Job ID: 3881993
Job Title: 9-1-1 Emergency Telecommunicator
Company: Tri-Com Central Dispatch
Job Type: Full Time
Location: Saint Charles, IL 60175
Salary: $43,737/annually
Job Description: Duties involve answering 9-1-1 calls, transmitting vital information to emergency personnel via the radio, relaying information via a computer-aided dispatch terminal, monitoring fire and burglar alarms, and answering administrative and non-emergency lines.
Job Requirements: * Minimum age requirement of 18 years old * Education and experience equivalent to a high school degree * Ability to speak clear articulate English * Full range of hearing in both ears * Type accurately with a speed of at least 40 WPM Desirable qualifications; * Previous experience in public-safety dispatching * Multi-line telephone equipment * Fast paced, computerized customer service experience * Flexibility, split ear and multi-tasking are paramount
Application Instructions: Application deadline is March 17, 2015 at 3PM. NO PHONE CALLS. Use email address provided for questions. Applications may be submitted by mail or drop off ONLY. NO faxed or emailed applications will be accepted.
Contact: Shevon Sherod-Ramirez
Address: 3823 Karl Madsen Drive, St. Charles, IL 60175
Phone: 630-232-4739
Email: SRamirez@tri-com911.org

Job ID: 3791450
Job Title: Scheduling Supervisor
Company: The Hire Solution
Job Type: Full Time
Location: Hinsdale, IL 60521
Salary: 35+K BOE
Job Description: Qualified candidate will provide client service follow up weekly and as needed to assigned clients in regards to performance and scheduling needs. Will match caregiver with client based on skill set. Providing employee recognition, executing progressive discipline, conduction annual performance evaluations and ensuring accountability with performance follow up. Maintain accurate billing and payroll information in schedules. Will communicate with Quality Care department to ensure high standards of care are being met in the home. Make a visit once per month to client to ensure clients' needs are being met. Qualifications/ Experience: Bachelor's degree preferred or the equivalent in related work experience, including three or more years of supervisory experience, preferably in a healthcare setting. Demonstrates strong communication skills and tact in providing superior service in a variety of settings and situations. Demonstrates knowledge of policies, practices and trends. Demonstrates proficiency in Microsoft Office. Has the ability to make connections with employees and clients. Demonstrates attention to detail and works well under pressure.
Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380

Job ID: 3791455
Job Title: Data Entry Admin
Company: The Hire Solution
Job Type: Full Time
Location: Aurora, IL 60502
Salary: $15 / hour

Job Description: The administrative tasks of a small, growing private non-profit. Responsibilities include, but are not limited to: responding to inquiries (phone & e-mail), assisting with grant applications and reports, guest relations and correspondence. Qualifications/
Experience Proficiency in Microsoft Office Programs for PC, including Word, Excel, and PowerPoint. Possess the ability to work in a multi-cultural, liberal, progressive environment. Excellent verbal and written communication skills. Detail oriented, proactive and creative problem solver.

Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net

Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380

Job ID: 3791458
Job Title: Move Manager
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Associates
Location: Broadview, IL 60153
Salary: $15 / hour

Job Description: Work with military and residential families relocating. Schedule move dates, maintain contact with transferee, set up third party services, provide estimates, and set up visual surveys and schedule storage facilities requirements. Perform quality control call throughout the move process. Update and input data for corresponding jobs accurately and in a timely manner, with minimal errors. Provide relocation agreements to clients. Qualifications/ Experience Associates or College Degree preferred. Proficient in Microsoft Office. Must have excellent written and oral communications. Must be articulate and able to handle high pressure and high
volume operations. Must have a calm demeanor and be able to multitask.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehireresolution.net.

**Contact:** Beatriz Armenta

**Address:** 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181

**Phone:** 630-953-7370

**Fax:** 630-953-7380

---

**Job ID:** 3817642

**Job Title:** Dispatcher

**Company:** The Hire Solution

**Job Type:** Full Time

**Location:** Broadview, IL 60153

**Salary:** $15/hour

**Job Description:** Qualified candidate will interface with the origin agent, hauler and destination agent in arranging for the transportation. Dispatcher responsible for the coordination of the utilization of drivers and trucks to maximize productivity and ensure prompt, courteous and efficient service to all customers. Qualifications/Experience * Must have at least 2 to 3 years of recent experience as a dispatcher. * Confer with customers or supervising personnel in order to address questions, problems, and requests for service or equipment. * Must have good customer service skills. * Follow all required safety policies and procedures. * Must have good communication. * Prepare daily work and run schedules. * Receive or prepare work orders. * Good time management skills to ensure assigned responsibilities are completed in an efficient and safe manner. * Oversee all communications within specifically assigned territories. * Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules. * Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.

**Application Instructions:** For immediate consideration, please submit your current resume to admin.assistant@thehireresolution.net

**Contact:** Beatriz Armenta

**Address:** 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181

**Phone:** 630-953-7370

**Fax:** 630-953-7380

---

**Job ID:** 3817647

**Job Title:** Staff Accountant

**Company:** The Hire Solution

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Accounting
Location: Broadview, IL 60153
Salary: $35,000-45,000 BOE
Job Description: Qualified candidate will serve as the backup for and assist the Accounting Manager in managing all aspects of the company's accounting system, from cash receipts to generation of the company's financial statements. Will assist with month end closing of A/R, A/P, Billing and General Ledger. Will also assist Accounting Manager with any projects as needed. Qualifications/ Experience * Must have a Bachelor's degree in Accounting. * Must have at least 2-3 years of recent accounting experience. * Must have expert knowledge of MS Office especially Excel. * Must have excellent organizational skills, verbal ability and deductive reasoning. * Previous experience as a Staff Accountant is a plus
Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net
Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380

Job ID: 3831454
Job Title: Biller
Company: The Hire Solution
Job Type: Full Time
Location: Broadview, IL 60153
Salary: $18.00/ hour
Job Description: Reviewing domestic and international bills for accuracy. Inputting bills into system. Notating discounts and terms listed by carriers. This department works with the bills presented by carriers. This could include reconciling credit card transactions, fuel reports and other charges. Qualifications/ Experience * Must have a bachelors in Accounting, Finance, Business or Economics. * At least 2-3 years of recent experience. * NO MEDICAL BILLING * Must have strong excel skills. * Must be articulate, organized with good analytic skills.
Application Instructions: For immediate consideration, please submit your current resume to admin.assistant@thehiresolution.net
Contact: Beatriz Armenta
Address: 1S443 Summit Ave Suite 304A, Oakbrook Terrace, IL 60181
Phone: 630-953-7370
Fax: 630-953-7380

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

Job Description: Qualified candidate will provide client service follow up weekly and as needed to assigned clients in regards to performance and scheduling needs. Will match caregiver with client based on skillset. Providing employee recognition, executing progressive discipline, conduction annual performance evaluations and ensuring accountability with performance follow up. Maintain accurate billing and payroll information in schedules. Will communicate with Quality Care department to ensure high standards of care are being met in the home. Make a visit once per month to client to ensure clients' needs are being met.

Job Requirements: Bachelor's degree preferred or the equivalent in related work experience, including three or more years of supervisory experience, preferably in a healthcare setting. Demonstrates strong communication skills and tact in providing superior service in a variety of settings and situations. Demonstrates knowledge of policies, practices and trends. Demonstrates proficiency in Microsoft Office. Has the ability to make connections with employees and clients. Demonstrates attention to detail and works well under pressure.

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

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

Job ID: 3826160
School Job ID: MVCC
Job Title: Preventative Maintenance Technician
Company: Tool Steel Service, Inc.
Job Type: Full Time
Location: Bridgeview, IL 60455

Job Description: This position will perform preventive maintenance (PM) activities on equipment and facility following written and oral instructions. PM activities include: replacement of expendables (i.e. belts, hoses, fluids, filters, etc.) and general machine cleaning and maintenance. Document PM activities and replaced items for cost tracking. Completes assigned work orders and documents. This position will assist lead Maintenance Mechanic in diagnosing and repairing equipment when break-downs in equipment occur or equipment rebuilds are needed. Essential Job Functions: The individual must be able to perform the following tasks: Complete preventative maintenance activities. Cleaning of Equipment and areas under repair. General building repairs. Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools. Maintain lawns, grounds, landscaping and parking lots including some snow removal. Requirements: Must have and maintain a valid driver's license in
the state of residence. Must be able to communicate effectively verbally and in writing using the English language. Demonstrated ability or experience in maintenance is a plus. To join our team, you will need: Positive Attitude. Ability to work well independently and with others. Motivation and good work ethic. Reliable transportation. Ability to pass drug screening. Opportunity for Growth: Opportunity to move up to a maintenance mechanic is realistic based on experience and skills gained during employment. We offer competitive compensation and benefits. For more information about Tool Steel Service, Inc., visit us on the web at toolsteel.com

Application Instructions: Contact Mark Dewig @708-983-5297 or email resume to: mdewig@toolsteel.com

Contact: Mark Dewig
Address: 7333 S. 76th Avenue, Bridgeview, IL 60455
Phone: 708-458-7878
Email: mdewig@toolsteel.com

Job ID: 3830149
Job Title: Biller
Company: The Hire Solution
Job Type: Full Time
Degrees Wanted: Bachelors
Location: Broadview, IL 60155
Salary: 18.00

Job Description: Reviewing domestic and international bills for accuracy. Inputting bills into system. Notating discounts and terms listed by carriers. This department works with the bills presented by carriers. This could include reconciling credit card transactions, fuel reports and other charges.

Job Requirements: Must have a bachelors in Accounting, Finance, Business or Economics. Must have strong excel skills. Must be articulate, organized with good analytic skills.

Application Instructions: E-mail resume to admin.assistant@thehiresolution.net

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

Job ID: 3869688
Job Title: Move Manager
Company: The Hire Solution
Job Type: Full Time
Location: Broadview, IL 60153
Salary: 15.00
Job Description: Work with military families relocating to other bases or civilian residences. Schedule move dates, maintain contact with transferee, set up third party services, provide estimates, and set up visual surveys and schedule storage facilities requirements. Perform quality control call throughout the move process.

Job Requirements: Must have a four year degree. Must be articulate, pleasant personality and must have excellent computer entry skills. Must have at least 2 years of customer service experience.

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

Job ID: 3870255
Job Title: Security Officer Part-time
Company: THE WESTIN LOMBARD YORKTOWN CENTER
Job Type: Part Time
Location: Lombard, IL 60148
Job Description: Join team Westin at the Westin Lombard Yorktown Center! We are currently seeking a candidate who will be our key player in an exciting role where you will help to ensure the safety and security of guests, visitors, and your fellow associates, as well as being responsible for the safeguarding of hotel property and assets. Since a Security Officer works in every area of the hotel and has the opportunity to interact with many types of people in many types of situations, this position requires a candidate who is outgoing, people-oriented, has a positive demeanor, is highly professional and ethical, and can remain calm and clear-headed in difficult situations. Duties will include, but are not limited to, patrolling the hotel, initiating and monitoring investigations, writing incident and accident reports and assisting sick and injured associates and guests. This is a great role for a person who wants to touch multiple aspects of the hotel and be an important part of an exciting operation. This position will work a variety of shifts including overnights.

Application Instructions: Please apply online at http://westin.jobs/lombard
Contact: Rosanna Le
Address: 70 Yorktown Shopping Center, Lombard, IL 60148
Apply Online: http://westin.jobs/lombard

Job ID: 3871201
Job Title: Customer Service Representative
Company: ABT Electronics
Job Type: Full Time, Part Time
Location: Glenview, IL 60025
**Salary:** $12 - $14 per hour

**Job Description:** We are looking for a self-motivated individual with excellent customer interaction skills. Candidate will provide courteous and precise information to our entire customer. Answer and solve any questions and determine the best solution. A pleasant phone voice with an outgoing personality is a must. Candidate should possess the ability to work well with others or on their own. Excellent communication skills and the ability to multi-task in a high volume environment. This position is ideal for an individual who enjoys a fast paced setting, and customer interaction.

**Job Requirements:** - Must have high school diploma or equivalent - Computer literacy - Strong communication skills - Flexible schedule including evenings and weekends - Individual must be hard working, motivated and willing to learn - Some experience in customer services is a plus

**Application Instructions:** To apply please e-mail your resume to Cari Boyk at cboyk@abt.com or Carmen at Carmen@abt.com OR Fax your resume to (847) 919-3748 On the subject line please indicated the position you are applying for.

**Contact:** Cari Boyk
**Address:** 1200 Milwaukee Ave., Glenview, IL 60025
**Fax:** (847) 919-3748
**Email:** cboyk@abt.com

---

**Job ID:** 3871240
**Job Title:** Technical Recruiter
**Company:** Sterling Engineering
**Job Type:** Full Time
**Degrees Wanted:** Associates, Bachelors
**Majors Wanted:** Marketing/Sales
**Location:** Westchester, IL 60154

**Job Description:** Join the Industry Leader.... Sterling Engineering, one of Chicago's largest Engineering Staffing and In-House Consulting firms, is expanding and looking for a Technical Recruiter to join our team in Westchester, IL. At Sterling, you'll be responsible for providing technical staffing and engineering project solutions. Sterling services a variety of industries including customized machinery, food, automotive, pharmaceutical, consumer products, electronics, petrochemical, etc. We specialize in providing these industries with effective human capital management and comprehensive engineering support in the engineering disciplines. We are looking for a high-energy Recruiting professional with excellent communication and proven skills. **YOUR ROLE WILL BE TO:** * Perform full life-cycle recruiting, including sourcing, screening, interviewing, and closing candidates in a high volume environment. * Develop recruiting strategies designed to identify qualified candidates through various recruiting tools. * Evaluate candidates strengths compared with clients requirements by evaluating, screening, and interviewing the candidate. * Negotiate wage rates and other terms and conditions of employment with candidates, and gain commitment from candidates for current and future job requirements. * Complete necessary pre-employment processes. * Maintain relationships with industry contacts to provide customer service, gain industry knowledge, and get referrals and
sales leads. REQUIREMENTS: * Prior experience working in a technical staffing firm focused in the recruiting of professionals in the Engineering, IT, or other technical fields. * Prior work experience and knowledge of and demonstrated experience in multiple creative sourcing techniques for active and passive candidates. * Bachelor's degree or equivalent technical recruiter experience is required. * Be available to work before/after typical office hours as work may demand. * Possess strong written and oral English communication skills. * Be familiar with Microsoft Word and MS Outlook (or similar email application). * Experience in developing and executing recruiting strategies. * Ability and experience in marketing and conveying a company's goals and directives to potential candidates. * Have a desire to learn and advance in a fast paced sales environment, and be capable of regularly using good judgment and discretion to accomplish goals and work requirements. * Ability to manage multiple priorities.

Application Instructions: Thank you for your interest regarding the posted position through Sterling Engineering, Inc. Please send me your most recent resume as a word document attachment and qualified applicants will be contacted directly by telephone for further information regarding our hiring process.

Contact: Viktorija Cekalinaite
Address: Two Westbrook Corporate Center Suite 300, Westchester, IL 60154
Email: vcekalinaite@sterling-engineering.com

Job ID: 3871560
Job Title: Toddler/Two's Lead Teacher
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Location: Oak Park, IL 60302
Salary: Based on Education & Experience
Job Description: Primary Caregiver for Toddlers and Two year olds, Supervisor and Mentor to Assistants. Must be Passionate about teaching, nurturing, creative and able to Communicate well with children and parents, must be excellent at time management and multitasking must have strong leadership, organizational skills. Must be familiar with creative curriculum, Ages and Stages assessments and QRS/Accelerate and/or NAEYC Standards, Iters/Ecers Assessment tools.

Job Requirements: Experience working with Infants/Toddlers in a licensed childcare facility. Experience Using with creative curriculum. Must be knowledgeable regarding QRS and/or NAEYC standards. Also be familiar with ages and stages questionnaires and ITERS assessment tools.

Application Instructions: Please submit, resume, transcripts, 3 professional reference letters(preferably from Past employers) via email to : beginningsinc@aol.com

Contact: C. Phillips
Address: 847 Madison, Oak Park, IL 60302
Phone: 708-445-0909
Job ID: 3871563
Job Title: Administrative Assistant
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Location: Oak Park, IL 60302
Job Description: Administrative Assistant to childcare director of State licensed Daycare and preschool program.
Job Requirements: Must be Strong in the following areas. Time management, Organization, Planning, Project Management, Written and verbal communication, Comfortable with managing others, Independent, Flexible. Microsoft word, Excel, outlook.
Application Instructions: No Phone calls Please, EMAILS ONLY! Please forward an Resume, Transcript and 3 Reference letters from former employers preferred. beginningsinc@aol.com
Contact: C. Phillips
Address: 847 W Madison, Oak Park, IL 60302
Phone: 708-445-0909
Fax: 708-445-7457
Email: Beginningsinc@aol.com

Job ID: 3871564
Job Title: Infant /Toddler Lead Teacher
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Location: Oak Park, IL 60302
Salary: Based on Education & Experience
Job Description: Primary Caregiver for infants, Supervisor and Mentor to Assistants. Must be Passionate about teaching, nurturing ,creative and able to Communicate well with children and parents, must be excellent at time management and multitasking must have strong leadership, organizational skills. Must be familiar with creative curriculum, Ages and Stages assessments and QRS and/or NAEYC Standards, Iters/Ecers Assessment tools.
Job Requirements: Experience working with Infants/Toddlers in a licensed childcare facility. Experience Using with creative curriculum. Must be knowledgeable regarding QRS and/or NAEYC standards. Also be familiar with ages and stages questionnaire assessments and ITERS/ECERS
Application Instructions: Please submit, resume, transcripts,3 professional reference letters(preferably from Past employers) via email to : beginningsinc@aol.com

Contact: C. Phillips
Address: 847 Madison, Oak Park, IL 60302
Phone: 708-445-0909
Fax: 708-445-7457
Email: beginningsinc@aol.com

Job ID: 3871566
Job Title: Preschool Lead Teacher
Company: Little Beginnings Daycare and Preschool
Job Type: Full Time
Degrees Wanted: Associates, Bachelors
Majors Wanted: Early Childhood Education
Location: Oak Park, IL 60302
Salary: Based on Education & Experience
Job Description: Primary Caregiver for children ages 3-5 year olds, Must be nurturing, passionate about teaching, creative and possess good Communication skills with children, team mates and parents must be excellent at classroom management, time management and organizational skills. Must be a strong leader and willing to mentor team mates. The ideal candidate has experience with the following: QRS/Accelerate Illinois standards, NAEYC standards Ages and Stages and Creative Curriculum. ECERS Bi-lingual is considered a plus

Job Requirements: Please Email your resume. No Phone Calls Please!
Application Instructions: Please email beginningsinc@aol.com Attach résumé, transcripts and 3 reference letters from former employers. No phone calls please.

Contact: C. Phillips
Address: 847 Madison, Oak Park, IL 60302
Phone: 708-445-0909
Fax: 708-445-7457
Email: beginningsinc@aol.com

Job ID: 3857813
Job Title: Camp Counselor - Funseekers
Company: Elmhurst Park District
Job Type: Seasonal
Location: Elmhurst, IL 60126
Salary:
Job Description: * To supervise and instruct participants. * To supervise and instruct participants. * Supervise and instruct children in various recreational and camp activities. * Develop and prepare class materials and lesson plans. * Set up and take down equipment. *
Recommend purchase of necessary supplies. * Attend staff meetings, as required.

**Job Requirements:** Qualifications: * High school graduate or equivalent preferred with 1-3 years of experience. Hours: * Monday through Friday from 9:00 AM - 3:00 PM

**Contact:** Angela Perry

**Address:** 615 N. West Ave., Elmhurst, IL 60126

**Phone:** 630-993-8678

**Email:** apery@epd.org

**Apply Online:**

---

**Job ID:** 3857834

**Job Title:** Camp Director - Funseekers

**Company:** Elmhurst Park District

**Job Type:** Seasonal

**Degrees Wanted:** Bachelors

**Location:** Elmhurst, IL 60126

**Job Description:** * To plan, coordinate, implement and supervise the daily operations of program. * Plan, coordinate, implement and supervise all camp activities. * Schedule, supervise and evaluate staff. * Conduct planning meetings with counselors. * Purchase equipment and supplies as needed. * Prepare end-of-season recommendations for next year.

**Job Requirements:** * Bachelor's degree preferred, with 1-3 years of relevant experience, including 1 year of supervisory experience. Hours: Monday through Friday from 8:30 AM - 3:30 PM

**Contact:** Angela Perry

**Address:** 615 N. West Ave., Elmhurst, IL 60126

**Phone:** 630-993-8678

**Email:** apery@epd.org

**Apply Online:**

---

**Job ID:** 3872232

**Job Title:** Picker/Packer

**Company:** Crown Services, Inc

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

**Location:** IL

**Salary:** $11/hr

**Job Description:** Picking and packing medical supplies for a fast paced, busy company.

**Job Requirements:** Must be available to work part time between the hours of 8am and 8pm. Must be able to lift up to 50lbs. Must have prior experience in a picking/packing environment. Must know how to use an RF scanner, or a hand held computer used for inventory purposes.
Application Instructions: Please send a resume to chicago-burbank@crownservices.com. Or call for more information. 708.229.1188

Contact: Jim Poling
Address: 5417 W. 79th Street, Burbank, IL 60459
Phone: 708-229-1188

Job ID: 3875927
Job Title: PT and FT Nanny Positions Now Available
Company: College Nannies & Tutors
Job Type: Full Time, Part Time, Seasonal
Location: IL

Job Description: College Nannies and Tutors, the nation's most complete resource for customized nanny, professional babysitting and tutoring services, is currently accepting applications from responsible, outgoing individuals for a variety of childcare positions. Nannies become responsible for: + Performing a variety of age appropriate tasks, including but not limited to: *Dressing, feeding, bathing, overseeing play, preparing food *Managing behavior, cleaning up after children, providing entertainment and creative, fun activities that are appropriate and applicable *Driving children to/from activities, school or other if required with specific placement *Helping with homework if required with specific placement + Attends to children in a professional manner

Contact: Stephanie Clark
Address: 958 Harlem Ave., Glenview, IL 60025
Phone: 847-998-5657
Fax: 847-998-5697
Email: sclark@collegenannies.com
Apply Online: http://https://www.collegenanniesandtutors.com/nanny/join#position_list

Job ID: 3882812
Job Title: CFP/Certified Nursing Assistant
Company: Greenview Place
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Location: Chicago, IL 60657
Salary: $10.00 per hour

Job Description: The CNA promotes independence of residents by assisting with personal care services: bathing, dressing, grooming and oral care and other activities of daily living (ADL) in accordance with resident service plan. The CNA will provide/complete accurate data collection of resident vital statistics, including weight, blood pressure, pulse respiration and temperature.
**Application Instructions:** To apply please e-mail your resume to Mary Beth Pregracke at hr@renaiannes.us

**Contact:** Mary Beth Pregracke  
**Address:** 1501 W. Melrose Street, Chicago, IL 60657  
**Email:** hr@renaiannes.us

---

**Expires:** 03/26/2015  
**Job ID:** 3882903  
**Job Title:** Various Warehouse Positions  
**Company:** Strategic Labor Solutions  
**Job Type:** Full Time  
**Location:** Schaumburg, IL  
**Salary:** $10 - $12 HR  
**Job Description:** We all looking for: - Light Heavy Electrical Assembly - Machine operators (Deburrers, CNC also available) - Material Handling - General Laborers  

**Application Instructions:** Please apply online at www.slsinc.com or call for an app't with JoAnna Lopez at (847) 558-5250 Fax (847) 781-9568 Or e-mail your resume to schaumburg@slsinc.com  
**Contact:** JoAnna Lopez  
**Address:** 1900 E. Golf Rd. Ste. 1125, Schaumburg, IL 60173  
**Phone:** (847) 558-5250  
**Fax:** (847) 781-9568  
**Email:** schaumburg@slsinc.com

---

**Expires:** 03/26/2015  
**Job ID:** 3882962  
**Job Title:** Administrative Assistant (Parts Dept.)  
**Company:** Russo Power Equipment  
**Job Type:** Full Time  
**Location:** Schiller Park, IL 60176  
**Salary:** $13-$16 hr. based on exp.  
**Job Description:** Reports to: Parts Manager Position Summary: The Purchasing Administrative Assistant is primarily responsible for helping manage purchase orders and communicating with our staff and vendors. This role requires working directly with the Parts Manager as well as building relationships with key vendors and manufacturers to ensure deliveries are made accurately and on-time. This position also assists in resolving any pricing/inventory discrepancies. Responsibilities/Duties: *Data entry *Running a daily purchase order recommendation and ordering all special and stock orders for products that are below minimum stocking level at the given time of year *Working knowledge of how to set up new manufacturers, part #s, product descriptions, product pricing, etc. in the computer system *Assist
the Parts Manager/Supervisor with tracking inventories, either by physically taking inventories or being able to evaluate the sales/purchase history and determine where stock levels should be
*Assist with booking orders to the level that the Parts Manager feels comfortable with him/her doing so
*Being able to field and answer calls from Russo's parts staff regarding pricing, delivery timeframes, freight policies, or any other aspect of a manufacturer/distributor's program
*Contacting our vendors, sales representatives, and distributors in order to verify/obtain pricing, freight policies, terms, ship schedules, etc. *Other tasks as defined by manager

Job Requirements: Qualifications * Knowledge, Skills, and Abilities: * Must possess good general computer skills (Excel, Word, Outlook) * Must be very detail oriented and organized * Strong written and oral communication skills * Ability to handle phone calls and emails effectively * Knowledge of outdoor power equipment, landscaping or salt industry is a plus

Credentials and Experience: *High School Diploma or GED required No prior experience necessary

Application Instructions: Send resumes to: ctyre@russopower.com

Contact: Chris Tyre
Address: 9525 W. Irving Park Road, Schiller Park, IL 60176
Phone: 8476789525
Email: ctyre@russopower.com

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

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

---

**Expires:** 04/01/2015
**Job ID:** 3890999
**Job Title:** Guest Service Agent - ID: 51034
**Company:** Residence Inn Chicago Lombard
**Job Type:** Full Time, Part Time
**Location:** Lombard, IL 60148

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

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

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

---

**Expires:** 04/03/2015
**Job ID:** 3896220
**Job Title:** Part time Catering Associate
**Company:** Sodexo- Stritch School of Medicine at Loyola
**Job Type:** Part Time
**Location:** Maywood, IL 60153  
**Salary:** $9.50 - $10.50  
**Job Description:** SSOM Loyola in Maywood, IL is searching for 3 part time catering associates to prepare and deliver catering events throughout the campus. Hours vary- Monday through Sunday- typical hours 15-25 per week.  
**Application Instructions:** To apply please e-mail your resume to Alyson Stiefel at astiefel@lumc.edu On the subject line please put applying for the Part-time Catering Associate position.  
**Contact:** Alyson Stiefel  
**Address:** 2160 S. 1st Avenue, Maywood, IL 60153  
**Phone:** (708) 216-8677  
**Email:** astiefel@lumc.edu  

---

**Expires:** 04/08/2015  
**Job ID:** 3901506  
**Job Title:** Work Equipment Repairman  
**Company:** Canadian Pacific  
**Job Type:** Full Time  
**Location:** Illinois, IL  
**Salary:** $24.35  
**Job Description:** Mechanical repair and maintenance of roadway equipment and other duties as assigned. Job Requirements: - Must be qualified in repair and overhaul of gasoline and diesel engines. - Experience with trouble shooting and repair of hydraulic systems (electric over hydraulic and air over hydraulic). - Knowledge of welding, operation and maintenance of work and roadway equipment. - Extensive travel required. Background Investigation Elements: - Criminal history - Last 3 years of driving history - Last 7 years of employment history to include military service - Social Security number - Education Medical Review Elements: - Medical evaluation - Drug Screen - Other elements as needed Benefits: - Health - Dental - Vision - Life insurance - Railroad retirement - 401k - Tuition reimbursement and more  
**Job Requirements:** Canadian Pacific (CP) is committed to the safety and health of it's employees and the general public. All new hires are required to undergo a hair drug test which detects the presence of illegal drugs for months prior to testing. We appreciate your cooperation in keeping CP safe and drug free.  
**Application Instructions:** Applications are only accepted online at: www.cpr.ca Job Line (800) 635-7995  
**Contact:** Human Resource  
**Address:** Chicago, Chicago, IL 60617  
**Phone:** (800) 635-7995  
**Apply Online:** https://www.cpr.ca  

---

**Job ID:** 3901569
**Job Title:** Marketing Coordinator  
**Company:** InhouseCIO  
**Job Type:** Part Time  
**Majors Wanted:** Marketing Management  
**Location:** Rosemont, IL  
**Salary:** TBD  

**Job Description:** Position Overview To plan, schedule, implement, and report on various marketing systems for attracting clients, closing sales, and increasing revenue. This person will also help in managing and implementing all marketing communications, for improving our lead generation and lead conversion systems, managing events and seminars, managing our member web site and client communications. Success in this role will be measured by timely and accurate implementation of campaigns, marketing systems, reporting, and overall increase in sales. This is a part time position with the flexibility of working from home. Work is primarily performed during normal business hours, Monday through Friday Responsibilities 1) List - Maintain list and keep it updated in our CRM system 2) Newsletter - Review and edit our newsletter. Ensure that our monthly newsletter is mailed out by the first week of each month. This largely involves managing the vendor that sends out the newsletter. 3) Tech Tips Email - Review and edit our tech tip email. Ensure that our monthly tech tip email postcard gets emailed out by the 15th of each month 4) Webinar Promotion - Compile and organize content for webinar. Promote webinar to our target market. 5) Lumpy Mail Campaigns - Review and edit direct mail campaigns. Work with our to make sure these mailers are going out in a timely manner 6) Joint Venture Campaigns - Identify and work with partner companies or associations that have the same target market to generate new leads 7) White papers - review and edit our white papers, post on our website and promote to target market. Qualifications * Ideal candidate will be flexible, willing to learn, consultative, aggressive, driven and professional * Candidate must be a self-starter and must work independently with no supervision * Team player - able to partner with other team members * Small or medium sized business marketing experience is a plus Requirements * Good oral, writing and presentation skills * Professional appearance * Must be self-motivated

**Application Instructions:** please email your resume and cover letter to careers@inhousecio.com  
**Contact:** David Kakish  
**Address:** 2800 S River Road Suite 305, Des Plaines, IL 60018  
**Phone:** 773-570-4767  
**Email:** careers@inhousecio.com

---

**Expires:** 04/08/2015  
**Job ID:** 3901937  
**Job Title:** Security Officer  
**Company:** BrightSky Inc  
**Job Type:** Part Time  
**Location:** Chicago land, IL  

**Job Description:** NPG Security Services is looking for Full and Part Time Security officers for all shifts to monitor locations in Chicago Land area. The officer overseeing all security aspects of
the facility; includes but not limited to patrolling the facility, reviewing CCTV, securing entry way, reporting any suspicions activities and among other responsibilities. This job requires consistent moving within the building and attention to detail in daily reports. Requirements: P.E.R.C Card 20 Hours Certification Reliable Transportation Experience preferred, but will train candidate must be able to pass a background check and to be able to Obtain a P.E.R.C Card. Benefits: Insurance after 90 Days Electronic Deposits

Contact: Teri Snyder
Address: 1001 Fairway Dr, Bensenville, IL 60106
Phone: 6305956396
Fax: 63059563999
Email: teri.snyder@brightskyinc.com

Expires: 04/08/2015
Job ID: 3901949
Job Title: Scheduling/Charge Entry Rep - Downers Grove Clinic
Company: Marianjoy Rehabilitation Hospital
Job Type: Full Time
Degrees Wanted: Certificate, Diploma
Location: Downers Grove, IL 60515

Job Description: The program support representative is primarily responsible for two vital functions that significantly impact patient care and financial viability at PDG, scheduling and charge entry for twenty plus clinicians. Acts as a backup for outpatient registration. Scheduling Develops accurate subacute schedules for 50+ patients daily, across 3 disciplines of care. Charge Entry Enters daily therapy charges for subacute and outpatient therapists. Monitors charge sheets for inconsistencies and takes action to verify prior to entering into computer system. Assists in checking daily charges once entered to verify. Outpatient Registration Supports Outpatient Nurse in all outpatient registration duties. Greets patient and/or family member in a professional and pleasant manner Communication Answers telephones and receives patients/visitors. Determines nature of inquiry and provides assistance or refers. Advises supervisor/director of non-routine or sensitive situations. Requirements include: High school diploma 3-4 years related experience Previous Healthcare experience and knowledge of Microsoft Excel, Word and Outlook is preferred.

Application Instructions: We offer medical, dental, vision and life insurance, tuition reimbursement and much more!! Interested candidates should apply on line at www.marianjoy.org

Contact: Lori Kramer
Address: 26W171 Roosevelt Road, Wheaton, IL 60187
Phone: 630-909-7116
Fax: 630-909-6960

Expires: 04/09/2015
Job ID: 3809764
Job Title: Bilingual Spanish Teller/Sales Associate
Company: TCF Bank
Job Type: Part Time
Location: Melrose Park, IL 60160

Job Description: Looking for a better career opportunity? Great careers happen here! This is no ordinary retail bank job! This is a career opportunity with a well-defined and structured career path to management with a competitive base pay and the chance to earn incentives! Working at TCF Bank is a chance to learn the banking industry while sharpening cutting edge sales skills and networking with other businesses. Our Banking Sales Representatives have the challenging and rewarding job of working with our customers in our branches while managing sales events, cold calling, calling on local businesses and selling TCF products and services outside our branches. TCF Bank is open 7 days a week and offers multiple shifts. Job Description: * Actively promote, sell and refer TCF products and services to potential customers. * Utilize networking and paid training to drive sales. * Make cold calls and participate in organized sales events. * Achieve challenging individual and team sales goals. * Spend a significant amount of time working at outside sales events. * Answer inquiries taught in paid training classes, regarding checking and savings accounts and other bank regulations and policies. * Accurately balance daily transactions in a manner that ensures TCF's high standards and high level of customer service are maintained.

Job Requirements: Qualifications: High school diploma or GED, or currently enrolled in High School Resilient attitude towards achieving challenging sales goals Ability to confidently approach prospective TCF customers Effective communication skills Available to work retail hours including evenings, weekends, and holidays Ability to perform necessary calculations and transactions Must successfully complete technical training and pass test standards Preferred Qualifications: 6 months of continuous work experience Retail sales, cash handling, and customer contact experience About TCF Established in 1923, TCF is one of the top performing banks in the nation - and throughout its history has maintained a strong foundation. TCF has over 350 branches in Minnesota, Illinois, Michigan, Colorado, Wisconsin, Indiana, Arizona and South Dakota, providing retail and commercial banking services. TCF also conducts commercial leasing and equipment finance business in all 50 states, commercial inventory finance business in the U.S. and Canada, and indirect auto finance business in over 30 states. TCF's Got Talent There are many great reasons to grow your career at TCF TCF's Got Rewards We value and reward team members who strive to put The Customer First on a daily basis TCF's Got Opportunity We facilitate opportunities for career advancement and promote from within whenever possible TCF's Got Education We have an excellent team member training program and opportunities for education reimbursement TCF's Got Community * The TCF Foundation provides our team members with great opportunities to be involved in the community. * TCF is proud to offer a community financial literacy program. * We encourage and reward our team members to refer friends and family to work at TCF Benefits TCF encourages open employee communications and promotes from within whenever possible. We offer competitive pay, a comprehensive benefits plan, and opportunities for career advancement. For more details on our benefits, click on the Employee Benefits link on our career page. Proud to be an equal opportunity employer All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.
TCF is proud to be an affirmative action/equal opportunity employer. Minority/Female/Disabled/Veteran.

Application Instructions: Apply to: TCFBank.com Click on Careers
Contact: Karen Egizio
Address: 800 Burr Ridge Parkway, Burr Ridge, IL 60527
Phone: 630-986-7099
Email: kegizio@tcfbank.com

Expires: 04/10/2015
Job ID: 3907304
Job Title: Production Line Worker
Company: Gabby's Bakery
Job Type: Full Time
Location: Franklin Park, IL 60131
Salary: $9.00 per hour

Job Description: Seeking experienced Production Line Workers to join our bread manufacturing team. The Production line worker will assist all internal departments by filling in position within the production/packaging lines. Need to be available 40 hours per week, including weekends. This position is a TEMP TO PERM POSITION).

Application Instructions: Please come in person to apply.
Contact: Anabel Ruiz-Morales
Address: 11241 Melrose Ave, Franklin Park, IL 60131

Expires: 04/10/2015
Job ID: 3907311
Job Title: Customer Service Representative
Company: UHAUL
Job Type: Part Time
Location: Broadview, IL 60155

Job Description: Customer Service Representative, various duties including, inspections, clean retail equipment, maintain the facility in a clean conditions. Serve customers in person and on the telephone, and use the computer to prepare rental contracts and invoices. For more information apply online.

Application Instructions: Please apply online at www.uhaul.com
Contact: Jonathan Rubich
Address: 2001 W Roosevelt Road, Broadview, IL 60155
Phone: 708-344-8920
Apply Online: https://www.uhaul.com
Expires: 04/11/2015
Job ID: 3907577
Job Title: Teacher
Company: Montessori Children’s Place
Job Type: Full Time, Internship, Part Time
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Early Childhood Education
Location: La Grange Park, IL
Salary: Negotiable
Job Description: Responsible for the proper classroom environment. Care of the children. Keep the classroom clean organize it in a way that makes it safe and stimulating. Keep records.
Job Requirements: Be sensitive and responsive to parents.
Application Instructions: Walk-ins welcome.
Contact: Charles Olowu
Address: 1130 Maple Avenue, LaGrange Park, IL 60526
Phone: 7084697487
Fax: 7084697841
Email: cadeo60@msn.com

Expires: 04/11/2015
Job ID: 3908596
Job Title: Travel Reservationist
Company: Crown Cars & Limousines
Job Type: Part Time
Location: Des Plaines, IL 60018
Salary: $11.00-$15.00 per hour
Job Description: Reservations for travel. **First and Second shift** Early morning, & late afternoons-early evenings. Knowledgeable of software and able to navigate in and out of software and internet. Customer service experience answering the phone and speaking to customers. Must be able to work in a team environment. Will be taking travel orders via the phone and internet inputting into a computer system. Willing to train on software.
Application Instructions: Please send resume to Mary@ccllimo.com. No phone calls.
Contact: Mary Harrell Paul
Address: 2440 S Wolf Rd 2440 S Wolf Rd, Des Plaines, IL 60018
Phone: 8478463371
Fax: 8478463371
Email: Mary@ccllimo.com

Job ID: 3908993
Job Title: Part time Assistant Teachers
Company: Elk Grove Township Community Day Care Center
Job Type: Part Time
Majors Wanted: Early Childhood Education
Location: Elk Grove Village, IL 60007
Job Description: Great Opportunity for Early Childhood Majors! Elk Grove Township Day Care is now hiring part-time assistant teachers. Flexible hours - we'll work around your school schedule! DCFS Background Check & Physical with TB Test required. Gateway Registry Membership & the following training are required to be completed within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome and Welcoming Each & Every Child. If interested please email your resume & transcripts. EOE.
Application Instructions: Please e-mail your resume to Linda Neil at egtdcc@aol.com
Contact: Linda Neil
Address: 711 Chelmsford Lane, Elk Grove Village, IL 60007
Phone: 847-439-5577
Fax: 847-439-5584
Email: egtdcc@aol.com

Job ID: 3849187

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

Job ID: 3866308

Job Title: PART-TIME Direct Support Provider-Residential
Company: Helping Hand Center
Job Type: Part Time
Degrees Wanted: Certificate, Diploma
Location: Countryside, IL 60525
**Job Description:** Helping Hand Center is seeking dedicated Direct Support Providers (DSP) to provide direct support for adults with disabilities in their homes located in the community. Full-time, part-time and sub-status positions available. * High school diploma or equivalent * Must be able to become PACE driver certified in order to drive PACE agency vehicles * Must be at least 23 years of age

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

**Application Instructions:** www.hhcenter.org/apply.html

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

---

**Job ID:** 3879999
**Job Title:** Administration Assistant
**Company:** DCG Roofing Solutions Inc
**Job Type:** Full Time
**Location:** Des Plaines, IL 60016


**Application Instructions:** Please Email Resume to alapenta@dcgroofing.com

**Contact:** DCG Roofing Solutions Inc
Address: Attn: Andrea LaPenta 1285 Rand Road, Des Plaines, IL 60016
Phone: 847-296-6611
Fax: 847-296-4604
Email: alapenta@dcgroofing.com

---

**Job ID:** 3912800
**Job Title:** Recent Grads Wanted
**Company:** Chicago Marketing
**Job Type:** Full Time, Part Time
**Degrees Wanted:** Bachelors
**Location:** Oakbrook Terrace, IL 60181
**Salary:** negotiable

**Job Description:** Chicago Marketing currently has openings in entry level marketing, advertising, public relations, and customer service, sales, management and event promotions.
With our continued growth, we are currently looking for new, energetic and motivated individuals that are looking to start or advance their career. We are a marketing company and our goal is to provide event based and promotional marketing services for a wide range of clients including the leading Satellite Television Provider. We create a synergy between our various clients and retailers that give both the opportunity to touch different people that they may not normally reach. Availability includes: Advertising & Brand Exposure Marketing & Account Satisfaction Sales Techniques Assistant Management NO EXPERIENCE NECESSARY! FULL TRAINING IS PROVIDED! We are EXPANDING at a rapid rate! We are currently hiring multiple positions and need to fill them ASAP!


**Application Instructions:** Apply Now! *Email your resume to hr@chicagomarketinginc.com *Check out our website at [http://www.chicagomarketinginc.com](http://www.chicagomarketinginc.com) *Contact the HR Department at 630-640-3236 *Bring your enthusiasm and individuality to the Chicago Marketing team! NO DOOR TO DOOR, NO TELEMARKETING, AND NOT 100% COMMISSION!!!

**Contact:** Sophia Wise

**Address:** 1 S660 Midwest Road Suite 170, Oakbrook Terrace, IL 60181

**Phone:** 630-408-4423

**Apply Online:** [http://www.chicagomarketinginc.com/apply-2](http://www.chicagomarketinginc.com/apply-2)

---

**Job ID:** 3912805

**Job Title:** Entry Level Marketing

**Company:** Chicago Marketing

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Oakbrook Terrace, IL 60181

**Salary:** competitive

**Job Description:** Chicago Marketing is hiring for Entry Level full time Management Training Position. Management in our company is a developmental process. We don't hire managers we develop them. We have and will always believe in developing management from the ground up. This has lead us to our client expansion. This position is full time only and involves responsibilities in: Entry level sales & marketing Entry-level management Human resources management development Chicago Marketing cross-trains all employees within leadership development which includes: Interviewing Training Team building Entry level marketing and sales presentations The management & marketing team at Chicago Marketing offers an environment where our employees ideas are not only heard but implemented. We offer a team based and structured environment, however employees are expected to be self-disciplined in managing their own time and work schedule.
**Job Requirements:** Job Requirements: Qualified candidates must possess excellent interpersonal communication skills and a high level of professionalism & integrity. Public speaking skills for presenting to groups are a plus. *Must possess excellent interpersonal communication skills* *Maintain a high level of professionalism & integrity* *Experience with public speaking for presenting to groups a plus* *4 year degree preferred, not required* *1-2 years of customer service is a plus* *Demonstrated leadership ability. Sales and Marketing experience is not required* *Demonstrated critical thinking and problem solving skills*

Employees who achieve promotions into management at Chicago Marketing are: -Highly coachable team players -Willing to follow a proven training and support system designed to help employees achieve their goals -Team player -Amazing attitudes -Looking for an amazing future

**Application Instructions:** Apply Now! *Email your resume to: emma@chicagomarketinginc.com *Check out our website at http://www.chicagomarketinginc.com *Contact the HR Department at (630) 317-7202 *Bring your enthusiasm and individuality to the Chicago Marketing, Inc. team! WE DO NOT PARTICIPATE IN ANY OF THE FOLLOWING: NO DOOR TO DOOR SALES NO BUSINESS TO BUSINESS SALES NO TELEMARKETING

**Contact:** Sophia Wise  
**Address:** 1 S660 Midwest Road Suite 170, Oakbrook Terrace, IL 60181  
**Phone:** 630-408-4423

---

**Job ID:** 3913746  
**Job Title:** Desk Attendant  
**Company:** Park District of Highland Park  
**Job Type:** Part Time, Seasonal  
**Location:** Highland Park, IL 60035  
**Salary:** $10/hr

**Job Description:** Qualifications: -Excellent communication and customer service skills. Previous experience at working at a golf course is a plus but employer will train qualified applicants. -Computer literacy with a Point of Sale system. -Demonstrated ability to effectively communicate orally and in writing. -Willingness to work all hours, including early mornings, nights and weekends. -Valid Driver's License. Responsibilities: -Customer service and customer relations for Sunset Valley Golf Course and for the Park District of Highland Park. -Answering and directing phone calls. -Starting golfers. -Taking payments for various fees. -Various custodial duties. -Other duties as assigned. Free Golf as part of employment. The Park District of Highland Park will require training as part of your position. The Park District of Highland Park is an Equal Opportunity Employer.

**Contact:**  
**Apply Online:**  

---

**Job ID:** 3877602  
**Job Title:** IMMEDIATE OPENINGS- LEAD TEACHERS WANTED-ELK GROVE
VILLAGE

Company: Elk Grove Township Community Day Care Center

Job Type: Full Time, Part Time

Degrees Wanted: Bachelors

Majors Wanted: Early Childhood Education

Location: Elk Grove Village, IL 60007

Job Description: IMMEDIATE OPENINGS- LEAD TEACHERS WANTED! ELK GROVE VILLAGE Full Time and Part Time positions available at our NAC Accredited Day Care Center located in Elk Grove Village. Kindergarten Enrichment Teacher (Part time during the school year & Full time during the summer) & School Age Teacher (Full Time). Both positions are split shifts during the school year & straight shifts during the summer. Responsibilities include weekly lesson plans, developmental portfolios & planning outings/field trips (summer). BA degree in Early Childhood or Elementary Education is required. DCFS Background Check & Physical with TB test are required. Gateway Registry Membership & the following trainings are required within the first month of employment: DCFS Mandated Reporter, SIDS, Shaken Baby Syndrome & Welcoming Each & Every Child. If you are an enthusiastic educator that knows quality child care is important in the lives of children please email your resume and transcripts.

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

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

Job ID: 3874884

Job Title: Collections

Company: Consumer Portfolio Services

Job Type: Full Time

Location: Lombard, IL 60148

Salary: $12.50 - $16.00

Job Description: Help Consumer Portfolio Services, Inc. continue to be a leader in the Financial Services and Insurance industry by acting as the Collector who protects and recovers assets, prevents losses, controls delinquent balances, collects delinquent accounts and shows initiative to increase job knowledge.

Job Requirements: - strong communications skills - ability to perform basic mathematical functions - ability to set priorities and meet deadlines-maintain focus on accomplishing desired results - persistence strives to improve skills and achieve goals despite setbacks and obstacles - basic computer skills, type 30 wpm - ability to function effectively in a fast-paced environment - high school diploma or equivalent experience - bilingual (Spanish) a plus

Application Instructions: To apply please e-mail Yesenia at yesenia@consumerportfolio.com

Contact: Yesenia Gomez
Job ID: 3904615
Job Title: Accounting Clerk
Company: CHC Wellness
Job Type: Part Time
Majors Wanted: Accounting
Location: Chicago, IL 60656
Salary: OPEN

Job Description: Accounting Clerk CHC Wellness, Inc is a national provider of corporate wellness programs and we are looking for a detail-oriented Accounting Clerk to add to our team. This job entails performing of essential clerical, administrative and billing functions. Terms of Employment: Part-time position (24 -32 hrs/ week). Required Skills & Qualifications: *
- Attention to detail, thoroughness ? High productivity and focus on quality ? Knowledge of bookkeeping and generally accepted principles of accounting ? Ability to multi-task with ease and professionalism. ? Strong analytical skills ? Problem solving skills, with ability to communicate internally and resolve issues & reconcile differences in a quick, professional manner ? Strong communication and reporting skills ? Ability to adapt in a dynamic fast-paced environment ? Adherence to deadlines and ability to proactively follow-up on open items in a time-sensitive manner ? Knowledge and practical experience of QuickBooks Enterprise Solution, Microsoft Office (Excel, Word), Outlook, and Adobe are a must. ? Confidentiality compliance ? Adherence to policies, procedures, and work standards of CHC Wellness, Inc. ? Level of education: Bookkeeping certificate and/ or prior experience; Medical billing certificate is a plus.
- Duties include but are not limited to: ? Perform accounting and clerical functions to support accounting manager ? Classify, record, and summarize numerical and financial data in order to compile and keep financial records, using internal software ? Code data and maintain files according to company procedures ? Reconciliation of information in internal systems and database ? Reporting of discrepancies and exceptions found ? Researching, tracking, and resolving discrepancies ? Communicating within company departments to resolve reconciliation differences ? Recording, processing, and reconciliation of Accounts Payable ? Communication with vendors, clients, insurance carriers on outstanding charges/ issues/ etc. ? Perform other duties as assigned by supervisor If you meet the qualifications and are interested in applying, please e-mail your resume to akostelny@chcw.com CHC Wellness Inc. is an Equal Opportunity Employer EEO/M/F/DV

Contact: Alina Kostelny
Address: 5440 North Cumberland Avenue Suite 225, Chicago, IL 60656
Fax: 8474372770
Email: akostelny@chcw.com
Job ID: 3831384
School Job ID: MVCC
Job Title: Brookfield Zoo - Now Hiring
Company: Chicago Zoological Society/Brookfield Zoo
Job Type: Full Time, Part Time, Temporary
Location: Brookfield, IL 60513
Salary: $8.25 - and up

Job Description: We are now hiring at Brookfield Zoo! We are hiring for full-time and part-time positions, as well as hundreds of temporary positions, and hiring has already begun. The Chicago Zoological Society, which manages Brookfield Zoo, is an equal opportunity/affirmative action employer. We strongly encourage applications for all openings, including women, people of color, veterans, and people with disabilities. At the Chicago Zoological Society, we value diversity in all its dimensions and recognize the importance and benefits of a diverse workforce to our visitors, our organizational effectiveness, our workplace, and to be relevant and competitive in today’s business world. Most importantly, we know it takes all people to protect and conserve animals and nature and to achieve our mission of inspiring conservation leadership. Applicants are able to search and apply for any open position through our on-line Career Center at: http://www.CZS.org/Careers. For applicants with disabilities who are unable to apply on line, we will provide a reasonable accommodation to allow them to participate fully in the employment process. Applicants who need a reasonable accommodation may contact our Human Resource Department at 708-688-8338, via our TTY number at (708) 688-8659, or can email us at Access@czs.org.

Application Instructions: Applicants are able to search and apply for any open position through our on-line Career Center at: http://www.CZS.org/Careers.

Job ID: 3868730
Job Title: Pool Attendant (not lifeguard)
Company: BG Staffing / Multi-Family Division
Job Type: Part Time, Seasonal
Location: IL

Job Description: As a Pool Attendant, you are expected to provide excellent customer service to residents and their guests; in addition to maintaining the pool areas ensuring all guests are current residents of the community. We are looking for individuals that take pride in their work and enjoy being part of a team environment. Depending on the property, the pool hours are generally Mon - Sun from 9am to 10pm so there are several shifts available. This is a seasonal position that begins approximately the week before Memorial Day and runs through the week after Labor Day. On inclement weather days, you may be offered administrative duties in the leasing office if available.

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

Contact: Tara Quinn
Address: 564 W Randolph, Second Floor, Chicago, IL 60661
Phone: 847-208-2080

Job ID: 3689210
Job Title: Apple Store - Multiple Positions
Company: Apple Retail
Job Type: Part Time
Location: Chicago, IL 60290
Salary: Varies by Position

Job Description: 'Sales Specialist - Retail Customer Service and Sales Transform Apple Store visitors into loyal Apple customers. When customers enter the store, you’re also the person who guides them -- advising, selling, and even setting up their new products. As an Apple Specialist, you help create the energy and excitement around Apple products, providing customer service solutions and getting products into customers’ hands. Expert - Customer Service and Sales Lead Be at the heart of our reputation for extraordinary customer service. As an Apple Expert, you are a leader in sales, product knowledge, and solutions, and highly influential in how you engage with customers. And you get great satisfaction from helping people develop lifelong relationships with Apple every day. Business Specialist - Business Customer Service and Sales Connect business professionals and entrepreneurs with the tools they need. As an Apple Business Specialist, you introduce Apple solutions, technology, and services to business customers. You spend time on the sales floor, meeting first-time and current business customers and learning their needs. By engaging customers to think about the possibilities of Apple technology in their businesses, you help build success. Customer Support Service Specialist - Retail Customer Service Help visitors to the Apple Store get more out of our products by sharing knowledge and providing exceptional retail customer service. As an Apple Service Specialist, you get new owners started with the Mac or help customers with quick and efficient support for other Apple devices. By helping Apple build and maintain strong relationships with customers, you are instrumental to our success. Creative - Customer Training and Support? Share your skills and inspire creativity in every Apple Store visitor. As an Apple Creative, you provide customer training -- guiding small groups to learn or helping individuals get set up, get trained, and get going. Nothing gives you a greater thrill than empowering an individual to create something wonderful. ?Genius - Retail Technical Support Use your problem-solving and people skills to ensure swift resolutions to technical problems of every kind. As an Apple Genius, you provide insightful advice and friendly, hands-on technical support to Apple customers in need. You maintain customers’ trust in Apple as the skilled expert, troubleshooting and repairing products with style, speed and skill. Apple is an Equal Employment Opportunity Employer that is committed to inclusion and diversity. We also take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, protected veterans, and individuals with disabilities.

Application Instructions: apply online at - apple.com/jobs/us/retail
Contact: Colin Clover
Address: 1 Infinite Loop, Cupertino, CA 95014
Phone: 408-862-7103
Email: college_programs@apple.com
Apply Online: http://apple.com/jobs/us/retail

Job ID: 3823632
Job Title: Teacher
Company: CRADLE TO THE CLASSROOM CHILDCARE
Job Type: Full Time, Part Time
Location: Maywood, IL 60153
Salary: open
Job Description: preschool teachers needed ASAP Infants 2-3 yr and 15m-2 yr Full and part time positions it is in Maywood IL please send resume to gtcradle@yahoo.com
Application Instructions: email resume gtcradle@yahoo.com,
Contact: Glenda Thomas
Address: 35 S. 19th Ave. unit 2, Maywood, IL 60153
Phone: 708-508-1032
Fax: 708-450-1427
Email: gtcradle@yahoo.com

Job ID: 3906921
Job Title: Account Representative (Entry Level)
Job Type: Full Time
Location: Elk Grove Village, IL 60007
Experience in office equipment industry preferred, but not required. * Must have a valid driver's license and reliable transportation. * High school degree or equivalent. Package *

**Application Instructions:** http://www.isbscorp.com/careers-1/
**Contact:** Tom Stoklosa
**Address:** 1776 Commerce Drive, Elk Grove Village, IL 60007
**Phone:** 847-852-2327
**Fax:** 847-882-7544
**Email:** tstoklosa@isbscorp.com
**Apply Online:** http://http://www.isbscorp.com/careers-1/

---

**Job ID:** 3883796
**Job Title:** Math Instructor
**Company:** Mathnasium of Oak Park / River Forest
**Job Type:** Part Time
**Majors Wanted:** Mathematics, Paraprofessional Educator, Secondary Mathematics
**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

---

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

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

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

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

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

**Contact:**

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

---

**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

---

**Expires:** 03/11/2016  
**Job ID:** 3906261  
**Job Title:** ABA Therapist  
**Company:** The Center for Autism and Related Disorders  
**Job Type:** Part Time  
**Location:** Oak Park, IL 60302  
**Salary:** $12 per hour starting rate

**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.

**Job Requirements:** * Some experience working with children with disabilities * At least three weekday afternoons open (2-7pm) and at least one weekend day open (9-4pm) * Reliable transportation with proof of auto insurance (required to travel to clients homes) * Must pass TB test and no criminal history

**Application Instructions:** Submit a resume and cover letter to j.gordon@centerforautism.com. Include an explanation of how you heard about our job opening.

**Contact:** Jake Gordon  
**Address:** 212 S Marion St. Suite 11, Oak Park, IL 60302  
**Phone:** (708) 358-3000

---

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

http://www.collegecentral.com/triton