email or fax your resume.
Contact: Lisa Gros
Address: 64 Orland Square Drive Suite 208, Orland Park, IL 60462
Phone: 708-226-5100
Fax: 708-226-1611
Email: lisa.gros@brightstarcare.com

Expires: 07/01/2015
Job ID: 3864614
Job Title: Certified Nursing Assistant - CNA
Company: BrightStar Care of Orland Park/Will County
Job Type: Full Time, Part Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant, Nursing
Job Target: Any Job Target
Location: Orland Park, IL 60462
Salary:
**Job Description:** *Provides daily routine care such as bathing, dressing and feeding * Cleans rooms and makes patient beds * Answers patient's calls * Converses with patients to provide assurance * Assists in care and feeding of infants * Observes Universal Precautions * Provides patient transportation to doctor appointments, outside activities and shopping * Provides patient laundry and linen changes * Light housekeeping * Provides medication reminders * Meal preparation and clean up

**Job Requirements:** Flexible schedules -- you choose the hours and days you want. Must have reliable transportation. Minimum one year caregiving experience.

**Application Instructions:** Call us. Email or Fax your resume.

**Contact:** Lisa Grose

**Address:** 64 Orland Square Drive Suite 208, Orland Park, IL 60462

**Phone:** 708-226-5100

**Fax:** 708-226-1611

**Email:** lisa.gros@brightstarcare.com

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**Expires:** 12/31/2015

**Job ID:** 3868591

**Job Title:** Administrative

**Company:** BG Staffing / Multi-Family Division

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

**Location:** IL

**Salary:**

**Job Description:** Must have formal training in office procedures and use of office equipment. Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on your feet when dealing with callers; customer service oriented "can do" approach to work. Knowledge of computers; specifically, experience in Microsoft Office is preferable. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing current and prospective tenants, word processing, creating spreadsheets and presentations, filing, and faxing. Must have superior organizational skills and accuracy. Excellent problem solving and people skills also required.

**Application Instructions:** To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com

**Contact:** Tara Quinn

**Address:** 564 W Randolph, Second Floor, Chicago, IL 60661

**Phone:** 847-208-2080

**Email:** tquinn@bgstaffing.com

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**Expires:** 12/31/2015

**Job ID:** 3868594

**Job Title:** Administrative
Company: BG Staffing / Multi-Family Division
Job Type: Full Time, Part Time, Seasonal
Location: IL
Salary:
Job Description: Must have formal training in office procedures and use of office equipment. Must have the ability to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on your feet when dealing with callers; customer service oriented "can do" approach to work. Knowledge of computers; specifically, experience in Microsoft Office is preferable. Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing current and prospective tenants, word processing, creating spreadsheets and presentations, filing, and faxing. Must have superior organizational skills and accuracy. Excellent problem solving and people skills also required.
Application Instructions: To apply please e-mail your resume to Tara Quinn at tquinn@bgstaffing.com
Contact: Tara Quinn
Address: 564 W Randolph, Second Floor, Chicago, IL 60661
Phone: 847-208-2080
Email: tquinn@bgstaffing.com

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

http://www.collegecentral.com/triton