Job ID: 3878520
Job Title: Assistant Teacher
Company: Holy Family Child Care Center
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Des Plaines, IL 60016
Salary:
Job Description: Under general supervision assists the Teacher to provide developmental care and supervision to children enrolled in the child care center. Learning experiences shall be provided to foster the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment. The teacher will plan and implement age appropriate curriculum and establish and maintain supportive relationships with children and parents.
Job Requirements: Minimum of high school diploma required. Prefer Child Development Associate or Associate Degree in Early Childhood Education or 30 semester hours w/ six credits in ECE.
Contact: Lori Vargas
Address: 100 N. River Road Child Care Center, Des Plaines, IL 60016
Phone: 773 792-8969
Fax: 773 990-6501
Email: lvargas@presencehealth.org

Expires: 03/09/2015
Job ID: 3888302
Job Title: Fiscal Clerk, part-time temporary
Company: Kendall County Health Department
Job Type: Part Time
Degrees Wanted: Bachelors
Majors Wanted: Accounting
Job Target: Any Job Target
Location: Yorkville, IL 60560
Salary: $20-$21 per hour
Job Description: Duties may include: Maintain agency accounts payable, including cash balancing, deposits, purchase orders, credit cards, store charge procedures and maintain the related vendor files. Responsible for internal control processing in MIP and Peachtree (training support staff on system) and/or fiscal software programs and the County's accounts payable system. Prepare disbursement vouchers bimonthly and related reports for the Board of Health Finance Committee, and payroll reports biweekly for the Kendall County Treasurer. Responsible for ordering office supplies/furniture for all units of KCHD & maintain department inventory of
office furniture and equipment. Prepares and bills insurance, DCFS, Easter Seals, etc. and works with staff on past due accounts. The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

**Job Requirements:** Kendall County Health Department (KCHD) is accepting resumes for part-time temporary (16 hours a week) position of Fiscal Clerk. The position will end on May 11, 2015. The position requires: Bachelor's degree required in accounting, finance, or other business related field. Four (4) years’ experience preferred in an accounting position with a concentration in bookkeeping support, or any combination of experience, education or training which would provide the level of knowledge, skills and ability required. Excellent computer skills with advanced MSOffice skills particularly Excel and use other office machines and the ability to learn/use other software billing, scheduling and accounting systems (i.e. Foothold, Peachtree, MIP, etc.). Requires the ability to successfully pass the department background check.

**Application Instructions:** Send resume & cover letter to: Becki Rudolph, Executive Assistant Kendall County Health Department, 811 W. John Street Yorkville, IL 60560 Fax 630/553-9506 e-mail brudolph@co.kendall.il.us. Resumes accepted through March 9, 2015.

**Contact:** Becki Rudolph
**Address:** 811 West John Street, Yorkville, IL 60560
**Phone:** 630-553-9100
**Fax:** 630-553-9506

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**Expires:** 03/10/2015
**Job ID:** 3880924
**Job Title:** Business Development Intern - PAID
**Company:** Course Hero, Inc.
**Job Type:** Internship, Part Time
**Location:** River Grove, IL 60171
**Salary:** $10-$15/hour

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

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

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

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

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**Expires:** 03/25/2015
**Job ID:** 3880657
**Job Title:** Roving Naturalist, Senior
**Company:** Chicago Zoological Society / Brookfield Zoo
**Job Type:** Seasonal
**Degrees Wanted:** Associates
**Location:** Brookfield, IL 60513

**Salary:**

**Job Description:** Share your passion for animals and conservation! The mission of the Chicago Zoological Society is to inspire conservation leadership by connecting people with wildlife and nature. Since the opening of Brookfield Zoo in 1934, the Society has had an international reputation for taking a cutting-edge role in animal care and conservation of the natural world. The Society is an active partner in wildlife protection programs around the world, including the Sarasota Dolphin Research Program, the world's longest-running study of bottlenose dolphins. We have pioneered the field of conservation psychology, the study of how people connect with animals and nature. We are able to reach so many audiences each year, including 2 million zoo guests engaged by unique exhibits and programs. The Senior Roving Naturalist is responsible for engaging Zoo guests in celebrating animals and nature by providing all Zoo guests with the opportunity to have a quality, close-up encounter with, but not limited to a variety of domestic and exotic animals. This may include reptiles such as blue tongue skink, bearded dragon, or corn snakes. Create extraordinary guest experiences through participation in outreach events off zoo grounds and offering interpretive presentations such as daily Zoo Chats throughout the Zoo as needed. You will draw upon your prior related experience to assist the full-time Interpretive Programs staff in the daily supervision, scheduling and mentoring of Roving Naturalist staff as well as in assisting in developing presentations.

**Job Requirements:** The requirements for this position include: * Minimum two years of college
required, with coursework in life sciences preferred or an equivalent combination of training
and/or work experience in an informal educational setting, ideally at a zoo, aquarium, or nature
center providing quality interpretive experiences. * Minimum one year experience in the Roving
Naturalist program or equivalent work experience in an informal educational setting presenting
animals required. * Minimum six months supervisory experience preferred, but not required. *
Demonstrated strong interpersonal and communication skills required. * Must be comfortable
speaking in front of the public and using a microphone. * Must be able to coach and mentor
Roving Naturalists and Assistant Roving Naturalists. * Must be outgoing and able to work
independently with little supervision. * Must be willing and able to work with a variety of
invertebrates, including arachnids, crustaceans and insects, as well as reptiles, amphibians, fish
and a variety of domestic and exotic animals. * Must be open to new experiences. * Valid
driver's license required. Illinois residents must possess a valid Illinois license within 90 days of
hire. Valid out-of-state license required for out-of-state residents. * Experience and/or ability to
work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish
fluency a plus. Additional Information: This requisition is to recruit for a position for 2015. The
Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer -
Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the
CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply
by submitting your profile to Requisition Number 718BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 03/25/2015
Job ID: 3880723
Job Title: Store Manager
Company: CD One Price Cleaners #31
Job Type: Full Time
Location: Chicago Heights, IL 60411
Salary: $34k-$40k+ dep. on experience

Job Description: CD One Price Cleaners is looking for a Store Manager to oversee all
operations at our retail location in Chicago Heights. Supervising two assistant managers and a
production manager, this position will interact with all aspects of the business. With a natural
dedication to customer service, the right candidate will also manage "back of the house"
operations, setting the highest standards of quality. This is a great position for an energetic
manager who enjoys coaching and leading by example; you will not be anchored to a desk. If
you have experience in retail, food service, manufacturing, or a related industry, then we highly
encourage you to apply. With over 30 locations, we are experiencing rapid growth and offer the
opportunity for our employees to work in a state of the art production environment. We are
willing to train on the nuances of our industry and offer potential for career and material growth.
Our continued success will be determined by how well we execute our strategy -- offering an
outstanding dry cleaning experience to our customers at a competitive price point. We offer our customers the best value on their most frequently cleaned garments. By providing outstanding service at a value price, we prove that all dry cleaners are not the same. To learn more about us (but no direct inquiries please; only online applications will be considered) please visit our website: http://www.cdonepricecleaners.com/

**PRIMARY FUNCTIONS:**
- Plans and directs day-to-day operations of the store
- Develops strategies to improve customer service, drive store sales, and increase profitability
- Ensures customer needs are met, complaints are resolved and service is efficient
- Ensures quality standards are met on all garments
- Is heavily involved in the coaching and development of new and existing talent
- Schedules employees
- Completes and submits reports as required
- Oversees computer systems maintenance
- Manages supply inventory

**REQUIREMENTS:**
- Minimum of 5 year management experience in a combination of customer service and production/manufacturing environment
- Experience managing other managers
- Four year college degree or equivalent work experience
- Bi-lingual with Spanish a plus, but not required
- Please send resume

**Application Instructions:** Please e-mail resume.

**Contact:** Devang Kothari
**Address:** 567 W 14th Street, Chicago Heights, IL 60411
**Phone:** 708 283 2675
**Email:** cd1price@gmail.com

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**Expires:** 03/26/2015
**Job ID:** 3881207
**Job Title:** Licensed Sales Producer
**Company:** AllState Insurance
**Job Type:** Full Time
**Location:** Hillside, IL 60162
**Salary:** TBA

**Job Description:** We are Expanding and have an opening for the LSP Position to join our award winning team. The LSP will Drive Growth into our agencies through AllState Products and Services. No experience necessary but is a plus.

**Application Instructions:** To apply please e-mail your resume to Scott Sebestin at scotts@allstate.com On the subject line please indicate that you are applying for the Licensed Sales Producer position

**Contact:** Scott Sebestin
**Address:** 4842 W. Butterfield RD., Hillside, IL 60162
**Phone:** (708) 452-2220
**Email:** scotts@allstate.com

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**Expires:** 03/26/2015
**Job ID:** 3881330
**Job Title:** Financial Loan Analyst
Company: West Suburban Bank  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Location: Lombard, IL 60148  
Salary:  
Job Description: Job Summary: Performs analysis and other support functions to assist the Credit Analysis and Loan Review Manager. Primary Duties and Responsibilities: * Assist the commercial banking team or related departments with underwriting and documenting loan requests. * Perform economic and industry analysis, financial projections and risk assessments. * Spread and interpret financial statements and conduct collateral analysis to minimize risk and maximize credit quality. * Prepare and deliver loan presentations. * Review and maintain credit files to monitor and update information as needed. * Provide high-quality customer service and service clients in a courteous and professional manner consistent with our company philosophy. * Follow established bank policies and procedures, and identify any policy exceptions. * Cooperatively assist and support other bank activities. * Promote a strong team environment. * All other duties as assigned. Qualifications: * Proficiency in Microsoft Office required; * Bachelor's degree in Finance, Business, or other related field required; * 1 or more year commercial loan credit analysis experience and completion of formal credit training is strongly preferred; * Professional experience in banking, real estate, commercial or retail finance desirable but not required. * Strong knowledge of financial accounting. * Excellent verbal and written communication skills. * Strong analytic and reasoning skills. * Ability to meet deadlines. * Ability to identify and resolve problems in a timely manner. Requirements for performing Primary Duties and Responsibilities: On the job the employee may physically be required to bend, sit, stand, walk, reach above shoulder level, use finger movements, handle objects (manual dexterity), and/or carry/lift loads up to 25lbs. On the job the employee must mentally be able to read/comprehend, write, perform calculations, communicate orally, reason, and analyze. West Suburban Bank is an Equal Opportunity Employer EOE/MFDV. This document is property of West Suburban Bank and may not be reproduced, transmitted or otherwise duplicated without express written consent from West Suburban Bank.  
Contact: Brett Peters  
Address: 101 N Lake St., Aurora, IL 60506  
Phone: 630/652/2736  
Email: bpeters@westsuburbanbank.com  
Expires: 03/26/2015  
Job ID: 3881443  
Job Title: General Office - Shipping/Invoicing  
Company: Billet Specialties, Inc.  
Job Type: Full Time  
Location: La Grange Park, IL 60526
Salary:

Job Description: Ideal candidate will be friendly, self-motivated person with skills in Excel, Word, and Outlook. Duties include answering phones, order entry, billing and preparing shipping documents. FedEx shipping and accounting experience is a plus. Benefits include Insurance, Paid Holidays, and 401(K) Plan

Application Instructions: Send resume with salary history to email listed.

Contact:
Email: gethired@billetspecialties.com

Expires: 03/26/2015
Job ID: 3881489
Job Title: NEW-Lincoln Square - Delivery Drivers
Company: Lou Malnati's
Job Type: Full Time, Part Time
Location: Chicago, IL 60618
Salary:

Job Description: Delivery Driver Responsibilities include but are not limited to: * Assemble assigned delivery orders. * Map out assigned delivery route. * Deliver orders in a timely yet safe manner. * Greet and interact with customers in a friendly helpful and efficient manner. * Accept payment and make change. * During slow time: perform side work; answer phones; basic food prep; fold boxes; light cleaning. * Any other responsibilities as may be assigned. Qualifications: * Submit a two-year driving history documented by MVR or drivers license. * Meet driving requirements per our insurance company's standards. * Must maintain valid license plate, sticker and insurance I.D. card verifying at least state minimum required limits. * Car must be clean, safe and well maintained. * Exemplary hospitality skills (friendly, courteous, anticipate the needs of our customers and exceed them). * Ability to work varied hours/days including holidays. Ability to work extra days and hours when circumstances required. * Delivery driver experience a plus.

Application Instructions: Please email resumes to LSHiring@loumalnatis.com.

Contact: Amy Petty
Address: 3685 Woodhead Drive, Northbrook, IL 60062
Phone: 847-562-1814
Email: apetty@loumalnatis.com

Expires: 03/26/2015
Job ID: 3881499
Job Title: CNC Operators (Mill and Lathe)
Company: Billet Specialties, Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Applied Manufacturing, Automotive Technology

Job Target: Any Job Target

Location: La Grange Park, IL 60526

Salary:

Job Description: CNC Operators with minimum 1 year experience or educational equivalent. Must be able to read blue prints and utilize measuring equipment including micrometers and calipers. Must be familiar with CNC machine tools. We are a state of the art manufacturing facility and provide excellent benefits including Insurance, Paid Holidays, 401(K) and more.

Application Instructions: Apply by email to address listed.

Contact:

Email: gethired@billetspecialties.com

Expires: 03/26/2015

Job Title: Personal Banker (Part Time) 2500 W North Avenue (66646)

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. We are 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 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 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 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 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, confident, 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 with 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 disabled workers are strongly encouraged to apply.

Contact: Lisa Decker

Address: 4000 W Brown Deer Rd, Brown Deer, WI 53209

Phone: 414-362-5705

Expires: 03/27/2015

Job ID: 3885137

Job Title: Direct Support Professional (DSP)

Company: Alden Village North

Job Type: Full Time, Part Time

Location: Chicago, IL 60626

Salary:

Job Description: If you are looking for a rewarding career opportunity as a Direct Support Professional (DSP), you will find it at Alden Village North! DSP's are responsible for implementing Individual Program Plans for all clients as directed by the facility Qualified Intellectual Disability Professional. In addition to providing basic nursing care and services, DSP's are expected to provide active treatment to all clients in accordance with their Individual Program Plans as well as Behavior Management in accordance to established behavior plans. Qualified candidates must have completed a DSP training course and be listed on the Direct Support Professional Registry. Ideal candidates will be personable, enthusiastic, and compassionate towards the population we serve.

Job Requirements: Must have completed Direct Support Professional (DSP) training course and be listed on the Direct Support Professional Registry.

Application Instructions: Please either email a resume or complete an application in person.

Contact: Christy Czajka

Address: 7464 N. Sheridan Rd, Chicago, IL 60626

Phone: 773-338-0200

Email: vln_administrator@thealdennetwork.com

Expires: 03/27/2015

Job ID: 3885158
Job Title: Housekeeper  
Company: Alden Village North  
Job Type: Full Time, Part Time  
Location: Chicago, IL 60626  
Salary:  
Job Description: If you are looking for a rewarding career opportunity as a Housekeeper, you will find it at Alden Village North! Under the supervision of the Housekeeping Supervisor, the Housekeeper is expected to follow and complete cleaning schedules daily, clean resident's rooms daily, and clean resident dining rooms after meals. Ideal candidates will be committed to maintaining a clean and safe environment for the guests we serve. Qualified candidates must possess a high school education or equivalent and have the desire to improve the lives of those we serve.  
Application Instructions: Please either email a resume or complete an application in person.  
Contact: Christy Czajka  
Address: 7464 N. Sheridan Rd, Chicago, IL 60626  
Phone: 773-338-0200  
Email: vln_administrator@thealdennetwork.com

Expires: 03/27/2015  
Job ID: 3885278  
Job Title: Qualified Intellectual Disability Professional (QIDP)  
Company: Alden Village North  
Job Type: Full Time  
Degrees Wanted: Bachelors  
Majors Wanted: Psychology  
Job Target: Any Job Target  
Location: Chicago, IL 60626  
Salary:  
Job Description: If you are looking for a rewarding career opportunity as a QIDP, you will find it at Alden Village North! The QIDP is responsible for developing and implementing each client's Individual Program Plan as well as gathering goal and behavioral data to determine appropriate program training and education within the facility, residential and work site settings. Ideal candidates will be organized, and extremely detail oriented. Qualified candidates must possess a Bachelor's degree in Human Services, or related field in addition to one year of experience supporting or interacting with persons with Developmental Disabilities.  
Application Instructions: Please either send resume via email or complete application in person.  
Contact: Christy Czajka  
Address: 7464 N. Sheridan Rd, Chicago, IL 60626  
Phone: 773-338-0200
Email: vln_administrator@thealdennetwork.com

Expires: 03/27/2015
Job ID: 3885379
Job Title: Hiring for Mariano's in Skokie
Company: Mariano's - Skokie
Job Type: Full Time, Part Time
Location: IL
Salary:

Job Description: OPEN HOUSE JOB FAIR Accepting Walk-In Interviews! Friday, February 27th 10:00am-5:00pm 3510 W Devon Ave Lincolnwood, Illinois Please Dress Professionally Please Bring a Resume If Applicable Any Questions, please call : 847-568-0270

Contact: Monica Kozaczka
Address: 7200 N. McCormick, Skokie, IL 60076
Phone: 312-833-1806

Expires: 03/27/2015
Job ID: 3885518
Job Title: Drafter/ Designer
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:

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

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

Application Instructions: Please email your resume to hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 03/27/2015
Job ID: 3885519
Job Title: Technical Assistant
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Degrees Wanted: Associates
Job Target: Any Job Target
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITES: * Coordinate proposal generation including creating bills of material, pricing/selecting material, generating layouts/drawings as well as coordinating with Engineering & Installations when required. * Assist in the preparation of fabrication and installation drawings. * Maintain in-house structural design programs. * Interact extensively with external consultants, customers, distributors, installation contractors, project and site managers, plant and sales personnel. * The opportunity to work with a highly qualified/skilled team and on interesting and challenging projects * Other duties as assigned
Requirements: * Associate Degree preferred * Technical aptitude * Advanced MS Office skills required; Exposure to AS400 or other ERP systems is preferred; Exposure to AutoCAD is preferred
Application Instructions: Please email your resume to hr@interlakemecalux.com
Contact: Robin Yoder
Address: 1600 North 25th Avenue, Melrose Park, IL 60160
Phone: 708-344-9999
Email: hr@interlakemecalux.com

Expires: 03/27/2015
Job ID: 3885523
Job Title: Customer Service Lead
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITES: * Develop strong professional
relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

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

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

Expires: 03/27/2015
Job ID: 3885525
Job Title: Customer Service Lead
Company: Interlake Mecalux, Inc.
Job Type: Full Time
Location: Melrose Park, IL 60160
Salary:
Job Description: PRINCIPAL RESPONSIBILITES: * Develop strong professional relationships with Sales Operations, Purchasing, and field offices. * Resolve customer issues in a timely manner. * Fulfill literature and sample requests as required. * Receive and process all inquiries related to order entry. * Process all incoming requests for shipment information from both internal and external based customers. * Issuing "Return Good Authorizations." * Communicating with our Logistics Department. * Process all incoming purchase orders. * Manage claims with freight companies and customers. * Process all customer leads. * Process order complements through to resolution. * Grow with us: Teach and train new associates as they join the Customer Service team. REQUIREMENTS: * Understanding of what it takes to provide good customer service. * Ability to follow through on complex projects. * Excellent phone presence and developed communication skills. * Analytical and technical mind with a bias for action * At least 3 years of related customer service experience with a preference for account management experience or Customer service experience for a manufacturing/industrial company/Retail * Ability to multi-task and remain self-motivated in a fast-paced, changing environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.
environment with minimal supervision. * Proficient MS Office skills required * Exposure to AS/400 or other ERP systems is preferred.

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

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

Expires: 03/31/2015
Job ID: 3880380
Job Title: Assistant Manager, Refreshments
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: Diploma
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:

Job Description: While enjoying our beautiful, park-like setting, Brookfield Zoo guests have ample opportunity to stop for a bite to eat at one of our many refreshment locations located throughout the Zoo or stopping at Austin Blues Bar-B-Que, located near the North Gate entrance. Whether fulfilling a backyard barbecue craving, satisfying a sweet tooth or quenching one's thirst, there are many outdoor refreshment destinations available, where the team provides quick and efficient service with an extra helping of quality customer service. As an Assistant Manager, Food Service Operations, you will utilize your prior supervisory experience in a quick-service restaurant to manage, coordinate, supervise and oversee food preparation and production areas to maintain high levels of guest satisfaction through proper training and assuring adherence to sanitation, safety, speed of food delivery and quality standards, as well as compliance with Society policies and departmental standards and procedures. You will maintain security of all assigned Society equipment, assets, and supplies; and, uphold established service standards and financial results balanced with safety and sanitation requirements. Also making use of your prior experience, you will coach and train staff, not limited to but including staff development for growth and expansion in their areas of expertise, streamline production, and cross-train staff for future growth. As Assistant Manager, you will maintain effective communications among managers and staff to ensure timely delivery and superior quality of products and services; coordinate staffing guides and schedule for food service area in accordance with budgeted labor standards; and assist the manager in daily inventory control and end-of-month inventory counts and procedures. Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations and may also be required to assist temporarily at other Guest Services locations.

Job Requirements: The Assistant Manager, Food Service Concessions at North Gate Snacks
and Refreshments requires flexible availability to work any five days out of seven days each week. The position also requires the ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions. You must be at least 21 years of age for this position. This is a temporary position. The minimum starting wage for this position is $14.25/hr. The requirements for this position include: * High School graduate or (GED) equivalent preferred. College coursework in relevant business, culinary, or management subjects or other relevant subject a plus. * Minimum of two years supervisory experience in a quick-service restaurant required. * Must be at least 21 years of age. * Basic computer skills required, with data entry experience in Microsoft Excel and Microsoft Word desired. * Must hold or obtain, within one year of hire, a Food Service Sanitation certificate as required by the city, county and state. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Additional Information This requisition is to recruit for a temporary opportunity for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 669BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers
You will make use of your prior food service experience as you assure quality standards are maintained in the areas of food production and speed of food delivery in order to satisfy our over 2 million guests per year. You will be able to accomplish this while maintaining desired service and financial results, balanced with adherence to safety and sanitation procedures. Your good communication and interpersonal skills will be demonstrated as you coach and train staff for performance improvement and growth and expansion in their areas of expertise, streamline production, and cross-train staff for future growth. You will maintain effective communications among managers and staff to ensure timely delivery and superior quality of products and services.

**Job Requirements:** This is a temporary position. The minimum starting wage for this position is $10.25/hr. The requirements for this position include: * High School graduate or (GED) equivalent preferred. * Minimum one year relevant experience in a food service environment required. * Strong customer service orientation required. * Must possess good communications and interpersonal skills. * Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. * Incumbent must be responsible, reliable, and conscientious. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. * Incumbent must have ability to learn and follow Society policies and departmental procedures and standards. * Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). Food Service employees may also be required to assist temporarily at other Guest Services locations. * Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions. Additional Information This requisition is to recruit for temporary openings for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 677BR.

**Contact:** Wendy Larsen

**Address:** 3300 Golf Road, Brookfield, IL 60513

**Phone:** 708-688-8400

**Apply Online:** http://www.czs.org/careers
Location: Brookfield, IL 60513

Salary:

Job Description: While you just may know that Brookfield Zoo is a major player in the global effort to preserve and support our animal kingdom, you may not know that we provide world-class culinary delights, impeccable presentation, and amazing surroundings for various events from weddings, birthday parties, business meetings, black-tie events, fundraisers, ceremonies, picnics and countless others. It truly is an exotic venue and no place can compare to Brookfield Zoo! The Culinary Supervisor contributes to creating these memorable events by managing, coordinating, supervising, and overseeing food preparation and production areas to maintain proper levels of guest satisfaction through training, sanitation, safety, and quality, as well as compliance with Society standards, policies and procedures. Your customer service focus will be utilized as you will be responsible for most food production and the speed of food delivery with overall quality in mind creating that extraordinary guest experience. Utilizing your prior food service experience, you will coach and train staff for growth and expansion in their areas of expertise, streamline productions, and cross-train staff for future growth. You will make use of your drive for results by maintaining desired service and financial results, balanced with safety and sanitation policies. You will also oversee and participate in monthly inventory process, accurately receive and store all deliveries from warehouse and vendors, and maintain the security of all Society equipment, supplies and product. As a role model, you will maintain effective communications among various managers and staff to ensure timely delivery and superior quality of products and services.

Job Requirements: This is a temporary position. The minimum starting wage is $10.25 per hour. The requirements for this position include: * High school diploma or equivalent training or experience preferred. * Must hold or obtain a Food Service Sanitation certificate as required by the city, county, and state within one year of hire. * Cooking school certificate preferred, preferably with food management courses included in the curriculum. * One year relevant experience in a food service environment is required. * Must be detail oriented, organized and able to maintain a high level of accuracy. * Outstanding customer service orientation required. * Must be flexible and able to handle multiple tasks. * Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Additional Information The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 703BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/Careers

Expires: 03/31/2015
Job ID: 3880617
Job Title: Assistant Sous Chef
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: Diploma
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:
Job Description: While you just may know that Brookfield Zoo is a major player in the global effort to preserve and support our animal kingdom, you may not know that we provide world-class culinary delights, impeccable presentation and amazing surroundings for various events from weddings, birthday parties, business meetings, black-tie events, fundraisers, ceremonies, picnics and countless others. It truly is an exotic venue and no place can compare to Brookfield Zoo! As Assistant Sous Chef (Seasonal), you will oversee food preparation, stewarding, and transporting staff and operations to assure department standards and productivity are met; ensure that all food is prepared to standard recipe specification or the Executive Chef's direction; and, supervises outside caterers when utilized. Utilizing your prior supervisory experience, you will coach and train staff, including staff development for growth and expansion in their areas of expertise, streamlines production, and cross-trains staff for future growth. As Assistant Sous Chef, you will initiate all actions necessary to carry out quality food preparation and presentation as instructed in the Banquet Event Order (BEO) for each event making sure that sanitation standards are maintained in food handling, preparation, storage, and equipment handling at all times. Making use of your prior relevant experience, you will perform food preparation and oversee the presentation of all food items, including but not limited to the display of food on buffet tables and at large picnic venues. Utilizing your strong organization skills, you will maintain and adhere to a cleaning schedule on a weekly, monthly, and annual basis; and prepare all food requisitions necessary to complete all BEOs and presents to the Chef for approval and accurately enters information into the Food Track system. This includes receiving and checking all orders for accuracy and ensuring proper storage. As Assistant Sous Chef (Seasonal), you will participate in monthly inventory process, including taking inventory of all food products and providing inventory counts to the Executive Sous Chef for entry into the Food Track computer system. Furthermore, you will maintain a physical presence at events until all courses have been served and the cleanup/leftover storage instructions have been completed or delegated to a responsible subordinate; be responsible for managing all china, glass, silver, and all large and small wares within the Banquet operations; assists the Executive Sous Chef in training staff; and, present self at all events in a professional manner and appropriate attire as required.
Job Requirements: The requirements for the position include the following: * High School diploma or equivalent combination of training and/or experience required. * Completion of at least two years culinary school required. * Minimum five years relevant catering, restaurant, or culinary experience required. * Minimum one year supervisory experience required. * Proven ability in creative planning and menu development required. * Must possess strong interpersonal and communications skills * Must be able to obtain and maintain food service sanitation

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 704BR.

**Contact:** Wendy Larsen
**Address:** 3300 Golf Road, Brookfield, IL 60513
**Phone:** 708-688-8400
**Apply Online:** http://www.czs.org/careers

Expires: 03/31/2015
Job ID: 3881460
Job Title: Cashier
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: Diploma
Location: Brookfield, IL 60513
Salary:

**Job Description:** Chicago Zoological Society's Brookfield Zoo is known throughout the world as a leader in animal welfare and conservation but the institution is also Illinois' most popular cultural attraction.* Our beautiful park like setting has an amazing 216 acres of meticulously landscaped grounds, the Discovery Center and Pavilions provide indoor and outdoor event facilities, three major restaurants provide delicious food options and over 20 different animal exhibits demonstrates the Society's international reputation for taking a cutting-edge role in animal care and conservation of the natural world. The Cashier assists the full-time cashiers in the counting of funds generated by all Society operations in a timely and accurate manner. This includes sorting and verifying cash in each money bag received from the previous day from all retail stores, restaurants, and admissions; banding the money for the day's deposit and wrapping
received and counted coins for transport to the bank. You will also fill and verify money bags for daily distribution and prepare the bag list and money cart for the next days’ distribution. This position provides relief coverage for the South Gate reception area and performs switchboard duties, checks in appointments, and provides basic information to guests contributing to the Society's goal of providing an extraordinary guest experience. You will make use of your prior switchboard experience to perform switchboard duties, including answering incoming calls, providing general information to the public regarding zoo hours and activities, and monitoring and responding accordingly to radio traffic. Utilizing your strong customer service focus, you will provide relief coverage for the South Gate reception area to assist with verifying visitors, business appointments, and deliveries against the approved Gate List, obtaining proper authorization for admittance and providing park access as appropriate. Your friendly demeanor, good interpersonal skills and outstanding communication skills will contribute to creating an extraordinary guest experience for our over 2 million guests each year. * Brookfield Zoo is the most popular cultural attraction in the state of Illinois that actively monitors its attendance.

**Job Requirements:** This is a temporary position. The starting wage for this position is $8.90 per hour. The requirements for this position include: * High School graduate or equivalent combination of training/experience preferred. * Accurate basic math skills required. * Bookkeeping and cash handling experience desired. * Basic computer skills required including data entry experience. Experience with Microsoft Excel, Microsoft Word and Microsoft Outlook preferred. * Experience with adding machine operations helpful. * Prior experience in switchboard operation, handling a telephone system, and two-way radio communication system helpful. * Must possess excellent customer service/relations skills and strong communications skills, including good listening skills. * Must be reliable, attentive, courteous, and friendly. * Must be able to juggle multiple priorities simultaneously. * Must be cooperative, flexible, and helpful with the ability to work effectively under pressure. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus. Additional Information This requisition is to actively recruit for multiple openings for 2015 with a majority of positions starting in March. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 719BR.

**Contact:** Wendy Larsen
**Address:** 3300 Golf Road, Brookfield, IL 60513
**Phone:** 708-688-8400
**Apply Online:** [http://www.czs.org/careers](http://www.czs.org/careers)

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**Expires:** 03/31/2015
**Job ID:** 3881516
**Job Title:** IS Support Specialist
**Company:** Chicago Zoological Society / Brookfield Zoo
**Job Type:** Seasonal
Degrees Wanted: Diploma
Location: Brookfield, IL 60513

Salary:

Job Description: The Chicago Zoological Society is a leading conservation organization and has an exciting, fast-paced work environment and a family friendly atmosphere. We are very customer focused, as we host over 2 million guests to Brookfield Zoo each year. We are committed to conservation in the broadest sense, and we take PRIDE in every aspect of our operation. Our employees enjoy a unique work environment in a beautiful park-like setting that is based on respect, openness, cooperation, and involvement. At Brookfield Zoo, we work hard and we play hard! Employees are proud to work for the Chicago Zoological Society and are committed to our important conservation mission. Our dedicated staff has a true sense of purpose and a strong commitment to animals and conservation. The IS Support Specialist (Temporary) is responsible for promptly answering and responding to IS support requests and informational calls, e-mails, and voice mails sent to the IS Help Desk. You will install, update, reconfigure, and/or troubleshoot PC software to meet internal customer requirements; relocate PCs as needed; maintain hardware and/or software inventory of the Society's IS assets; maintain a reliable and stable desktop environment for all Society-supported PC systems; and, perform hardware and/or software PC upgrades, minor repairs, and new installations to desktop systems, as needed. You will also be responsible for other related duties as assigned including, but not limited to, reporting immediately to the Director of Information Services and the Vice President of Human Resources any discovery of child pornography on any of the Society's electronic or information technology equipment in accordance with Society policy and immediately reporting to the Director of Information Services or the Sr. V.P. of Finance and Administration any activity or request for application or security updates or modifications that may violate current Society policy, particularly as it relates to electronic communication or confidential information.

Job Requirements: As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week; this position generally requires flexible availability to work non-standard hours including evenings, holidays, and weekends. This is a temporary position. Starting wage: $12.25 per hour. The requirements for this position include: * High school diploma or equivalent required. * Minimum one year relevant experience to include installation, upgrades, and troubleshooting of PCs and PC software, including the MS Office Suite. * Must have demonstrated good problem-solving and decision-making skills. * Must have ability to work under pressure, prioritize effectively, and meet planned and unplanned deadlines. * Must have good oral and written communication skills. * Must maintain confidentiality of information and respect customer privacy. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. * Incumbent must have ability to work non-standard hours, including holidays and weekends. * Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable/preferred qualifications include: * Some relevant college coursework preferred. * Experience with MCSE, MOS, A+ Certification, Dell DCSE, and/or Cisco CCNE a plus. * Prior experience troubleshooting telephone and voice mail systems preferred. * Multilingual ability, Spanish fluency a plus. Additional Information This requisition is to actively recruit for multiple temporary openings for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.
Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 726BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 03/31/2015
Job ID: 3881589
Job Title: Police Officer / EMT
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: Associates
Majors Wanted: Criminal Justice Administration
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:

Job Description: This position contributes to the success of the Chicago Zoological Society by providing services, including asset protection and medical aid, to provide a safe environment for employees and guests, contributing to a positive guest experience and to the Society's overall financial sustainability. This position functions as an armed Patrol Officer, performing patrol duties to ensure the safety and security of guests, employees, facilities, and animal collection. Assist with traffic direction and general patrol of the park and parking lots and related duties. As a Police Officer / EMT (Seasonal), responsibilities include the following: * Follow Society and departmental established safety and procedural rules. Maintain work area and equipment in clean and functional condition. * Enforce and administer the enforcement of park rules, regulations, state, federal and local statutes. * Prepares field reports and required paperwork in accordance with established department procedures. * Promotes a positive public image and interactions and responds to inquiries and requests for information. * Direct traffic inside and outside the park as assigned. Monitor facilities, parking, and adjacent properties for safety, hazards, and security. * Provide assistance in law enforcement and other assigned activities to local community police departments as requested.

Job Requirements: This is a temporary position. This position includes the following requirements: * Associate's degree in criminal justice or equivalent combination of related training and experience required. * Minimum two years relevant security or loss prevention experience required. Minimum one year patrol officer experience preferred. * Must be an Illinois State Certified Police Officer. * Valid Firearms Owners Identification (FOID) Card required at time of hire. * Strong customer service orientation. * Ability to effectively communicate and interact with a diverse audience. * Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. * Spanish fluency a plus, but not required. * This is a part-time, temporary position
working approximately 20 hours per week, including weekdays, weekends, evenings, and holidays as assigned. Additional Information This requisition is to actively recruit for positions for 2015 with anticipated start dates in April. Additional requisitions will be posted shortly for future anticipated start dates in spring of 2014. Please visit the CZS Career Center for future opportunities. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 733BR.

**Contact:** Wendy Larsen  
**Address:** 3300 Golf Road, Brookfield, IL 60513  
**Phone:** 708-688-8400  
**Apply Online:** http://www.czs.org/careers

**Expires:** 03/31/2015  
**Job ID:** 3881857  
**Job Title:** Assistant Manager Food Service - Scoops  
**Company:** Chicago Zoological Society / Brookfield Zoo  
**Job Type:** Seasonal  
**Degrees Wanted:** Diploma  
**Location:** Brookfield, IL 60513  
**Salary:**

**Job Description:** NOW HIRING-APPLY TODAY! Walking around Brookfield Zoo can sure work up an appetite. During our busy season Scoops Ice Cream specializing in serving delightfully delicious ice cream treats is especially popular! In addition to favorite dessert options, there is a sandwich board, pretzels, chips, other ala carte items and a variety of beverages to select from. Scoops Ice Cream is located near the South Gate across from Baboon Island. As an Assistant Manager, Food Service Operations, you will utilize your prior supervisory experience in a quick-service restaurant to manage, coordinate, supervise and oversee food preparation and production areas to maintain high levels of guest satisfaction through proper training and assuring adherence to sanitation, safety, speed of food delivery and quality standards, as well as compliance with Society policies and departmental standards and procedures. You will maintain security of all assigned Society equipment, assets, and supplies; and, uphold established service standards and financial results balanced with safety and sanitation requirements. Also making use of your prior experience, you will coach and train staff, not limited to but including staff development for growth and expansion in their areas of expertise, streamline production, and cross-train staff for future growth. As Assistant Manager, you will maintain effective communications among managers and staff to ensure timely delivery and superior quality of products and services; coordinate staffing guides and schedule for food service area in accordance with budgeted labor standards; and assist the manager in daily inventory control and end-of-month inventory counts and procedures. Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales
locations and may also be required to assist temporarily at other Guest Services locations.

**Job Requirements:** The requirements for this position include: * High School graduate or (GED) equivalent preferred. College coursework in relevant business, culinary, or management subjects or other relevant subject a plus. * Minimum of two years supervisory experience in a quick-service restaurant required. * Must be at least 21 years of age. * Basic computer skills required, with data entry experience in Microsoft Excel and Microsoft Word desired. * Must hold or obtain, within one year of hire, a Food Service Sanitation certificate as required by the city, county and state. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Additional Information This requisition is to actively recruit for a temporary opening for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 773BR.

**Contact:** Wendy Larsen

**Address:** 3300 Golf Road, Brookfield, IL 60513

**Phone:** 708-688-8400

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**Expires:** 03/31/2015

**Job ID:** 3881886

**Job Title:** Supervisor-Scoops Restaurant

**Company:** Chicago Zoological Society / Brookfield Zoo

**Job Type:** Seasonal

**Degrees Wanted:** Diploma

**Location:** Brookfield, IL 60513

**Salary:**

**Job Description:** NOW HIRING-APPLY TODAY! Walking around Brookfield Zoo can sure work up an appetite. During our busy season Scoops Ice Cream specializing in serving delightfully delicious ice cream treats is especially popular! In addition to favorite dessert options, there is a sandwich board, pretzels, chips, other ala carte items and a variety of beverages to select from. Scoops Ice Cream is located near the South Gate across from Baboon Island. As Supervisor - Food Service Concessions at Scoops Ice Cream, you will be responsible for supervising, coordinating and overseeing food preparation and production areas to assure efficiency and to maintain high levels of guest satisfaction through training, assuring compliance with sanitation requirements and safety, quality, and service standards, as well as compliance with Society policies and departmental standards and procedures. You will make use of your prior food service experience as you assure quality standards are maintained in the areas of food production and speed of food delivery in order to satisfy our over 2 million guests per year. You will be able to accomplish this while maintaining desired service and financial results, balanced with adherence to safety and sanitation procedures. Your good communication and interpersonal skills will be demonstrated as you coach and train staff for performance improvement and
growth and expansion in their areas of expertise, streamlines production, and cross-trains staff for future growth. You will maintain effective communications among managers and staff to ensure timely delivery and superior quality of products and services.

**Job Requirements:** This is a temporary position. The minimum starting wage for this position is $10.25/hr. The requirements for this position include: * High School graduate or (GED) equivalent preferred. * Minimum one year relevant experience in a food service environment required. * Strong customer service orientation required. * Must possess good communications and interpersonal skills. * Must hold or obtain a Food Service Sanitation certification as required by the city, county and state within one year of hire. * Incumbent must be responsible, reliable, and conscientious. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. * Incumbent must have ability to learn and follow Society policies and departmental procedures and standards. * Food Service employees are assigned to work restaurants, refreshment stands, mobile carts, or other outdoor sales locations (certain positions have minimum age requirements). * Food Service employees may also be required to assist temporarily at other Guest Services locations. * Incumbent must have ability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation and may be adjusted due to weather conditions. * Additional Information This requisition is to actively recruit of temporary position for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities/Women/Veterans/Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 774BR.

**Contact:** Wendy Larsen  
**Address:** 3300 Golf Road, Brookfield, IL 60513  
**Phone:** 708-688-8400  
**Apply Online:** http://www.czs.org/careers

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**Expires:** 03/31/2015  
**Job ID:** 3882272  
**Job Title:** Camp and Overnite Program Lead (Seasonal)  
**Company:** Chicago Zoological Society / Brookfield Zoo  
**Job Type:** Seasonal  
**Degrees Wanted:** Associates  
**Location:** Brookfield, IL 60513  
**Salary:**

**Job Description:** Join in creating the adventure and inspiring conservation leadership! Since Brookfield Zoo opened its doors to the public in 1934, the Chicago Zoological Society has had a legacy of educating the public about environmental conservation. The Conservation, Education and Training (CET) staff at Brookfield Zoo is continuing the tradition by incorporating an innovative learning strategy to create a variety of programs for students, parents, teachers, and other community conservationists. Some of these programs include Zoo Camp which provides
opportunities for participants to explore and learn about what it takes to care for our resident animals while enjoying games, songs, and even helping out the keepers by making enrichment treats for animals. Sleepover Safaris may take advantage of exhibits being open late, learn how to make behavioral enrichments for animals and wake up the next morning to breakfast and morning hike to see their behavioral enrichment activities given to resident animals. The Camp and Overnight Programs Lead (Temporary) is responsible for assisting the Camp and Overnight Programs Coordinator in managing the daily program needs of camp staff and campers, monitoring camper check-in and check-out, arranging catered lunches, preparing activities, and developing program content. These programs include, but are not limited to, Zoo Camp, Safari Sleepovers, Kid's Clubs, and Mini Camps. Making use of your strong communication skill, you will maintain open communication on a daily basis with parents and guardians of program participants regarding questions or concerns, discipline issues, extended day care, etc. Utilizing your prior teaching experience, you will facilitate Camp and Specialty Program sessions in the absence of Camp and Specialty Programs Counselors; supervise program participants through different exhibits and facilitate projects, games, and activities; and supervise Camp and Specialty Programs staff in absence of Camp and Overnight Programs Coordinator. You will also maintain and organize program supply inventory including art supplies, t-shirts, program tools, etc. and assist in early pick up and drop off programs in accordance with established protocol.

**Job Requirements:** As Brookfield Zoo is open 365 days per year, the position does require the ability to accommodate a flexible schedule, including weekends and holidays. Camp programs typically run from June through August. Work schedules are based on the needs of the operation; the typical schedule for camp work hours is Monday through Friday, up to 40 hours per week. Must be available to work a total of 8 weeks during camp sessions and must work a minimum of 3 part-time pre-camp weeks for staff training, as well as be available to work a minimum of 1 part-time, post-camp week. This is a temporary position. The starting wage is $14.15 per hour. The requirements for this position include: * Minimum two years college coursework or equivalent combination of training and/or experience in a biology or education-related field required. * Minimum two years teaching experience in an educational setting is required. * One year supervisory experience preferred. * Basic computer skills required; experience in Microsoft Word and Microsoft Excel preferred. * Ability to work effectively in a team environment required. * Strong organizational and communication skills required. * Ability to provide a fun and positive learning environment for school-aged children required. * Must be energetic and outgoing. * Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. Additional Information This requisition is to actively recruit for a temporary position for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

**Application Instructions:** If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 777BR.

**Contact:** Wendy Larsen

**Address:** 3300 Golf Road, Brookfield, IL 60513

**Phone:** 708-688-8400
Expires: 03/31/2015
Job ID: 3882330
Job Title: Set-up Supervisor, Catered Events
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: Diploma
Location: Brookfield, IL 60513
Salary:

**Job Description:** Visualize managing all the special details for a guest's dream wedding being held at Brookfield Zoo. Cocktails and hors d'oeuvres in one pavilion filled with elegant wedding decorations and colorful fresh flowers followed by an exquisite plated dinner prepared by our world-class culinary team in another pavilion and ending with ballroom dancing in yet another pavilion. It truly is an exotic venue where guests may visit amazing animals from around the world or simply stroll through our beautifully landscaped grounds. Our top-notch catering and culinary team offer the highest quality of service to our guests for various events from weddings, birthday parties, business meetings, black-tie events, fundraisers, ceremonies, picnics and countless others. As the Set-up Supervisor in Catered Events, you will be responsible for assisting the Banquet Managers in the execution of all instructions toward the completion of all assigned events ensuring that all equipment and material is delivered and set-up in a timely fashion. You will make use of prior banquet/catering experience as you supervise, coach and provide direction to set-up crews, enabling them to succeed in the completion of tasks for event execution. You will convey to the Banquet Managers the status of the facilities, equipment and work performance of the set-up staff on a regular basis. You will also ensure the retrieval and proper storage of audio/visual equipment, tables, chairs, rental equipment and other materials from remote locations on a daily basis and ensure the maintenance of all work and storage areas so they are in compliance with life safety requirements and sanitation standards.

**Job Requirements:** As Brookfield Zoo is open 365 days a year and events are scheduled during mornings, evenings, holidays, and weekends, this position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. Due to the driving requirement, a valid driver's license is required. This is a temporary (seasonal) position. Starting wage: $9.75 per hour. The requirements for this position include: * High School graduate or equivalent combination of training/experience preferred. * One year banquet/catering experience helpful. * Previous supervisory experience is helpful. * Must read and speak English fluently. * Must be reliable, neat, highly organized and accurate. * Strong customer service skills desired. * Must be able to work effectively under pressure and meet strict deadlines. * Ability to work well with others while providing direction. * Ability to be productive with little supervision. * Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. Additional Information This requisition is for an opening in 2015.
The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 699BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 03/31/2015
Job ID: 3886542
Job Title: Administrative Associate
Company: R.J. O'Brien & Associates
Job Type: Part Time
Degrees Wanted: Bachelors
Location: Chicago, IL 60606
Salary:

Job Description: Job Title: Administrative Associate Business Unit: RJO Futures Location: Chicago Reports To: Operations Manager, RJO Futures Full Time/Part Time:Part Time Hours: 7:00am - 12:00pm Organization: Founded in 1914, R.J. O'Brien ("RJO") is a privately owned Futures Commission Merchant. RJO is one of the oldest and well-known, independent futures brokerage firms in the industry and is a founding member of the Chicago Mercantile Exchange. RJO is also a full clearing member of the Chicago Board of Trade, New York Mercantile Exchange, Commodity Exchange of New York, and the New York Board of Trade. RJO offers the latest in order entry technology coupled with 24-hour execution and clearing on every futures exchange worldwide. RJO services a nationwide network of over 200 introducing brokers as well as some of the world's largest financial, industrial and agricultural institutions. Position Summary: Provide sales and administrative support to the Operations Manager of RJO Futures including the preparation and analysis of the client on boarding process. Works closely with the brokers in managing sales pipeline, coordinate internal and external communications in a proactive and professional manner. Responsibilities include but are not limited to: * Support and communication with management team about any compliance issues * Record, report and monitor account opening, closing and transferring * Liaison between brokers, new accounts department, compliance and management staff on all account opening issues * Manage ongoing relationships with prospective customers and brokers * Ability to write and supply letters to customers on various account maintenance issues Qualifications: * Strong organizational and time management skills * Microsoft Word, Excel, and Outlook * Knowledge of CRM systems, Salesforce preferred * Knowledge of the Futures Industry account opening process a plus * Knowledge of the Futures Industry compliance regulations a plus * Adaptive to changing environment; able to multi-task * Strong communication and great people skills a must * Must have a strong desire to be a self-motivator and goal-setter * Bachelor's degree preferred * Series
3 license preferred

**Job Requirements:** Part time position, working no more than 25 hours per week.

**Application Instructions:** Please submit your online application directly at the R.J. O'Brien career site at https://home.eease.adp.com/recruit/?id=12504861

**Contact:**

**Address:** 222 S. Riverside Plaza Ste. 900, Chicago, IL 60606

**Apply Online:** https://home.eease.adp.com/recruit/?id=12504861

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**Expires:** 05/30/2015

**Job ID:** 3882474

**Job Title:** Prep Cook

**Company:** Chicago Zoological Society / Brookfield Zoo

**Job Type:** Seasonal

**Degrees Wanted:** Diploma

**Location:** Brookfield, IL 60513

**Salary:**

**Job Description:** While enjoying our beautiful, park-like setting, Brookfield Zoo guests have ample opportunity to stop for a bite to eat at one of our many locations located throughout the Zoo. The amazing 216 acres of meticulously landscaped grounds with over 20 different animal exhibits can work up an appetite for a nourishing meal, satisfying a sweet tooth or quenching one's thirst. As a Prep Cook, utilizing your superb customer service and outstanding organizational skills, you will be carrying out food preparation and presentation as instructed to support the various Food Service locations throughout the park. This includes preparing assembling and packaging food items such as salads, sandwiches, parfaits, and other Grab 'n Go items for sale to slicing meats, cutting produce, breads, cheeses, and other items as needed. You will make use of your attention to detail and prior experience coordinating multiple activities to make sure that all food is prepared according to standard recipe and presented in a consistent manner. Clean-up tasks, such as cleaning the kitchen and equipment, washing dishes/utensils, are also extremely important to maintaining a high-quality Food Service experience for our over 2 million guests each year.

**Job Requirements:** You must be at least 18 years of age for this position. This is a temporary position. Starting wage: $9.30 per hour. The requirements for this position include: * High School graduate or (GED) equivalent preferred. * One year experience as a prep cook in a restaurant or experience in a delicatessen environment preferred. * Must be at least 18 years of age. * Strong customer service and organizational skills required. * Demonstrated experience coordinating multiple projects and activities required. * Must be able to work effectively under pressure and meet strict deadlines. * Ability to communicate effectively with co-workers. * Good interpersonal skills required. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus. * This seasonal position requires the incumbent to work non-standard hours such as evenings, weekends, and holidays. Brookfield Zoo is open 365 days of the year. Work shifts are generally from 4 to 8 hours in length. Work schedules are based on the needs of the operation and may be adjusted due...
to weather conditions or for other reasons. Additional Information This requisition is to recruit for multiple openings for 2015. The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 667BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 05/31/2015
Job ID: 3881132
Job Title: Assistant Editor
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time, Internship
Degrees Wanted: Associates, Bachelors
Majors Wanted: 
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary: 

Job Description: Scranton Gillette Communications, a leader in business to business communications is offering an exciting opportunity for an Assistant Editor at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. The assistant editor is responsible for researching, writing, and editing features and columns for the magazines, newsletters, websites and custom publishing projects. The position includes assisting in the production phases by helping with design, layout and proofing of issues. Qualified candidates will have a Bachelor's degree in Journalism (or similar discipline, or comparable experience) and have strong interpersonal and communication abilities. Excellent writing, editing and interviewing skills is required. Computer literacy in a MAC environment and related software is also required. Knowledge of production, printing and design is a plus. Familiarity with HTML and SEO is a plus We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Job ID: 3881133

Job Title: Graphic Designer

Company: Scranton Gillette Communications, Inc.

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Visual Communication - Graphic Design/Graphic Arts

Job Target: Any Job Target

Location: Arlington Heights, IL 60005

Salary:

Job Description: Scranton Gillette Communications, a leader in business to business communications has a current opening for a full-time Graphic Designer at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals over all communication platforms - print, electronic, web, custom, live and virtual events - through our seven business units. Coordinating with the promotions manager, our designers create web, email and print promotion materials for all business unit brands. Designers also create page layouts, design artwork for articles/departments, assist other editorial and design staff through layout and proofreading cycles for various brands. The qualified candidate will have excellent HTML design skills, proven proficiency in the Adobe Suite software (Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat) and PowerPoint. Associates or Bachelor's degree in graphic design, visual communications (or related discipline) or comparable experience required. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in the northwest suburb Arlington Heights, accessible via the Metra Harvard line. Check us out on the web at www.scrantongillette.com. and apply on-line.

Application Instructions: Apply online http://www.scrantongillette.com/current-openings

Contact: Caryn Weaver

Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005

Phone: 8473911000
Fax: 8472981227

Apply Online: http://www.scrantongillette.com/current-openings

Expires: 05/31/2015
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time, Internship
Degrees Wanted: Bachelors, Certificate
Majors Wanted: Journalism/Mass Communication
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:

Job Description: Web Developer

Cool job. Great career. Amazing benefits. Join a talented team that firmly believes cutting-edge website building should be fun! Scranton Gillette Communications, a B-2-B media company, is looking for an innovative, self-motivated problem solver with a passion for coding to join our team and design, develop & maintain software, Drupal web sites, and web servers. We pride ourselves in a positive, productive working environment and passionate tech culture and we offer career tracks, nurtured by a talented team that firmly believes cutting-edge website building should be fun! Drupal. Responsive design. Content strategy. SEO. Client interface. If this makes your heart beat faster, you'll want to work in our website development boutique. Qualified candidates will possess: * Demonstrated, Ninja-like fluency in PHP, JavaScript, jQuery, CSS, and HTML * Proficiency in a LAMP stack (Linux, Apache, MySQL) * Solid graphics skills * Source code control software and bug tracking systems * Drupal views, theming, and module development expertise * Bachelor's degree in Computer Science or equivalent professional license * Sense of humor a plus

We provide a competitive salary, company match 401(k) program, paid time off program, and a comprehensive benefits package including medical, dental, and life insurance. We are located in the northwest suburban Arlington Heights, accessible via the Metra Harvard line. For a career your friends will envy and your parents applaud, upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Application Instructions: Upload your resume and a cover letter highlighting your qualifications for this position, online at www.scrantongillette.com

Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911006
Fax: 8472981227
Email: humanresources@sgcmail.com
Apply Online: http://www.scrantongillette.com/current-openings

Expires: 05/31/2015
Job ID: 3881143
Job Title: Custom Media Manager
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Journalism/Mass Communication
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:
Job Description: Are you good enough to develop customized communication packages and confident enough to pitch them to clients? Growing B2B media company seeks Custom Media Manager. Responsibilities include custom media development, sales and project management. The position will plan, design, sell and execute custom print, digital, video and other custom ancillary products. Travel for sales 20-25%. The qualified candidate will have previous sales experience, excellent writing and editing skills. A 4 year degree in Journalism, Communications, Marketing or comparable discipline. 2 years media experience in magazine or newspaper sales or editorial preferred. Located in Arlington Heights, Scranton Gillette Communications (SGC/SGCHorizon) is a leader in business to business communications reaching over 1 million professionals monthly through our print, digital and custom media and live & virtual events. We offer a full benefits package which includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. For consideration upload your resume, along with a cover letter bullet pointing your experience relevant to this position, to www.scrantongillette.com.
Contact: Caryn Weaver
Address: 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005
Phone: 8473911000
Fax: 8472981227
Expires: 05/31/2015
Job ID: 3881149
Job Title: Marketing Specialist
Company: Scranton Gillette Communications, Inc.
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Journalism/Mass Communication, Marketing Management
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary:
Job Description: Scranton Gillette Communications, a leader in business to business communications is starting the recruiting process for a Marketing Specialist at our corporate headquarters in Arlington Heights, Illinois. We reach over 1 million professionals monthly through our trade publications, websites, newsletters and other electronic media. Under the direction of the Marketing Director, the Marketing Specialist is responsible for organizing marketing tasks, implementing marketing and communication campaigns; implementing and providing analysis of original market and customer research; develops content marketing programs and marketing objectives and drives marketing strategies for the purpose of providing actionable information to company management and customers. The qualified candidate will have a college degree in Marketing, Advertising, Business Administration or related discipline.
Two to three years of marketing and/or sales related-experience is required along with experience with email marketing programs, sales promotion, research coordination and event coordination. Computer literacy in PC environment and related software required, as well as strong writing and editing skills. We offer a full benefits package that includes medical, dental and company paid life insurance, a company match 401(k)/Roth 401(k)/Profit Sharing plan and a generous PTO plan. We are located in northwest suburban Arlington Heights, accessible via the Metra Union Pacific/Northwest line towards Harvard. Upload your resume and a cover letter highlighting your qualifications for this position at www.scrantongillette.com

**Contact:** Caryn Weaver  
**Address:** 3030 W. Salt Creek Lane Suite 201, Arlington Heights, IL 60005  
**Phone:** 8473911000  
**Fax:** 8472981227

**Expires:** 07/01/2015  
**Job ID:** 3887030  
**Job Title:** INTERNSHIPS & COLLEGE GRADUATES - Entry Level Marketing  
**Company:** Principal Marketing  
**Job Type:** Full Time, Internship, Part Time  
**Location:** Glen Ellyn, IL 60137  
**Salary:**

**Job Description:** Principal Marketing, Inc. is an event based marketing firm specializing in in-store marketing campaigns. We help large national and international companies promote their brand and acquire new customers through brand promotion, new product launch campaigns and test markets. We are one of Chicago's top Marketing and Advertising firms that is responsible for participating in ongoing marketing plans and developing new market opportunities. The main job of our company is to help in assisting with the coordination and execution of our promotional events for our many different clients in the fashion/cosmetics, restaurant/food and home industries. Our company is currently in a HUGE expansion phase so in an effort to keep up with our client's growing demands we will be opening new offices within the next few months! We are looking for future leaders to grow from an Entry Level position into a management role with our company through our Management Training Program while focusing on the following areas: Development of Marketing Campaigns and Strategies Customer Service and Client Acquisition Implementation of Product Launches Leadership Training In-store Promotional Advertising Job Requirements * Excellent Communication/Customer Service Skills * Ambition, strong work ethic and open to new ideas * Self-starter with problem solving skills * Ability to work in a high energy environment * Be a career oriented individual * Leadership experience * Professional image is a must! * Some college work required All backgrounds will be considered, but people with these majors will be considered first: MARKETING ADVERTISING MANAGEMENT ADMINISTRATION PUBLIC RELATIONS COMMUNICATIONS BUSINESS If you are looking for a challenge with an upbeat company that provides fast-paced growth, an exciting atmosphere, and a team-oriented environment then apply today.

**Application Instructions:** Please e-mail your resume and cover letter to Stephanie Johnson at careers@principalmarketinginc.com
Contact: Allison Follert  
Address: 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137  
Phone: 630-793-9607  
Email: careers@principalmarketinginc.com

Expires: 07/01/2015  
Job ID: 3887033  
Job Title: Public Relations Assistant  
Company: Principal Marketing  
Job Type: Full Time, Internship, Part Time  
Location: Glen Ellyn, IL 60137  
Salary:

Job Description: Public Relations Assistant-Will Train Do customers specifically request you based on your great customer service? Does your personality alone put people at ease? Are you looking for an opportunity for growth and advancement in your next position? If you are a people person and you are looking for a career change that provides opportunity, then put your personality and ambition to work with Principal Marketing. We are looking for individuals that have experience in customer service, sales, food service, client relations, and retail to apply their skills and work experience at our marketing events! Principal Marketing is a progressive, rapidly expanding event marketing firm in the Chicago area. We work with clients from leading industries across the country with a strong focus in the promotional retail event industry! Do you have a passion for fashion? Do you have a love for gourmet foods or an interest in nutrition? We have the perfect campaign for you! Our diverse client portfolio allows us to represent industry leaders in nutrition, cosmetics, health & wellness, and many more! WHAT MAKES PRINCIPAL DIFFERENT? Principal Marketing recognizes that we owe much of our success to our people. Our tailored marketing events and advertising campaigns allow us to take a much more personal approach to the development of our clients’ brands. As a result, we strive to create unlimited opportunities for individuals to achieve their personal, professional and financial goals. We do this by encouraging competition and making it easy for individuals to engage in sales and marketing, sharing effective techniques and communicating ideas openly, and by recognizing accomplishments both large and small. Our philosophy emphasizes the importance of leading by example and having a comprehensive understanding of the entire business model. Our training program provides exposure to all facets of our campaigns as well as an opportunity for leadership and management positions.

Application Instructions: Please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

Contact: Allison Follert  
Address: 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137  
Phone: 224-301-0150  
Email: principal.router@gmail.com

Expires: 07/01/2015
Job ID: 3887036
Job Title: Marketing, Advertising and Sales Promotions
Company: Principal Marketing
Job Type: Full Time, Internship, Part Time
Location: Glen Ellyn, IL 60137
Salary:

Job Description: Principal Marketing is now filling entry level positions with no experience necessary in the Chicago area. Applicants must be highly motivated, well organized, ambitious, and "people first" oriented. Enjoy working with clients from various industries including beauty/cosmetics, health/wellness and entertainment, while working side-by-side with America's biggest retailers. We conduct all the marketing, promotions, and sales for these clients while improving their overall customer experience. We are now filling ENTRY LEVEL positions with no experience necessary. Applicants must be highly motivated, well organized, ambitious, and "people first" oriented. We do marketing and advertising for some of the best corporations!!!! We do NOT participate in any of the following: NO door to door sales NO business to business sales NO telemarketing sales This is NOT a 100% commission job!!!

Job Requirements: This is a challenging position within a fast-paced environment that moves as quickly as you want to go!!! The perfect candidate would be a college graduate (or someone seeking a fresh start) looking to work hard at establishing a career in marketing and potentially working upwards to a management position. For one to achieve success with our company, they will need to be able to develop and motivate others by example. We promote entirely from within and 100% dependent on performance, rather than seniority. Responsibilities include: - Marketing strategies and sales techniques - Oversee campaign development - Manage customer service, sales people - Run sales meetings - Delegate responsibilities to assistants The following skills are assets: - Organized - Excellent writing and presentation skills - Proven people skills No marketing experience is necessary, but you MUST to be able to talk to people and have fun!!!

Application Instructions: To apply please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

Contact: Allison Follert
Address: 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137
Phone: 224-301-0150
Email: principal.router@gmail.com
Apply Online: http://www.principalmarketinginc.com

Expires: 07/01/2015

Job ID: 3887037
Job Title: Assistant Event Manager
Company: Principal Marketing
Job Type: Full Time, Internship, Part Time
Location: Glen Ellyn, IL 60137
Salary:
Job Description: Entry Level - Assistant Manager - Marketing MUST BE ABLE TO START ASAP FULL TRAINING IN ADVERTISING AND MARKETING COLLEGE GRADUATE WITH NO EXPERIENCE? LOOKING TO GET YOUR FOOT IN THE DOOR WITH A GROWING COMPANY?

Job Requirements: Requirements Our clients are looking for an "edge" to their advertising needs. Our in person approach to marketing creates a direct, personal link between our clients and customers. By gaining a competitive edge in the marketplace we are able to continuously grow and succeed. These clients need high energy, upbeat individuals with great customer service skills to represent them. *EXPERIENCE IN THE RETAIL, RESTAURANT, BEAUTY, AND ENTERTAINMENT INDUSTRIES IS A PLUS!* Interviews Start Immediately

Application Instructions: Please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

Contact: Allison Follert
Address: 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137
Phone: 224-301-0150
Email: principal.router@gmail.com

Expires: 07/01/2015
Job ID: 3887040
Job Title: Junior Marketing Associate
Company: Principal Marketing
Job Type: Full Time, Internship, Part Time
Location: Glen Ellyn, IL 60137
Salary:

Job Description: ENTRY LEVEL MANAGEMENT / MARKETING / ADVERTISING / SALES Junior Marketing Associate- MARKETING/ADVERTISING EXPANSION Begin an Exciting Career TODAY! Principal Marketing is a firm providing marketing, advertising and consulting services to large corporations. We identify and develop new streams of revenue for our clients through UNIQUE advertising strategies including sales, promotions, and innovative marketing solutions. We create and execute these campaigns and convey the promotions to each respective target market. We recently launched a new division, running in store promotional campaigns for products in the beauty/cosmetic, health/wellness, audio, & gourmet food industries. This has elevated us to the status of a FULL-SERVICE Marketing Firm. Our company has excelled throughout the economic hard times. This is due to our unique approach to advertising and marketing for our clients. We provide low-cost advertising to our clients and get paid on results. Over the last year our clientele list has doubled. We have expanded and added new divisions and new offices in the Chicago area.

Application Instructions: Please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

Contact: Allison Follert
Address: 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137
Phone: 224-301-0150
**Job Title:** Management Trainee  
**Company:** Principal Marketing  
**Job Type:** Full Time, Internship, Part Time  
**Location:** Glen Ellyn, IL 60137  
**Salary:**

**Job Description:** Principal Marketing is the leading Event / Promotions and Planning firm in the Chicago area. We are looking for innovative, team-oriented individuals who enjoy working with others and maintaining relationships with our prestigious clientele. Purpose of Position The main focus of this position is to promote our clients brand names by developing and supporting field marketing programs. You will work closely with other Event Marketing Specialists, and corporate marketing and sales organizations to support sales activities (shows, events, campaigns, etc) and utilize your marketing expertise to help develop and execute marketing programs that will increase demand and drive revenue. Primary Duties -Impacts sales results by developing, supporting and executing field marketing and segment activities. -Executes Marketing campaigns and Plans Events depending on expertise. -Works with various corporate/field marketing managers to determine appropriate customized programs and strategies for various market segments. -Provides coordination and project management to ensure event success. -Publicizes event and works with Account Development to raise awareness and drive high levels of attendance and participation by targeted audience.

**Job Requirements:** -1-2 years’ experience or training in marketing or sales preferred, but willing to make exceptions for the right candidate -Experience in customer service or other people-oriented fields desired -Exceptional organizational and project management skills - Exceptional communication skills -Ability to work independently and contribute in a team environment -Desire to succeed POSITIONS ARE LIMITED. APPLY TODAY.

**Application Instructions:** to apply please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

**Contact:** Allison Follert

**Address:** 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137

**Phone:** 224-301-0150

**Email:** principal.router@gmail.com
Salary:

**Job Description:** Entry Level-Event Marketing Staff Principal Marketing is revolutionizing the Event Marketing Industry! We are currently seeking Client Representatives to conduct retail Events & Campaigns all over the greater Chicago area. We are also looking for individuals to train as Client Representatives and Brand Managers. Qualified applicants will possess a Bachelor's degree (PREFERRED, BUT NOT REQUIRED) AND have the desire to learn more about the Marketing/Advertising & Public Relations industries. We will train these candidates in the areas of MARKETING, BUSINESS MANAGEMENT, SALES, HUMAN RESOURCES AND CUSTOMER SERVICE. This is an ideal ENTRY LEVEL position for COLLEGE GRADUATES and COLLEGE STUDENTS looking to get into the EVENT MARKETING industry. 

Job Descriptions: Entry Level Positions: Event Specialists - demonstrate our clients' high end products inside retail outlets to generate excitement and brand awareness to increase total revenue and market exposure. The ideal candidate has an interest in Marketing, Retail, Sales, Public Relations and has EXCELLENT Customer Service skills. Management Training Program: Field Event Managers - oversee all aspects of retail events for our clients, including but not limited to; staffing, set-up/breakdown of events and managing the day-to-day operations. The ideal candidate will possess at least a Bachelor's degree (all majors considered with preference given to Business and Communications) and also have an interest in Business Management, Marketing & Sales. Qualified applicants will possess the following: Ability to lead as well as follow and execute instructions effectively Must be highly organized, self-motivated and able to work independently We can only contact the most qualified applicants, who have RELIABLE TRANSPORTATION & CAN START WITHIN 2 WEEKS! Individuals with experience in the following are encouraged to apply: event coordinating, management, entry level, management, entry level management, entry level marketing, marketing, business development, entry level, customer service, sports minded, events, entertainment, advertising, events, public relations, management, sales, training, marketing, public relations, entry level, customer service, retail, restaurant experience, entry level, full time, internship, management, advertising, public relations, entry level, events, public relations, business and event planning.

**Application Instructions:** To apply please e-mail your resume to Stephanie Johnson at principal.router@gmail.com

**Contact:** Allison Follert

**Address:** 800 Roosevelt Rd, Building B, Suite 417 Suite 417, Glen Ellyn, IL 60137

**Phone:** 224-301-0150

**Email:** principal.router@gmail.com

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**Expires:** 08/01/2015

**Job ID:** 3888670

**Job Title:** Educational Coordinator

**Company:** Little Friends, Inc.

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Naperville, IL 60540
Salary:

Job Description: Coordinates and supervises the teaching staff in an alternative day school setting. Assess education needs of students, develop and implement appropriate intervention plans and ensure educational services required by IEPs are provided. School calendar, benefits eligible.

Job Requirements: Bachelor degree in Education with LBS1 required, Master's degree preferred. Experience with Autism, Emotional and or Learning Disabilities preferred. Must have knowledge of online IEP systems, elementary and high school curriculum and how to integrate technology into curriculum. Must have excellent oral and written skills and supervisory experience.

Application Instructions: Apply online at www.littlefriendsinc.org

Contact: Jenni Hulsey
Address: 140 N. Wright Street, Naperville, IL 60540
Phone: 630-281-1823
Fax: 630-355-3176
Email: jhulsey@lilfriends.com

Expires: 12/25/2015
Job ID: 3880190
School Job ID: MVCC
Job Title: Hiring Various Positions - Insurance
Company: American Income Life Insurance Company
Job Type: Full Time, Part Time
Location: IL
Salary: $10 - $14
Job Description: Office assistance - general office, filing. Agents - Will be provided training for one week. Go on the field with the managers. Managers - Various degree Customer Service - General office
Application Instructions: Call to set up an interview. 708-945-8141.
Contact: Randa Sweiss
Address: 860 Algonquin Road, Schaumburg, IL 60173
Phone: 708-945-8141

Expires: 01/01/2016
Job ID: 3883796
Job Title: Math Instructor
Company: Mathnasuim of Oak Park / River Forest
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Mathematics, Paraprofessional Educator, Secondary Mathematics
Job Target: Any Job Target
Location: Oak Park, IL 60302
Salary: $10 per hour
Job Description: Teach and help students with math Requirements: - Excellent math skills through advanced Algebra & Geometry (Trig and Calculus is a plus) - Ability to show enthusiasm for math with good communication skills - Enjoy and have experience and patience working with children of all abilities - Ability to multitask and have good customer service skills
Application Instructions: Please apply online at www.mathnasium.com/oakparkriverforest/employment Click on to the employment tab and than Apply Here
Contact: Jana Frank
Address: 212 S. Marion St., Oak Park, IL 60302
Phone: (708) 613-4007
Apply Online: http://www.mathnasium.com/oakparkriverforest/employment

Expires: 02/22/2016
Job ID: 3880384
Job Title: ABA Therapist
Company: Center for Autism & Related Disorders
Job Type: Part Time
Location: Oak Park, IL 60302
Salary: $12 per hour
Job Description: Therapists implement in home and school based treatment programs for CARD clients and their families using ABA (Applied Behavior Analysis) techniques. The CARD Therapist is an integral part of the therapy team as their work directly influences client success. Therapists report to the CARD Supervisor responsible for the client's case. CARD provides extensive initial and on-going training and support. Monthly coaching sessions will be provided by the Supervisor to ensure the highest quality service.
Contact: Jake Gordon
Address: 212 S. Marion St. Suite 11, Oak Park, IL 60302
Phone: (708) 358-3000
Fax: CARD
Email: j.gordon@centerforautism.com

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

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