



Lawn Care Technician

Published : Thursday, 17 Feb 2011, 1:00 AM CST

Eternally Green Lawn Care, is seeking highly motivated individuals with good communication skills and a strong work ethic to work out of our Frankfort facility.

Must have a clean driving record. Lawn care experience is preferred but company will train and license motivated candidates.

Email resume to lawns@eternallygreen.com.

Part Time pharmacy technician

Professional Pharmacy

Location: 30 E 15th Street

Suite 204

South Suburbs Chicago, IL 60411

Base Pay: \$9.00 - \$12.00 /Hour

Employee Type: Part-Time

Industry: Healthcare - Health Services

Manages Others: No

Job Type: Health Care

Experience: At least 1 year(s)

Post Date: 2/15/2011 Contact Information

Contact: Amit Dhingra

Phone: 888-232-7701 Fax: 708-709-2001 Description

Part Time Bilingual Pharmacy Technician needed in busy outpatient pharmacy in medical building across from Hospital. Must be fluent in both English and Spanish and at least one year retail pharmacy experience. Motivated individuals, punctual, and solution oriented individuals needed. Currently looking for 7-10 hours/week with opportunities for more hours with experience.

Requirements:

1 year prior retail pharmacy experience

Bilingual (Fluent in English and Spanish)

Apply online at <http://www.careerbuilder.com/JobSeeker/Jobs/>

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Job Title: Telecommunicator Specialist

Agency: State Police
Salary: \$3,593.00 - \$4,960.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 21-17-ISP08-C001

Description of Duties/Essential Functions Benefits Supplemental Questions
On an indeterminate shift, utilizes sophisticated multi-channel trunked radio communications system to set up and patch talk groups and control State Police telecommunications; simultaneously respond to visual and aural information and make decisions on system configuration necessary to complete specialized communications, including helicopter patches, Chicago Police/State Police patch and private or telephone patches through flexible equipment configurations. Monitors microwave sensor alarm systems and initiatives response

Minimum Requirements:
Candidates must take the exam for Telecommunicator TRAINEE at Central Management Services.

Requires successful completion of the Telecommunicator Trainee Program.

Work Hours & Location/Agency Contact: Indeterminate shift
ISP, Division of Administration / Communications Services Bureau, District Chicago
9511 West Harrison Street, Des Plaines, Illinois, Cook County

Contact: Patsy Musgrave / Public Safety Shared Services Center
1301 Concordia Court, Post Office Box 19293, Springfield, Illinois 62794-9293
Phone: 217/557-6015

How to Apply:
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



College Clerical Assistant I

Location: Richard J Daley College

Employee Type: Part Time Staff

Department: Adult Education

Union Status: Local 1708

Hours: Mon - Thurs: 4:00 pm - 10:00 pm & Saturday: 8:30 am - 1:30 pm

Salary: Minimum \$9 per hour

Posted: Monday, Feb 07, 2011 Closing Date: Monday, Feb 28, 2011

Duties

Perform a variety of routine clerical duties in a college administrative or departmental office. Prepare routine records, memos and forms; proof completed assignments for errors and make appropriate corrections; maintain office and student record files in alphabetical and/or numerical order. Operate basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Perform other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

Applicants with strong bilingual skills (English-Spanish) encouraged to apply.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word format by electronic mail only to:

HR Administrator dajobs@ccc.edu or www.ccc.edu

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College Clerical Assistant I

Location: Wright College

Employee Type: Part Time Staff

Department: Learning Resources - North

Union Status: Local 1708

Hours: Up to 25 hours per week: Monday - Friday: 8:00 a.m. - 1:00 p.m.

Salary: Minimum \$9 per hour

Posted: Monday, Feb 07, 2011 Closing Date: Monday, Feb 28, 2011

Duties

Perform a variety of routine clerical duties in a college administrative or departmental office. Prepare routine records, memos and forms; proof completed assignments for errors and make appropriate corrections; maintain office and student record files in alphabetical and/or numerical order.

Receive and sort incoming mail and distribute to appropriate personnel or office; answer telephones, take messages and transfer calls; provide general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Perform other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word format by electronic mail only to:

HR Administrator wrjobs@ccc.edu or www.ccc.edu

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AT&T Part Time Retail Sales Consultant - Chicago, IL (Clark St) - 1105812

Job - Retail

Primary Location - IL-Chicago

Schedule - Part-time Shift - Variable

Employee Status – Regular

Job Description:

Sells all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all Company products, accessories, pricing plans, promotions, and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Provides efficient, courteous customer service and assistance in all aspects of product offerings and services.

Qualifications:

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations as the needs of the business dictate may be required.

Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis.

Assists with inventory maintenance

May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

"Provisions listed in this Job Description may be changed or modified by AT&T Mobility without prior notice"

AT&T is an Affirmative Action/Equal Opportunity Employer, and we are committed to hiring a diverse and talented workforce. EOE/AA/M/F/D/V

Log on to

<https://att.taleo.net/careersection/10161/jobdetail.ftl?lang=en&job=1105812&ctx=1?s=paid> to apply.

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Title: Teller- Part time Wrigleyville

Requisition #: 105229
Employment Type: Regular
Full or Part Time: Part-time
FLSA Status: Non-Exempt
Division Retail
Posted Date: 2/15/2011

Requirements

GENERAL FUNCTION: Provide excellent customer care to customers regarding daily transactions, addressing inquiries, and problem resolution, in accordance with Fifth Third Bank policies.

Refer customers to the appropriate business partner for products and services uncovered during business interactions and/or conversations.

SUPERVISORY RESPONSIBILITIES: N/A

Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Work involves extensive cash handling, which requires ability to perform advanced math functions. Work involves contact with the public, necessitating the ability to present a professional image. Must have the ability to interact comfortably and confidently with the public and demonstrate the initiative to initiate dialogue. Work requires the ability to properly read and write well enough to communicate in both oral and written form. Position requires knowledge of retail policies and procedures in order to perform the essential duties. Work requires the ability to take initiative and utilize sound judgment in decision-making and diplomacy and tact in problem resolution. Must be able to work in a team environment with the ability to interact well, and in a positive manner, with co-workers and management. Need to have flexibility in scheduling.

Apply at

https://cvg53.cvgs.net/Main/careerportal/Job_Profile.cfm?szOrderID=105229&szReturnToSearch=1&szWordsToHighlight

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Restaurant Jobs

Golden Corral

Get training for this job... Find career colleges near you.

Description:

JOB DETAILS: Golden Corral restaurants are currently accepting applications for the opportunity to join our team with our family buffet restaurant chain with nearly 500 company and franchise restaurants located in over 40 states.

Golden Corral restaurant Co-worker positions consist of Bakers, Cooks, Line and Prep Person, Utility Person, Meat Cutter, Hosts and Servers. Opportunities may vary based on location and if a current position is not available at a location in which you are interested, your information will be retained for future consideration.

As a new Co-worker, you will begin orientation/practice in one skill position, and can track your own progress to becoming certified in this position. After being certified in a position, Co-workers may cross-train in other skill positions as part of our FastTracks training program.

It's this camaraderie and team spirit that makes working here so rewarding. There are plenty of other rewards for full or part-time employees too. Like:

- Great pay
- Flexible schedules
- Fun, friendly team environment
- Training aimed at advancement
- Recognition for achievement

We value the diversity of our employees, franchisees, guests and suppliers by demonstrating respect for the individual and providing a meaningful, inclusive team environment where everyone has an equal opportunity to be successful and productive.

Applicants interested in restaurant positions listed above please find a location near you at <http://www.goldencorral.com>.

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Job Title: Child Welfare Specialist/ss

Agency: Children & Family Services

Closing Date/Time: Tue. 03/01/11 5:00 PM Central Time

Salary: \$4,135.00 - \$5,828.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 1147002-470700

Translates and interprets, both orally and in writing, for Spanish speaking clients.

Minimum Requirements:

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field. The human services degrees refer to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Cook North (Jeanette Camarillo, Sup.)
8140 N. McCormick, Skokie, IL 8:30AM - 5:00PM

CONTACT: Karen A. Wagner 1921 S. Indiana Ave. Chicago, IL 60616
FAX: 312-328-2711

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Facility Maintenance Manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on?

It is. And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at http://www.amctheatres.com/AMCInfo/Careers/Theatre_Management/Facility_Maintenance_Manager/. You could end up working in show business.

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Office Manager

Posted by: The Cara Program

Description

The Cara Program is a non-profit organization that assists homeless and at-risk individuals to improve their skills, find full-time employment and achieve real, lasting success. The Office Manager works to ensure that all administrative and facility functions operate smoothly in support of The Cara Program's mission. The right candidate for this role must have a high attention to detail, solid communication skills, a strong work ethic and be able to effectively manage multiple tasks, vendor relationships, and a small administrative team.

The ideal candidate will thrive in an entrepreneurial/non-profit environment and will be responsible for the following:

- Managing all the operational processes, logistics, and maintenance needs of our 30,000 square foot central office as well as partial support of 3 satellite offices.
- Supervising and schedule management for two Facilities Associates, the Front Desk Receptionist, and Security and Front Desk interns for a cohesive Operations team.
- Managing vendor relationships and services for vending, insurance, leasing, construction, etc.
- Coordinating the purchase, distribution and stocking of all supplies.
- Coordinating the assessment, purchase and distribution of clothing to all students who are participating in The Cara Program.
- Manage petty cash distribution for team.
- Managing the staffing of front desk and security interns.
- Managing the purchasing, distribution and reporting of transportation assistance to students.
- Overseeing, with the Facilities Associate, the maintenance of two company cars.
- Managing meeting/event refreshments, set-up and breakdown for all staff.
- Managing upkeep of clothing room, receipt of clothing donations and scheduling of clothing room volunteers.
- Assist the HR team with the onboarding of new employees.
- Provide administrative support to the Admissions team for new class orientation.
- Assisting Director of HR and Operations with managing major projects such as construction or moving.
- Other administrative, facilities and staff support duties as assigned and as needed.

Required:

- Associate's Degree.
- 3-5 years office/facilities management experience for an organization of 50+ employees and multiple locations.
- Demonstrated work history of resourcefulness and problem solving.
- The proven ability to excel in a fast-paced and high-pressure environment.
- Previous supervisory experience.
- Strong knowledge of MS Office applications.

How to apply

Interested candidates must submit a resume, cover letter and salary requirements to Kelly Steinert at hr.tcp.om@thecaraprogram.org. No phone calls will be accepted.

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Administrative Assistant

Location: Chicago
Office: Revenue Services
Department: Paratransit

Job Description:

Under the direction of the Division Manager of Chicago ADA Services performs a variety of highly responsible administrative and secretarial tasks and duties that require the exercise of good judgment and discretion.

Responsibilities and tasks include the preparation, edit, typing/keying and distribution of correspondence and proofreading of documents; scheduling of meetings, maintenance of records and files; directing incoming telephone calls.

Working on taxi access invoices; taking consumer inquiries; coordination of office activities; collection of bi-weekly payroll data for hourly and salaried employees of City of Chicago location.

Performs other duties as assigned or required. This position will be located in the City of Chicago.

Qualifications:

Qualified candidate must possess Intermediate/Advanced competence in Microsoft Word; Basic competence in PowerPoint and Excel spreadsheet applications; Internet familiarity.

Excellent written and verbal communication skills are essential.

Qualified candidate must have two to three years of Secretarial and/or Administrative Assistant work experience, a high school degree or equivalent and a good work history.

Apply at www.pacebus.com

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Passenger Car Repair Mechanic (Carman)

The masculine terminology used in the title does not designate any preference to gender.

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities:

- This position will maintain and repair commuter rail cars, including spray painting, upholstering, welding, (SWA, MIG, TIG).
- May operate heavy metal fabricating machinery.
- Will test and overhaul air brakes.
- Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment.
- Performs all other duties as assigned.

Minimum Acceptable Qualifications:

- Qualified candidates will possess a Journeyman's card in the Brotherhood of Railroad Carman or possess a minimum of three (3) years of experience performing the work of a Railroad Car Repair Mechanic (Carman), preferably with a railroad.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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Guest Experience Representative (part-time, temporary)

This position is part-time, regular.

Job Responsibilities:

- Embrace and actively practice Shedd's 4 FUNdamental Customer Service Behaviors on a daily basis: 1) Make a great first impression; 2) Engage each guest; 3) Be the solution; 4) Show pride in Shedd.
- Actively greet and welcome guests to the aquarium.
- Monitor traffic flow, safety conditions and housekeeping at assigned areas.
- Engage all guests at assigned posts, as well as other areas of the aquarium.
- Make it a personal policy that no guest is left with an unanswered question or concern.
- When cashiering, accurately input ticket information and balance all receipts at the end of each shift.
- Explain and sell appropriate ticketing options to best meet the needs of guests.
- Attend and actively participate in daily shift meetings.

Job Requirements:

Education: High school diploma or equivalent.

Job Experience: Retail, attraction, or customer-service experience in a high-volume environment. Previous Ticketmaster system or cash handling experience preferred.

Special Knowledge and Skills: Performance or theatrical background a plus. Fluency in multiple languages is also desirable.

Requirements:

The guest experience must be the highest priority. Must be outgoing, dynamic and enthusiastic. Have the ability to multitask, have good verbal and written communication, and be friendly and personable. Open availability is preferred, but availability Friday through Monday is required. Preferred to be available through May 1. Anticipated start dates March 2 through 9, 2011. May be required to stand or sit for long hours. May be required to work outdoors.

Based on Shedd Aquarium's commitment to the environment, electronic versions of resumes are preferred.

To apply, please send resume and cover letter to:

Tiffany Johnson
Human Resources
John G. Shedd Aquarium
1200 S. Lake Shore Drive
Chicago, IL 60605
jobs@shedd Aquarium.org
Fax: 312-663-0971

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Job Title: Part Time, Truck Driver - Class A

Position Description:

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them.

And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly.

Ryder has openings for Part Time/Casual Drivers in your area. Our drivers earn excellent money and get paid weekly. If you are ready to take the next step in your career, we invite you to apply today.

Requirements:

- Must be a minimum of 22 years of age
- 1 year verifiable driving experience
- Valid Class A CDL
- Ability to meet Ryder's driving qualifications

Additional Requirements:

- Ability to follow written and/or oral instructions
- Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities:

- This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service. Additional Responsibilities include but are not limited to:
- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply at <https://www.ryder.apply2jobs.com/>

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THIS POSITION IS DOWNSTATE

Management Trainee - Champaign

Job ID: 2010-23384

Category: Management Trainee Program - All Positions

Location: US-IL- Area: Champaign

We are an Equal Opportunity Employer M/F/D/V.

Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees. During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions. As you progress, increasingly more opportunities will become available to you. You can choose, as most people do, to continue your rewarding ascent within our Rental Operations managerial track or you can explore one of many other exciting options including Fleet Services, Human Resources, Car Sales, Accounting, Marketing and more.

Responsibilities: As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Qualifications: Bachelors degree required. Must have at least 1 year of sales experience within the previous 3 years. Must be at least 18 years old. Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record within the past 5 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply at <https://us-erac.icims.com/jobs/23384/job>

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Classification: Civil Engineer VII Salary Range: \$7,095 - \$10,830

Position Title: Northern Construction Quality Engineer

Union Position: Yes No

Position Number: PW117-23-90-101-00-01 IPR#: 35136

Office/Central Bureau/District/Work Address:

Office of Quality Compliance and Review/201 West Center Court, Schaumburg, IL

Posted: 02/16/11 Last day to apply: 03/02/11

Special Qualifications:

The following criteria is required:

- An Illinois Professional Engineer's license
- Considerable travel

The following criteria is desired: • Ten years of transportation construction and material inspection experience • Strong oral and written communication skills • Possession of the IDOT construction documentation training certificate or equivalent construction documentation experience • Knowledge and experience with electronic spreadsheets/documents and databases.

Shift/Remarks: 8:00 am – 4:30 pm / Monday - Friday

Principal Accountabilities

1. Conducts, directs or supervises on-site and desk compliance reviews of construction projects to ensure proper compliance with applicable rules, regulations, policy and contract language.
2. Compiles or reviews information for reports for the purpose of documenting adherence to applicable rules and regulations.
3. Provides the Construction Compliance Engineer with information and recommendations pertaining to the quality of the department's policies and procedures.
4. Assists in the production of the annual Ethics in the Workplace Seminar.
5. Conducts other departmental reviews as assigned.
6. Trains and evaluates staff.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.

http://www.dot.state.il.us/techapp/Externaljob_Postings/35136.pdf

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Classification: Technical Manager IV Salary Range: \$4,665 - \$8,505

Position Title: Environmental Specialist

(Ecological/Natural Resource)

Union Position: Yes No

Position Number: PW414-23-51-803-30-01 IPR#: 34956

Office/Central Bureau/District/Work Address:

Highways/District One/Bureau of Programming/201 W Center Court, Schaumburg IL

Posted: 2/15/2011 Last day to apply: 3/1/2011

Special Qualifications:

The following criteria is required: • Valid Illinois driver's license

The following criteria is desired:

- A four year college degree or equivalent education and experience preferably in environmental sciences
- A thorough understanding of environmental rules and regulations as they relate to highway engineering
- Ability to investigate, analyze and develop solutions to environmental issues
- Excellent communication skills (both oral and written/technical reports)
- Proficient in the use of spreadsheets and databases

Shift/Remarks: Monday - Friday, 8:00 a.m. - 4:15 p.m. (45 minute lunch)

Principal Accountabilities

1. Determines the ecological, biological, and functional wetland impacts resulting from proposed projects.
2. Assesses proposed impact mitigation measures and recommends economical alternative courses of action that preserve the integrity of the environment and avoid or minimize the impact.
3. Reviews Environmental Impact Statements, Environmental Assessments, Biological Surveys, Wetland Technical Reports and other ecological and natural resource reports prepared by consultants and other agency submittals to ensure compliance with State and Federal policies, procedures and regulations.
4. Provides separate specialized impact documentation and analysis on biological and botanical resources and wetlands and ensures that this documentation meets legal requirements.
5. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs duties in compliance with departmental safety rules.

Log on to http://www.dot.state.il.us/techapp/Externaljob_Postings/34956.pdf

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Cashier Greeter - Full Time - 30 N LaSalle (Chicago Loop)

U.S. Cellular

Document ID: A5072-OFFG

Job Type: Regular

Job Schedule: Part-time

Posted on: 02/15/2011

Position Profile

First impressions go a long way. If you love to help people, you may want to consider a career at U.S. Cellular. That's why we strive to make every customer experience one that leaves a lasting impression.

This role is a great way to gain entry to a company that operates by a set of values making up our "Dynamic Organization," values based on a culture of respect, integrity and trust. You'll be working for leaders who are dedicated to providing you with the kind of satisfying experience that will help you enhance the customer experience. To begin, you'll need at least a high school diploma. Your outgoing personality, flexibility and willingness to learn and help others are also attributes that are needed in this role.

As you grow in the role, you'll be given the opportunity to help your fellow team with other store duties as well, including answering customer questions and taking bill payments. As you progress within the company, there may be opportunities for your own career growth.

Because you are passionate about being there for customers and your sales team when they need you the most, you'll have to work some evenings, weekends or holidays - but if you are looking for flexibility, we may be able to offer a part-time position or flexible hours that fit your needs too.

If you have what it takes to set the stage for an experience that addresses the customer as a whole, we'll be able to offer many great resources and rewards for a career that will make you proud.

U.S. Cellular is a drug-free workplace and committed to diversity and inclusion.

QUALIFICATIONS

- High school diploma or state equivalency required.
- 6 months of customer service experience preferred, which may include retail sales, cashier, hostess, and general office.
- Strong organizational skills required.
- Cash handling experience required.

Apply at <http://cj.chicagojobs.com/candidate/processcandviewjob?docid=A5072>

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Income Specialist

Posted on: February 17, 2011

Posted by: Central States SER

Description

Organization and Program Overview

Central States SER is launching a Financial Opportunity Center (FOC) at its Little Village office; the FOC is designed to help low to moderate income families boost earnings, reduce expenses, and make appropriate financial decisions that lead to asset building through an integrated service model approach.

The centers provide individuals and families with services across three critical and interconnected areas: employment services, financial coaching and access to income supports.

Position Description

The income supports counselor (otherwise referred to as a public benefits specialist) provides direct services to low to moderate-income individuals who are enrolled as Financial Opportunity Center participants.

Income supports specialists assist clients in finding ways to supplement their income, or reduce their expenses through benefits that the FOC will refer to as income supports. Income supports may include, but are not limited to public benefits such as food stamps, medical benefits, LIHEAP, and more; other benefits may include EITC, free eye glasses, emergency cash assistance.

These income supports may be difficult to apply for, or challenging to find, or understand.

It is the role of the income supports specialist to make these benefits accessible to FOC clients. Furthermore, the income supports specialist must be resourceful and motivated to find new benefit sources for their FOC clients.

Apply at <http://www.idealists.org/view/job/mszmMWWXPw4>



Hire4Ed Coordinator

Posted on: February 17, 2011

Posted by: St. Martin de Porres - Waukegan

Description

The Hire4Ed Office of St. Martin de Porres High School is seeking a full-time Hire4Ed Coordinator. This is a year-round position that reports to the Director of Hire4Ed.

Primary Responsibilities:

- Serve as liaison to Hire4Ed business partners and manage corporate accounts through personal visits, phone and email communications. Provide excellent and timely customer service, insuring the retention of business partners. Maintain written records of business partner visits and conversations in Hire4Ed database.
- Serve as liaison between the Hire4Ed staff and the student and parent population. Coach students who are experiencing performance issues, meet with parents and students, and conduct follow-up with business partners to monitor performance and facilitate improvement. Handle disciplinary matters with students. Serve on Student Support Committee with school administrators and counselors.
- Manage Hire4Ed email distribution list in order to communicate with all business partners on all operational matters including calendar reminders, student performance reviews, make-up days, etc.
- Record all student absences and manage the make-up day process for all students.
- Manage and service the technology needs of the office: maintaining the database (student placement changes, etc.), creating spreadsheets needed for student placement, creating Student Performance Reviews on Survey Monkey, managing and maintaining composite and comparative performance data on student performance, working with the Hire4Ed IT representative to improve and update the database.
- Manage programmatic initiatives of the office as requested.
- Assist with the organization and management of Hire4Ed events.
- Work with the Hire4Ed transportation coordinator on disciplinary matters and changes in routes due to student placement changes during the year.
- Serve as the transportation liaison during afternoon routes.

Skills Needed:

- Excellent interpersonal and communication skills.
 - Strong customer-service orientation. -Ability to relate to high school youth.
 - Excellent writing skills. -Strong computer skills. -Cultural sensitivity a must.
 - Bilingual (Spanish & English) facility preferred, provided other qualifications are met.
- Required: Bachelor's degree

How to apply: Submit a cover letter, explaining your interest, and resume to: JMaloney@smdpaukegan.org. No phone calls please.

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