

GET THAT JOB IN 2012

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JOB LEAD PACKET

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JULY 20, 2012



LensCrafters is hiring Part-Time Retail Associates at Old Orchard Mall in Skokie, IL. Must have a high school diploma/GED. Previous experience in customer service, retail or optical preferred. Apply in person at Old Orchard Mall Skokie, IL.

Interviewing Consultants, Inc. is seeking a Human Resources Administrative Assistant. Qualified candidates will have at least 1 year of administrative experience - preferably in an HR or Recruiting department, strong organizational skills, a service-oriented mentality and a professional demeanor. A candidate that is creative and able to think outside of the box will thrive in this role. If you meet the qualifications listed above, please call (312) 977-4619 or email resume to amber@icistaffing.com, along with answers to the following questions.

Alden Town Manor is seeking a Certified Nursing Assistant (CNA). Must have 6 months of experience. Must be on the Illinois CNA registry Apply in person at 6120 W. Ogden Ave. Cicero, IL

Fox's Orland Park Restaurant is Seeking Telephone Staff. Seeking people who have the ability to be accurate in a fast paced environment, have a friendly attitude with customers and enjoy being a team player. We will train you on our system for taking and placing phone orders for pick-up and delivery. Apply in person: 9655 West 143rd Street Orland Park, IL

Greater Chicago Food Depository is hiring Warehouse Workers. Duties include receiving, unloading, checking, staging, re-warehousing, re-stocking and storing products using material handling equipment. Typical Warehouse environment. Exposure to dry & temperature controlled environments. May include evening & week end hours depending on events. **Qualifications:** High school diploma/ GED equivalent. Valid driver's license, preferred. Experience operating material handling equipment, including forklifts and pallet jacks. Basic mathematical skills. Ability to process shipping document paperwork. Capable of lifting fifty pounds and standing six to eight hours. Ability to manually load and unload freight from motor vehicles. Excellent customer service and interpersonal skills. Ability to lift up to 50 pounds daily.

The Staybridge Suites hotel in Glenview is looking to hire an outgoing & energetic Front Desk Agent. Candidates must have a flexible schedule and be willing to work weekends & holidays. Prior hotel experience & knowledge of OPERA property management software preferred, but not required. Please apply in person at the hotel: 2600 Lehigh Avenue Glenview, IL 60026

MRC Polymers is seeking Full-time Machine Technicians and Machine Operators. Must have experience. Apply in person @ 3535 W 31st Street Chicago, IL

Generation Brands has full time and part time openings in the warehouse - Cycle Counter, Quality Control Inspector, Material Handler, Pickers, Assemblers and an Assistant Manager for Inventory Control. Must be able to lift 50lbs. Must submit to a drug screen and background check. Apply in person @ 7400 Linder Ave. Skokie, IL 60077

Millennium Security Phase I Inc. is currently seeking part-time & full time Unarmed Security Officers within the Chicago land area. Must be able to walk and stand for long periods of time. Candidates must have a valid State ID or Driver License, Current PERC card, 20 hour basic certificate, HS Diploma or GED. Must pass Drug Test and Clear Background. Come by our office located at 10807 South Michigan Ave. ~ Chicago, IL 60628 for Applications. (Monday or Wednesday's ONLY from 10:00am to 2:00pm)

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The Custom Companies, Inc. (Northlake, IL) is hiring Dock Workers. The ideal candidates will have minimum of 6 months verifiable fork lift experience. Must be able to lift 70lbs. E-mail your resume with "Dock Worker" in the subject area to IReallyWantThisJob1@customco.com

South Central Community Services is seeking an Academic Betterment Instructor. Will provide after school tutoring and homework assistance to elementary school students. Must be a current college student or have a Bachelor degree from an accredited university. Minimum of 2 years' experience working with elementary grade level students in a social service or educational setting. Interested applicants should submit a cover letter and resume to fields@sccsinc.org

The University Club of Chicago, a private city club, seeks polished, friendly, and upbeat individuals with excellent customer service and communication skills to fill a FULL-TIME Banquet Houseman position. Interested applicants can apply at the security desk (side alley entrance) Monday - Friday from 8 a.m. to 3:30 p.m. or fax/mail/e-mail a resume. University Club of Chicago, Attn: Human Resources, 76 East Monroe Street, Chicago, IL 60603, Fax: 312/726-0620, E-mail: calderon@ucco.com

Argo Tea is hiring Baristas and Supervisors for a new location opening at O'Hare Airport. Part-time and Full-time candidates are welcome, we offer 25-40 hrs/week and if you have flexible availability that is a huge plus! PLEASE VISIT OUR WEBSITE AT www.argotea.com to learn more about our positions, locations, and culture. To apply, just go to the CAREERS section on the site. On the application select O'HARE AIRPORT TERMINAL 2 or choose "Any Chicago Store" for the location you're applying to.

Aunt Millie's Bakeries has openings for Part time Grocery Sales Merchandisers (approximately 25-30hrs/wk) for baked goods for Northbrook, Deerfield, Evanston, and Skokie, Illinois areas. Must have a car, clean driving record, and submit to a drug screen. Must be able to work Monday, Tuesday, Thursday, Friday and Saturday. This part time position offers excellent pay, up to \$16 per hour. Interested candidates should call (847) 635-0772.

JCC After School is seeking After School Staff for sites in Skokie and Chicago. Our goal is to stimulate children's minds and bodies through a balanced schedule of physical activities, art projects, supervised homework time, and games. The program guides children through a values based experience while providing more weekday fun. Mid-August through Mid-June (schedule varies by school). Monday-Friday approximately 2:30-6:00pm. Minimum age of 18 years and a high school diploma; previous experience with school-aged children, a demonstrated ability to be energetic and personable, exceptional listening skills with the ability to use appropriate and positive discipline. Must be able to communicate with a varied audience including children, parents, staff, and other JCC and school personnel. Dependability, flexibility, and adaptability a must. Apply online at www.gojcc.org.

Mercy Home for Boys & Girls is looking for School Transportation Driver to take our youth to school Monday-Friday, 6:45am-9:30am during the school year from our Hay Campus in the West Loop. Candidates must be at least 21 years of age, have a valid Illinois Drivers License, ability to drive a van, maintain a clear driving record, and retain driving approval through the Department of Children and Family Services. To apply and to receive more information go to the website at www.Mercyhome.org/jobs

The Flat Top Grill is hiring Servers, Bartenders, Hosts, Dishwashers, Bussers, Grill Cooks, and Prep Cooks. Apply @ 726 W Lake St Oak Park IL 60301

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Daniel J. Nellum Youth Services, Inc. is seeking a Part-Time Childcare Worker to work Saturdays & Sundays, 4pm – 12:30am. Child Care Workers provide safety and security of residents, setting limits, and ensuring the adherence of program/resident handbook guidelines during the assigned shift. Works with collaboratively with co-workers (Case Manager, Therapist, Education and Recreation Coordinators) in the context of a multi-disciplinary team; sharing information, supporting, and carrying out treatment plans to achieve stated goals and desired resident behavior. May occasionally transport clients. Must be 21+ years of age. Must have a high school diploma/GED. Must have 2 years of experience working with youth. To apply e-mail your resume and cover letter to info@djnellum.org or fax to 773-927-1588 indicating the position of interest and to the attention of the Associate Director.

Coyne College is seeking a Custodian. Must have custodial and light maintenance experience, and a steady work history, required. High School Diploma or GED required. Applicants will be required to take an aptitude test and submit to a background check. Apply in person at 330 N. Green Street Chicago, IL 60607.

DMC Security Services, Inc is seeking a Call Center Dispatcher. Must have high school diploma/GED and strong computer skills. Currently we are currently hiring 1 part-time employee for (4 days a week) Tuesday -Wednesday 1am-9am and Saturday - Sunday 5pm-1am. However, applicants MUST have the flexibility to work any other shift as needed. Apply Monday – Friday, 9am – 4pm @ 4455 West 147th Street Midlothian, IL 60445

Open Arms Solutions (Northbrook, IL) is seeking a Human Resources Recruiter/Staffing Supervisor. Must possess excellent communication / interpersonal skills and have a passion for talking with people of diverse backgrounds. Must have high volume recruiting experience. Please send your resume and cover letter to: jani@openarmsolutions.com

TCA Health, Inc. is seeking a part-time HR Assistant. The HR Assistant's job entails providing administrative support approximately 20-24 hours per week, including supporting the Recruitment, New Hire, Onboarding, Benefits Administration, Performance Appraisal, Compensation Review, Employee Recordkeeping, Data Management and Termination processes for the organization. Undergraduate coursework or degree in an HR field and 1+ years of HR Assistant experience or an equivalent combination of education and experience. Must be proficient with computers and Microsoft Office Suite. Qualified candidates should send their resume and cover letter to HR@tcahealth.org

Evanston Nursing & Rehab in Evanston, IL is currently seeking experienced and dedicated Certified Nursing Assistants at their Long Term Care Skilled Nursing Facility. The ideal candidate is a hard working self motivated individual that has experience in a Nursing Facility and/or the geriatric population. Previous experience as a CNA is required and all applicants should have reliable transportation. We currently have openings for Full Time and Part Time CNAs. Apply in person with a state issued ID and social security card @ 1300 Oak Street Evanston, IL

Avis Budget Group is now hiring Seasonal Vehicle Service attendants for a location at Midway Airport until 10/31/2012. Must be 18+ years of age. Must have a high school diploma/GED. Must have 6 months of prior work experience. Apply online:
<https://avisbudget.greatjob.net/jobs/EntryServlet?job=C35AG&media=00G>

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Bye Bye Chicago is seeking Sales Associates. \$10/HR. Candidates should submit a resume at rsoto@byebyechicago.com

IASair is seeking Customer Service Agents. Duties include completing various data entry operations and routines, sorting and filing of air way-bills and other air cargo documentation, use of various cargo management systems/programs, creating and disseminating daily reports and logs. Must be 18+ years of age. Must have a valid driver's license indicating current address. Must have a high school diploma/GED. Must be able to lift 75lbs. Must submit to 10 year criminal records check (no felony convictions). Apply Monday – Friday, 9am – 3pm @ 11301 W. Irving Park Rd. Franklin Park, IL 60131. For further directions, call (847) 737-0049

Seal Tight Protective Services is hiring 100+ Security Officers for the 1012 PGA Ryder Cup, beginning on September 25th through September 30th at Medinah Country Club. Must be 21+ years of age. Must have a PERC card. Must have reliable transportation. Apply in person @ 1900 Elmhurst Rd. Elk Grove Village, IL 60007 (847) 640-2210 or online at www.stpsguards.com (click on Ryder Cup link)

Safety Service Systems is hiring Event Staff/Ushers (Part-Time, Seasonal) for concerts and sporting events such as Lollapalooza and Chicago Bears Football Games to name a few. Must be 16 years of age. No experience needed. Apply Monday – Friday, 9am – 4pm @ 4036 N. Nashville Ave. Chicago, IL (off Irving Park Road, between Narragansett & Oak Park Avenues) or call 773-494-8616 for more information

Uni-Select USA is the largest independent automotive parts distributor in the United States with multiple locations throughout the country. We offer excellent benefits, training and competitive wages. Uni-Select USA has an opening for a Customer Service Representative in our Broadview, Illinois Warehouse location. This is a long-term temporary position scheduled through October 2012. Part-time flexible hours. Pay rate: \$10.30. Candidate must successfully complete the background check and drug screening process. Please send resumes to: gharris@uniselect.com

Jewish Child And Family Services is looking to hire an experienced Administrative Aide for our Community Counseling Center located in Skokie, IL. The Administrative Aide is responsible for a variety of clerical tasks in order to support the successful daily operation of the office. Must have a high school diploma/GED. Must have 1 year administrative experience. Must have a customer service oriented attitude in serving internal employees. Must have computer skills including Microsoft Office (Word, Excel, and Power Point). If interested send your Cover Letter and Resume to NancyJimenez@jcfs.org

KiddieCorp is looking for new Team Members in Chicago! We are a 26 year-old childcare company based in San Diego, CA with operations in major cities throughout the country. We provide temporary childcare for conferences and special events. \$10.00 per hour. Afternoon and evening hours available. The upcoming event will take place at a local hotel in Chicago on July 28-31. Future event job opportunities will take place at hotels and convention centers in the area. Details regarding the jobs will be given to applicants. Experience and/or education in the child care field, teaching, or youth programs is required. HIGH ENERGY and ACTIVE PERSONALITIES are preferred. References checked. Please apply online at www.KiddieCorp.com. Click the "Employment" link in the bottom left corner. For questions, call 800-942-9947.

Dots Fashion is hiring Managers for several Chicagoland locations. Must have a minimum of 1 year retail management experience to qualify. E-mail your resume to dm10@dots.com

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Victoria Banquets & Catering is hiring Line Cooks, Prep Cooks and Salad Cooks for our commissary and three banquet halls. We have full-time and part-time positions available - days and nights. You must apply in person at our office at 4825 Scott Street in Schiller Park, IL Monday thru Saturday between 10am and 7pm.

Dental One Job Fair. Thursday, July 19th & Friday, July 20th. Interview times at 12:00PM, 2:00PM, 4:00PM and 6:00PM (PLEASE ARRIVE 15 MINUTES PRIOR TO DESIGNATED INTERVIEW TIMES. @ Ramada Conference Center of Hammond Indiana 4141 S Calumet Ave (141st St & Calumet Ave) Hammond, IN 46320 – 1132. Hiring Dental Hygienist, Treatment Coordinators, and a Public Relations Coordinator. Bring 3 copies of your resume.

Pollard Bros Manufacturing Co is seeking an Office Assistant. Please respond with completed application(available at www.pollardbros.com) to employment@pollardbros.com, or visit our office at 5504 N. Northwest Highway Chicago, IL 60630

Cook County Juvenile Detention Center is seeking Food Service Workers, Laundry Workers, and a Temporary Cook. All candidates must pass a pre-employment drug screen and background check including but not limited to LEADS, CANTS, and professional references. All candidates must be 21+ years of age. All candidates must have a high school diploma/GED. All candidates must have open availability to work

Frozen Custard is looking for Crew Members to work nights and weekends through November 30th. Applications may be completed on site at 1658 W. Belmont Avenue, Chicago during our business hours. Or, you may download an application from our web site www.scootersfrozencustard.com. We encourage you to visit our Employment Page and read it thoroughly before applying.

Cash Loan lender (95th Ashland) looking for a local Customer Service Rep. Excellent phone and sales skills required. Must be an organized individual with good computer skills. Multi-tasking important. You must be good on the phone and have a positive attitude to close loans. Collection calls also required. 25-30 hours to start if you prove yourself can work up to 40 hours/week. Our operating hours are M-F 10am-6pm, Sat 10am-2pm. Hourly pay. HS diploma, reliable car and insurance required. Some college preferred. Scan and email all resumes to: r.brightly@yahoo.com

Aveda Institute (Douglas J) is seeking FT & PT Guest Services Reps. Douglas J owns and operates high-end Salon/Spas and Cosmetology Institutes throughout Michigan, Illinois and Tennessee that pride themselves in taking the Salon/Spa Industry to the highest level of professionalism and guest servicing. E-mail your resume, cover letter, and availability to jobs@douglasj.com

Rosewood Care Center is seeking Certified Nursing Assistants (CNAs). Apply in person @ 4101 Lake Cook Road Northbrook, IL 60062

Freshii is opening 2 new stores next month, and we also need more people for our other 6 existing locations. We are looking for energetic, outgoing, and enthusiastic people for all positions. Salad Designers, Food Prep, Cashiers, Order Takers, Ambassadors, Dishwashers, Delivery Staff. Apply in person Monday – Friday, 2pm – 4:30pm @ 200 W Monroe Chicago, IL

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Webb Chevrolet (Oak Lawn, IL) - We are looking for outgoing, self-motivated individuals to join a growing and successful automotive group that is seeking full-time and part-time Internet Sales Specialist/ Customer Service Representatives to work in the Business Development Center handling incoming phone calls and contacting our existing customer base by phone, mail, and e-mail to maintain and increase customer loyalty and sales volume. Interested applicants should call Jackie at 708-423-9440 ext. 128.

Northwest Insurance is looking for a dependable, accurate detailed minded individual to join our Data Processing Department. Must be a well-organized individual, have a good math aptitude and able to work in a fast paced environment. Must be able to type 40-45 WPM. The pay is \$9/HR. Please send resume with "Data Processing" in the subject area to: hr@northwestinsurance.com

Ultra Foods is hiring for all positions for a new location @ 13180 S Cicero Crestwood, IL. Open positions: Baker, Bakery Clerk, Cake Decorator, Cashier, Deli/Seafood Clerk, Donut Fryer, Loss Prevention Officer, Lunch Meat Clerk, Meat Cutter, Meat Wrapper, Night Crew Stocker, Night Crew Utility Clerk, Stocker, and Utility Clerk. Apply online @ www.ultra-foods.com for the Crestwood, IL 60445 location.

Guardian Security Services is having a Job Fair July 24th for Screeners and security Center Operators for a company in Bolingbrook, IL. The pay is \$11.50. Must be 21+ years of age and have a high school diploma/GED. Must have reliable transportation. Must have a PERC card or the ability to obtain a PERC card. Please call 708-385-3300 to schedule an interview

University of Illinois at Chicago is looking for a Utility Laborer. This position assists in the maintenance of heating, ventilating and mechanical systems of all university buildings, under the supervision of a Plant Operating Engineer. Duties include Assisting in fan system maintenance, maintenance of boilers and boiler system components, swimming pool maintenance including pump, filters, chemical feeding equipment and vacuuming and cleans mechanical equipment, equipment rooms and utility tunnels. Qualified individuals will have working knowledge of tools, equipment, and terminology, mechanical aptitude and basic mathematical ability. To apply, create and account and please complete an online application at <https://jobs.uic.edu/>. **Hurry, the position closes July 27th!**

Wilde & Greene is seeking Dishwashers at its exciting restaurant and market at Westfield Old Orchard in Skokie, IL. Please submit your resume with "Dishwasher" in the subject area to careers@wildeandgreene.com

The Academy for Urban School Leadership (AUSL) is seeking an Admissions Coordinator. Working with the Manager of Admissions, develop and implement strategies to process and streamline 2,000+ applicants to yield 200+ teacher trainees annually. Must have a Bachelor degree and 2 years of work experience. Must have the flexibility to work 6 Saturdays a year. Apply online: <http://www.ausl-chicago.org/>

MRC Polymers is seeking Maintenance Technicians, Welders, Plumbers, and Electricians. Must have experience. E-mail your resume indicating the position of interest in the subject area to: recruiter@hr-consultingsolutions.com

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Power Wellness is currently hiring Environmental Service Associates for 3rd shift and Part Time Weekend Shifts. Must have high school diploma/GED. Housekeeping experience preferred. Interested candidates please go to www.PowerWellness.com and follow the Employment link to Power Wellness LLC. You will be able to submit your resume and information there.

After School Matters is seeking a Program Specialist. The basic function of the Program Specialist position, which is part of each After School Matters regional team, is to facilitate and monitor After School Matters programs, within assigned regions/communities, implemented in collaboration with schools and community-based agencies. Must have a Bachelor degree. Must have a valid state issued driver's license and personal automobile. Must have 2-3 years of management and youth programming experience.

E-mail your resume with "Program Specialist" in the subject area to careers@afterschoolmatters.org

SAS Retail is seeking Merchandisers throughout Chicagoland. Overnight shifts throughout the Chicago area and suburbs. Reliable help needed for fast passed grocery store merchandising and stock work. Must have reliable transportation, valid driver's license and auto insurance required. E-mail your resume to JGrimes@SASRetail.com

Bear Paddle Swim School and Clubhouse is hosting a job fair Monday July 30 and Tuesday July 31 to hire 20 employees for various positions at their existing Aurora, IL location and future Woodridge, IL location. The available positions include front desk administration staff, pool deck managers, swim instructors, and birthday party coordinators. Pay ranges from \$9 to \$12 per hour. Applicants should bring a current resume and completed application. Bear Paddle Staff will conduct preliminary interviews on site. The job fair will take place Monday July 30 and Tuesday July 31 from 9 a.m. to 6 p.m. at Bear Paddle Swim School and Clubhouse 4308 E. New York St. Aurora, IL 60504. Please download and bring with you a completed application http://www.bearpaddle.com/wp-content/uploads/2009/11/BearPaddle_Application.pdf