

JobFlash!

February 20, 2012

www.collegecentral.com/clcillinois

Small Business Fair

February 22, 2012

Save the Date

Career and Placement Services

~Presents ~

On~ Campus Recruiting

Dress - Business attire and bring plenty of resumes

Wednesday, February 22, 2012

10:00 am - 1:00 pm

Grayslake Campus - Brandel Court

19351 West Washington Street

Grayslake IL 60030

Participating companies profiles will be available for your review on February 15, 2012

Go to: <http://www.collegecentral.com/clcsmbusfair/>

The following jobs have been posted for Students and Alumni:

Job ID: 2463238

Job Title: Laser Technician

Company: QPS Employment Group

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Computer Numerical Control Technology, Industrial Maintenance and Repair, Machine Tool Trades

Location: Illinois

Salary: Depends on experience

Job Description: Position: Laser Technician Wage: Depends on experience Shift: 1st, 2nd, 3rd QPS Employment Group has immediate Laser Technician openings at a manufacturing company in Gurnee, IL. These are direct hire positions!

Responsibilities: ·Program, setup, troubleshoot, repair and maintain all production orders ·Document and complete all necessary production paperwork including but not limited to maintenance logs/forms, routers, machine logs, equipment repair/order tags, and set-up documentation. ·Assigns daily machine assignments to Laser Operators and Inspectors accordingly ·Responsible for production counts and routers being completely and correctly filled out. ·Responsible to direct workflow through all processing steps. Aware of when and how these processes have to be done. Responsible to quarantine all products when discovering bad or suspect product. ·Performs yearly reviews of staff through Business Unit Manager in a timely fashion. ·Responsible for communicating absenteeism, send homes, and tardiness of production personnel to HR; Performs 1st sign off approval of vacations and personal time.

Contact: Erin Fisher

Email: efisher@qpsemployment.com

Application Instructions: Please email your resume to efisher@qpsemployment.com with "Laser Technician" in the subject line.

Job ID: 2512495

Job Title: Enterprise Helpdesk Support

Company: Kay and Associates, Inc.

Job Type: Full Time

Degrees Wanted: Certificate, Diploma

Majors Wanted: Computer Information Systems, Computer Programming, Computer Science, Computer Systems Administration, Desktop Publishing, Electrical/Electronic Maintenance, Electronics Engineering Technology, Engineering Science, General Studies, Mathematics, Network Administration and Security, PC and End User Support, Technical Communication, Web Development

Location: Illinois

Salary: \$16 - 18/hour

Job Description: Seeking an experienced Enterprise Helpdesk Support Technician with a minimum of 1 year of both direct hands on experience with resolving helpdesk tickets and providing PC technician support. The individual in this role will be joining a team of several other technicians supporting 300+ users in a corporate environment with occasional remote support activities involving 2400 total users. Enterprise support responsibilities will include the following: Setting up & configuring wireless bridge networks Creating helpdesk tickets, troubleshooting, and resolving desktop issues that come into the helpdesk for users such as printers, drive mappings, networking, windows configuration Working with Active Directory to make sure newly deployed PC's/Laptops are in the correct OU's Replacing old desktops/laptops with new devices with Windows 7, and configuring the newly deployed devices Imaging new computers, creating images of old replaced computers for backups Conducting server backups; changing and replacing backup tapes daily Installing and troubleshooting equipment and working within a dynamic group setting Other responsibilities may include: CAT5/6 Fiber optic splicing and patch work Data center cabling and rack/stack work Performing moves of computers and peripherals including printers, scanners, and network routers Removing unused and dead wiring Surveying floor plans Documenting/maintaining records of moves and cabling locations Diagnosing simple Network/hardware/Software problems Performing other 'grunt' work as necessary

Contact: Kay and Associates, Inc.

Address: 165 N. Arlington Heights Road Suite 150, Buffalo Grove, IL 60089

Apply Online: <http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=KAYINC&cws=1&rid=3652>

Application Instructions: You must apply online, on our website to be considered. Thanks!

Job ID: 2490417

Job Title: Laboratory Associate

Company: Ark Pharm, Inc

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Chemistry

Location: Illinois

Job Description: Laboratory associate is mainly responsible for measuring chemical products, packaging samples and maintaining the warehouse and preparing the shipping documents.

Contact: Ark Pharm, Inc.

Address: 1840 Industrial Dr, Suite 208, Libertyville, IL 60048

Email: hr@arkpharminc.com

Job ID: 2522051

Job Title: Desk Side Support Engineer

Company: Single Path LLC

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Computer Information Systems, Computer Systems Administration

Location: Illinois

Job Description: To provide a secure stable computer network infrastructure by repairing and maintaining the customers computers, as part of the technology team. This position is also responsible for the installation and maintenance of all computer-related equipment and software across the district, including all peripherals. Primary Duties and Responsibilities: · Managing the day to day functions of using technology within the customer, including, but not limited to, network, e-mail, and various software systems. Individual and group technology training skills a plus · Familiarity with Macintosh (OS X and OS X server) and Windows (Desktop/Server) operating systems. · Installation of all new desktop computers, servers, and computer related equipment (printers, peripherals) as per required timelines. · Repairing and replacing non-functioning computer equipment. · Create, maintain, and update all required computer images. · Maintaining and upgrading networking equipment across the district as required. · Installing new software and updates as necessary and maintaining software license compliance records. · Supporting telephone system issues as necessary and facilitating repair requests. (3Comm VoIP) · Maintaining appropriate physical security and control on all computer assets across the district. · Maintaining database records of all equipment (purchases, placements, repairs, and final dispositions). · Maintain a working knowledge of all computer related equipment in order to facilitate timely troubleshooting and repairs. Remaining informed of new computer related technology and relative cost/benefits. · Performing other duties as assigned
Qualifications: Bachelor's Degree in Computer Technology or related field or equivalent experience. Minimum two-years' experience in computer hardware and software installation and maintenance is required. This position requires the ability to establish effective working relationships with all levels of staff. Successful candidate will have full employment and criminal background check as per state regulations for school employees.

Contact:

Address: 905 Parkview Blvd, Lombard, IL 60148

Phone: 866.609.PATH

Fax: 708.653.4101

Email: careers@singlepath.com

Application Instructions: Email Single Path at careers@singlepath.com with cover letter and resume.

Job ID: 2490950

Job Title: Claims Adjuster-Auto Mechanic Experience

Company: Protective Life Corporation

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Protective's Asset Protection Division offers its products and services through automobile, marine, RV and power sports dealers. Through these business partners, the Asset Protection Division offers consumers protection against unwanted losses they may experience after purchasing and financing major consumer assets such as automobiles, boats and recreational vehicles. Our products and services are superior and we need superior people to join our team! Claims Adjuster Basic Purpose and Objective of the Position - Stated Briefly: To provide exemplary customer service through authorization of vehicle contract claims for customers and dealers and to review and complete paperwork for claims filed. Responsibilities: 1. Authorize a minimum of 20 - 28 claims per day based upon approved dollar limit authority and answer a minimum of 40 - 50 calls per day. 2. Perform one (1) inspection per 45 phone authorization or 2 per week. 3. Answer phone inquiries and calmly provided information about claim processing and explain the different levels of contract coverage and terms. 4. Process and complete all paperwork according to established procedures. 5. Other Job Duties as assigned. Knowledge/Experience/Education/Training: - Minimum high school graduate preferred - Two year minimum mechanical experience at a dealership or independent shop OR 2 year vocation training in auto mechanics. -Mandarin or French is desirable. Abilities: - Excellent communication skills; must be able to communicate effectively with contract holders, agents, dealers and internal customers. - Must have the ability to work independently when necessary Contact with others: - Interact with contract holders, agents and dealers, with claims adjusters within their unit, other adjusters within the claims adjudication unit, and other departments within company when required. Analytical ability required: - Make decisions based on the contract language for each series that is in force. - Must be able to use good judgment and provided the contract benefits that apply on all claims. We also offer a competitive benefits package that includes Medical/Dental/Vision plans, 401(k), a Pension plan, paid time off and holidays, life insurance, short-term/long-term disability, and a Flexible Spending Account.

Contact: Citadel Lisboa

Address: 2345 Waukegan Road, Bannockburn, IL 60015

Phone: 800-323-5771

Email: citadel.lisboa@protective.com

Job ID: 2490962

Job Title: Registered Nurse (1st Shift)

Company: ManorCare at Arlington Heights

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Nursing

Location: Illinois

Job Description: Will deliver nursing care within the scope of practice, coordinates care delivery which will ensure that patients and residents' needs are met in accordance with professional standards of practice through physician orders, center policies and procedures, and federal, state and local guidelines.

Contact: Kim Bailey

Address: 715 W. Central Road, Arlington Heights, IL 60005

Phone: 8473922020

Application Instructions: Interested applicants can apply on-line at www.hcr-manorcare.com, by email at 431-hr@hcr-manorcare.com or in person at 715 W. Central Road, Arlington Heights, IL 60005.

Job ID: 2491036

Job Title: Oil change and Maintenance Tech

Company: Midas Auto Service Experts

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Automotive Collision Repair, Automotive Technology

Location: Illinois

Salary: \$9-10 per hour

Job Description: Bringing high quality service and repairs to our customers. By doing oil changes, tires, belts, flushes, rotatons and other basic car repair.

Contact: Ken-Midas

Address: 7109 N Rt 83 Mundelein/Long Grove, Mundelein, IL 60060

Phone: 847-949-6500

Fax: 847-843-2673

Email: midasmundelein@earthlink.net

Apply Online: <http://7109northhighway83.midaschicago.com/store/employment.aspx?shopNum=1291&language=en-US>

Application Instructions: Please submit a resume.

Job ID: 2377428

Job Title: Information Technology Intern - Web Design

Company: Assure Home Healthcare, Inc.

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: On Campus, Illinois

Job Description: Intern will be working 2-3 (flexible) days alongside a professional who provides IT support to the company.

Contact: Andy Velez

Address: 28140 N, Bradley Road, Libertyville, IL 60048

Phone: 847-297-4444

Fax: 847-297-4447

Email: andyv@assurehomehealth.com

Application Instructions: Send resume to hrsearch1000@gmail.com

Job ID: 2492431

Job Title: Account Manager-Inside Sales

Company: CDW

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Any Major

Location: Illinois

Salary: base plus commission

Job Description: Are you interested in starting or expanding your sales career? CDW is a leading provider of technology solutions for business, government, education and healthcare. Ranked No. 38 on Forbes' list of America's Largest Private Companies, CDW features dedicated account managers who help customers choose the right technology products and services to meet their needs. The company's technology specialists offer expertise in designing customized solutions, while its advanced technology engineers assist customers with the implementation and long-term management of those solutions. Areas of focus include software, network communications, notebooks/mobile devices, data storage, video monitors, desktops, and printers and solutions such as virtualization, collaboration, security, mobility, data center optimization and cloud computing. CDW was founded in 1984 and employs more than 6,200 coworkers in the US and Canada. In 2010, the company generated sales of \$8.8 billion. Our Account Managers build consultative, long-term relationships with customers nationwide. Account Managers work on our inside sales team receiving inbound and making outbound phone calls selling technology products and services to our customers. We give account managers an extensive

paid training program that provides the necessary tools to be well-versed in technology sales and customer service. Qualities of a successful CDW Account Manager include: · Basic computer skills · Ability to multitask · Strong organization and time management skills · Strong interest in sales · Good communication skills CDW offers outstanding earning potential and exceptional benefits which include: · Medical, Dental, and Vision benefits · Paid Time Off · Tuition Reimbursement · Charitable Match Program CDW Awards and Recognition: · America's Most Admired Companies, No.1 - Wholesalers: Electronics category; FORTUNE magazine, 2008 · Forbes 38th largest Private Companies. · The 100 Best Companies to Work for in America; FORTUNE magazine, nine straight years · The 400 Best Big Companies in America, 1999, 2000, 2001, 2002, 2003, 2004 and 2005; Forbes · 100 Best Places to Work in IT, No.66, Computerworld, 2008 · Exemplary Voluntary Efforts (EVE) Award Recipient; U.S. Department of Labor, 2008 · Top 50 Companies to Sell For; Selling Power, 2008 For immediate consideration, please visit careers.CDW.com to apply. CDW is an Equal Opportunity Employer

Contact: Mubeena Nurani

Address: 120 S. Riverside Plaza 7th Floor, Chicago, IL 60606

Apply Online: <http://careers.CDW.com>

Application Instructions: To apply: Please apply online at: <http://careers.cdw.com/sales.html> 1. Click on the Get Busy tab on the right side of the picture at the top the web page to watch the realistic job preview 2. After watching the video click: Search Sales Jobs The position you want to apply for is Inside Sales (Technology, Entry-Level) Please make sure to add CAMPUS or your SCHOOL for SOURCE, that way we know how you heard about us!

Job ID: 2492471

Job Title: Analyst/Researcher/Filing Assistant for Law Firm

Company: Anderson + Wanca, Attorneys at Law

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$13.00/hour

Job Description: Legal file assistant with extensive computer experience for busy class action litigation firm wanted. Needs to be able to conduct research and organize. Able to work in groups and multitask consistently. ACCURACY and ATTENTION TO DETAIL a must! Looking for 20-35 hours weekly and for an individual prepared to work for AT LEAST a year. Schedules are flexible. We would like to hire immediately. Required: Must be proficient in Microsoft Word, Excel, Outlook and Adobe. Must be comfortable on the phone and communicating with new clients often. Filing and being on your feet for extended periods of time is a daily task. Will also be necessary to travel to neighboring courthouses for filings so having access to a car consistently is necessary. Optional job requirements: Able to program in any of the following are a plus but not necessary: Java, C, SQL and VisualBasic. If able, it would be much appreciated to bring your own lap top to work. Otherwise, computers are available. Application instructions: Please include a resume and cover letter. If you are still in school please list your expected graduation date. If you know how to program in any of the languages listed, please make note of them on either the resume or cover letter. If we feel your resume fits our needs you will be contacted by phone for various questions and an interview may potentially be set up. Please DO NOT call the office directly.

Contact: Mike Gardner

Address: 3701 Algonquin Rd. Suite 760, Rolling Meadows, IL 60008

Phone: 847-607-1103

Fax: 847-241-0136

Email: mgardner@andersonwanca.com

Application Instructions: Please e-mail a resume and cover letter. If you are still in school please list your expected graduation date. If you know how to program in any of the languages listed, please make note of them on either the resume or cover letter. If we feel your resume fits our needs you will be contacted by phone for various questions and an interview may potentially be set up. Please no phone calls.

Job ID: 2493120

Job Title: Office/Administrative/Project Support

Company: Envision Group Consulting

Job Type: Freelance, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Hourly - Based On Experience

Job Description: We are looking for a person who would like to work with us on an as needed basis, approximately 10-20 hours per week, but hours could change depending on workload. Responsibilities will include data entry, creating and editing documents, working with PowerPoint presentations, proof reading scripts and project related documents, filing paperwork, mail processing, occasional shipping duties and customer phone support, and other general office work. The candidate must be committed to project deadlines and must be available for occasional evening and weekend work. The candidate must be able to work on a virtual basis from home approximately 90% of the time but may on occasion be required to go to a clients location or the Envision Group company office or meeting. The candidate must have their own computer with software and a reliable internet connection.

Contact:

Fax: 847-740-1317

Email: careers@envisiongroupconsulting.com

Application Instructions: Please email or fax your resume for consideration. Attn: Tom

Job ID: 2493136

Job Title: Chemical Blender/Mixer

Company: TempsNow Employment & Placement Services LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: must know do's/don't on mixing of chemicals.Hazmat training a plus

Contact: Regina Tellez

Address: 3747 Grand Ave., Gurnee, IL 60030

Phone: 847.249.8367

Fax: 847.249.8368

Email: rtellez@tempsnow-employment.com

Application Instructions: Please send your resume via e-mail to Regina Tellez

Job ID: 2493211

Job Title: Material Handler

Company: TempsNow Employment & Placement Services LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 9-10

Job Description: forklift op

Contact: Regina Tellez

Address: 3747 Grand Ave., Gurnee, IL 60031

Phone: 847.249.8367

Fax: 847.249.8368

Email: rtellez@tempsnow-employment.com

Application Instructions: must have resume. Please call me to schedule an appointment or stop in our office Monday-Friday from 8am to 4pm

Job ID: 2493311

Job Title: Forklift Operstor

Company: TempsNow Employment & Placement Services LLC

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Salary: 8.50-10.00

Job Description: must have exp with a sitdown pas propane forklift

Contact: Regina Tellez

Address: 3747 Grand Ave., Gurnee, IL 60031

Phone: 847.249.8367

Fax: 847.249.8368

Email: rtellez@tempsnow-employment.com

Application Instructions: please call to schedule an appoinment or call me

Job ID: 2493664

Job Title: sales

Company: Sears Holdings Corp-Sears Grand Store #1802

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: commission

Job Description: Consultative Sales Associates for Appliance Sales. We are looking for people with a passion to help our customers. Prior sales experience is a plus but not necessary. Hourly pay while in training. Regular pay is commission based. The Sky is the limit!

Contact: Kathy Dowe

Address: 6136 West Grand Ave, Gurnee, IL 60031

Phone: 847-856-4256

Fax: 847-856-4258

Email: kdowe00@searshc.com

Apply Online: <http://www.sears.com/careers>

Application Instructions: apply at sears.com/careers

Job ID: 2493760

Job Title: Accounting assistant

Company: CEC INDUSTRIES LTD

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Accounting, Administrative Assistant, General Studies

Location: Illinois

Salary: \$30,000 ~ \$36,000

Job Description: Invoicing; purchasing data analysis; inventory conversion; general office work; lease preparation; rent collection, posting; supplier and contractor contact, tenant contact; updating and posting web info...other job related work; Bilingual Spanish, English, mandarin is preferred. Candidate has knowledge of Accounting, Illinois landlord law, leasing law, eviction law will be a plus. This position need field trip.

Contact:

Email: pearl@cecindustries.com

Application Instructions: Job location: Lincolnshire, IL 60069

Job ID: 2493975

Job Title: Sales Administration/Customer Service

Company: Goodwill TalentBridge

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 30K - 35K

Job Description: Responsible for order entry and related functions. Serves as customer service representative and internal sales support. Communicates order status and ship dates. Resolves price discrepancies. Takes customer orders and sets up new accounts. Monthly reports in excel.

Contact: Dianne Holsman

Address: 1800 Nations Drive Ste 218, Gurnee, IL 60031

Phone: 224/321-5700

Fax: 224/321-5710

Email: dholsman@goodwillsew.com

Application Instructions: Please submit your resume and we will follow up with you after reviewing.

Job ID: 2501071

Job Title: Data Analyst Support Representative

Company: Blitt & Gaines, P.C.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Computer Science, Economics, Mathematics

Location: Illinois

Salary: \$27,000 - \$30,000

Job Description: Must be MOS Certified. Schedule: M-F 7am - 4pm *Must be available to work additional hours when needed. We offer: *Paid Training *Benefits - medical, dental, 401K *Paid Time Off (PTO) **JOB SUMMARY:** This position includes importing, cleaning, transforming, and validating data with the purpose of understanding or making

conclusions from the data for decision making and business purposes. Performing an analysis of and applying mathematical calculations to determine how data samples may be best presented. This position requires a general knowledge of all client specific procedures, office procedures, litigation process and transacts the general business of the Data Management Department subject to general supervision. This position works as both a support representative to the Department Manager and Department Lead, as well as an internal data analyst. The representative will review large volumes of data, provide analytical reporting, and analyze data samples on a daily basis. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Assist the Post Judgment Department on a daily basis with the entry of Judgment Orders into the collections database for assigned clients, auditing of judgment entries for all clients, and removal of judgment details as directed. Creation of new codes in collections database for employer and bank contacts to be used for garnishments and liens. Updating of master employer and bank code list for company wide use in conjunction with the collections database. Provide analytical reporting in the form of charts, graphs, and tables to support strategic business decisions as driven by management and client's needs. Analyze complex financial data to develop collection forecasts as directed by management for strategic business and client planning. Work with management team and employees to obtain necessary information and ensure accuracy. Validate and test data used in all reporting. Represent the Data Management Department and company in a professional capacity. Requires effective interaction with employees of various departments, sub-departments, members of management, client contacts, and vendors. **PERIPHERAL FUNCTIONS:** May be asked to perform portions of the work of higher or lower classified positions, as assigned. Knowledge of internal process, procedures and terminology, as well as keep up to date with client procedures, terminology and any internal process changes. **LEVEL OF AUTHORITY:** Performs regular and recurring assignments in accordance with established procedures and with minimal supervision. Must possess ability to work independently. No formal supervisory responsibilities. **EDUCATION AND EXPERIENCE REQUIREMENTS:** Graduation from (or currently attending) an accredited two or four-year college or university with a degree in Mathematics, Economics, or Computer Science. Microsoft Office Specialist (MOS) Certification. Familiarity of vlookup, if, count, pivot tables, countif, formulas, drop-down lists, sumif, merge cells, formula, lookup, date, sum, macro, and sort. Any equivalent combination of education, experience, certification, and training that provides the required knowledge, skills and abilities. **KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:** Language Skills- Ability to read and comprehend simple instructions and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations with management, co-workers, attorneys and clients. Mathematical Skills- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Knowledge- Knowledge of internal office procedures and terminology as well as client specific policies and procedures. Working knowledge of computers, electronic data processing and of modern office practices and procedures. Knowledge of Excel, Access, Word, Word Perfect, Notepad, and possess an understanding of file conversion. Abilities- Skilled in operation of phone, personal computer including word processing software, copy machine, fax machine, adding machine and/or calculator. Ability to effectively communicate both verbally and in writing. Ability to thrive in a fast-paced environment. Ability to work well with a diverse group of staff and management. Ability to use tact, discretion and courtesy when dealing with client contacts and in-house attorneys. Ability to work independently and make responsible decisions. Must be able to maintain time lines, keep accurate records and be detail oriented. Ability to assist and train co-workers on specific job duties. Ability to handle stress, pressure and assigned deadlines. **WORKING CONDITIONS:** Duties are performed in an office environment. Ability to work under stress during peak workload periods. **PHYSICAL CAPABILITIES:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hand to finger movement, handle paperwork/objects, talk and hear. The employee is occasionally required to stand, walk, stoop, kneel or crouch. Ability to sit at workstation and computer for extended periods. Vision abilities required by this job include close vision and the ability to adjust focus. Occasional ability to lift, move and/or carry objects weighing up to 25 pounds. The noise level in the work environment is usually moderately quiet. **OTHER CAPABILITIES:** Demonstrates capacity for organization, prioritization and management in a dynamically changing environment. Flexible and creative problem solver. Strong communication skills. Ability to work cooperatively with all levels of staff. Effective interpersonal skills. Ability to maintain confidentiality. **OTHER:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Contact: Heather Heid

Address: 661 Glenn Avenue, Wheeling, IL 60090

Phone: 8474034900

Fax: 312-920-0625

Email: heather@blittandgaines.com

Application Instructions: No phone calls please. Please submit your resume and salary history via email to heather@blittandgaines.com. Please reference the job title in the subject line.

Job ID: 2509880

Job Title: Executive Director for the NECSS

Company: Township High School District 214

Job Type: Full Time

Degrees Wanted: Bachelors, Certificate

Majors Wanted: Any Major

Location: Illinois

Salary: \$90,000 - \$110,000

Job Description: The Executive Director will be responsible for administering an Education for Employment System which is being expanded to leverage resources to prepare all students for success in a global economy through aligned career and college pathways. He/She will need to provide visionary leadership in the development of curriculum, instruction and assessment for high school career and technical education programs and in the implementation of common core standards. The successful candidate will possess strong communication, interpersonal and leadership skills to build and maintain educational partnerships and programs.

Contact:

Address: 2121 S. Goebbert Road, Arlington Heights, IL 60005

Email: hresources@d214.org

Apply Online: <http://www.generalasp.com/D214/onlineapp/jobpostings/view.asp?category=NECSS>

Application Instructions: APPLICATION PROCEDURE: Apply online at www.d214.org In addition to completing an online application, all candidates should provide the following: A single page cover letter expressing interest in the position; A resume listing personal data, education, and administrative experience; Administrative certificate Transcripts; and Three current letters of recommendation. APPLICATION DEADLINE: Must be submitted no later than Friday, February 24, 2012.

Job ID: 2515968

Job Title: Business Development Intern - PAID

Company: Course Hero, Inc.

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10-15 per hour

Job Description: Course Hero is the #1 online learning platform, supplying students at over 4,500 schools with the top resources and collaborative tools to broaden their education. We are expanding classroom walls by providing an open platform where learners and educators of all ages can share and access high quality learning resources in a wide variety of subjects. Whether someone strives to become an expert in macroeconomics or is simply interested in learning more about abstract expressionism, Course Hero provides the academic resources and educational tools to achieve those goals. Course Hero has recently partnered with Books for Africa, an international non-profit organization, to create the Knowledge Drive (CourseHero.com/KnowledgeDrive). Through this initiative we are strengthening the powerful academic resource that we provide for college students while also donating books to children and schools in Africa (35,000+ books and

counting!). Through the Knowledge Drive, Course Hero is building a brighter future for children and students around the world. As a leading advocate for the improvement of education through technology, our goals and mission have been featured in Business Week, The New York Times and The Wall Street Journal. This semester Course Hero is looking for ambitious entrepreneurs, business minds, social leaders, and tech savvy individuals who are eager to build and hone relevant leadership and professional skills. Those selected will have the unrivaled opportunity to gain hands-on, resume building experience by developing this powerful philanthropic movement, while also helping to shape its future and the manner in which it supports education. Job Duties Include: - Contributing to a variety of Knowledge Drive facets, from product design to development. - Organize meetings and presentations on the Knowledge Drive. - Brainstorm ideas with the Knowledge Drive team to effectively reach the community. - Participate in the Course Hero Professional Development Program for weekly lessons on communication, time management, and resume building. - Work with Program Directors to enhance specific features and elements of Course Hero

Contact: Vicki Kuan

Address: 805 Veterans Blvd. #109, Redwood City, CA 94063

Email: vkuan@coursehero.com

Application Instructions: If you are confident that you'd be a powerful addition to the team, please send your resume to Vicki Kuan at Vkuan@CourseHero.com. We're excited to see what you have to offer!

Job ID: 2404747

Job Title: Financial Services Representative

Company: Primerica Financial Services

Job Type: Freelance

Degrees Wanted: None Required

Majors Wanted: Accounting, Business Administration, Business Management, Communication, Economics, Small Business Management

Location: Illinois, Wisconsin

Salary: varied

Job Description: HELP YOURSELF WHILE HELPING OTHERS Make a positive impact. Help families solve their financial problems, and you'll earn additional cash. Start part-time. You determine your hours and compensation. For more information, call Mark 847-872-7162

Contact: Mark Kohnke

Address: 1100 Sheridan Road, Winthrop Harbor, IL 60096

Phone: 847-872-7162

Fax: 847-872-9540

Email: markkohnke@sbcglobal.net

Apply Online: <http://www.primerica.com/markkohnke>

Job ID: 2379573

Job Title: Communications Intern - Marketing

Company: Assure Home Healthcare, Inc.

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: On Campus, Illinois

Job Description: Intern will be working 2-3 (flexible) days reporting directly to the Development Director and provide support in all supplement materials.

Contact: Andy Velez

Address: 28140 N, Bradley Road, Libertyville, IL 60048

Phone: 847-297-4444

Fax: 847-297-4447

Application Instructions: Send resume to hrsearch1000@gmail.com

Job ID: 2497050

Job Title: CNC Operator/Machinist/Set-up

Company: Dynamax Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Description of position: Dynamax is looking for machinists available for setup through complete processing of advanced components for CNC turning and CNC milling machines - utilizing metal machining knowledge to setup and operate a variety of CNC machines to produce precision machine parts. Primary Duties & Responsibilities: · Set-up and machine components · Operate CNC machinery · Conduct proper inspection of first-run and in-process parts · Accurate record keeping · Keep a safe and clean working environment Skills: · Able to read and interpret blue prints and work with solid work models · Ability to set-up and machine components Required experience & education: · 2.5-5 years of experience in doing set-ups and operating of CNC machines for precision parts · Read and understand G-Code and measuring equipment · Interpret complex blueprints as well as a variety of geometric and trigonometric principles · Experience with o CNC mills - 3 to 5 axis o CNC lathes with live tooling o Fanuc or Heidenhain controls o MasterCam programming and/or NX Software experience, a plus o Aluminum and stainless materials Physical Requirements: · Manual agility required

Contact: Tessa Bergmans

Address: 1535 Abbott Dr., Wheeling, IL 60090

Phone: (847)6308833

Email: mkim@dynamaxinc.com

Application Instructions: E-mail resume to mkim@dynamaxinc.com

Job ID: 2497053

Job Title: Industrial Maintenance Technician

Company: Dynamax Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Dynamax, Inc., a fast-growing manufacturer is looking for a Machine Maintenance Technician! We are a leading precision machining, molding, components & spindle manufacturing company serving the aerospace, defense, energy, and medical industries since 1986. Locations: · Wheeling · Lincolnshire · Mundelein · Buffalo Grove Travel between all company locations is required. Shifts: · 1st = 6:00am - 2:30pm · 2nd = 2:00pm- 10:30pm Description of Position: Trouble shoot and repair industrial CNC equipment ranging from mills, lathes, bridge mills and specialized equipment. Primary Duties & Responsibilities: · Work with in-house maintenance and machine shop to service and repair equipment Skills Required: · Must be able to work independently and follow through on instructions · Excellent troubleshooting skills- mechanical and electrical · Troubleshooting of CNC Controls- Experience with Fanuc, Heidenhain and/or Siemens is a plus · Proficient with hydraulic and pneumatic systems. · Must be able to use and interpret precision measuring tools, schematics, drawings and technical manuals. · Good written and verbal communication skills · Ability to work under pressure · Ability to meet deadlines · Must be team-oriented, professional and organized. Required Experience: · Minimum 10 years of related work experience · Experienced in the service and repair of either 3,4 or 5 axis

on CNC equipment · Experienced with use of precision levels, and other precision measuring/testing equipment used to trouble shoot, test and calibrate Industrial CNC equipment · Experienced in repairing and maintaining but not limited to mechanical components including ball screws, ways, bearing packs, lubrication systems, pumps, hydraulics, machine slide mechanisms, work-head and spindle rotary devices. Required Education: · High school diploma Physical Requirements: · Required Lifting Weight: 40-60 lbs. Lifting Frequency: daily · Ability to perform job tasks in a standing position for 6-8 consecutive hours. · Ability to handle toxic chemicals such as: oils, coolants, cleaners & paint thinners and standard cleaning products. · Daily additional physical requirements: Climb, bend, twist, lift, climb ladders etc. as needed to perform maintenance tasks. Dynomax, Inc. strives to provide a friendly, clean, and encouraging workplace. Our benefits include competitive wages, paid holidays and vacation, medical, dental, life and disability insurance coverage, flexible spending account, and 401 (k). If you are interested in being considered for this position, and possess the above qualifications, please submit your resume or send your resume and cover letter to: mkim@dynomaxinc.com Please visit our websites at www.dynomaxinc.com to find out more!

Contact: Michael Kim

Address: 1535 Abbott Dr., Wheeling, IL 60090

Phone: (847)6808833

Email: mkim@dynomaxinc.com

Application Instructions: E-mail all resumes to mkim@dynomaxinc.com

Job ID: 2497055

Job Title: Quality Inspector

Company: Dynomax Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Dynomax, Inc., a fast-growing manufacturer is looking for Inspectors! We are a leading precision machining, molding, components & spindle manufacturing company serving the aerospace, defense, energy, and medical industries since 1986. Locations: · Lincolnshire Shifts: · 2nd shift = 2:00 p.m. - 10:30 p.m. Description of Position: · Inspection of machined components · Completion of First Article activities and documentation · General filing and record keeping. Skills Required: · Proficient in data entry. Ability to: · read and write in the English language. · follow and complete inspection documents. · read blueprints and interpret GD&T. · use inspection equipment such as micrometer, caliper, height gage, plug gages and comparators. - Experience on a CMM machine is a plus. Required Experience: · Minimal 2 years of relevant work experience Required Education: · High School degree Physical Requirements: · Ability to see at close range for prolonged periods of time · Ability to sit behind a desk for the minimum duration of an 8 hour work day. Dynomax, Inc. strives to provide a friendly, clean, and encouraging workplace. Our benefits include competitive wages, paid holidays and vacation, medical, dental, life and disability insurance coverage, flexible spending account, and 401 (k). If you are interested in being considered for this position, and possess the above qualifications, please submit your resume or send your resume and cover letter to: mkim@dynomaxinc.com Please visit our websites at www.dynomaxinc.com to find out more!

Contact: Tessa Bergmans

Address: 1535 Abbott Dr., Wheeling, IL 60090

Phone: (847)6308833

Email: mkim@dynomaxinc.com

Application Instructions: E-mail resume to mkim@dynomaxinc.com

Job ID: 2497059

Job Title: Wire EDM Technician

Company: Dynomax Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Dynamax, Inc., a fast-growing manufacturer is looking for a Wire EDM Technician! We are a leading precision machining, molding, components & spindle manufacturing company serving the aerospace, defense, energy, and medical industries since 1986. Location: · Mundelein Shift/s: · 2nd = 2:00pm- 10:30pm Description of Position: · Dynamax is looking for an EDM Wire/Sinker Technician that can process a job from start to finish. We expect the candidate to be able to program, setup, and operate an EDM wire and/or sinker machine to create high precision products. Primary Duties & Responsibilities: · Programming, setups and operation of the wire and sinker EDM equipment. · Operate Fanuc controls. · Inspect and evaluate finished products for conformity to specifications. · Machining of electrodes Skills Required: · Ability to read blue prints. · Ability to operate, set-up and program EDM machinery. · Ability to collaborate with team members and various departments. · MasterCam experience or equivalent · CNC experience Required Experience: · Must have minimum of 5 years related experience Required Education: · High School Diploma Physical Requirements: · Continuous manual agility required · Ability to stand for 8 consecutive hours behind a machine · Ability to perform inspection with the use of a microscope · Ability to handle toxic materials such as coolant, oils and standard cleaning products Dynamax, Inc. strives to provide a friendly, clean, and encouraging workplace. Our benefits include competitive wages, paid holidays and vacation, medical, dental, life and disability insurance coverage, flexible spending account, and 401 (k). If you are interested in being considered for this position, and possess the above qualifications, please submit your resume or send your resume and cover letter to: mkim@dynamaxinc.com Please visit our websites at www.dynamaxinc.com to find out more!

Contact: Tessa Bergmans

Address: 1535 Abbott Dr., Wheeling, IL 60090

Phone: (847)6308833

Email: mkim@dynamaxinc.com

Application Instructions: E-mail resume to mkim@dynamaxinc.com

Job ID: 2497916

Job Title: Certified Nurse Assistant - Long-term Care Facility

Company: Maxim Staffing Solutions

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Medical Assisting, Medical Billing/Coding Specialist, Medical Imaging, Medical Laboratory Technology, Medical Office Specialist, Medical Transcription, Nurse Assistant, Nursing

Location: Illinois

Job Description: Must be able to operate Hoyer lifts. Meals: Patient feeding responsibilities. Some patients will require direct feeding, while others may just need their meal tray brought to them and set up. Oral care, nail care, and basic hygiene. Bathing and dressing of patient. Bathing may take place in the form of a bed bath, shower, or tub. Toileting of patients. Often patients will need help with moving on and off of the facilities. Some patients may need help with a bed pan. Catheter care. Changing of catheter bags and charting amounts. Ambulation assistance. Some patients need help getting in and out of beds, wheelchairs, bathtubs, etc. Vital signs: Blood pressure, pulse, and temperature monitoring. Answering call lights. Turning of bedridden patients. This is done to take the weight off of pressure points and prevent bedsores from occurring. Changing bed clothes and collecting soiled laundry. Light cleaning and organizing of patients room or area. Relaying and charting requested information. This may include moods, vital signs, meal consumption, liquid intake, and daily BM and urine amounts. Relaying information to the next CNA on shift, or to the nurse's in charge. Recreational activities, such as assisting with a walk outdoors or delivering reading material to patients. Post mortem care.

Contact: Jason Nuccio and Chris Llenza

Address: 2340 S. River Rd Suite 109, Des Plaines, IL 60018

Phone: 8472972005

Email: desplainesstaffing@maxhealth.com

Application Instructions: Please call the phone number listed to apply, walk-ins not encouraged.

Job ID: 2377634

Job Title: Habilitation Aide

Company: Clearbrook

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Diploma

Majors Wanted: Human Services, Humanities, Nurse Assistant, Nursing, Psychology, Social Work, Sociology

Location: Illinois

Salary: \$9.00/ CNA's \$9.25

Job Description: Direct Care position in our 16 bed facility providing hands on care, training and support to individuals with developmental disabilities. Drivers License required. CNA's and care givers encouraged to apply. Paid Training !!!

Contact: Alyse Green

Address: 1835 W. Central Road, Arlington Heights, IL 60005

Phone: 847-385-5344

Fax: 847 385 7273

Email: jobs@clearbrook.org

Application Instructions: To apply, please fax your resume to 847-385-7273, email it to jobs@clearbrook.org or come by our location at 34377 Almond Drive in Gurnee, Monday- Friday between 10:00 am and 2:00 pm to fill out an application. Visit us on the web at www.clearbrook.org.

Job ID: 2498145

Job Title: Community Service Officer

Company: Winthrop Harbor Police Department

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Criminal Justice

Location: Illinois

Job Description: Security for North Point marina is provided by the Winthrop Harbor Police Department, with the goal of providing a safe and pleasant lakeside experience to the 1,500 slip-holders and the visitors of the marina. WHPD's Marina security personnel are Community Service Officers who perform slip safety and security checks, security checks on state supported property, parking enforcement, after-hour transient slip assignments, and general assistance to the marina community. All Marina CSO's are trained and certified in CPR and AED (automatic defibrillator) procedures. Three shifts are available and uniforms are provided.

Contact: Chad Murphey

Address: 830 Sheridan Road, Winthrop Harbor, IL 60096

Phone: 847-980-1187

Email: cmurphey@whpd.org

Job ID: 2498155

Job Title: Dental Hygienist

Company: Windsor Dental

Job Type: Internship, Part Time, Work Study

Degrees Wanted: License

Majors Wanted: Dental Hygiene

Location: Illinois

Salary: Negotiable

Job Description: DENTAL HYGIENIST NEEDED Growing Crystal Lake dental practice is looking for a Dental Hygienist. Prefer applicants with excellent clinical skills and interpersonal skills. Recent grads welcome. Please send resume to: cl_dental@yahoo.com.

Contact: Bhawna Prasad

Address: 5911 Northwest Highway Suite 104, Crystal Lake, IL 60014

Phone: 847-477-5510

Email: cl_dental@yahoo.com

Job ID: 2467113

Expires: 02/28/2012

Job Title: Circulation Aide- Part Time

Company: Highland Park Public Library

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$11.77 - \$14.71 per hour

Job Description: Check-in/check-out, patron registration, telephone reception, fee collection, materials shelving, and related activities.

Contact: Patricia Irvin, Circulation Manager

Address: Highland Park Public Library 494 Laurel Avenue, Highland Park, IL 60035

Phone: 847-432-0216

Fax: 847-681-7027

Application Instructions: Send job application (available online at <http://hplibrary.org/jobs>) to: Patricia Irvin Circulation Manager Highland Park Public Library 494 Laurel Avenue Highland Park, IL 60035

Job ID: 2480253

Expires: 02/28/2012

Job Title: Sign Maker / Graphic Designer

Company: Fastsigns-Gurnee

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Any Major

Location: Illinois

Salary: \$10 hour starting

Job Description: Responsible for output of vinyl & wide format full color prints. Individual will maintain all digital printing, sign making equipment & laminators in optimal running condition. This position backs up our main graphic designer and knowledge of Adobe Illustrator & Photoshop are required.

Contact: Glenn Holmes

Address: 4949 Grand Avenue Ste. 2, Gurnee, IL 60031

Phone: 847-336-4515

Fax: 847-336-8655

Email: glenn.holmes@fastsigns.com

Job ID: 2443377

Expires: 02/29/2012

Job Title: Housing Quality Specialist

Company: Lake County Housing Authority

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: See Job Description

Job Description: The Lake County Housing Authority has an immediate opening in the Section 8 Department for: Section 8 Housing Quality Specialist Under the supervision of the Section 8 Supervisor, the Housing Quality Specialist will perform specific tasks at the professional level relating to conducting initial, renewal, move-out and special inspections of rental units in accordance with Housing Quality Standards and Authority policies and determine required and recommended repairs and will perform other specific tasks at the professional level relating to the planning and execution of a Section 8 rent subsidy program for low and moderate income persons. Minimum Qualifications: Ability to (1) communicate orally and in writing; (2) understand and apply housing regulations and standards; (3) be flexible, prioritize work, manage time effectively and work without close supervision; (4) use good judgment and make good decisions; (5) maintain effective working relationships with subordinates, superiors, tenants, landlords, and social service agencies; (6) be reliable in attendance and punctuality; be certified in Housing Quality Standards or obtain certification within one year of hire. Must have valid driver's license and properly insured vehicle or access to reliable transportation and be bondable. Desirable Qualifications: College degree; experience in housing management; quick learner, knowledge of completing detailed contracts, bilingual; and knowledge of social and economic problems. This is a full time position, M-F, 8 a.m.-4 p.m. Starting salary range is \$29,094 - \$33,741 with excellent benefits. Position open until filled. Absolutely no phone calls. Please submit cover letter with resume to: Lake County Housing Authority ATTN: LCHA Recruiter/S8 HQS 33928 N. Route 45 Grayslake, IL 60030 FAX (847) 223-1174 The Lake County Housing Authority is an Equal Opportunity Employer.

Contact: Recruiter/S8 HQS

Address: 33928 North US Highway 45, Grayslake, IL 60030

Phone: 847 223-1170 ext 263

Fax: 847 223-1174

Job ID: 2470451

Expires: 02/29/2012

Job Title: Production Associate

Company: SAI

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Does your current profession involve working with small parts or small hand tools? Do you enjoy working to customize parts? If you answered yes to either of these questions then this is a tremendous opportunity to apply your current/previous skills to become a Production Associate for SAI. As an SAI Production Associate, in our Lake Villa, IL location, you will be working the day shift with our electro-mechanical assembly team to fulfill our client's customized requests. Ultimately you'll help contribute to the growth of our company, as you actively participate in our quality improvement processes. If you want to be part of a highly motivated and qualified team then this is the opportunity for you! Apply today to work with a talented team in a forward thinking environment where efficiency and quality are the

leading competencies to success.

Contact: Diane Le Beau

Address: 0, Lake Villa, IL 60046

Fax: 847-356-0382

Email: dlebeau@sai-infusion.com

Application Instructions: Please e-mail or fax your resume.

Job ID: 2485243

Expires: 02/29/2012

Job Title: Preschool Director

Company: Holy Cross Lutheran Church

Job Type: Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: commensurate with experience

Job Description: The Director will be responsible for program administration, daily operations, future planning, communication and marketing for the Preschool. The Director will work in tandem with the directors for our Two Year old program and our childcare center, pastoral staff, teaching staff, parents and students to create a vibrant and active learning environment that is play-based, developmentally appropriate and committed to kindergarten readiness and academic preparedness. The Director will support the philosophy of CrossWays Preschool as a Christian ministry of Holy Cross Lutheran Church and will seek to incorporate these Christian values into the educational atmosphere.

Contact:

Email: preschooldirectorsearch@holycrosschurch.org

Application Instructions: Please provide resume, references and salary requirements

Job ID: 2492135

Expires: 02/29/2012

Job Title: Account Executive

Company: Ability Risk Management Inc.

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Accounting, Administrative Assistant, Anthropology, Architectural Technology, Art, Automotive Collision Repair, Automotive Technology, Biological Sciences, Business Administration, Business Management, CAD-Drafting Technology, Chemistry, Civil and Environmental Technology, Communication, Computer Information Systems, Computer Numerical Control Technology, Computer Programming, Computer Science, Computer Systems Administration, Construction Management Technology, Criminal Justice, Dental Hygiene, Desktop Publishing, Early Childhood Education, Economics

Location: Wisconsin

Salary: Commission based

Job Description: Ability Risk Management Inc. is a financial services firm based in Southeastern Wisconsin. We are expanding and growing in 2012. ARM is looking for driven individuals to grow with our organization. ARM's diverse product line allows you to choose your career path within ARM whether it be; Individual or Group Health, Life, Home & Auto Insurance, Financial Services, Annuities, or Commercial Business Insurance specializing in Office Risks, Manufacturing, Transportation, Retail, Restaurant, and other industries. Management Opportunities are available and we have a strict policy of promoting from within. ARM executives will need to have the ability to not only work with the public on a commission basis, they will need to have the ability to manage their time in a fluid work environment that can

change day to day. Our Account Executives will be licensed in WI, IL, and other states as well.

Contact: Artur Stypula

Address: P.O. BOX 1, Bristol, WI 53104

Phone: 2627166991

Fax: 2628433106

Email: careers@abilityriskmanagement.com

Job ID: 2498907

Expires: 02/29/2012

Job Title: Receptionist

Company: Katz, Goldstein & Warren

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Bannockburn Law Office is searching for a reliable and qualified receptionist. Previous receptionist experience is a must. Our office includes seven attorneys and four administrative staff. Hours are 8:30-5:00, Monday through Friday. Benefits are included. Candidate must be qualified to: · Answer multiple phone lines, direct callers to the appropriate destination, greet clients · Sort and route incoming and outgoing mail and deliveries · Support administrative staff with filing, faxing, and basic day-to-day tasks · Maintain confidential client files, office supplies, copiers and fax machines Must be confident in Microsoft Word and Outlook. Candidate must be detail oriented and dependable, with the ability to work in a fast paced environment. Please email cover letter and resume to RGlass@kgwlaw.com. Please include salary requirements.

Contact: Randi Glass

Address: 2345 Waukegan Road Suite 150, Bannockburn, IL 60015

Email: rglass@kgwlaw.com

Application Instructions: Please send cover letter and resume to rglass@kgwlaw.com

Job ID: 2499009

Expires: 02/29/2012

Job Title: Designer/Drafter

Company: Kelly Engineering Resources

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: CAD-Drafting Technology

Location: Illinois

Job Description: Kelly Engineering Resources has a terrific contract opportunity for a Design/ Drafter using AutoDesk Inventor and AutoCAD in the northern suburbs of Illinois. Job Scope for Designer/Drafter: Provide AutoDesk Inventory drawings for shop and AutoCAD drawings for sales. Responsible for entire project cycle to include design, development and project completion. Job Responsibilities for Designer/Drafter: Interpret blueprints, drawings, layouts and other visual aids Design product and prepare Inventor drawings The drawings provide visual guidelines, showing the products and structures' details and specifying dimensions, materials to be used and the procedures and processes to be followed Use AutoDesk Inventor 2011 and AutoCAD 2011 to prepare drawings Reviews engineering drawings and designs to ensure adherence to established specifications and standards. Other duties as assigned. Job Requirements for Designer/Drafter: Working knowledge of CAD tools which includes AutoDesk Inventor and AutoCAD Experience with Sheet Metal Requires well-developed drafting and mechanical drawing skills Relies on instructions and pre-established guidelines to perform the functions of the job Must be self-motivated In addition to working with the world's most recognized and

trusted name in staffing, Kelly employees can expect: - Competitive pay - Access to a comprehensive employee benefits package including health, prescription, vision, dental, and life and short-term disability insurance - Service bonus and holiday pay - Portable 401(k) plans - Recognition and incentive programs - Access to continuing education via the Kelly Learning Center

Contact: Lisa Crowley

Address: 1815 South Meyers Rd Suite 850, Oakbrook Terrace, IL 60181

Phone: 630-705-0594

Email: crowllm@kellyservices.com

Job ID: 2499020

Expires: 02/29/2012

Job Title: Financial Representative

Company: Northwestern Mutual Financial Network/The McTigue Agency

Job Type: Full Time, Part Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: Job Description: Financial representatives provide expert guidance and innovative solutions for individuals and businesses in the areas of retirement planning, insurance and investment services, estate planning, business planning, education funding, and employee benefits. These representatives are in business for themselves -- but they're not alone. Supported by our network of specialists, training programs and mentoring opportunities, they have access to the resources; products and assistance they need to help their clients and build their practices. Accolades: The March 29, 2010 issue of Crain's Chicago Business has named The McTigue Financial Group the "Best Places to Work in Chicago." · Devotion to and interaction with our communities has led Northwestern Mutual through 152 years of industry success. · Northwestern Mutual was named "America's Most Admired" life insurance company for 25 years and joined the "America's Most Admired" Hall of Fame in 2008, FORTUNE magazine survey. · "Best Sales Force in the Industry" by Sales & Marketing Management magazine in its most recent review in 2008. The company has received the best possible insurance financial strength ratings from the four major ratings agencies. A.M. Best: A++ Fitch Ratings: AAA Standard & Poor's: AAA Moody's Investors Service: Aaa Opportunity: The McTigue Group of the Northwestern Mutual Financial Network is looking for individuals that value the freedom of being your own boss, want to be financially rewarded for hard work and have the desire to impact people's lives positively every day, then you may be a candidate we would be interested in speaking with about the opportunity.

Contact: Lisa Davis

Address: 650 Dundee Road Suite 450, Northbrook, IL 60062

Fax: 847-291-5018

Email: lisa.e.davis@nmfn.com

Job ID: 2499656

Expires: 02/29/2012

Job Title: Financial Representative

Company: Northwestern Mutual Financial Network/The McTigue Agency

Job Type: Full Time, Part Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: Job Description: Financial representatives provide expert guidance and innovative solutions for individuals and businesses in the areas of retirement planning, insurance and investment services, estate planning, business planning, education funding, and employee benefits. These representatives are in business for themselves -- but

they're not alone. Supported by our network of specialists, training programs and mentoring opportunities, they have access to the resources; products and assistance they need to help their clients and build their practices. Accolades: The March 29, 2010 issue of Crain's Chicago Business has named The McTigue Financial Group the "Best Places to Work in Chicago." · Devotion to and interaction with our communities has led Northwestern Mutual through 152 years of industry success. · Northwestern Mutual was named "America's Most Admired" life insurance company for 25 years and joined the "America's Most Admired" Hall of Fame in 2008, FORTUNE magazine survey. · "Best Sales Force in the Industry" by Sales & Marketing Management magazine in its most recent review in 2008. The company has received the best possible insurance financial strength ratings from the four major ratings agencies. A.M. Best: A++ Fitch Ratings: AAA Standard & Poor's: AAA Moody's Investors Service: Aaa Opportunity: The McTigue Group of the Northwestern Mutual Financial Network is looking for individuals that value the freedom of being your own boss, want to be financially rewarded for hard work and have the desire to impact people's lives positively every day, then you may be a candidate we would be interested in speaking with about the opportunity.

Contact: Lisa Davis

Address: 650 Dundee Road Suite 450, Northbrook, IL 60062

Fax: 847-291-5018

Email: lisa.e.davis@nmfn.com

Job ID: 2499853

Expires: 02/29/2012

Job Title: Sales Account Rep.

Company: Medikmark, Inc

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Business Administration, Business Management, Nursing

Location: Illinois

Salary: 15-17.5 + Commission

Job Description: · work with an existing customer base of small to medium medical product Distributors to close new medical kit business · Identify and sell custom or standard medical kits to new customers · Increase Sales & Gross profit by new business close and kit changes that save cost. · Some Travel to visit customers at Corporate HQ or Sales Meetings · Maximize Unit Contribution · Perform and capture Cost Savings initiatives · Help resolve finished goods excess inventory of MMK standard stock · Manage Dedicated Component stock to reduce or eliminate · Perform other duties recommended by their supervisor or other Medikmark Management Personnel.

Contact:

Email: fran@medikmark.com

Application Instructions: The position is in Waukegan, IL. Relocation is not available. Please email resume and salary requirements for review to fran@medikmark.com. Please list the subject as "Sales Rep Job Opening".

Job ID: 2523744

Expires: 02/29/2012

Job Title: Sales Associate

Company: The Batterz Box

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Minimum wage

Job Description: The Batterz Box is looking to hire sales associates to work in our retail store. We sell baseball and

softball equipment and need people to help on the sales floor as well as help work with customers in the 6 batting cages to assist in proper equipment selection.

Contact: Alice Dutler

Address: 1336 S. Milwaukee Ave, Libertyville, IL 60061

Phone: 8478467958

Email: dutlers@comcast.net

Application Instructions: Please call contact above or send resume and cover email to dutlers@comcast.net

Job ID: 2443794

Expires: 03/01/2012

Job Title: Customer Service Representative

Company: USA PAYDAY LOANS

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Looking for full time and part time CSR to work as a loan officer. Responsibilities include: creating loans for new and existing customers, calls, helping the manager create marketing ideas. Training done inhouse.

Contact: ANNETTE WAX

Address: 1541 N. LEWIS AVENUE, WAUKEGAN, IL 60085

Phone: 224-515-0977

Fax: 847-574-8054

Email: annette@usanfsc.com

Application Instructions: Please e-mail or fax resume.

Job ID: 2473007

Expires: 03/01/2012

Job Title: Aquatic Plant Maintenance Seasonal

Company: Chicago Botanic Garden

Job Type: Full Time, Seasonal

Degrees Wanted: Bachelors

Majors Wanted: Biological Sciences, Environmental Studies, Horticulture

Location: Illinois

Salary: \$11/hour

Job Description: The Chicago Botanic Garden is now accepting applications for seasonal employment within our Aquatic Plant & Urban Lake Studies Program. Applicants are encouraged to submit their materials soon - preferably by February 10, 2012. Located 25 miles north of downtown Chicago, the Garden's 385-acre campus includes 81 acres of lakes, streams, and wetlands. Over the past several years, more than 300,000 aquatic and shoreline plants have been introduced along three miles of our lakeshore. These shoreline plantings (including 125 native plant species) have been extremely effective in stabilizing eroding shoreline soils and enhancing aquatic habitat, and they now serve as a research site for cutting-edge scientific study. And, by August 2012, over 200,000 additional shoreline plants will have been installed as part of our North Lake Shoreline Restoration Project (visit www.chicagobotanic.org/research/shoreline/north_lake.php for more information.) The Aquatic Plant Maintenance seasonal staff will work closely with the Garden's Director of Restoration Ecology and the Aquatic Plant Specialist to maintain these new shoreline plantings. Typical work responsibilities for this position include removal of weedy/invasive plant and algae species, replanting due to plant mortality or herbivory, plant community documentation, and other maintenance activities to support robust plant communities and aesthetic shoreline conditions. Staff in this position are

provided with an exceptional opportunity to learn native wetland plant identification and gain a better understanding of lake shoreline erosion control strategies and shoreline ecology. Candidates for this position should have coursework and/or work experience in botany, environmental studies, horticulture, or closely related fields. Candidates must have a high comfort level being in and around water, and an ability to swim should the need arise in an emergency. Employees must be comfortable operating row boats and trolling motors and have an ability to lift and carry 35 pounds. The 2012 employment term for these positions begins in May and continues through at least August, with several workers' schedules expected to extend until mid-December. The compensation rate is \$11.00 per hour. Work schedule is Monday through Friday; 6:30 am - 3:00 pm; occasionally some overtime effort (at time-and-a-half pay) may be requested.

Contact: Bob Kirschner

Address: 1000 Lake Cook Rd, Glencoe, IL 60022

Email: bkirschn@chicagobotanic.org

Application Instructions: To be considered for this position, please email an introduction letter and resume to Bob Kirschner at the Chicago Botanic Garden: bkirschn@chicagobotanic.org. No telephone calls, please. Applicants are encouraged to submit their materials by February 10, 2012. To learn more about the Chicago Botanic Garden, visit www.chicagobotanic.org

Job ID: 2500221

Expires: 03/01/2012

Job Title: HR Intern (Paid)

Company: Brunswick Bowling & Billiards

Job Type: Co-op

Degrees Wanted: Associates, Bachelors, Masters

Majors Wanted: Business Administration, History, Human Services

Location: Illinois

Salary: DOE, Hourly Pay Rate

Job Description: This paid co-op provides the ability to apply formal course work studies in a career setting and gain an understanding of the roles of Human Resource professionals, with a strong emphasis on the recruiting function. Duties: · Assist the human resources department with administrative duties that pertain to the recruiting function. · The HR Intern will be assigned approximately 30 bowling retail centers in which he/or she will be partnered with the General Manager and lead all hourly recruiting activity on a daily basis. This will include utilizing the company's Applicant Tracking System to prescreen qualified applicants, conducting background checks, dispositioning applicants, and completing the on-boarding process for all all new hourly hires and promotions. · Responsible for the posting of all hourly requisitions for their assigned centers on various recruitment job boards. · Responsible for ensuring all hourly candidates are compliant. (i.e. background checks & online applications completed) · Other duties as needed and assigned by the Recruiting & HR Project Manager.

Contact: Gina Cozzone

Address: 1 N. Field Court, Lake Forest, IL 60045

Phone: 847-735-4584

Fax: 847-735-4800

Apply Online:

<https://www.brunswickcareers.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=6278&CurrentPage=1>

Job ID: 2500529

Expires: 03/01/2012

Job Title: Receptionist/Administrative Assistant

Company: Conway Farms Golf Club

Job Type: Full Time, Seasonal

Degrees Wanted: Diploma

Majors Wanted: Accounting, Administrative Assistant, Business Administration, Business Management, Communication, Desktop Publishing, General Studies, Small Business Management

Location: Illinois

Salary: 15-18.00 per hour

Job Description: Receptionist/Administrative Assistant duties include greeting and directing inquiries at the front entrance, answering and directing incoming phone calls, maintaining reservations for events, preparing letters, documents and mailings and assisting with other administrative duties which include various accounting functions. Accounting functions include reconciliations of event and daily sales, preparing deposits, entering accounts receivable and accounts payable data, etc.

Contact: NO PHONE CALLS ACCEPTED

Address: 425 S. Conway Farms Dr., Lake Forest, IL 60045

Fax: 8472340627

Email: jkollman@conwayfarmsgc.com

Application Instructions: Please email resume and desired pay rate. Benefits include 401K plus match, daily lunch provided. Position is seasonal, March through November, Monday through Friday, day shift.

Job ID: 2500804

Expires: 03/01/2012

Job Title: Warehouse - 1st, 2nd and 3rd shifts - Job Fair

Company: American Hotel Register

Job Type: Part Time, Seasonal

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Job Description: NOW HIRING WAREHOUSE WORKERS! Please attend our Job Fair on Saturday, Feb 11th from 9 AM to 12 PM at American Hotel Register in Vernon Hills! What: AMERICAN HOTEL WAREHOUSE JOB FAIR When: Sat, Feb.11th - 9 AM to NOON Where: 210 S. Milwaukee Avenue, Vernon Hills, IL 60061 We are looking for dependable, energetic, and hard working Warehouse Associates to work seasonally on 1st, 2nd, and 3rd shifts at our Regional Distribution Center in Vernon Hills, IL. We offer an excellent starting pay rate. This can also be a great opportunity for college students wanting to work part time while in school and full time during school breaks. HOURS: Full time and flexible hours available: · 1st Shift- \$11/hour (6:00 am - 2:30pm) · 2nd Shift - \$12/hour (2:30pm - 11pm) · 3rd Shift - \$13/hour (10:00pm-6:30am / Sunday - Thursday nights) VOLUME: Seasonal Associates work as needed based on volume. Those that perform well, meeting the safety, accuracy, quality and productivity goals may be considered for a full time position. OVERTIME: Occasional overtime may be required. QUALIFICATIONS: · Must be able to use a computer, as it is required for all positions within the warehouse. · RF handheld experience is preferred but not required. · Minimum age of 18 years required at the time of employment. · Duties involve repeated and/or heavy lifting and manual/physical labor. · Should be willing to drive power equipment, which can go as high as 36 ft in the air. · Teamwork is a core element of working in the RDC and candidates must be open to cross-training in order to work in any position as needed. · We place an emphasis on safety, accuracy, quality and productivity. · Previous warehouse experience in a distribution environment is helpful, but not required. · 3rd shift positions require previous warehouse experience and the ability to drive power equipment. Turret experience is a plus. *** If you are interested in a warehouse position but are unable to attend the Job Fair, please send your resume to careers@americanhotel.com***

Contact:

Address: 100 S. Milwaukee Ave, Vernon Hills, IL 60061

Email: careers@americanhotel.com

Application Instructions: Please send you resume and/or cover letter to careers@americanhotel.com and reference: JOB FAIR/WAREHOUSE.

Job ID: 2501625

Expires: 03/01/2012

Job Title: CNC Swiss Operators

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Produce a quality product per print as assigned with average supervision. They must rely on experience and judgment to accomplish goals with above average degree of independence and initiative to complete job requirements in a timely manner. You must have a required knowledge of the company's organization and overall policies. Positions are available on 1st or 2nd shift. ·Set-up and/or operate assigned equipment to produce quality products per print. ·Inspect product and document data as required. ·Initiate machine adjustments to ensure quality product. ·Perform additional operations to product as time allows. ·Create and maintain accurate data for company organizational records. ·Organize and keep work area clean.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Apply Online: <http://teleflex.com/careers>

Application Instructions: Send resumes to kwjobs@teleflex.com or apply at teleflex.com/careers

Job ID: 2501627

Expires: 03/01/2012

Job Title: 5-axis Milling Set-up Operators and Operators

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Produce a quality product per print as assigned with average supervision. They must rely on experience and judgment to accomplish goals with above average degree of independence and initiative to complete job requirements in a timely manner. You must have a required knowledge of the company's organization and overall policies. Positions are available on 1st or 2nd shift. ·Set-up and/or operate assigned equipment to produce quality products per print. ·Inspect product and document data as required. ·Initiate machine adjustments to ensure quality product. ·Perform additional operations to product as time allows. ·Create and maintain accurate data for company organizational records. ·Organize and keep work area clean.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Application Instructions: Please send resumes to kwjobs@teleflex.com for apply online at teleflex.com/careers.

Job ID: 2501628

Expires: 03/01/2012

Job Title: EDM Program/Set-up/Operator

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Programs, sets-up, and operates production machines in the area of EDM. Train and assists other operators. Familiar with a variety of operating concepts, practices, and procedures within particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A certain degree of creativity and latitude is required. Performs work under general supervision. Positions are available on 1st or 2nd shift. ·Program, set-up and/or operate EDM, wire and sinker machinery for final product development. Inspect product and document data as required. ·Set-up and operate engine lathe and surface grinders for electrodes and gages. ·Design fixtures and gages for set-up and operation. ·Complete and route inspection forms and job folders.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 1-262-657-2800

Email: kwjobs@teleflex.com

Application Instructions: Please send resumes to kwjobs@teleflex.com or apply online at teleflex.com/careers.

Job ID: 2501629

Expires: 03/01/2012

Job Title: Quality Technician

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Performs inspections and sets quality assurance testing criteria for analysis of materials, materials in process, and finished products. Has knowledge of commonly used concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Relies on instructions and pre-established guidelines to perform functions of the job. Works under general supervision. ·Performs and processes inspections on finished product. ·Conducts in-process welding, assembly, function, and laser mark inspections. ·Performs incoming inspections of components. ·Requires knowledge of the company quality system, as well as contractual quality requirements, which vary from customer to customer. ·Assists in training new hires. Training is not a job-specific duty to any one person. ·Provides guidance to cleaning and packaging on visual acceptability. ·Completes required documents. ·Performs first article inspections for first time jobs.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Application Instructions: Please send resumes to kwjobs@teleflex.com or apply online at teleflex.com/careers.

Job ID: 2501630

Expires: 03/01/2012

Job Title: Maintenance Technician

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Provide skilled labor to install, repair, overhaul, replace, and perform preventive maintenance for production machinery and equipment, both mechanical and electrical, and to perform general building maintenance, as well as acquire and develop additional skills and knowledge. ·Install, repair, overhaul and maintain electronic, electrical, hydraulic, pneumatic, mechanical and/or electro-mechanical machinery and equipment. ·Observe and test operation of electronic, electrical, electro-mechanical, hydraulic, pneumatic and/or mechanical devices in order to evaluate and identify operating problems. ·Fabricate replacement components with direction from Section Managers, Team Leaders in order to affect in-house repairs and/or modify machinery and equipment to improve efficiency. ·Dismantle equipment and machinery in order to identify, remove, repair and/or replace damaged or deteriorated components, and reassemble equipment. ·Perform preventive maintenance for facilities, fixtures, equipment and machinery. ·Preventative maintenance includes but is not limited to: Repair/replacement of electrical wires/connections. Soldering, replacement of bulbs and other electronic/electrical components. Cleaning and lubrication of moving mechanical parts. Cleaning of filters and adjustment of air and fluid pressure levels. Replacement of coils, motors, starters, contactors, and other components Maintenance of additional systems and components as appropriate. ·Maintain maintenance logs and other required documentation. ·Develop additional technical skills and knowledge of electronic, electro-mechanical, electrical, pneumatic, hydraulic and mechanical principles and maintenance and repair practices. ·Maintain the work area in a neat, clean and orderly condition.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Application Instructions: Please send resumes to kwjobs@teleflex.com or apply online at teleflex.com/careers

Job ID: 2501676

Expires: 03/01/2012

Job Title: Network and Systems Support Technician

Company: Warehouse Direct

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Computer Information Systems, Computer Programming, Computer Science, Computer Systems Administration

Location: Illinois

Job Description: Help support corporate IT networks and systems. Skills need to include end user support, hardware maintenance, Operating System support and basic understanding of network technologies and server applications. Prefer candidates with proven work experience. Please submit resume and salary requirements to itemployment@warehousedirect.com

Contact: Marsha Weinmann

Address: 1601 W. Algonquin Rd, Mount Prospect, IL 60056

Email: itemployment@warehousedirect.com

Job ID: 2468326

Expires: 03/02/2012

Job Title: Sales Associate / Teller - Bilingual Spanish

Company: TCF Bank

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 9.39-11.00

Job Description: Bank Teller/Sale Associate Location: Zion, Waukegan, Gurnee locations As a Bank Teller/Sale Associate, you will work with TCF customers promoting, selling and answering requested information on retail products, services and Bank regulations. Cross-sell TCF Bank products, programs and services. Maintain targeted cross-sell/products referral goals. Initiate and open new accounts. Maintain good customer relation by answering customers' questions and concerns. Accurately process, closely verify and promptly key all transactions in manner, which maintains TCF Bank standards and high level of customer service. Requirements: 1 year of previous work history Proven sale record or strong interest in sales Ability to confidently approach prospective TCF customers Promote positive image of TCF Bank The ability to perform necessary calculations Bilingual-Spanish candidates a plus

Contact: Jessica Terwilliger

Address: 7110 74th Place, Kenosha, WI 53142

Phone: 262-697-5728

Fax: (262) 942-1175

Email: jterwill@tcfbank.com

Apply Online: <https://tcfbank.taleo.net/careersection/corporate/jobsearch.ftl?lang=en>

Application Instructions: You can apply online, visit tcfbank.com

Job ID: 2468344

Expires: 03/02/2012

Job Title: Sales Associate / Teller

Company: TCF Bank

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 9.39-11.00

Job Description: Teller/Sale Associate Location:Waukegan, Gurnee, Antioch, Fox Lake, Grayslake, Spring Grove McHenry locations As a Bank Teller/Sale Associate, you will work with TCF customers promoting, selling and answering requested information on retail products, services and Bank regulations. Cross-sell TCF Bank products, programs and services. Maintain targeted cross-sell/products referral goals. Initiate and open new accounts. Maintain good customer relation by answering customers' questions and concerns. Accurately process, closely verify and promptly key all transactions in manner, which maintains TCF Bank standards and high level of customer service. Requirements: 1 year of previous work history Proven sale record or strong interest in sales Ability to confidently approach prospective TCF customers Promote positive image of TCF Bank The ability to perform necessary calculations Bilingual-Spanish candidates a plus

Contact: Jessica Terwilliger

Address: 7110 74th Place, Kenosha, WI 53142

Phone: 262-697-5728

Fax: (262) 942-1175

Email: jterwill@tcfbank.com

Apply Online: <https://tcfbank.taleo.net/careersection/corporate/jobsearch.ftl?lang=en>

Application Instructions: You can apply online, visit tcfbank.com

Job ID: 2502275

Expires: 03/02/2012

Job Title: Inside Sales Representative

Company: Woodland Foods

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Business Administration, Business Management

Location: Illinois

Job Description: JOB PURPOSE: Primary responsibilities include managing key existing and new business accounts, serving as the primary source for new business (lead) development with the goal of transitioning accounts to the external sales representatives. This position reports to the Inside Sales Manager. **Essential duties and responsibilities**

- Work on the inside to develop the multitude of small and mid-size leads in all sectors
- Consistently make outbound calls to generate new business, as well as develop new leads
- Identify underperforming accounts (those not purchasing as much as in the past), and increase business of those accounts to meet or exceed previous levels
- Become a turnaround specialist for underperforming past accounts that have purchased significant amounts in the past, and currently are buying small amounts
- Develop leads from the Internet, trade journals and other sources
- Match customer needs with Woodland Food abilities to meet those needs
- Upsell customers on Woodland products (e.g., suggesting new products or offering volume discounts, etc.)
- Gather customer information to determine products used
- Handle special sales projects
- Handle special data research and entry projects that relate to growing new business **Secondary Functions**
- Assist other departments with customer interactions (e.g., Accounts Receivables issues)
- Perform other job-related duties and responsibilities as may be assigned

Contact:

Address: 3751 Sunset Avenue, Waukegan, IL 60087

Apply Online: <http://https://woodlandfoods.mytribehr.com/careers/view/3>

Job ID: 2503021

Expires: 03/02/2012

Job Title: Auto Cad Operator

Company: Suburban Surgical Co., Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Auto Cad Operators must be experienced with sheet metal fabrication and Microsoft Office (Word and Excel). Responsibilities include: create and revise drawings and bill-of-materials, using the AutoCad system.

Contact: Silvia Palacios

Address: 275 12th St., Wheeling, IL 60090

Phone: 847-537-9320

Fax: 847-537-9061

Email: srpalacios@suburbansurgical.com

Application Instructions: If you are interested in this position, please submit your resume to srpalacios@suburbansurgical.com or fax your resume including salary history to Suburban Surgical Co., Inc. Wheeling,

IL fax number (847) 537-9061.

Job ID: 2503091

Expires: 03/02/2012

Job Title: Insurance-Inside Sales

Company: Express Employment Professionals

Job Type: Full Time

Degrees Wanted: License

Majors Wanted: Any Major

Location: Illinois

Salary: \$15/hour plus comm

Job Description: Our client is currently seeking inside sales talent for one of their local offices in the insurance industry. This individual must be licensed in property and casualty insurance. This is a temp to hire opportunity which will pay commissions upon hire.

Contact: Ilene Barry

Address: 836 S. Milwaukee Ave, Libertyville, IL 60048

Phone: 847-816-8422

Fax: 847-816-0888

Application Instructions: please email resumes to ilene.barry@expresspros.com

Job ID: 2503155

Expires: 03/02/2012

Job Title: 3rd shift Team Lead - JOB FAIR - American Hotel

Company: American Hotel Register

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: Illinois

Salary: 35,000 to 43,000 per year

Job Description: NOW HIRING 3rd Shift Team Lead - Vernon Hills DC Please attend our Job Fair on Saturday, Feb 11th from 9 AM to 12 PM! What: AMERICAN HOTEL WAREHOUSE JOB FAIR When: Sat, Feb.11th - 9 AM to NOON Where: 210 S. Milwaukee Avenue, Vernon Hills, IL 60061 American Hotel Register Company, the world's largest hospitality supply distributor, has been exceeding the expectations of the hospitality industry through unparalleled trust, commitment and consistency for over 146 years! Offering an incomparable range of custom services, in addition to thousands of hospitality products, American Hotel Register Company outfits properties from independent bed and breakfasts to five-star hotel chains to health care institutions to government lodging, as well as many other markets that use hospitality & health care products. When you join American Hotel Register Company, you're not only joining a world-class organization and leader in the industry, you're joining a family that truly values and treats their employees with the respect you deserve. With daily activities that revolve around meeting challenges, working with bright, highly motivated people, and advancing in an environment that offers the freedom to work hard while having fun, you'll truly find the career fulfillment you desire. 3rd SHIFT TEAM LEAD - VERNON HILLS DISTRIBUTION CENTER · 80% of time spent working alongside DC Associates in receiving, picking, and/or shipping based on the needs of the department. · Issue work to DC Associates based on current volume and productivity. · Monitor area production, errors, and scheduling. Make adjustments to workflow as necessary. · Ensure standard operating procedures are adhered to by team and suggest improvements. · Maintain understanding of operations and be cross-trained in all areas of DC. · Train DC associates as OSHA certified trainer. · Report poor productivity and personnel issues to Warehouse Supervisor. · Provide feedback for DC Associate performance appraisals. · Run regular productivity reports and work with DC Supervisors analyzing results. · All other duties as assigned. Requirements: · Must have the ability to work 3rd shift long term. · Some college

coursework required; High school education or G.E.D is required. · Must have a minimum of 3 years of recent supervisory experience in a distribution center supervising a minimum of 5 people. · At least 5 years distribution experience. · Must be fully cross-trained in all aspects of DC operations (receiving, picking, and shipping). · Must be able to quickly make decisions based on information available and business needs. · Demonstrated experience directing and monitoring the work of others. · Must have experience communicating regularly with management. · Proficient computer skills including Microsoft Word, Excel, and Outlook. · Computer savvy with warehouse management systems and the ability to learn, understand, and utilize computer systems and how they function. · Ability to read, write, and speak English language at a professional level. · Ability to communicate with peers and management effectively and tactfully in relation to job duties and responsibilities in the English language. · The ability to speak and/or understand any additional languages may be considered a plus. Join American Hotel Register Company and you will enjoy an excellent benefits package including but not limited to: medical, dental, vision, life & disability insurance, 401k plan, tuition reimbursement, paid vacation, holiday & sick days, and flex hours. *** If you are interested in a 3rd Shift Team Lead position but are unable to attend the Job Fair, please send your resume to careers@americanhotel.com*** We are also looking for Seasonal Warehouse Associates! We are looking for dependable, energetic, and hard working Warehouse Associates to work seasonally on 1st, 2nd, and 3rd shifts at our Regional Distribution Center in Vernon Hills, IL. We offer an excellent starting pay rate. This can also be a great opportunity for college students wanting to work part time while in school and full time during school breaks. HOURS: Full time and flexible hours available: · 1st Shift- \$11/hour (6:00 am - 2:30pm) · 2nd Shift - \$12/hour (2:30pm -11pm) · 3rd Shift - \$13/hour (10:00pm-6:30am / Sunday - Thursday nights)

Contact:

Address: 100 S. Milwaukee Ave, Vernon Hills, IL 60061

Email: careers@americanhotel.com

Job ID: 2503249

Expires: 03/02/2012

Job Title: Assistant Manager of Sales

Company: TCF Bank

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Assistant Manager - Sales Location: Kenosha Participate in and oversee all duties of Banking Sales Representatives. Enthusiastically cross sell retail products and programs or services in order to promote TCF as a full service bank. Will supervise and motivate branch staff. Assist Branch Manager in all areas of the branch as required. High school degree/GED or equivalent, four year college degree or equivalent preferred One year prior experience as a successful Banking Sales Representative preferred Two years prior supervisory experience preferred Effective communication and interpersonal skills Proven sales record or strong interest in sales Strong organizational skills Demonstrated ability to train, coach, and lead others Demonstrated problem solving skills Basic computer skills

Contact: Jessica Terwilliger

Address: 7110 74th Place, Kenosha, WI 53142

Phone: 262-697-5728

Fax: (262) 942-1175

Email: jterwill@tcfbank.com

Apply Online: <https://tcfbank.taleo.net/careersection/corporate/jobsearch.ftl?lang=en>

Application Instructions: You can apply online, visit tcfbank.com

Job ID: 2503546

Expires: 03/02/2012

Job Title: Retail/Outdoor Sales

Company: Prestige Property Management & Remodeling LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Sales for welding products. Must possess technical knowledge on the different welding processes, equipment, components, and electrodes. Fixed Salary plus commission.

Contact: Joanna Elrod

Address: 7 Frolic Avenue, Waukegan, IL 60085

Phone: 8475570208

Fax: 8479847604

Email: kardoushenterprises@gmail.com

Application Instructions: Please fax or email resume.

Job ID: 2524406

Expires: 03/02/2012

Job Title: Police Officer

Company: Public Safety Recruitment

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Full-time

Contact: Public Safety Recruitment

Address: 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154

Phone: 800-343-HIRE

Email: info@publicsafetyrecruitment.com

Apply Online: <http://www.publicsafetyrecruitment.com/>

Application Instructions: Visit www.publicsafetyrecruitment.com to complete the online application for the position of Police Officer. Your online application must be completed and confirmed by 12 noon on Friday, March 2, 2012. You will receive a confirmation number when you have completed your online application; save this number for your records.

Job ID: 2504081

Expires: 03/03/2012

Job Title: Inclusion Companion

Company: Northern Suburban Special Recreation Association (NSSRA)

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 8.25 -12.00

Job Description: The Inclusion Companion is responsible for working with individuals with varied ages and disabilities in recreational programs throughout NSSRA's partner agencies. The position includes hands on support of participants, and recognition of the need for program adaptations. The Inclusion Companion must be at least 16 years of age or older. A basic knowledge and understanding of recreation programming and individuals with disabilities is desired. An

individual who is highly motivated and enthusiastic is preferred in order to provide quality experience for those participating in the programs. Transportation to and from NSSRA and partner agency programs is the employees responsibility. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Contact: Darleen Negrillo

Address: 3105 MacArthur Blvd, Northbrook, IL 60062

Phone: 847-509-9400

Fax: 847-509-1177

Email: dnegrillo@nssra.org

Apply Online: <http://www.applitrack.com/nssra/onlineapp/>

Application Instructions: All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

Job ID: 2504082

Expires: 03/03/2012

Job Title: Driver for People with Special Needs

Company: Northern Suburban Special Recreation Association (NSSRA)

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 10.00 - 15.00

Job Description: The Driver is responsible for the transportation of individuals with disabilities between their home or transportation locations and program sites. The position is part-time and may include morning, afternoon, evening and weekend hours. Program hours will not exceed 40 hours per week. Within the first year of employment, Drivers must complete a Defensive Driving course. The Defensive Driving course must be completed every three years thereafter. · Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; · Return van in appropriate manner to be ready for future programs (clean, filled with gas); · Communicate with other staff and assist with participants during the transition between the van and activities; · Provide activity adaptations as necessary; · Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; · Assist in self-help and daily skills for participants, including feeding and changing, when necessary; · Attend to specific dietary restrictions of participants; · Attend mandatory orientation, meetings and in-services as scheduled and required; · Complete required paperwork including but not limited to program planning, evaluations and attendance forms, Accident/Incident reports, applicable safety forms and timesheets; · Provide guidance and supervision for staff and volunteers; · Supervise and evaluate job performance of part-time staff and volunteers; · Dispense medications following proper dispensing procedures; · Demonstrate dependability, punctuality and promptness; and · Maintain and provide quality customer service towards parents, staff, participants and the general public. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Contact: Darleen Negrillo

Address: 3105 MacArthur Blvd, Northbrook, IL 60062

Phone: 847-509-9400

Fax: 847-509-1177

Email: dnegrillo@nssra.org

Apply Online: <http://www.applitrack.com/nssra/onlineapp/>

Application Instructions: All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

Job ID: 2504086

Expires: 03/03/2012

Job Title: Program Assistant for People with Disabilities

Company: Northern Suburban Special Recreation Association (NSSRA)

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 8.25 - 12.00

Job Description: The Program Assistant is responsible for assisting with the organization, implementation, and evaluation of recreation programs for children and adults with disabilities. -Maintain open communication with participants, families, staff, supervisors and NSSRA personnel; -Provide activity adaptations as necessary; -Provide behavior management and, if CPI certified, physical restraint as an absolute last resort; -Complete required paperwork including but not limited to evaluations, Accident/Incident reports, applicable safety forms, and timesheets; -Gather, load, transport, and set up equipment; -Actively participate in recreation programs; -Supervise individuals with disabilities; - Assist in self-help and daily skills for participants, including feeding and changing, when necessary; -Attend to specific dietary restrictions of participants; -Communicate with other staff throughout the program including transition between activities; -Know the whereabouts of participants at all times; -Supervise participants in the water during swim time; - Attend mandatory orientation, meetings and in-services as scheduled and required; -Demonstrate dependability, punctuality and promptness; -Maintain and provide quality customer service towards parents, staff, participants and the general public; -Additional duties will be explained during the interview process and orientation. Apply online at www.nssra.org. Click on "Job Opportunities" at the bottom of the page. NSSRA is an Equal Opportunity Employer.

Contact: Darleen Negrillo

Address: 3105 MacArthur Blvd, Northbrook, IL 60062

Phone: 847-509-9400

Fax: 847-509-1177

Email: dnegrillo@nssra.org

Apply Online: <http://www.applitrack.com/nssra/onlineapp/>

Application Instructions: All applications must be completed online. No resumes will be accepted through email. Email for specific job questions or applications issues.

Job ID: 2504177

Expires: 03/03/2012

Job Title: Inside Sales

Company: Express Employment Professionals

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 30k-40k

Job Description: Direct hire opportunity in an inside sales role with our northern Lake County client. Salary base of mid to upper thirties plus a strong commission based on performance. Warm and some cold calling involved in this position. Must have the ability to make approximately 80 calls per day with high closing ratios. ABSOLUTELY MUST have a minimum of one year in an inside sales role for OFFICE PRODUCTS AND/OR PRINTING INDUSTRY!!

Contact: Ilene Barry

Address: 836 S. Milwaukee Ave, Libertyville, IL 60048

Phone: 847-816-8422

Fax: 847-816-0888

Application Instructions: Please email all resume to ilene.barry@expresspros.com

Job ID: 2504241

Expires: 03/03/2012

Job Title: Financial Analyst

Company: Express Employment Professionals

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Salary: 55k-75k

Job Description: Our Northbrook client seeks local candidate for a financial analyst for their manufacturing company. This is a direct hire position. Looking for talent of 4-6 years as a financial analyst. Should have corporate and public experience and currently have CPA or soon to exam for the CPA. Must have a four year degree in finance or accounting. THIS IS NOT AN ACCOUNTANT or CONTROLLER POSITION. Applications considered must have 4-6 as a financial analyst. 55-75k plus incentive bonus.

Contact: Ilene Barry

Address: 836 S. Milwaukee Ave, Libertyville, IL 60048

Phone: 847-816-8422

Fax: 847-816-0888

Application Instructions: Please email all resumes to ilene.barry@expresspros.com

Job ID: 2505135

Expires: 03/03/2012

Job Title: CNC Swiss Operators

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Produce a quality product per print as assigned with average supervision. They must rely on experience and judgment to accomplish goals with above average degree of independence and initiative to complete job requirements in a timely manner. You must have a required knowledge of the company's organization and overall policies. Positions are available on 1st or 2nd shift. ·Set-up and/or operate assigned equipment to produce quality products per print. ·Inspect product and document data as required. ·Initiate machine adjustments to ensure quality product. ·Perform additional operations to product as time allows. ·Create and maintain accurate data for company organizational records. ·Organize and keep work area clean.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Apply Online: <http://teleflex.com/careers>

Application Instructions: Send resumes to kwjobs@teleflex.com or apply at teleflex.com/careers

Job ID: 2505137

Expires: 03/03/2012

Job Title: CNC Swiss Operators

Company: Teleflex Medical

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Wisconsin

Job Description: Produce a quality product per print as assigned with average supervision. They must rely on experience and judgment to accomplish goals with above average degree of independence and initiative to complete job requirements in a timely manner. You must have a required knowledge of the company's organization and overall policies. Positions are available on 1st or 2nd shift. ·Set-up and/or operate assigned equipment to produce quality products per print. ·Inspect product and document data as required. ·Initiate machine adjustments to ensure quality product. ·Perform additional operations to product as time allows. ·Create and maintain accurate data for company organizational records. ·Organize and keep work area clean.

Contact: Teleflex Medical

Address: 5307 95th Avenue, Kenosha, WI 53144

Phone: 262-657-2800

Fax: 262-364-2834

Email: kwjobs@teleflex.com

Apply Online: <http://teleflex.com/careers>

Application Instructions: Send resumes to kwjobs@teleflex.com or apply at teleflex.com/careers

Job ID: 2505858

Expires: 03/04/2012

Job Title: Early Childhood Toddler Teacher

Company: Bright Horizons Family Solutions

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: \$10 - \$12

Job Description: · Responsible for the constant supervision of children in classroom · Implement a developmentally appropriate curriculum · Review important decisions with the Program Coordinator · Maintain a safe, clean, organized classroom · Complete Developmental Profiles and conducts parent conferences · Actively contributes to curriculum development and weekly team meetings · Organize classroom schedule along with the Program Coordinator

Contact: Diane Pahl

Address: 173 Capitol Dr. Apt. D, Avon, IN 46123

Phone: 317-272-4514

Fax: 617-673-5540

Email: dpahl@brighthorizons.com

Apply Online: <http://www.brighthorizons.com/careers>

Application Instructions: Apply online at www.brighthorizons.com/careers

Job ID: 2505863

Expires: 03/04/2012

Job Title: Early Childhood Two's Teacher

Company: Bright Horizons Family Solutions

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: \$10 - \$12 per hour

Job Description: · Responsible for the constant supervision of children in classroom · Implement a developmentally appropriate curriculum · Review important decisions with the Program Coordinator · Maintain a safe, clean, organized classroom · Complete Developmental Profiles and conducts parent conferences · Actively contributes to curriculum development and weekly team meetings · Organize classroom schedule along with the Program Coordinator

Contact: Diane Pahl

Address: 173 Capitol Dr. Apt. D, Avon, IN 46123

Phone: 317-272-4514

Fax: 617-673-5540

Email: dpahl@brighthorizons.com

Apply Online: <http://www.brighthorizons.com/careers>

Application Instructions: Apply online at www.brighthorizons.com/careers

Job ID: 2505879

Expires: 03/04/2012

Job Title: Early Childhood Preschool Teacher

Company: Bright Horizons Family Solutions

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: \$10 - \$12

Job Description: · Responsible for the constant supervision of children in classroom · Implement a developmentally appropriate curriculum · Review important decisions with the Program Coordinator · Maintain a safe, clean, organized classroom · Complete Developmental Profiles and conducts parent conferences · Actively contributes to curriculum development and weekly team meetings · Organize classroom schedule along with the Program Coordinator

Contact: Diane Pahl

Address: 173 Capitol Dr. Apt. D, Avon, IN 46123

Phone: 317-272-4514

Fax: 617-673-5540

Email: dpahl@brighthorizons.com

Apply Online: <http://www.brighthorizons.com/careers>

Application Instructions: Apply online at www.brighthorizons.com/careers

Job ID: 2505880

Expires: 03/04/2012

Job Title: Early Childhood Infant Teacher

Company: Bright Horizons Family Solutions

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education, Human Services, Psychology

Location: Illinois

Salary: \$10 - \$12

Job Description: · Responsible for the constant supervision of children in classroom · Implement a developmentally appropriate curriculum · Review important decisions with the Program Coordinator · Maintain a safe, clean, organized classroom · Complete Developmental Profiles and conducts parent conferences · Actively contributes to curriculum development and weekly team meetings · Organize classroom schedule along with the Program Coordinator

Contact: Diane Pahl

Address: 173 Capitol Dr. Apt. D, Avon, IN 46123

Phone: 317-272-4514

Fax: 617-673-5540

Email: dpahl@brighthorizons.com

Apply Online: <http://www.brighthorizons.com/careers>

Application Instructions: Apply online at www.brighthorizons.com/careers

Job ID: 2505890

Expires: 03/04/2012

Job Title: Cook

Company: Bright Horizons Family Solutions

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Food Service

Location: Illinois

Salary: \$10-10.50

Job Description: Prepare nutritionally balanced, attractive family-style meals for Bright Horizons children and staff. Plan menus taking into account the center/school budget, the foods in season, local availability and state and federal nutritional requirements for children. Incorporate Bright Horizons' mission, culture, goals, values (HEART Principles), philosophies, policies and development of an inclusive environment. Keep an accurate inventory of supplies and orders replacement of supplies as needed. Child care has special demands in that we care for children who in many instances, cannot care for themselves. It is critical that the Cook be mentally and physically fit to perform the duties outlined in this job description.

Contact: Diane Pahl

Address: 173 Capitol Dr. Apt. D, Avon, IN 46123

Phone: 317-272-4514

Fax: 617-673-5540

Email: dpahl@brighthorizons.com

Apply Online: <http://www.brighthorizons.com/careers>

Job ID: 2482894

Expires: 03/05/2012

Job Title: Police Officer

Company: Public Safety Recruitment

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: full-time

Contact: Public Safety Recruitment

Address: 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154

Phone: 800-343-HIRE

Email: info@publicsafetyrecruitment.com

Apply Online: <http://www.publicsafetyrecruitment.com/>

Application Instructions: Online Applications and downloadable Release Forms are available at www.publicsafetyrecruitment.com. Online Applications and ALL required documents are due to Public Safety Recruitment at 1127 S. Mannheim Road, Suite 203, Westchester, IL, no later than 12 noon on March 5, 2012.

Job ID: 2507317

Expires: 03/07/2012

Job Title: Quality Assurance Regulatory Coordinator

Company: QPS Employment Group

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Wisconsin

Job Description: QPS Employment Group has an immediate temporary opening for a Quality Assurance Regulatory Coordinator in the food production industry in Kenosha, WI. Responsibilities: · Assist QA Manager in establishing and maintaining the HACCP program, ensuring adherence and participating in internal audits · Establish and maintain schedules for Sanitation, Pest Control, Calibration, Recordkeeping programs, and required cGMP training · Conduct tube checks to detect holes in shirred casings using a water or Insty-Shir system · Perform line checks and set-ups at the time of order start-ups, ensuring proper materials and methods are used · Conduct Nagema burst tests to ensure tie strength and Tipper Tie pull tests to check clip tightness · Determine basic quality of product, refer questionable situation to QA Manager · Check shirred tolerances on shirring control record according to tube dimension sheets · Use metering sheets to measure feet of product in tubes · Quality check printed material by comparing sample material to newly printed casing · Conduct testing to ensure perforated holes are according to customer specifications · Track product holds, returns, and rejected material · Investigate cause and material defects and provide input for disposition of product · Generate spreadsheet for Accounts Receivable to credit customers for returns · Assist in reviewing hold reports to determine disposition and further testing · Perform various adhesion tests for new printing ink · Coordinate disposal of rejected products with Marketing and QA Manager · Provide technical support to QA Technicians and assist with daily duties as needed

Contact: jflores

Address: 139395 Bishops Drive, Brookfield, WI 53005

Email: mdelagarza@qpsemployment.com

Job ID: 2507366

Expires: 03/07/2012

Job Title: Service Desk Analyst

Company: College of American Pathologists

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: The Service Desk Analyst (SDA) will be responsible to ensure timely resolution of all service requests and to coordinate incidents, problems, and questions through lifecycle management. The SDA will triage incidents and

requests, escalating to other teams where appropriate. As part of lifecycle management, the SDA will process, prioritize, and assign service requests, then follow up with resolution teams and communicate status updates to end users. The SDA will directly handle support and request activities related to end-user computing (configuration and support of personal computers, VoIP phones, mobile devices, and common business applications), and perform business system security provisioning and access control. In order to be considered for this role, a bachelor's degree in Information Systems or a minimum of 2 to 4 years of equivalent experience is required. You must be self-starting and highly disciplined, while working within a collaborative team environment focused on ensuring customer satisfaction. It is essential that you have solid customer service skills and communication skills - both verbal and written. You must have strong process and procedure capabilities, ability to multitask, and possess a strong attention to detail. A solid understanding of end user computer technology, as well as help desk and service desk processes and procedures, is required. ITIL certification is a plus. · Competitive salaries · Paid time off · Paid holidays · Comprehensive insurance coverage (including medical, dental, vision, prescription drug coverage, flexible spending, life, and short- and long-term disability) · Tuition reimbursement · Retirement plans · Wellness programs · Employee Assistance Program · Flexible hours · Pleasant, smoke-free environment · The College is an Equal Opportunity Employer.

Contact:

Address: 325 Waukegan Road, Northfield, IL 60093

Apply Online: <http://www.cap.org/apps/cap.portal>

Application Instructions: To submit your resume and begin an awesome new chapter in your career, please visit the Career Center section of our website at www.cap.org

Job ID: 2507467

Expires: 03/07/2012

Job Title: Maintenance Technician

Company: QPS Employment Group

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Wisconsin

Salary: \$19-\$22/hr

Job Description: QPS Employment Group has an immediate temporary opening for a Maintenance Technician in the manufacturing industry in Pleasant Prairie, WI. Applicants must be willing to be flexible in working any shift including on-call work. Responsibilities: · Maintain and repair plant machinery and equipment · Diagnose hydraulic and pneumatic problems · Repair production equipment including pneumatic systems · Troubleshoot mechanical and electrical electronics PLC machine shop · Weld (mig/tig) preventive maintenance, pro-active maintenance, and predictive maintenance · Maintain/build machinery in accordance with blueprints, operation manuals and manufactures specifications, machinery, and mechanical equipments such as engine, motors, pneumatic tools, and production machinery equipment · Assist Supervisor with the training of new employees · Enter computer commands to store or retrieve parts patterns, graphic displays, or programs that transfer data to other media · Enforce safety and sanitation regulations · Millwright experience · General building maintenance working with boiler's, compressors, water heaters, laying lines of pipe, electrical wiring/conduit, and duct work

Contact: Samantha

Address: 5022 6th Avenue, Kenosha, WI 53140

Phone: 262-605-7000

Email: jflores@qpsemployment.com

Job ID: 2507945

Expires: 03/07/2012

Job Title: Merchandiser

Company: Glenn Walters Nursery

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$9.00-\$11.00 per hour

Job Description: Garden Expert Merchandising Job Description Job Title: Merchandiser Location: Big Box Retail Garden Centers Date: December 13, 2010 Essential Duties and Responsibilities: Merchandising the trees, plants and shrubs in assigned Garden Centers by performing the following duties. Other duties may be assigned. · Unload the product from the racks and merchandise according to the corral and table set diagrams. · Offload large product onto pallets, and use pallet jacks to merchandise in various areas of the garden center. · Rotate product when new orders come in. · Switch out end cap displays to keep product fresh looking and appealing to customers. · Merchandise other lines of product as orders arrive according to the guidelines given in the planograms (i.e. Bulbs, Xmas Trees, Wreaths) · Follow directions and guidelines from your Team Leader, Area Manager, and others involved in the decision making processes. · Sign all trees and shrubs with 5x8 signs for the tables using metal sign holders provided by the stores; BFS signs to be used for all end cap displays and palletized product. · Help water product each time stores are visited. · Display product consistently throughout assigned stores. · Cull any dead and tired looking product, and fill out appropriate cull sheets. · Trim product when needed. · Take pictures of displays, orders, and featured product when orders arrive and throughout the season; send them to Team Leader. · Clean, sweep and/or hose down tree and shrub area upon each visit. · Develop relationships with your store personnel, Store managers, Department Heads, and other vendor groups in the Garden Department. · Clock in and out, only using the store phone, at every store. · Share and communicate creative ideas to Team Leader and other Team members. · Be willing when asked to assist other Merchandisers and/or Team Leaders to fix possible problem situations in stores outside of assigned territory.

Contact:

Email: jill.mixer@gwnursery.com

Job ID: 2508709

Expires: 03/07/2012

Job Title: Part-time Medical Receptionist

Company: MidAmerica Orthopaedic Clinics

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Receptionist position open at a very busy orthopaedic practice. Must work well in a high-paced environment, be a team worker, multitasker, possess excellent customer service skills in person and over phone. Must have experience in the various duties associated with this position including, but not limited to, patient registration, answering phones, appointment scheduling, knowledge of various insurance products, referral processes, and document scanning. If you possess these skills and are interested in the position, please contact us. Polish or Spanish speaking highly encouraged to apply.

Contact: Verenice Velazquez

Address: 755 South Milwaukee Ave. Suite 250, Libertyville, IL 60048

Phone: 847-247-0547

Fax: 847-247-0540

Email: verenicevelazquez@handtoshoulderclinic.com

Job ID: 2509728

Expires: 03/08/2012

Job Title: Seasonal Cashier

Company: Lowe's Home Improvement

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: based on experience

Job Description: Seasonal Cashier Position Summary Responsible for operating cash register, processing customer payments, bagging customer goods, etc. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Job Requirements Ability to apply basic mathematical concepts such as adding, subtracting, multiplying, dividing and knowledge of weights and measures. Understand and respond appropriately to basic customer and employee inquiries. Read, write and communicate using English language sufficient to perform job functions. Ability to operate store equipment in assigned area (including but not limited to LRT, telephone, paging system, copiers, fax machine, computers, CCTV surveillance system, key cutting, panel saw, paint mixing computer, blind cutting, forklifts, pallet jacks, electric lifts, etc). Ability to interpret price tag and UPC information. Ability to process merchandise information through store computer system, POS register system and complete all required paperwork according to policy. Knowledge of credit programs and collection procedures. Ability to move throughout all areas of the store; sales floor, receiving, register areas, lawn and garden, including the outside perimeter of the store. Able to wear all necessary personal protective equipment to perform job functions. Physically able to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting and other activities necessary to perform job duties.

Contact: Paula Leipzig

Address: 7735 W/ Grand Ave, Gurnee, IL 60031

Phone: 8472450962

Fax: 847.245.0966

Application Instructions: Apply on line at lowes.com/careers. Make sure you complete the assessment after the application to be considered for an interview.

Job ID: 2509742

Expires: 03/08/2012

Job Title: Customer Service Associate Seasonal

Company: Lowe's Home Improvement

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: based on experience

Job Description: Position Description Outside Lawn and Garden Responsible for providing quick, friendly customer service by answering customers questions, providing purchase assistance and keeping shelves stocked. Assigned primarily to one zone on the sales floor, but may be required to work in other areas. Job Requirements Requires morning, afternoon and evening availability any day of the week. Ability to operate, demonstrate and explain merchandise in assigned area. Ability to apply basic mathematical concepts such as adding, subtracting, multiplying, dividing and knowledge of weights and measures. Understand and respond appropriately to basic customer and employee inquiries. Read, write and communicate using English language sufficient to perform job functions. Ability to operate store equipment in assigned area (including but not limited to LRT, telephone, paging system, copiers, fax machines, computers, CCTV surveillance system, key cutting, panel saw, paint mixing computer, blind cutting, forklifts, pallet jacks, electric lifts, etc). Ability to interpret price tag and UPC information. Ability to move throughout all areas of the store; sales floor, receiving, register areas, lawn and garden, including the outside perimeter of the store. Ability to work in both inside and outside environmental conditions. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

Contact: Paula Leipzig

Address: 7735 W/ Grand Ave, Gurnee, IL 60031

Phone: 8472450962

Fax: 847.245.0966

Application Instructions: Apply on line at lowes.com/careers. After you have completed your application make sure you complete the assessment to be considered for an interview

Job ID: 2509872

Expires: 03/08/2012

Job Title: Shop and Equipment Tech

Company: LaCosta

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Duties include: -Evaluating, fixing, and refurbishing broken janitorial equipment -Preparing equipment for shipment -Documenting all incoming and outgoing equipment -Transporting vehicles to and from repair shop, emissions testing. -Maintaining inventory of shop supplies, parts, tools and equipment -Maintaining organization of shop, warehouse and equipment cages

Contact: Elizabeth Lorant

Address: 440 W Bonner Road, Wauconda, IL 60084

Phone: 8475269556

Application Instructions: Go to www.lacostaservices.com and click on employment.

Job ID: 2510523

Expires: 03/08/2012

Job Title: Electronics Technician

Company: MRA - The Management Association

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Electrical/Electronic Maintenance, Electrician Apprenticeship, Electronics Engineering Technology, Engineering Science, Mechanical Engineering Technology

Location: Illinois

Job Description: Associated Research, Inc. is seeking an Electronics Technician at their Lake Forest, IL location. The position involves calibration of all of our products as well as performing quality control inspection on various instruments. The position also involves, estimating, troubleshooting, and repair work on electrical test equipment to board level, and constructing or inspecting cables or harness assemblies, working from schematics and drawings. RESPONSIBILITIES: · Quality control of new instruments, accessories and service work. · Calibration of electrical instruments that are returned for annual certification. · Warranty and non-warranty repair of electrical instruments. · Handling incoming technical requests via e-mail or telephone. · Assembly of accessories and options required for new product sales.

Contact:

Address: 13860 W. Laurel Drive, Lake Forest, IL 60045

Email: lyssab@mranet.org

Application Instructions: MRA - The Management Association is conducting this search on behalf of Associated Research, Inc. Please send resume, cover letter and salary history to: lyssab@mranet.org. Resumes MUST include cover letter and salary history to be considered. Please indicate TECHNICIAN in the subject of your e-mail. No phone calls, please.

Job ID: 2510649

Expires: 03/08/2012

Job Title: Inside Sales/Telemarketing

Company: Express Employment Professionals

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Salary: \$17-\$20/hour

Job Description: This is a direct hire position with our north suburban client. Cold calling, quote follow up, order entry, written correspondence to customers and sales people, liaison between customer, outside reps and the factory/warehouse, forecast customer needs, inside sales calling to potential and existing customers. Must have inside sales/telemarketing experience working for a manufacturer

Contact: Ilene Barry

Address: 836 S. Milwaukee Ave, Libertyville, IL 60048

Phone: 847-816-8422

Fax: 847-816-0888

Application Instructions: Email resumes to ilene.barry@expresspros.com

Job ID: 2510862

Expires: 03/08/2012

Job Title: Sales Associate

Company: Pearle Vision

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: hourly

Job Description: Pearle Vision is recognized for its trusted eye care and fashion. Our associates are bright, energetic and motivated to help customers take care of their eye health and find the latest fashion styles. Regardless if you're looking for a part-time job or a career that offers promotions and advancement, Pearle is full of potential! As a member of our team, you'll be recognized as the leader in eye care. With more than 700 locations in the U.S. and Canada. Apply today. Primary Function: The basic function of an Sales associate is to generate profitable sales for the Company. This must be accomplished through the creation of a customer-focused, retail selling culture that ensures equal, premier customer service, customer retention and a positive team environment among associates and doctors. The essential functions of this position include the following: 1. Generating profitable sales as measured by: * Execution of Customer Service Standards * Average customer transaction growth * Implementation and execution of Company-approved sales and traffic initiatives * Attainment of daily sales goals as reported on the Power by the Hour Report * Accurate pricing of sales transactions 2. Creation of a customer-focused, retail selling culture as measured by: * Execution of GULEC Customer Service Standards * Completion and demonstrated competency of company training programs (i.e., SITE) * Customer feedback (letters, web-site, phone calls, etc.) * Fostering a team environment with Associates, Doctors and Dr. staf * Exhibiting a professional presentation both in appearance and demeanor with customers, Associates and Doctors. 3. Other duties as assigned by the Store Manager which include but are not limited to * Bank Deposits * Cleanliness of retail and non-retail areas in the store * Securing of the location 4. Adherence to all Company policies and procedures 5. Dispensing eyewear/contacts (adjustments included) Pearle Vision offers on-the-job training for the optical lab and retail floor, great benefits and an outstanding work environment. For more information visit www.pearlevision.com and apply via email. EOE

Contact: Lorrie Domin

Address: 6641 Grand ave Suite D, Gurnee, IL 60031

Phone: 847-856-1200

Email: monflower1@comcast.net

Application Instructions: Please email resumes or stop in to pick up an application. No PHONE CALLS

Job ID: 2511092

Expires: 03/09/2012

Job Title: Human Resources Intern

Company: Physicians Interactive

Job Type: Internship, Part Time

Degrees Wanted: Associates

Majors Wanted: Business Administration, Human Services

Location: Wyoming

Salary: \$12.00

Job Description: We are currently seeking a human resources intern or student that is looking to seek experience in the human resources field. This position will include learning about the company culture, assisting with policies and procedures along with daily administrative duties. This position is part time up to 20 hours a week and offers a flexible work schedule.

Contact: Cindy Swiderski

Address: 950 Technology Way Suite 202, Libertyville, IL 60048

Phone: 847-984-1760

Email: cindy.swiderski@physiciansinteractive.com

Job ID: 2511221

Expires: 03/09/2012

Job Title: Web Content Coordinator - Part Time

Company: Block and Company, Inc.

Job Type: Part Time

Degrees Wanted: Associates

Majors Wanted: Web Development

Location: Illinois

Job Description: Web Content Coordinator - Part Time Website Content Coordinator will form part of the MMF POS Division. This energized individual will work with the web developing team & sales team to add new web content to landing pages, web merchandising, eBlasts of products, and conduct integrated eCampaigns to current resellers and new business suspects/prospects. The individual will manage contact listings via Constant Contacts and Social Media Platforms for B2B environment, inclusive of blogs written by team members. This position also provides sales support which entails managing shopping cart functionality and performance. Running reports to determine web sales results, web traffic and identifying need for improvement within the site. Purchasing domain names based on new products development or market trend. SEO assessment and monitoring. At times, assist current reseller by providing up-to-date info for their websites.

Contact: Jean Liavas

Address: 1111 Wheeling Road, Wheeling, IL 60090

Phone: 8474033953

Fax: 847-790-8204

Email: hr@blockinc.com

Application Instructions: If this opportunity is right for you, we'd like to hear from you. Please forward your resume to the address below, and include Web Content Coordinator in the subject field. hr@blockinc.com Block and Company 1111 Wheeling Road Wheeling, Illinois 60090 We proudly promote a diverse workplace. EOE

Job ID: 2511231

Expires: 03/09/2012

Job Title: Part-Time SEO

Company: Block and Company, Inc.

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10.00/hour

Job Description: Job summary Management and execution of basic search engine optimization (SEO) tasks using Linkdex.com as the primary task management and reporting tool. This intern position will be a great learning supplement to college coursework in e-marketing and SEO. The applicant will be working with a live business website, utilize professional SEO tools, and be able to chart progress on a weekly basis. Applicant will be trained on all tools and will have daily access to the Director of Marketing for help and clarification of tasks. Time required is 10-15 hours per week. Applicant can split the work week between coming into the Block and Company offices and working remotely. Summary of essential job functions - Keyword research using Google Adwords keyword tool - Tracking of keyword rankings using Linkdex tool - Site optimization recommendations using Google Webmaster Tools - Generating content ideas and reviewing competitor's content - Competitive analysis using Linkdex tools - Running website SEO reports & reducing SEO errors listed from SEOMoz.com - Execution of link building tasks as given by Linkdex - Local search optimization - Social media tasks as given by Linkdex

Contact: Jean Liavas

Address: 1111 Wheeling Road, Wheeling, IL 60090

Phone: 8474033953

Fax: 847-790-8204

Email: hr@blockinc.com

Application Instructions: If this opportunity is right for you, we'd like to hear from you. Please forward your resume to the address below, and include SEO in the subject field. hr@blockinc.com Block and Company 1111 Wheeling Road Wheeling, Illinois 60090 We proudly promote a diverse workplace. EOE

Job ID: 2511324

Expires: 03/09/2012

Job Title: Intern 2012

Company: 95 Percent Group Inc.

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Administrative Assistant, Business Administration, Communication, Desktop Publishing, Early Childhood Education, English, General Studies, Graphic Design, Teaching English to Speakers of Other Languages

Location: Illinois

Salary: TBD

Job Description: We are currently recruiting summer interns for paid positions in our marketing and client relations department located in our Lincolnshire, IL office. The intern will work under the supervision of the client relations manager to help update our marketing databases, prepare materials for workshops, do internet research to find e-mail addresses to promote our workshops, and various other administrative tasks. Responsibilities may include assisting with revision of lesson plans for updating internet-based educational product. Experience with Excel, Word, and PowerPoint

are all essential, along with excellent English grammar and writing skills. We're looking for a quick learner who is flexible and willing to pitch in to complete any task requested.

Contact: Carm Bondeson

Address: 475 Half Day Road Suite 350, Lincolnshire, IL 60069

Fax: 847-793-0033

Email: cbondeson@95percentgroup.com

Application Instructions: Submit a cover letter and resume to Carm Bondeson at cbondeson@95percentgroup.com. No phone calls please.

Job ID: 2511495

Expires: 03/09/2012

Job Title: Canvasser

Company: Metropolitan Siding and Roofing Inc.

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10.00 per hour plus bonus

Job Description: Go to company selected areas, hang flyers, knock on doors and schedule appointments for our inspectors to pinpoint weather damage to the homes.

Contact: Fletcher Silverberg

Address: 234 Terrace Dr, Mundelein, IL 60060

Phone: 847-970-9800

Fax: 847-970-9802

Application Instructions: Contact Fletcher at 847-970-9800 to schedule an interview.

Job ID: 2511885

Expires: 03/09/2012

Job Title: ACCOUNT MANAGER

Company: Confidential

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$30s-\$40s

Job Description: Inside sales opportunity with a leading customized promotional digital distributor in Morton Grove. The company has experienced tremendous growth and seeks to add to their sales force. Responsibilities: * Working with new and existing clients * Quote, following up and close sale * Grow and maintain accounts * Providing excellent customer service Requirements: * 6 months to 3 years inside sales experience (including internship). * Professional verbal and written communication skills. * Strong knowledge of Microsoft Office software (Word, Excel & Outlook). * Ability to work independently. The company is offering an excellent salary, commission, medical and dental benefits, profit sharing and 401k plan. The work atmosphere is outgoing and energetic in a business casual environment. For immediate consideration, email resume to Helen Stockhorst at recruiter4usa@gmail.com.

Contact:

Email: recruiter4usa@gmail.com

Application Instructions: Please have resume in PDF or Word format. Indicate which position you are applying for.

Job ID: 2512004

Expires: 03/09/2012

Job Title: Customer Service Rep-Call Center

Company: Andrews/Staff Force

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$13.00

Job Description: Will work for a large company in Lake Zurich. Will answer customers questions regarding the product and problems they may be having with the unit. Will talk them thru it. If no help can be given this way, the call will be turned over to a dealer. Will be sending customers emails. Will do data entry into an Excel spreadsheet

Contact: Sandy Hustedt

Address: 726 E Dundee Road, Palatine, IL 60074

Phone: 847202-6200

Fax: 847/202-9060

Email: teresa.b@andrews-staffing.com

Application Instructions: Call for an appointment first. Resumes can be emailed to teresa.b@andrews-staffing.com

Job ID: 2512037

Expires: 03/09/2012

Job Title: Picking/Packing

Company: Andrews/Staff Force

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: General Studies

Location: Illinois

Salary: \$11.00-\$12.00

Job Description: Will pick orders off a paper pick ticket, will pack orders and do some QC. Will make boxes. Will unload trucks on Monday's. Detailed and physical job.

Contact: Sandy Hustedt

Address: 726 E Dundee Road, Palatine, IL 60074

Phone: 847202-6200

Fax: 847/202-9060

Email: teresa.b@andrew-staffing.com

Application Instructions: Call Andrews Staff Force for an appointment at 847/202-6200 or email resumes to teresa.b@andrews-staffing.com

Job ID: 2512222

Expires: 03/09/2012

Job Title: Maintenance Tech

Company: TempsNow Employment & Placement Services LLC

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Any Major

Location: Illinois

Salary: 14-30

Job Description: Perform emergency/unscheduled repairs of production equipment. Perform mechanic skills including but not limited to, mechanical, electrical, pneumatic, hydraulic, troubleshooting and repair of C.N.C. production machines

Contact: Regina Tellez

Address: 3747 Grand Ave., Gurnee, IL 60031

Phone: 847.249.8367

Fax: 847.249.8368

Application Instructions: Must have resume

Job ID: 2512244

Expires: 03/09/2012

Job Title: Solderer

Company: TempsNow Employment & Placement Services LLC

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: must be able to solder and successfully pass soldering test. Basic math, must be able to read and understand drawing, Will work with various measuring devices including rulers, calipers, ect. Crimping exp a plus but could be taught.

Contact: Regina Tellez

Address: 3747 Grand Ave., Gurnee, IL 60031

Phone: 847.249.8367

Fax: 847.249.8368

Job ID: 2512499

Expires: 03/09/2012

Job Title: BI Developer

Company: Kay and Associates, Inc.

Job Type: Full Time

Degrees Wanted: Associates, Bachelors, Diploma

Majors Wanted: Any Major

Location: Illinois

Job Description: Kay and Associates, Inc. is seeking an experienced Business Intelligence (BI) Developer for an exciting position for a telecom company. This position is full time and direct hire with a salary commensurate upon experience. Responsibilities: Responsible for understanding key measures, transactions, dimensions, and success factors of the company Gather requirements from business leaders or process requirements from other BI team members Construct prototype and finished BI objects using Cognos and Microsoft technologies to extract data into data marts and/or OLAP cubes and building front-end dashboards and reports Provide 2nd level support for IT operations in the areas of daily processes that support BI services Provide estimates of time and cost for BI deliverables Manage deliverables according to committed time and costs

Contact: Kay and Associates, Inc.

Address: 165 N. Arlington Heights Road Suite 150, Buffalo Grove, IL 60089

Apply Online: <http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=KAYINC&cws=1&rid=3656>

Application Instructions: Please apply online, on our website to be considered.

Job ID: 2512502

Expires: 03/09/2012

Job Title: Webpage Design Specialist

Company: Kay and Associates, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: Seeking an experienced Webpage Design Specialist who will be responsible for the layout, visual appearance, and usability of various Internet and Intranet sites at the corporate/subsidiary levels. The individual in this role will work with business owners to design & develop web pages that meet business needs while maintaining compatibility with corporate standards as well as participate in writing, editing, and proofing new content. Responsibilities will include the following: Web Design - Build websites from design templates and perform compatibility testing. Develop static and interactive webpages using Front Page, Expressions Web, Silverlight or Sharepoint. Works closely with and provide technical support to internal business owners regarding design. Support online communications planning and execution. Manage internal teams for Web-related projects, and resolve any technical and resource challenges. Perform website usability testing. Design customer/board portals Monitor and report on website traffic and usage. Content Management - Manage all Web Content and components for company's Internet and Intranet sites. Write, edit, and proofread new content regularly. Ensure accurate and up-to-date website content while maintaining consistent brand message. Set and enforce consistency and style standards. Troubleshoot/Problem solve content issues and web capabilities. Identify opportunities to improve online presence & efficiencies. Conduct competitive analysis of products/offers. Facilitate training as needed. Other - Assist departments in document management and information organization, collaboration and dispersement. Identify and design workflow opportunities. Additional editorial assignments as needed. Understand and comply with established departmental processes and procedures designed to support internal controls efforts. Identify and bring to the attention of department management internal controls deficiencies. May need to represent the organization during infrequent periodic travel to plant and facility locations. Work will be performed within tight deadlines and require a meticulous review in accordance with the organization's standards.

Contact: Kay and Associates, Inc.

Address: 165 N. Arlington Heights Road Suite 150, Buffalo Grove, IL 60089

Apply Online: <http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=KAYINC&cws=1&rid=3727>

Application Instructions: Please apply online, on our website to be considered. Thanks!

Job ID: 2512507

Expires: 03/09/2012

Job Title: Database Specialist

Company: Kay and Associates, Inc.

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: Kay and Associates, Inc. is seeking an experienced Database Specialist with a Bachelor's Degree and demonstrated experience with either MS Access or SQL. Responsibilities: The individual in this role will be working with large scale relational databases in support of survey projects and report generation using SQL and Access Will be responsible for database creation and manipulation Analyze data using SPSS and develop methods of how to proceed Perform quality check and clean respondent data Manage projects ranging from small to large scale related to employee opinion surveys Serve as a primary contact for clients and projects are planned and executed

Contact: Kay and Associates, Inc.

Address: 165 N. Arlington Heights Road Suite 150, Buffalo Grove, IL 60089

Apply Online:

http://http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=QHKCVGV0B&ff=21&APath=2.21.21.0.0&job_id=JHR5YG75W4WF54490YW

Application Instructions: Please apply online, on careerbuilder to be considered. Thanks!

Job ID: 2519383

Expires: 03/09/2012

Job Title: Engineering and Building Inspector

Company: City of Crystal Lake

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: CAD-Drafting Technology, Construction Management Technology, Engineering Science

Location: Illinois

Salary: \$53,432.48 to \$75,874.12

Job Description: Responsibilities include, but are not limited to, significant computer aided design (CAD) and geographic information systems (GIS) work, field inspections for compliance with City codes and related ordinances, and considerable written and verbal communication with developers, contractors and the public. We seek candidates with an extensive CAD background and previous direct public customer service experience. Construction inspection experience and CAD experience utilizing Illinois Department of Transportation drafting standards a plus.

Contact: Ann Everhart

Address: 100 W. Woodstock Street, Crystal Lake, IL 60014

Phone: 815-356-3653

Fax: 815-356-3690

Email: aeverhart@crystallake.org

Application Instructions: Visit our website at www.crystallake.org to print an application. Completed applications must be returned via fax, 815-356-3690, email at hr@crystallake.org, via mail or in person at 100 W. Woodstock, Crystal Lake, IL 60014.

Job ID: 2513654

Expires: 03/10/2012

Job Title: Assistant

Company: Hunter's Fairway Sotheby's Int'l realty

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Looking for someone who knows Outlook to organize folders, set-up my campaigns under a Contact Management Program I have. Creative writing for descriptions of the homes I list.

Contact: Donna Lavin

Address: 101 Wynstone Park Dr., Barrington, IL 60010

Phone: 847-525-1788

Fax: 866-416-0578

Email: donnalavin@dlrealestate.com

Application Instructions: Either e-mail or call if interested or want to find out more.

Job ID: 2514270

Expires: 03/10/2012

Job Title: Outside Sales

Company: Sigma Services Corp

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$36,000+

Job Description: Job Description We are searching for a Salesperson who is a Hunter who wants the opportunity to make a lot of money through outside sales. · Earn residual commissions · Constantly search out and develop new accounts and promote new services · Develop and manage a book of business · Manage client relationship through all phases of the sales cycle · Maintain integrity in accordance with company policy · Keep the company advised of market trends in your territory · Keep accurate customer records · Attend company sales meetings and training sessions · Constantly strive to increase your product knowledge and improve your sales ability
Desired Skills & Experience · Minimum 4 years of professional level consultative outside sales experience · Proven track record in meeting and exceeding performance objectives · Understands and effectively executes listening skills to meet clients' needs · Willingness and ability to learn and execute new sales/coaching processes/programs · Unwavering commitment to ethical conduct
Company Description Since 1994 Sigma Services Corporation has been providing contract packaging services of food and confectionary products for consumer products companies. Our pride is our people, and we live by our values: quality, respect, teamwork. Our work environment is casual and productive. Sigma Services is a privately held company located in Lake County If you have an entrepreneurial spirit and are looking for a career with a stable growing company that is well respected in the industry, sells services that are needed, has long tenure, six figure income potential, residual business income with no cap on your salary, provides you with flexibility and benefits, then Sigma Services Corporation may be your next career! For more information on our services, check us out online at www.Sigmasvs.com Please send resumes to dknop@sigmasvs.com We are proud to be an Equal Opportunity Employer.

Contact: Dave Knop

Address: 165 North Archer Ave., Mundelein, IL 60060

Phone: 847 388 3040

Email: dknop@sigmasvs.com

Application Instructions: send resume

Job ID: 2514309

Expires: 03/10/2012

Job Title: Medical Assistants/CNA/PCT

Company: Family Choice Home Health Inc.

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: On Campus, Illinois

Job Description: Personal Attendants/Caregivers & Certified Nursing Assistants - Resume with references - All 2010-2011 Trainings received (including in-services attended) - Current Drivers License (If you drive) - Current Car Insurance (If you drive) - Any one (1) of these: (SS Card, Current US Passport, Current Employment Authorization Card) - Current 2011 Medical Reports o TB Testing (must be current or from last quarter of 2011) o Hepatitis B (Proof of Shot) o FLU Shot (If you have, but not mandatory) o Physician's Exam (must be current or from last quarter of 2011) - Current CPR - For CNA: CNA Certificate of successfully passing the Illinois Exam This is a part time job that could lead to an 80 hour every two weeks job.

Contact: Lino Costales/Jazmin Rivera

Address: 5933 N Milwaukee Avenue, Chicago, IL 60646

Phone: 773-774-6630

Email: lcostales@familychoicehh.com

Application Instructions: Please come and directly apply with your complete requirements at 5933 N Milwaukee Avenue Chicago IL 60646.

Job ID: 2515284

Expires: 03/11/2012

Job Title: PC & Network Support

Company: R&B Receivables Management d/b/a R&B Solutions

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Health Information Technology, Network Administration and Security, PC and End User Support

Location: Illinois

Salary: \$30,000-\$45,000

Job Description: Seeking a PC / LAN Specialist to support our Windows NT LAN/WAN environment. Responsibilities include PC hardware/software support, network configuration and support, Web server support and telephone system Cisco support. Candidates must have at least 2 years experience with Windows XP, MS Office /2000 and Microsoft networking in an Ethernet environment. Send resume with cover letter

Contact: Deborah A. Figueroa

Address: 860 S. Northpoint Boulevard, Waukegan, IL 60085

Phone: 847-887-8515

Fax: 847-887-8501

Email: dfigueroa@randbsolutions.net

Application Instructions: Please forward resume and letter of interest

Job ID: 2515384

Expires: 03/11/2012

Job Title: Guitar Instructor

Company: David Adler Music and Arts Center

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Music, Music Education

Location: Illinois

Salary: Commensurate with experience

Job Description: Responsibilities: *Teach Private and Group Instruction *Schedule and organize studio recitals *Participate in DAMAC events; Fall Open House *Perform general faculty responsibilities according to the guidelines listed in the Faculty handbook including student evaluations, attendance records and attendance at Faculty meetings.

Contact: Amy Williams

Address: 1700 N. Milwaukee Ave, Libertyville, IL 60048

Phone: 8473670707

Email: amy@adlercenter.org

Job ID: 2515400

Expires: 03/11/2012

Job Title: Suzuki Piano Instructor

Company: David Adler Music and Arts Center

Job Type: Part Time

Degrees Wanted: Bachelors

Majors Wanted: Music Education

Location: Illinois

Salary: Commensurate with experience

Job Description: Responsibilities: *Teach Private and Group Instruction *Schedule and organize studio recitals *Participate in DAMAC events; Fall Open House *Perform general faculty responsibilities according to the guidelines listed in the Faculty handbook including student evaluations, attendance records and attendance at Faculty meetings.

Contact: Amy Williams

Address: 1700 N. Milwaukee Ave, Libertyville, IL 60048

Phone: 8473670707

Email: amy@adlercenter.org

Job ID: 2515412

Expires: 03/11/2012

Job Title: Suzuki Violin Instructor

Company: David Adler Music and Arts Center

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Commensurate with experience

Job Description: Responsibilities: *Teach Private and Group Instruction *Schedule and organize studio recitals *Participate in DAMAC events; Fall Open House *Perform general faculty responsibilities according to the guidelines listed in the Faculty handbook including student evaluations, attendance records and attendance at Faculty meetings.

Contact: Amy Williams

Address: 1700 N. Milwaukee Ave, Libertyville, IL 60048

Phone: 8473670707

Email: amy@adlercenter.org

Job ID: 2515634

Expires: 03/11/2012

Job Title: Inside Sales - Entry Level Sales

Company: MRA - The Management Association

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: INSIDE SALES/ENTRY LEVEL SALES Associated Research, Inc., located in Lake Forest, IL is seeking an Inside Sales person for its Slaughter Product Line. This is an entry level inside sales position with excellent opportunities for advancement. Fantastic opportunity for recent graduates who have excellent communication skills, are enthusiastic and self-motivated! RESPONSIBILITIES: · Conduct outbound direct sales calls · Maintain contact tracking

system for customers within a designated U.S. territory. · Quote and follow up on all sales opportunities · Conduct market research of products to analyze existing customer segments and find new industries to increase sales · Research and maintenance of competitive information files. · Administration of customer demonstration instruments. · Handle part, accessory or service related issues. REQUIREMENTS: · BS in Marketing, Business or related fields. · Strong oral and written communication skills · Enthusiastic and self-motivated COMPANY BENEFITS: · Medical and Dental Insurance · 401k Retirement Savings Plan · Variable Compensation (Bonus) Program · Paid Vacation · Paid Holiday's · Flexible Spending Account for Medical Expenses · Term Life, Short Term and Long Term Disability Insurance HOURS: 8 a.m. to 4:30 p.m., Monday - Friday Associated Research, Inc. is an Equal Opportunity Employer

Contact: Human Resources

Address: 13860 W. Laurel Drive, Lake Forest, IL 60045

Email: lyssab@mranet.org

Application Instructions: MRA - The Management Association is conducting this search on behalf of Associated Research, Inc. Please send resume, cover letter and salary history to: lyssab@mranet.org. Resumes MUST include cover letter and salary history to be considered. Please indicate INSIDESALES in the subject of your e-mail.

Job ID: 2515640

Expires: 03/11/2012

Job Title: Customer Service Representative - Bilingual - Work at Home

Company: SEI - Ygomi

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Duration: Full-time and Part-time We are looking for individuals with a strong work ethic and solid customer service, communication, and problem-solving skills to join us. You will provide customer service assistance to customers placing telephone payments on their account. We will give you the skills necessary to answer any questions that the customer may have. We will provide all the training you need to succeed in this position! Position Mission: Primary responsibility is to provide professional and courteous support to consumers making payments over the phone and delivering customer service that will result in high customer satisfaction with SEI services. Position Responsibilities · Accurately enter payment information into an online application. · Provide excellent customer service to all SEI client callers. · Take ownership of calls. Qualifications · Minimum 12 MB download / 1 MB upload Internet connection cable/broadband · Strong customer service experience required. · Strong communication skills required. · Must be fluent in English and Spanish · Ability to support customers with various knowledge levels. · Ability to work with minimal supervision with strong motivation and commitment to ownership required. · Basic understanding of Microsoft Windows Operating Systems. · Basic understanding of internet browser use. · Credit check required.

Contact: Robin Michelson

Address: 1 2nd St N Ste 214, Fargo, ND 58102

Phone: 701-293-2658

Email: michelson@ygomi.com

Apply Online: <http://www.seicareers.com>

Job ID: 2516182

Expires: 03/13/2012

Job Title: Teacher Substitute

Company: Young at Heart Center

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: On Campus, Illinois

Salary: open

Job Description: Caring, teacher who is ready to joining a fun energetic center.

Contact: leslie obenauf

Address: 610 Peterson Rd., Graylake, IL 60048

Phone: 18473676110

Application Instructions: call 1 847 367 6110 to talk with Leslie or Renee. They will help determine if you're qualified and review hours and salary. Most hours are 12- 6pm or afternoons until 6pm.

Job ID: 2516237

Expires: 03/13/2012

Job Title: Project Administrator

Company: Shepherd of the Lakes Lutheran Church

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Administrative Assistant

Location: Illinois

Job Description: The Church Project Administrator will assist the pastor in coordinating projects, maintaining the pastor's calendar, and will act as an administrator for operational aspects of the church.

Contact: Dana Meadowcroft or Barb Hughes

Address: 285 W. Washington St, Grayslake, IL 60030

Phone: 847-562-4148

Fax: 847-223-9981

Email: dana.meadowcroft@brixmor.com

Job ID: 2516974

Expires: 03/14/2012

Job Title: Admissions Recruiter

Company: Rosalind Franklin University of Medicine and Science

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: On Campus, Illinois

Salary: \$38,910 - \$39,688

Job Description: Job Description Summary: Salary Grade - 13 The Admissions Recruiter will be responsible for attracting, tracking and marketing Rosalind Franklin University of Medicine and Science (RFUMS) programs of study to prospective students. These tasks are accomplished by managing a geographic territory and attending recruitment events both on and off-campus. The Admissions Recruiter will visit pre-health professions advisors and guidance counselors of colleges and high schools at their campuses to promote referral of prospective students to RFUMS. He/she will be responsible for management of the growing the prospective student database and converting prospective students to candidates for admission. Heavy travel commitment is essential. Essential Duties & Responsibilities: · Under the supervision of the Director of Admissions and Recruitment, the Admissions Recruiter will manage the development, coordination and performance of admissions activities and other specialized on-campus activities. · Conduct campus visit programs. · National Youth Leadership Program (annually). · Lead America (annually). · Open House (quarterly). · High school visits as coordinated by Feet First Museum. · Prospective student visits (non-interview.) · Develop and manage relationships with health professions and guidance counselors of colleges and high schools to promote referral of prospective students. · Manage tracking of prospective students and statistical studies related to recruitment. · Attend

professional conferences and meetings on- and off-campus. · Maintain consistent follow up with prospects via email, postcards, phone calls, etc. · Assist in the admission processes as warranted; counsel and tour prospective students. · Develop relationships with alumni recruiters and potential donor referrals. assist in alumni and potential donor activities on- and off-campus as required. · Perform other appropriate duties as assigned by the Director of Admissions and Recruitment. Required Education & Experience: · Bachelor's degree. · Valid Driver's License. Required Knowledge, Skills & Abilities: · Ability to travel extensively, locally and nationally. · Outstanding organizational and networking skills · Ability to give interactive and engaging verbal presentations to large and small groups of various age ranges. · Knowledge of admissions and recruiting strategies and legal and ethical considerations in enrollment. · Ability to work with diverse student populations. · Exemplary skills in verbal, written and personal communications. · Knowledge of current trends, issues and policies affecting students. · Ability to analyze complex issues and develop appropriate goals and strategies for solution. · Knowledge of applicable University, state and federal laws, regulations, policies and procedures. · Strong judgment, interpersonal, communication and presentation skills. · Proficiency and knowledge of personal computer applications and applicable information technology applications for Student Affairs administration. · Must achieve background check clearance. Preferred Qualifications: · 1 to 2 years in admissions/recruiting. · Marketing and public relations experience helpful.

Contact: Rosalind Franklin University

Address: 3333 Green Bay Road, North Chicago, IL 60064

Phone: 847-578-3262

Fax: 847-578-3272

Apply Online: <https://rosalindfranklin.peopleadmin.com/postings/1600>

Job ID: 2517002

Expires: 03/14/2012

Job Title: Medical Assistant

Company: Rosalind Franklin University of Medicine and Science

Job Type: Full Time

Degrees Wanted: Diploma

Majors Wanted: Medical Assisting

Location: On Campus, Illinois

Salary: \$15.48 - \$18.11 per hour

Job Description: Job Description Summary: Salary Grade: 11 (\$15.48 - \$18.11 per hour) Responsible for assisting physicians with patient care, clerical, environmental and organizational tasks. Responsible for appointment scheduling and chart management. Provides information to patients so they may fully utilize and benefit from the services, and conveys a positive image. May be assigned to specific medical specialty (e.g., podiatry) to help with patient care related to that specialty. Tuesday and Thursday - 8:30 A.M. to 4:00 P.M. Saturday - 7:45 A.M. to 12:15 P.M. Essential Duties & Responsibilities: · Fulfills patient care responsibilities as assigned which may include: checking schedules and organizing patient flow; accompanying patients to exam/procedure room; assisting patients as needed with walking, transfers, dressing, collecting specimens, blood draws, preparing for exam, etc.; collecting patient history; performing screenings per provider guidelines; assisting physicians/nurses with various procedures; charting; relaying instructions to patients/families; answering calls and providing pertinent information. · Fulfills clerical responsibilities as assigned which may include: sending/receiving patient medical records; obtaining lab/x-ray reports, hospital notes, referral information, etc.; completing forms/requisitions as needed; scheduling appointments; verifying insurance coverage and patient demographics; managing and charts to ensure information completed and filed appropriately. · Fulfills environmental responsibilities as assigned which may include: setting up instruments and equipment according to department protocol; cleaning exam/procedure rooms, instruments and equipment between patient visits to maintain infection control; cleaning sterilizer according to scheduled maintenance program and keeping appropriate records; ordering, sorting, storing supplies; restocking exam/procedure rooms. · Fulfills organizational responsibilities as assigned which may include: respecting/promoting patient rights; responding appropriately to emergency codes; sharing problems relating to patients and/or staff with immediate supervisors quickly. Required Education & Experience: · High school diploma. · Completion of Medical Assistant program. · One year minimum medical assistant experience. · BLS certification. Required

Knowledge, Skills & Abilities: · Knowledge of health care field and medical specialty. · Knowledge of specific assisting tasks related to particular medical specialty. · Knowledge of information that must be conveyed to patients and families. · Skill in performing tasks appropriately. · Skill in tact and diplomacy in interpersonal interactions. · Skill in understanding of patient education needs by effectively sharing information with patients and families. · Ability to learn and retain information regarding patient care procedures. · Ability to project a pleasant and professional image. · Ability to plan, prioritize and complete delegated tasks. · Ability to demonstrate compassion and caring in dealing with others. · Proficient in the use of standard office equipment. · Must have strong computer skills with attention to detail. · Ability to exhibit sound/accurate judgment. · Excellent interpersonal, written and verbal communication skills. · Ability to manage multiple priorities with strong organizational skills. · Ability to show respect and sensitivity for cultural differences. · Ability to work well in a fast-paced setting. · Must achieve a background check clearance. Preferred Qualifications: · Bilingual English/Spanish.

Contact: Rosalind Franklin University

Address: 3333 Green Bay Road, North Chicago, IL 60064

Phone: 847-578-3262

Fax: 847-578-3272

Apply Online: <http://rosalindfranklin.peopleadmin.com/postings/1610>

Job ID: 2517129

Expires: 03/14/2012

Job Title: Assistant Teacher

Company: Safari Childcare

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Assist in classroom management, tend to children's individual needs, implement lesson plans, maintain room designs and decorations, complete weekly reports, follow daily health and safety procedures, and possess genuine love and compassion for children.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply on our website!

Job ID: 2517131

Expires: 03/14/2012

Job Title: Cook

Company: Safari Childcare

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Responsibilities include preparing nutritionally balanced meals for children. Plan menus taking into account the center budget, the foods in season, local availability and state and federal nutritional requirements for children. Keep accurate inventory of supplies and order replacement of supplies as needed. The Child care industry has

special demands in that we care for children who in many instances, cannot care for themselves. Therefore accommodating those children who have special dietary needs is crucial. Should be knowledgeable of Illinois nutritional requirements of children.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply on our website!

Job ID: 2517137

Expires: 03/14/2012

Job Title: Maintenance

Company: Safari Childcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Electrical/Electronic Maintenance, Industrial Maintenance and Repair

Location: Illinois

Job Description: Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on heating, ventilating and air conditioning units; services appliances, kitchen, and emergency equipment; hooks up appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; exercises discretion in identifying projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as needed; annotates and updates work logs for specific site requirements; activates and deactivates building alarms and responds to alarm calls during and after regular work hours; maintains clean, safe, and orderly work sites.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply online on our website!

Job ID: 2517141

Expires: 03/14/2012

Job Title: Lead Teacher

Company: Safari Childcare

Job Type: Full Time, Part Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: CAD-Drafting Technology

Location: Illinois

Job Description: Classroom management, tending to children's individual needs, implementing lesson plans, maintaining

room designs and decorations, completing weekly reports, following daily health and safety procedures.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply online on our website!

Job ID: 2517142

Expires: 03/14/2012

Job Title: Director

Company: Safari Childcare

Job Type: Full Time

Degrees Wanted: Bachelors, Certificate, Masters

Majors Wanted: Early Childhood Education

Location: Illinois

Job Description: To provide leadership, guidance, and supervision for infant, toddler, preschool, and pre-kindergarten programs. It is the Center Director's role to ensure center quality, provide excellent customer service, uphold health and safety standards, develop thematic curriculum, supervise and train staff, manage center finances, and make sales and marketing presentations. The Center Director must be flexible, patient, and organized to effectively manage all facets of the childcare center.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply online on our website!

Job ID: 2517145

Expires: 03/14/2012

Job Title: Human Resources

Company: Safari Childcare

Job Type: Full Time, Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Working as part of the Safari Childcare Human Resource team to assist in projects to help drive the initiatives and culture within Safari Childcare. Such projects will include but are not limited to working to assist with our recruiting / training plan; assisting with recruiting events and career networking opportunities such as marketing events; assisting in data analysis of successful candidates; assist with screening and interviewing of candidates; identify areas of opportunity for efficiencies and assist with overall recruiting and staffing activities.

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://www.safarichildcare.com/careers.html>

Application Instructions: Please apply online on our website!

Job ID: 2517146

Expires: 03/14/2012

Job Title: Nights and Weekends Director

Company: Safari Childcare

Job Type: Part Time

Degrees Wanted: Bachelors, Masters

Majors Wanted: Early Childhood Education

Location: Illinois

Job Description: As a Nights and Weekends Director your responsibilities will include providing classroom management, create and implement lesson plans in accordance with designated theme, tend to children's individual needs, create and maintain appealing classroom design, follow health and safety procedures, and complete daily reports to consistently communicate with parents. You will be incharge of managing the Nights and Weekend staff as well as provide customer service to out parents. Requirements: ·60 college credits with 18 in Early Childhood and no experience, or ·Bachelor's Degree in Early Childhood Education preferred ·Knowledgable on DCFS liscensing standards ·Ability to multitask and effectively make decisions ·Strong organizational skills ·Availability to work late nights and/or on the weekend

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://www.safarichildcare.com/careers.html>

Job ID: 2517149

Expires: 03/14/2012

Job Title: Nights and Weekends Lead Teacher

Company: Safari Childcare

Job Type: Part Time

Degrees Wanted: Associates, Bachelors, Certificate

Majors Wanted: Early Childhood Education

Location: Illinois

Job Description: As a Nights and Weekends Lead Teacher your responsibilities will include providing classroom management, create and implement weekly lesson plans in accordance with designated theme, tend to children's individual needs, create and maintain appealing classroom design, follow health and safety procedures, and complete daily reports to consistently communicate with parents. Requirements: ·Minimum of 30 college credits with 6 in Early Childhood and 1 year of experience, or ·60 college credits with 6 in Early Childhood and no experience, or ·CDA ·Bachelor's Degree in Early Childhood Education preferred ·Knowledgable on DCFS liscensing standards ·Ability to multitask and effectively make decisions ·Strong organizational skills ·Availability to work late nights and/or on the weekend

Contact: Tiffany Rickelman

Address: 1524 W. Algonquin Rd, Palatine, IL 60067

Phone: 8479913090

Fax: 8479913055

Email: jobs@safarichildcare.com

Apply Online: <http://www.safarichildcare.com/careers.html>

Job ID: 2517232

Expires: 03/14/2012

Job Title: Member Services

Company: Lake Forest Health & Fitness Center of Northwestern Lake Forest Hospital

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$9.00-\$10.00/hour

Job Description: We are currently hiring for Monday, Wednesday & Friday evenings (15-20hours/week). The Member Services department is committed to providing exceptional customer service to members, guests and staff while adhering to the policies and procedures of the Health & Fitness Center. Some of the job duties include but are not limited to: demonstrating a knowledge of all departments, their staff and responsibilities, serving as a "gatekeeper" and during check-in greets all members by name, make eye contact and smile, answer and direct all incoming calls, assist in maintaining a neat and clean appearance of the Pro Shop, accurately register all participants for classes, facilitate the guest registration process, accurately process all sales and redemption transactions, etc.

Contact: Amanda Messer

Address: 1200 North Westmoreland Road, Lake Forest, IL 60045

Phone: 847-535-7000

Fax: 847-535-7129

Email: amesser@lfh.org

Application Instructions: Please send your resume to amesser@lfh.org

Job ID: 2518731

Expires: 03/15/2012

Job Title: Admissions Counselor

Company: Rosalind Franklin University of Medicine and Science

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: On Campus, Illinois

Job Description: Job Description Summary: The Admissions Counselor will be responsible for attracting, tracking and marketing Rosalind Franklin University of Medicine and Science (RFUMS) programs of study to prospective students. These tasks are accomplished by managing the enrollment process for programs assigned by the Director. Additionally, the admissions counselor will facilitate candidate interview days; provide campus tours for prospective students and their families and travel to recruitment events both regionally and nationally. Essential Duties & Responsibilities: · Under the supervision of the Director of Admissions and Recruitment, the Admissions Counselor will manage the enrollment process for programs assigned by the Director. · Counsel and tour prospective students . · Represent the University at RFUMS Open House. · Coordinate prospective student interview days · Develop and manage relationships with health professions and guidance counselors of colleges and high schools to promote referral of prospective students. · Maintain consistent follow up with prospects via email, postcards, phone calls, etc. · Attend professional conferences and meetings on- and off-campus. · Perform other appropriate duties as assigned by the Director of Admissions and Recruitment.

Required Education & Experience: · Bachelor's degree. · 1-2 years experience in admissions/higher education is strongly preferred. **Required Knowledge, Skills & Abilities:** · Outstanding organizational and networking skills. · Ability to give interactive and engaging verbal presentations to large and small groups. · Ability to work with diverse student populations. · Ability to travel locally and nationally. · Exemplary skills in verbal, written and personal communications. · Knowledge of current trends, issues and policies affecting students. · Strong judgment, interpersonal, communication and presentation skills. · Proficiency and knowledge of personal computer applications and applicable information technology applications for Student Affairs administration. · Must achieve background check clearance. · Ability to work/interact within diverse populations. **Typical Physical Demands & Working Conditions:** Selected candidate must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. · Work is of a light physical demand in an office setting with duties being performed while sitting, standing, or occasionally stooping. · Position requires local and national travel.

Contact: Rosalind Franklin University

Address: 3333 Green Bay Road, North Chicago, IL 60064

Phone: 847-578-3262

Fax: 847-578-3272

Apply Online: <https://rosalindfranklin.peopleadmin.com/postings/1683>

Job ID: 2519271

Expires: 03/15/2012

Job Title: Seasonal Technical Aide

Company: Lake County Division of Transportation

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Engineering Science

Location: Illinois

Salary: \$12.20 - \$12.50 per hour

Job Description: Summer positions available May 21, 2012 through August 10, 2012 Under immediate supervision performs work of routine difficulty in basic para-professional engineering assignments. This is beginning technical work performed in a training capacity. Work involves such tasks as assisting on a surveying party, operating survey equipment and performing related mathematical computations in a training capacity, performing basic construction inspections, investigations, conducting field and laboratory tests on construction materials, collecting traffic data for traffic studies and related activities. Supervision and training is received from a higher level technician or a professional engineer. Work is performed according to explicit instructions or established procedures and methods. Ability and willingness to learn technical engineering tasks and procedures. Ability to use engineering equipment, instruments and testing devices. Ability to communicate effectively and follow oral and/or written instructions. Ability to establish and maintain satisfactory working relationships.

Contact: Lake County Division of Transportation

Address: 600 West Winchester Road, Libertyville, IL 60048

Phone: 847-377-7400

Email: dot@lakecountyil.gov

Apply Online: <http://www.lakecountyil.gov>

Application Instructions: Applications are only accepted online

Job ID: 2519381

Expires: 03/15/2012

Job Title: Sales Associate / Teller

Company: TCF Bank

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 9.39-11.00

Job Description: Bank Teller/Sale Associate Location: Spring Grove As a Bank Teller/Sale Associate, you will work with TCF customers promoting, selling and answering requested information on retail products, services and Bank regulations. Cross-sell TCF Bank products, programs and services. Maintain targeted cross-sell/products referral goals. Initiate and open new accounts. Maintain good customer relation by answering customers' questions and concerns. Accurately process, closely verify and promptly key all transactions in manner, which maintains TCF Bank standards and high level of customer service. Requirements: 1 year of previous work history, any field Proven sale record or strong interest in sales Ability to confidently approach prospective TCF customers Promote positive image of TCF Bank The ability to perform necessary calculations Bilingual-Spanish candidates a plus

Contact: Jessica Terwilliger

Address: 7110 74th Place, Kenosha, WI 53142

Phone: 262-697-5728

Fax: (262) 942-1175

Email: jterwill@tcfbank.com

Apply Online: <https://tcfbank.taleo.net/careersection/corporate/jobsearch.ftl?lang=en>

Application Instructions: You can apply online, visit tcfbank.com

Job ID: 2519395

Expires: 03/15/2012

Job Title: Supervisor

Company: TCF Bank

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 10+

Job Description: Coordinate, participate in and supervise branch office operations. Ensure staff promotes TCF as a full service bank, maintaining expected standards of customer service Requirements: High school degree/GED or equivalent
·One year experience as teller or banking sales representative
·Interpret and communicate company policy and procedures to ensure consistent implementation
·Provide work direction to staff and coordinate schedules.
·Maintain security measures and vault requirements established by management
·Provide feedback to management in regard to all activities during the scheduled shift
·Effective communication and interpersonal skills
·Ability to provide work direction
·Demonstrated problem solving skills
·Strong organizational skills

Contact: Jessica Terwilliger

Address: 7110 74th Place, Kenosha, WI 53142

Phone: (262) 697-5728

Fax: (262) 942-1175

Application Instructions: Please apply online TCFBANK.COM

Job ID: 2519965

Expires: 03/15/2012

Job Title: Director Assistant/ pt position

Company: Granny Betty's Daycare & Learning Center

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Early Childhood Education

Location: Illinois

Job Description: ? Staff ? Interviewing and hiring qualified staff. ? Providing appropriate orientation and training. ? Supervising staff on an on-going basis, including the development of work plans. ? Informing staff of licensure requirements and policy changes through regular staff meetings. ? Locating appropriate training opportunities and making accommodations for staff to attend. ? Scheduling to maintain an efficient number of staff to meet the center's needs. ? Providing support to staff and maintaining employee confidentiality. ? Maintain current and accurate staff records (including all IL licensing required components) ? Maintain the facility in accordance with IL licensing standards ? Maintain center records (includes emergency drills; building, fire and sanitation inspections) ? Develop and update personnel and operational procedures. ? Develop and maintain the annual budget. Maintain benefits packages. ? Establish fees and the procedure for obtaining fees. Monitor fee payments. ? Oversee/approve orders of appropriate center supplies for provision of care (food, gloves, toiletries, etc). ? Approve and order materials and supplies for classroom programs and activities. ? Represent the center in the community and act as a liaison with other agencies. ? Establish and maintain a healthy, safe and fun working environment

Contact: Angela Jackson-Lopez

Address: 4200 Rte 173, Zion, IL 60099

Phone: 847-246-3230

Email: sbschildcare@yahoo.com

Application Instructions: Please email me with your resume attached. You are welcome to phone but no interview will be scheduled without an emailed resume

Job ID: 2519966

Expires: 03/15/2012

Job Title: early education teacher

Company: Granny Betty's Daycare & Learning Center

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Early Childhood Education

Location: Illinois

Job Description: · Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. · Meet the emotional, social, physical and cognitive needs of each child · Encourage assistants to contribute to curriculum planning · Coordinate field trips · Prepare monthly plan charts · Complete bi-annual assessment of children's development · Report progress of children to parents in bi-annual reports and through parent-teacher conferences · Maintain daily open communication with parents · Keep accident reports · Maintain anecdotal records · Maintain confidentiality · Report any suspect abuse to supervisor · Arrange a classroom environment in accordance to program goals and philosophy · Maintain a safe and healthy environment · Inspect and replace damaged or lost materials · Attend in-service and staff meetings · Supervise assistants, aides and volunteers in the classroom · Keep all appropriate records such as records, attendance and time sheets. · Meet all applicable licensing regulations

Contact: Angela Jackson-Lopez

Address: 4200 Rte 173, Zion, IL 60099

Phone: 847-246-3230

Application Instructions: Please email resume to email listed above. You are welcome to phone but an interview will not be scheduled without a resume

Job ID: 2484207

Expires: 03/16/2012

Job Title: Forestry Intern

Company: Village of Mount Prospect

Job Type: Full Time, Internship

Degrees Wanted: None Required

Majors Wanted: Horticulture

Location: Illinois

Salary: \$12.00-\$13.25

Job Description: Student Intern wanted for temporary employment for Summer 2012 with the municipal Forestry Division. Job assignments will include data updating for computerized tree inventory, scouting for disease, responding to service requests, hazard tree evaluation and working with municipal forestry crews. Desirable qualities: excellent tree identification skills, some computer course work, 1 or 2 years college level training in arboriculture or related field, and valid driver's license. Pay rate: \$12.00 to \$13.25/hour depending on qualifications (40 hour work week)

Contact: Mount Prospect Public Works

Address: 1700 W. Central Road Forestry Division, Mount Prospect, IL 60056

Phone: 847-870-5640

Fax: 847-253-9377

Apply Online: <http://www.mountprospect.org>

Application Instructions: To apply, download an employment application at www.mountprospect.org or call to request that an application be mailed to you. Then return the completed application, along with a copy of your resume, to the Forestry/Grounds Division. Mail to: Mount Prospect Public Works Attn: Forestry/Grounds Division 1700 W. Central Road Mount Prospect, IL 60056

Job ID: 2520901

Expires: 03/16/2012

Job Title: Administrative Assistant/Sales Clerk

Company: Lester's Material Service, Inc.

Job Type: Full Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10 hr starting

Job Description: Excel skill required Landscape product and/or install experience required schedules appointments, answers inquires, phone call follow up, process signed jobs, product and supply ordering, assist salesman, typing, file maint., errand runs, crew hours data entry, friendly and courteous sales of product.

Contact: Lori Lester - Zwilling

Address: 1980 S Hwy 83, Grayslake, IL 60030

Phone: 847-223-7000

Fax: 847-223-7067

Email: info@lestersmaterial.com

Job ID: 2520915

Expires: 03/16/2012

Job Title: Sales Clerk

Company: Lester's Material Service, Inc.

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: minimum per hour

Job Description: Greet customers in a friendly, courteous and professional manner in a busy atmosphere. Talks to customers by phone or in person, fills out sales orders, invoices, collects deposits, solicits sale of new or additional products, stocks shelves, etc.

Contact: Lori Lester - Zwilling

Address: 1980 S Hwy 83, Grayslake, IL 60030

Phone: 847-223-7000

Fax: 847-223-7067

Email: info@lestersmaterial.com

Job ID: 2520947

Expires: 03/16/2012

Job Title: Installation sales

Company: Lester's Material Service, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$30,000 annual + commis +snow

Job Description: Goes to numerous locations to complete job estimates (excel skills required), scales potential projects, assess accessibility and grade, accesses price per sq ft, writes up quotes, follows up phone calls, draws designs with Dynascape program, oversees installation, collects final payment, available for 24 hr snow service.

Contact: Lori Lester - Zwilling

Address: 1980 S Hwy 83, Grayslake, IL 60030

Phone: 847-223-7000

Fax: 847-223-7067

Email: info@lestersmaterial.com

Job ID: 2521628

Expires: 03/16/2012

Job Title: Collector

Company: R&B Receivables Management d/b/a R&B Solutions

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Seeking Collector with experience in A/R, commercial collection and insurance subrogation. Bi-lingual a plus. Proficient data entry & phone skills a plus. Strong collection experience preferred.

Contact: Deborah A. Figueroa

Address: 860 S. Northpoint Boulevard, Waukegan, IL 60085

Phone: 847-887-8515

Fax: 847-887-8501

Email: rjohnson@randbsolutions.net

Application Instructions: Send resume and cover letter

Job ID: 2522583

Expires: 03/17/2012

Job Title: Manufacturing Engineer - 2nd shift

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall, a leading manufacturer of advanced lighting solutions, has a great career opportunity for a 2nd shift Manufacturing Engineer to plan, direct and coordinate manufacturing processes in our Metal Fabrication and Assembly departments. Additional responsibilities include: ·Analyze and implement production process improvements (fabrication, paint and final assembly). ·Analyze workflow, space requirements and facility layout and be able to recommend and implement cost-effective solutions that improve product velocity through our plant. ·While maintaining product design criteria, analyze, develop and implement process improvements that will optimize the use of manufacturing resources to produce all components required to assemble a lighting fixture. ·Work with Product Engineering to develop cost effective processes and procedures to manufacture the next generation of lighting products. Position requirements include hands-on mechanical aptitude (CAD, machining, welding, etc.) and working knowledge of: sheet metal manufacturing methods, lean manufacturing methods, ISO9001 quality requirements and electrical troubleshooting. A Manufacturing Engineering degree is preferred; bright and enthusiastic recent grads with prior industry experience will be considered. Kenall is an established, financially stable organization with a proven track record of excellence. If you share our drive, professionalism and enthusiastic spirit and would like to be a part of a growing, progressive organization, please forward your resume to: KENALL Human Resources 1020 Lakeside Drive Gurnee, IL 60031 E-mail: careers@kenall.com Fax: 847-360-9480 Please visit us @ www.kenall.com

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com or fax: 847-360-9480

Job ID: 2522601

Expires: 03/17/2012

Job Title: Assembly Specialist

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall seeks an ASSEMBLY SPECIALIST to work from blueprints/schematics, BOMs, samples, etc. to: *accurately assemble products in a cellular manufacturing environment; *provide input to improve assembly processes; *perform testing & quality checks throughout the assembly process; *setup & maintain assembly cell tools, equipment & inventory and *assist with training new, existing & temporary employees. Position requires experience with: electrical wiring, blueprint reading/schematics, BOMs, hand tools, light machine operations, testing equipment, etc. in addition to excellent (English) communication skills and a flexible, positive attitude.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522634

Expires: 03/17/2012

Job Title: Assembly Team Leader

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall's Assembly Team Leader assembles products involving detailed standardized methods in a cellular manufacturing environment, assists with training new and existing Assembly personnel and oversees cell employees (with the direction of the Assembly Supervisor) to assure that Kenall production requirements are met. Requirements for our hands-on working Team Leader position include prior similar experience from within a cellular manufacturing environment and strong quality control & communication skills (bi-lingual English/Spanish preferred), etc.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522652

Expires: 03/17/2012

Job Title: Manufacturing Team Leader

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall has a great career opportunity for a Manufacturing Team Leader to direct the day-to-day activities of Metal Fabrication and Assembly production employees in adherence of the production schedule. Responsibilities for this position include: ·supervisory duties (develop, train, evaluate and motivate employees) ·recommend improved methods, equipment, procedures and systems to increase efficiency and quality ·assign work activities for effective utilization of personnel to maintain workflow and achieve objectives. The ideal candidate will possess a strong lean manufacturing and metal fabrication background. This position requires 3+ years related experience, a thorough knowledge of manufacturing, the ability to read blueprints to assure production is per specifications, and the ability/willingness to learn all aspects of our manufacturing operations. Must possess strong interpersonal and communication skills and a high level of self-initiative.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522674

Expires: 03/17/2012

Job Title: Senior Buyer

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall's SENIOR BUYER position is responsible for purchasing a variety of raw materials, commodities and supplies through vendor selection in a cost effective and timely manner. You will negotiate, approve & maintain contracts, bids and supplier programs; review requisitions; analyze requirements; evaluate vendors and work closely with Engineering on new product designs to locate parts and source suppliers, etc. This is a senior-level position requiring 5+ years experience, preferably from within a manufacturing environment; a strong background in metal fabrication, electrical components and plastics is preferred.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522686

Expires: 03/17/2012

Job Title: Recruiter

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall's RECRUITER is responsible for providing full lifecycle recruiting services, delivering high-quality candidates and advancing the Kenall brand. The Recruiter will creatively develop and execute recruiting plans; network through extensive contacts and memberships; build and advance recruiting initiatives via schools, career fairs, professional organizations and social media on behalf of the Company. Requirements include 3+ years experience in full lifecycle recruiting components including, but not limited to, sourcing, qualifying, networking, assessing, etc. (preferably from within the manufacturing industry); ability to recruit for a broad range of positions and present new recruiting concepts. Must be results driven and possess a high level of initiative. Excellent project management, communication and organizational skills required.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522704

Expires: 03/17/2012

Job Title: Applications Engineer

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall's APPLICATIONS ENGINEER is a product specialist for the Sales department who responds to internal and field inquiries regarding technical aspects/applications of Kenall products and is the liaison between manufacturing and sales. Additionally, the Applications Engineer responds to all field requests regarding photometric application of Kenall products, fields all requests for special and international applications of Kenall products and provides input to Marketing and New Product Development Departments regarding field developments and Kenall product applications. Strong electrical background, BSME with 3+ years in a similar role (applications engineering, field support and/or technical pre-sales) plus proven experience in mechanical design is required; lighting industry experience is preferred.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522777

Expires: 03/17/2012

Job Title: Welder

Company: Kenall Manufacturing

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Kenall seeks a TIG welder to perform fusion welding of 20-10 gauge cold-rolled steel, stainless & aluminum. Experienced metal fabricators and recently certified welder graduates will be considered.

Contact: KENALL

Address: 1020 Lakeside Drive, Gurnee, IL 60031

Phone: 847-599-3452

Fax: 847-360-9480

Email: careers@kenall.com

Application Instructions: For consideration, please forward your resume to careers@kenall.com (or fax to 847-360-9480).

Job ID: 2522836

Expires: 03/17/2012

Job Title: Field Surveyor

Company: cmQue, inc.

Job Type: Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$14-16

Job Description: Job is to hand out and collect origin-destination survey forms onboard Pace buses during the month of March 2012. Surveys will be conducted Mondays-Fridays from 6:00 am to 3:00 pm.

Contact: Isabel Canete-Medina

Address: 1416 Lake St. Suite 7, Evanston, IL 60201

Phone: (847) 475-8099

Fax: (847) 425-5967

Email: jobs@cmque.com

Application Instructions: If interested, please submit a one-page resume to jobs@cmque.com with subject heading "Field Surveyor".

Job ID: 2523123

Expires: 03/17/2012

Job Title: Landscape Maintenance Foreman

Company: Acres Group

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: MAJOR OBJECTIVES: The major objectives of the maintenance or construction foreman position are:
· Quality work with no call back or redo · All work completed at or below budget · Effective customer communication · Developing themselves and their people · Working safely with no accidents · Proper equipment care · Turn in all paperwork · The foreman will also maintain a positive image for Acres in the field and industry. ESSENTIAL FUNCTIONS: · Responsible for overseeing daily landscape production operations on the job site. · Positively motivate and supervise your crew, in part by modeling exemplary work habits. · Follow through of daily and weekly assignments set by your manager. · Establish and maintain a good working relationship with your manager and with property/project managers. · Keep your manager informed of progress and problems on the job site. · Ensure quality of work being performed according to Acres standards. · Follow through with accurate paperwork on a daily basis. · Organize equipment, materials and labor to efficiently complete projects set by your manger during the landscape and snow removal seasons. · Coordinate daily activities under changing circumstances. · Assume responsibility for ensuring the overall quality and precision of all work at the job sites, including attending to the details · Use independent judgment to develop creative solutions to problems that may arise in the course of a workday. · Handle customer complaints with professionalism and in accordance with company guideline / standards tact. · Lead and direct a crew effectively while projecting a positive image to the outside in your representation of the company. · Enforce all Acres policies and procedures; implement disciplinary procedures when necessary. · Responsible for the timely reporting of timesheets, and other required paperwork. · Communicate effectively with Production Managers, the Fleet Manager, Mechanics, Subordinates, and Clients: Project/Property Managers. · Responsible for the proper maintenance and cleanliness of your truck, trailer and equipment. · Responsible for safety compliance and the overall safety of your crew. · Follow proper procedures for reporting all equipment problems to your manager and to the shop for repair. · Must be capable to operate all equipment for extended periods of time. · Must have the ability to lift at least 60 pounds. · Drive to the job site and

conduct daily tours and visual inspections of landscapes, which include areas yet to be graded, seeded or sodded; areas with varying turf heights and textures; all sizes and shapes of shrubbery, bushes, flower beds, etc.... **REQUISITE KNOWLEDGE, SKILLS, & ABILITIES:** · Landscape field experience · Horticultural knowledge · Ability to communicate in English. **PREREQUISITES:** · Driver's license required. CDL necessary for construction and preferred for maintenance. · Operator's pesticide license preferred. Spray truck drivers must have the operator's license.

Contact: Miguel Castro

Address: 610 W Liberty St., Wauconda, IL 60084

Fax: 847-526-4841

Apply Online: http://http://www.acresgroup.com/careers/careers_jobsearch.asp

Job ID: 2523128

Expires: 03/17/2012

Job Title: Landscape Maintenance Laborer

Company: Acres Group

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: MAJOR OBJECTIVES OF THIS JOB ? Responsible for working as a team with other crewmembers to complete all work in accordance with Acres' quality. ? Follow through of daily and weekly assignments set by your foreman and manager, to include mowing grass, clipping shrubbery, edging planting beds, laying mulch, trimming weeds, etc. ? Establish and maintain a good working relationship with your foreman, crewmembers and manager. ? Keep your foreman informed of progress and problems on the job site. ? Maintain a positive image for Acres in the field.

ESSENTIAL FUNCTIONS OF THIS JOB ? Efficiently complete projects set by your manager and foreman during the landscaping and snow removal seasons. ? Ensure quality and precision of all work at the job sites, including attending to the details. ? Assist in developing creative solutions to problems that may arise in the course of a workday. ? Follow all Acres policies and procedures as outlined and communicated. ? Review the timesheet completed by the foreman daily for accuracy. ? Communicate effectively with your foreman, other crewmembers, your manager and other personnel within Acres. ? Keep your truck, trailer and equipment clean. ? Responsible for following all safety policies. ? Properly care for all equipment assigned to your crew. ? Report all equipment problems to your foreman so he may report it to the shop for repair. ? Must be able to operate all equipment for extended periods of time. ? Must have the ability to lift at least 60 pounds. ? Conduct daily tours and visual inspections for problems with landscapes, which include areas yet to be graded, seeded or sodded; areas with varying turf heights and textures; all sizes and shapes of shrubbery, bushes, flower beds, etc.. **PREREQUISITES FOR THIS JOB** ? Landscape field experience preferred; familiarity with landscape plant materials and tasks. ? The ability to communicate in English is preferred. ? Must be available to work full time.

Contact: Miguel Castro

Address: 610 W Liberty St., Wauconda, IL 60084

Fax: 847-526-4841

Apply Online: http://http://www.acresgroup.com/careers/careers_jobsearch.asp

Job ID: 2523133

Expires: 03/17/2012

Job Title: Irrigation Laborer

Company: Acres Group

Job Type: Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: MAJOR OBJECTIVES OF THIS JOB ? Responsible for working as a team with other crewmembers to complete all work in accordance with Acres' quality. ? Follow through of daily and weekly assignments set by your foreman and manager, to include day to day irrigation repairs, installs, digging, ect. ? Establish and maintain a good working relationship with your foreman and manager. ? Keep your foreman informed of progress and problems on the job site. ? Maintain a positive image for Acres in the field. ESSENTIAL FUNCTIONS OF THIS JOB ? Efficiently complete projects set by your manager and foreman during the landscaping seasons. ? Ensure quality and precision of all work at the job sites, including attending to the details. ? Assist in developing creative solutions to problems that may arise in the course of a workday. ? Follow all Acres policies and procedures as outlined and communicated. ? Accurately clock in and clock out utilizing Modeco. ? Communicate effectively with your foreman, manager and other personnel within Acres. ? Keep your truck, trailer and equipment clean. ? Responsible for following all safety policies. ? Properly care for all equipment assigned to your crew. ? Report all equipment problems to your foreman so he may report it to the shop for repair. ? Must be able to operate all equipment for extended periods of time. ? Must have the ability to lift at least 75 pounds. ? Conduct daily tours and visual inspections for problems with irrigation systems PREREQUISITES FOR THIS JOB ? Irrigation experience is a plus; ? The ability to communicate in English is mandatory. ? Must be available to work full time.

Contact: Miguel Castro

Address: 610 W Liberty St., Wauconda, IL 60084

Fax: 847-526-4841

Apply Online: http://http://www.acresgroup.com/careers/careers_jobsearch.asp

Job ID: 2523182

Expires: 03/17/2012

Job Title: Part-time Guest Service Representative

Company: Crossland Studios

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Guest Service Representative (Part-Time) Guest Service Representatives are responsible for greeting and registering the guest, providing outstanding Guest Service during their stay, creating, modifying and settling guest reservations, working well as a team with the ability to work independently, be detailed orientated, ability to multi-task and to problem solve in order the effectively deal with internal and external customers.

Contact: Margaret Gray

Address: 1177 S Northpoint Blvd, Waukegan, IL 60085

Phone: 8476880402

Application Instructions: Please come to the Property Located at 1177 S Northpoint Blvd Waukegan, IL 60085

Job ID: 2523252

Expires: 03/17/2012

Job Title: Data Entry/Order Processing Specialist

Company: Success Title Services

Job Type: Full Time

Degrees Wanted: Associates, Bachelors

Majors Wanted: Any Major

Location: Illinois

Salary: annual

Job Description: A growing Title Insurance company is looking for Data Entry/Order Processing Clerk with excellent

organizational skills, ability to meet deadlines and work in a fast-paced environment. The responsibilities of the position include data entry, filing, typing, answering phone calls, general office duties, and other miscellaneous projects as assigned.

Contact:

Email: adminhr@successtitle.com

Job ID: 2523496

Expires: 03/18/2012

Job Title: Teller

Company: Community Trust Credit Union

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Responsible for basic teller duties, cash handling, assisting members with financial transactions, while providing excellent service. We offer excellent benefits and competitive pay.

Contact: Bettina Golwitzer

Address: 1263 N. IL Route 83, Grayslake, IL 60030

Phone: 847-662-2050 ext. 227

Fax: 847-543-1063

Email: humanresources@ctcu.org

Application Instructions: To complete an application, please visit our website, www.ctcu.org. Applications can be returned via fax 847-543-1063, in person or mail to 1263 N. IL Route 83, Grayslake, IL 60030.

Job ID: 2524086

Expires: 03/18/2012

Job Title: Legal Assistant

Company: Leoris and Cohen, P.C.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Highland Park general practice law firm seeks a friendly and energetic legal assistant to perform a wide variety of general office duties. In addition, must be flexible and willing to learn tasks related to real estate, family law, estate planning, personal injury and general practice law. Ideal candidate will be a self-starter with the ability to handle multiple tasks simultaneously and to work independently and as a part of a team. Strong computer and office technology skills are a must. Knowledge of PACER is a plus.

Contact: Erin Conway

Address: 622 Lauren Avenue, Highland Park, IL 60035

Phone: 8474336063

Fax: 8474336057

Email: econway@leorisandcohen.com

Application Instructions: Please submit your cover letter and resume via email (econway@leorisandcohen.com) or fax (847/ 433 - 6057).

Job ID: 2524332

Expires: 03/18/2012

Job Title: Retail Managers & Stylists Wanted

Company: AKIRA

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: AKIRA, Chicago's Fashion Trendsetter, is currently hiring for ALL positions for several of our locations (Schaumburg, Skokie, & Chicago)! www.shopakira.com We are looking for THE BEST: Store Managers, Assistant Managers & Stylists! Who we want: Fashion Fanatics, Superstar Sales People, Outgoing personalities, and individuals looking for a career in fashion! Here is what we have going on: AKIRA is hosting an OPEN TALENT CALL on 2/22/12 from 1pm - 7pm @ Woodfield Woman's Boutique. We are hiring for all positions for this location ONLY! To secure an interview spot please submit your resume and cover letter to HR@shopakira.com. Walk-ins are definitely welcome as well! Since we will be interviewing on the spot we ask that you please bring a resume. (Please be location specific when applying.) AKIRA Women's Boutique at Old Orchard Mall (Skokie) is hiring for the following positions: Store Manager, Assistant Manager and Stylist please submit your resume and cover letter to: HR@shopakira.com to schedule an interview. (Please be specific when applying about the location as well as the position of interest.) Chicago locations are looking for: Managers, Assistant Managers, and Stylists! Please submit your resume and cover letter to: HR@shopakira.com to schedule an interview. Want more information about AKIRA? Check us out at: www.shopakira.com Questions? HR@shopakira.com

Contact: Stefanee Horwitch

Address: 1430 W Willow, Chicago, IL 60642

Phone: 8477076792

Job ID: 2524476

Expires: 03/18/2012

Job Title: Part Time Computer Operator

Company: Community Trust Credit Union

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Provides general support for technology or DP issues, i.e. audio response system, automated telephone attendant, imaging, fax technology, data format conversion, etc. Generates reports or downloads for DP system. Reviews documentation of new modules/features, submits for use to management team or appropriate Vice President. Interfaces with vendor on implementation, configuration of software and hardware, datacomm and cabling., prioritization, and resolution of problem issues. Undertakes hardware maintenance, upgrades, troubleshooting, and repair. Internal repair when feasible, otherwise coordinates external repair service. Backs up critical data files and PC/LAN. Trains Credit Union staff on PC fundamentals, i.e. Windows, basic word processing, etc. To keep management and operational areas informed regarding data processing service interruptions, keeping interruptions to a minimum and scheduling during off-peak hours. Maintain all hardware in working order, ensuring all systems are functioning within established parameters. Provide informed, professional, and accurate service to all members and staff. To complete assigned period-end processing and reports as scheduled with zero errors. Performs other job related duties as assigned.

Contact: Bettina Golwitzer

Address: 1263 N. IL Route 83, Grayslake, IL 60030

Phone: 847-662-2050 ext. 227

Fax: 847-543-1063

Email: humanresources@ctcu.org

Application Instructions: Please send salary expectations with resume/application. To complete an application, please visit our website, www.ctcu.org. Applications can be returned via fax 847-543-1063, in person or mail to 1263 N. IL Route 83, Grayslake, IL 60030.

Job ID: 2525065

Expires: 03/21/2012

Job Title: Greeter

Company: First Midwest Bank

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$11.50/hour

Job Description: POSITION SUMMARY: Responsible for representing the company in a professional manner. On a routine basis this position will greet, welcome and direct clients through personal contact. DUTIES/RESPONSIBILITIES: Greet and welcome all customers at the front door of the bank Thank all clients for their business when clients exit the bank Hold door open for all clients upon entering and exiting the bank Assist clients as needed Monitor the bank's parking lot to enforce parking guidelines Ensure that the bank's exterior and interior are well maintained and appearance is presentable - bring any maintenance issues to the Branch Manager

Contact: Joanne Eppers

Address: 3510 W. Elm St., McHenry, IL 60050

Phone: 8153447241

Fax: 8153447230

Apply Online: http://rn11.ultipro.com/FIR1017/jobboard/NewCandidateExt.aspx?__JobID=9207

Application Instructions: Please apply online. <http://www.firstmidwest.com/workforus.aspx>

Job ID: 2525075

Expires: 03/21/2012

Job Title: Software Quality Assurance Specialist

Company: Don Johnston, Inc

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: hourly

Job Description: Skills o Knowledge of Windows, Macintosh and Linux OS's o SQL & other Database platforms o Web Apps and Mobile devices o Must be driven to create vision - implement processes Qualifications o Requires basic knowledge and understanding of the software development life cycle (SDLC), which is a structured method used to design, test and implement software. o Ability to develop test scripts & test plans for all cycles of software / hardware testing. o Involves monitoring program performance throughout the testing process to improve or modify software until it is operating properly. Testing is also conducted to compare competitors' software capabilities. Education Educational requirements include a bachelor's degree in computer engineering, information technology, computer science or a related discipline. Willing to replace educational requirements for combined education and experience in quality assurance, and working knowledge of quality testing tools and systems.

Contact: Joann Cannino

Address: 26799 W Commerce Drive, Volo, IL 60042

Phone: 847-740-0749

Email: hr@donjohnston.com

Job ID: 2525170

Expires: 03/21/2012

Job Title: Software Quality Assurance Tester

Company: Don Johnston, Inc

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Computer Science

Location: Illinois

Salary: hourly

Job Description: Skills o Knowledge of Windows, Macintosh and Linux OS's o SQL & other Database platforms o Web Apps and Mobile devices o Must be driven to create vision & implement processes Qualifications o Requires basic knowledge and understanding of the software development life cycle. o Ability to develop test scripts & test plans for all cycles of software / hardware testing. o Involves monitoring program performance throughout the testing process to improve or modify software until it is operating properly. Education Educational requirements include an Associate's degree in information technology, computer science or related discipline. Willing to replace educational requirements for combined education and experience in quality assurance, and working knowledge of quality testing tools and systems.

Contact: Joann Cannino

Address: 26799 W Commerce Drive, Volo, IL 60042

Phone: 847-740-0749

Email: hr@donjohnston.com

Job ID: 2524400

Expires: 03/23/2012

Job Title: Police Officer

Company: Public Safety Recruitment

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 43,000

Job Description: Full-time

Contact: Public Safety Recruitment

Address: 1127 S. Mannheim Rd. Suite 203, Westchester, IL 60154

Phone: 800-343-HIRE

Email: info@publicsafetyrecruitment.com

Apply Online: <http://www.publicsafetyrecruitment.com/>

Application Instructions: Online Applications and downloadable Release Forms are available at www.publicsafetyrecruitment.com. Online Applications and ALL required documents are due to Public Safety Recruitment at 1127 S. Mannheim Road, Suite 203, Westchester, IL, no later than 12 noon on March 23, 2012.

Job ID: 2495151

Expires: 03/24/2012

Job Title: Square U Representative

Company: Square

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Square U Representative- Square is changing the way people pay and get paid. The Square U Representative program is seeking rockstar candidates to share Square with local businesses, vendors, and community groups. As a Square U Rep, you will gain valuable experience, build your resume, and help lots of people benefit from Square. About Square: Square is the simplest way to accept credit cards. It's easy to use and comes with a free credit card reader for your phone or iPad. Sign-up is quick, and there are no complicated contracts, monthly fees, or merchant accounts required. The product and service is perfect for small businesses, community groups, organizations, and events. About You: You love technology and consider yourself an early adopter. You are looking for a flexible, paid part-time job representing a product you believe in and want to see succeed. You are connected in your local community and know your way around town. Program Details: Paid, Part-time Position. 9-15 hrs/week commitment. Minimum hourly wage. Flexible scheduling allowed. LOCATION: Your local community and city. Reliable transportation is a plus. Six month program, with an offer for high performers to extend. As a Square U Representative, you will: · Develop a keen understanding of the Square brand and our long-term vision. · Grow Square usage and activate new Square users in your community. · Identify aggregation points and design outreach strategies. · Manage conversations with event organizers and business leaders. · Engage with local businesses, casual retailers, and managers of business associations. · Develop robust knowledge of the payments industry and understand Square's position in the marketplace. · Network with other Square U Reps on outreach campaigns and contribute to the Square U community. · Gain experience with new media marketing techniques. · Gain valuable feedback and coaching from management about the effectiveness of certain activities. · Form a rich network of personal and professional contacts in the local community. Qualifications: · Sophomore or Junior in an undergraduate program. · Prior experience in sales and marketing is a plus. · Knowledge of surrounding local community or city. · Outgoing, motivated, and personable. · Strong oral and written communication skills. · Passion for Square. Square U is currently looking to hire Reps to start in early 2012. To submit an application, please visit: <https://squareup.com/jobs/os4OVfwZ>

Contact: Miles Hischier

Address: 901 Mission St., San Francisco, CA 94114

Phone: 415-375-3176

Application Instructions: To submit an application, please visit: <https://squareup.com/jobs/os4OVfwZ>

Job ID: 2510205

Expires: 03/25/2012

Job Title: Now Hiring - Nanny/Flexible Hours

Company: College Nannies & Tutors

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Seeking candidates to work as an On Call Nanny in the Chicago land area. Must have at least 3 full days available to work for families on a short term 1 or 2 days or long term 2 month time frames. Good candidate will have reliable transportation, three childcare related references and CPR training. Apply at www.collegenannies.com select the Glenview location click Join the Team and fill out an application. Daily Responsibilities: College Nannies & Tutors has agreements with large corporations in Chicago-land to provide childcare in a back-up, secondary, and or emergency type role. The positions will normally run full days, and may sometimes be for multiple days. Due to the nature of the situations, "back-up, secondary, emergency", the assignments are often awarded the night before, even the morning of the jobs. Full days normally start between (7-9AM and ending between 4-6pm) half-days will always be a minimum of 4 hours. Some On-Call jobs are set weeks in advance and at times they are given to us the morning of the job We do have flexibility to shape this role to match a qualified individuals schedule. Qualifications: CPR, reliable transportation and prior child care experience a must.

Contact: Charlie Horwitz

Address: 3090 N. Lake Terrace, Glenview, IL 60026

Phone: 847-998-5657

Fax: 847-998-5697

Email: chorwitz@collegenannies.com

Application Instructions: Apply at www.collegenannies.com select the Glenview location and click Join the Team.

Job ID: 2497617

Expires: 03/26/2012

Job Title: Part Time and After School Nannies, Chicago and Suburbs

Company: College Nannies & Tutors

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Nannies will go to family's home when children are due home from school. Either pick children up from school or greet at bus. Provide snack or lite meal prep, drive children to activities, assist with homework. Time permitting, engage children in fun, educational or physical activities. May involve lite housekeeping. Must have vehicle. Parents are looking for individuals that are responsible, reliable, and have an interest in building a relationship with the family. Positions to last the duration of the school year, often into summer and beyond.

Contact: Charlie Horwitz

Address: 3090 N. Lake Terrace, Glenview, IL 60026

Phone: 847-998-5657

Fax: 847-998-5697

Application Instructions: To complete on line application, go to: www.collegenannies.com Click 'Join the Team' Click the Glenview, IL office

Job ID: 2497619

Expires: 03/26/2012

Job Title: Part Time and After School Nannies, Chicago and Suburbs

Company: College Nannies & Tutors

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Nannies will go to family's home when children are due home from school. Either pick children up from school or greet at bus. Provide snack or lite meal prep, drive children to activities, assist with homework. Time permitting, engage children in fun, educational or physical activities. May involve lite housekeeping. Must have vehicle. Parents are looking for individuals that are responsible, reliable, and have an interest in building a relationship with the family. Positions to last the duration of the school year, often into summer and beyond.

Contact: Charlie Horwitz

Address: 3090 N. Lake Terrace, Glenview, IL 60026

Phone: 847-998-5657

Fax: 847-998-5697

Application Instructions: To complete on line application, go to: www.collegenannies.com Click 'Join the Team' Click the Glenview, IL office

Job ID: 2508387

Expires: 03/31/2012

Job Title: Radio Marketing and Promotions Internship Summer 2012

Company: WSCR-AM 670 The Score

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Job summary WSCR 670 The Score is looking for self-motivated & task orientated individuals who are interested in pursuing a career in sports marketing and media. Job Responsibilities ·Interact with staff, producers, and sales department on various promotions/special events ·Set up and provide support for on-site promotional events ·Write commercial copy and on-air promotional mentions ·Conduct site checks and complete execution sheets for promotional events ·Maintain records containing listener information ·Conduct mailings and obtain legal documents from winners

Contact: Matt Santa Maria

Address: 180 N. Stetson Avenue Suite 1250, Chicago, IL 60601

Phone: 312-729-3936

Email: matt.santamaria@cbsradio.com

Application Instructions: Please send your resume and cover letter to matt.santamaria@cbsradio.com.

Job ID: 2502822

Expires: 04/02/2012

Job Title: Part Time Nanny Needed in Highland Park

Company: College Nannies & Tutors

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: *Fun loving, creative nanny needed for family in Highland Park. *M-F from 1 pm to 5 pm, maybe til 6 pm in near future. *Two children, ages 3 and 5. Nanny will engage children in fun, educational activities, help with meal prep and nap times, and help facilitate controlling clutter. *May assist with driving - vehicle available. Parents want an imaginative nanny that loves children and is capable and willing to relate to them on their level. *Position will likely continue into summer. *Two large dogs, one large cat - family has dog walker.

Contact: Joanie Gehr

Address: 3090 N. Lake Terrace, Glenview, IL 60026

Phone: 847-998-5657

Fax: 847-998-5697

Application Instructions: For immediate consideration, call or email Joanie Gehr, Placement Manager College Nannies and Tutors 847-997-5657 jgehr@collegenannies.com To apply online, go to www.collegenannies.com Click 'Join the Team' Click Glenview, IL

Job ID: 2506409

Expires: 04/04/2012

Job Title: Full Time Nanny Needed in Deerfield

Company: College Nannies & Tutors

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Experienced full time nanny needed asap for young family in Deerfield. *Approx. 34 to 43 hours per week, schedule may vary slightly week to week. *One 19 month old baby *Light housekeeping and meal prep, light laundry *May help with errands - car available Parents are looking for maturity and initiative in a nanny, as well as patience and stability. This is a long term position and an excellent opportunity. \For immediate consideration, call or email: College Nannies and Tutors 847-998-5657 jgehr@collegenannies.com For on line application, go to www.collegenannies.com Click 'Join the Team' Click Glenview, IL office

Contact: Joanie Gehr

Address: 3090 N. Lake Terrace, Glenview, IL 60026

Phone: 847-998-5657

Fax: 847-998-5697

Application Instructions: For immediate consideration, call or email: Joanie Gehr, Placement Manager College Nannies and Tutors 847-998-5657 jgehr@collegenannies.com For on line application, go to www.collegenannies.com Click 'Join the Team' Click Glenview, IL office

Job ID: 2473204

Expires: 04/05/2012

Job Title: Auto Body Teacher for Career Path High School

Company: The MENTA Group in Illinois & Arizona

Job Type: Full Time

Degrees Wanted: Bachelors, Certificate, License

Majors Wanted: Automotive Collision Repair, Automotive Technology

Location: Illinois

Salary: Comparable for the area & posi

Job Description: Fox Valley Tech & Trade Center, an affiliate of The Menta Group, serves emotional, behavioral, and academically disabled students in the Aurora Metro Area, and the far western suburbs of Chicago, Illinois. Our expanding program development and student population demands our hiring an additional certified staff. Fox Tech is made up of caring educational and clinical specialists who have committed themselves to making "success" an option for all young people. Academic instruction is given a high priority at Fox Tech. In order to increase the likelihood of student success, a diverse group of professionals are employed, each with unique talents and a strong dedication to educating young people who are challenged by traditional instruction. Vocationally oriented classes and community-based job placement allow students to experience the world of work and practice the interpersonal skills that will serve them throughout their lives. Fox Tech is a private educational facility approved by the Illinois State Board of Education. (ISBE 14-7.02). Programming is designed for special education students between the ages of 15 through 21. This program offers a career path high school program that provides a variety of school-to-work options for special education students and is an ideal academic setting for adolescents who are preparing to become both literate and self-sufficient. We are currently in need of an auto body teacher for high school classes with specialized [LBS01, Type 10, and/or Type 09/34] State of Illinois Certification, who can also teach special needs students with an emphasis on work skills as a basis for a career path curriculum. The ideal candidate will be qualified to teach career paths classes with an emphasis in auto mechanics and body repair, and be willing to be trained to work with severely Behavior/Emotional Disordered students.

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Apply Online: http://www.thementagroup.org/careers_ApplyOnline.aspx

Application Instructions: sean.cunningham@menta.com Fax: 630-844-9032 Questions can be directed to Sean

Job ID: 2473215

Expires: 04/05/2012

Job Title: Auto Body, Mechanics & Service Instructors - IL

Company: The MENTA Group in Illinois & Arizona

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Automotive Collision Repair, Automotive Technology

Location: Illinois

Salary: Comparable for area & position

Job Description: Fox Valley Tech & Trade Centers and Country Club Hills Tech & Trade Centers, both affiliates of The Menta Group, serves emotional, behavioral, and academically disabled students in the far western and southern suburbs of Chicago, Illinois metro area. Our expanding program development and student population demands our hiring an additional state certified staff. Both programs are made up of caring educational and clinical specialists who have committed themselves to making "success" an option for all young people. Academic instruction is given a high priority at Fox Tech. In order to increase the likelihood of student success, a diverse group of professionals are employed, each with unique talents and a strong dedication to educating young people who are challenged by traditional instruction. Vocationally oriented classes and community-based job placement allow students to experience the world of work and practice the interpersonal skills that will serve them throughout their lives. These programs offer a career path high school program that provides a variety of school-to-work options for special education students and is an ideal academic setting for adolescents who are preparing to become both literate and self-sufficient. We are currently in need of auto shop teachers for high school classes in automotive studies for special needs students. Both are private educational facilities approved by the Illinois State Board of Education. (ISBE 14-7.02). Programming is designed for special education students between the ages of 15 through 21. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Apply Online: <http://www.thementagroup.org/careers/apply>

Application Instructions: North Aurora, IL sean.cunningham@menta.com Fax: 630-844-9032 Questions can be directed to Sean Cunningham at 630-844-3950 Country Club Hills, Illinois E-mail: john.ritchey@menta.com Fax: 708-798-9756 Questions can be directed to John Ritchey at 708-798-9542.

Job ID: 2513828

Expires: 04/06/2012

Job Title: Ecological Research Archivist

Company: McHenry County Conservation District

Job Type: Seasonal

Degrees Wanted: Bachelors

Majors Wanted: Anthropology, History, Library Technology

Location: Illinois

Salary: \$8.50 per hour

Job Description: The McHenry County Conservation District is currently seeking a seasonal worker to assist the Scientific Database Coordinator for 12 weeks with scanning and cataloguing archival materials at the Lost Valley Visitor Center in Glacial Park. Primary duties include: Scanning archival plant 35mm slides, cataloguing digitized images,

scanning archival site restoration 35mm slides, scanning archival fauna 35mm slides, cataloguing scanned images, attaching appropriate metadata and organizing all images into a readily usable format. Additionally, archiving audio interviews and archiving printed materials (books, journals, and studies) may be required.

Contact: Jenny Heider

Address: 18410 U.S. Hwy 14, Woodstock, IL 60098

Phone: 815-338-6223

Application Instructions: APPLICATIONS & RESUMES SUBMITTED TO: McHenry County Conservation District, Attn: HR, 18410 U.S. Highway 14, Woodstock, IL, 60098.

Job ID: 2223221

Expires: 04/19/2012

Job Title: College Financial Representative

Company: The McTigue Financial Group with Northwestern Mutual Financial Network

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Stipend plus Commission

Job Description: College Representative with the Northwestern Mutual Financial Network and The McTigue Financial Group have the same opportunities to build their careers as full-time representatives. Supported by our network of specialists, training programs, and mentoring opportunities, college representatives have access to the resources, products, and assistance they need to help their clients and build their practices. Like financial representatives, college representatives strive to understand their client's goals and visions in order to uncover financial solutions to put them on a path to success. College representatives are in business for themselves, but they're not alone to uncover financial solutions that put them on a path to success. The McTigue Financial Group provides tools, resources, and training to help you discover and build your markets to develop a successful practice as a college representative. At Northwestern Mutual and the McTigue Financial Group we believe training is a process, not an event. Can you envision a life of real world compensation, freedom, and calling your own shots? Many college students cannot. The Northwestern Mutual Financial Network internship is a valuable opportunity for students to combine classroom learning in a real life look into what they could truly make of themselves.

Contact: Erika Milonas

Address: 1 North Wacker Drive, Suite 4600, Chicago, IL 60606

Phone: (312) 641-8944

Fax: (312) 641-6930

Application Instructions: If you enjoy working at a fast-paced, highly productive, value-driven environment, e-mail your resume to Erika.milonas@nmfn.com. For more information visit our website at www.mctiguelfinancial.com.

Job ID: 2434400

Expires: 04/19/2012

Job Title: Special Education/Certified Content/Vocational Inst - IL & AZ

Company: The MENTA Group in Illinois & Arizona

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Early Childhood Education, Human Services, Humanities, HVAC & Refrigeration, Industrial Maintenance and Repair, Multimedia Communications, Psychology, Social Work, Sociology, Teaching English to Speakers of Other Languages, Technical Communication

Location: Arizona, Illinois, Washington

Salary: Comparable for the area

Job Description: Special Education Services (SES), an affiliate of The Menta Group, is a non-profit agency serving K-12 high-risk children in Illinois and Arizona. With its no refusal, no suspension, no expulsion policy, SES students attend school daily regardless of their behavior. A continuum of services is offered to meet the educational needs of special needs, at-risk and high-risk public school students. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management/home living, vocational, recreation/leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. We are currently seeking qualified applicants for the position of Special Education Teacher for our schools located in mid-state Illinois and the Chicago metro area; and Maricopa County, Arizona. Successful candidates will be creative, energetic and eager to develop and implement innovative solutions to critical problems in education. Requirements: Excellent oral and written communication skills Emphasis on work skills as a basis for a career path curriculum Flexible in which subject areas that they can work Student focused approach while presenting general areas of required subject material. Willingness to be trained in working with Behavioral/Emotional Disordered students Demonstrated ability to work well in a fast paced environment Bi-lingual applicants are encouraged to apply. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: <http://www.thementagroup.org/careers/apply>

Application Instructions: ARIZONA/MARICOPA & PINAL COUNTY/PHOENIX AREA Tolleson, AZ : Special Education-Mental Retardation dawn.massani@menta.com Fax: (623) 478-5026 Phoenix, AZ mitch.henderson@menta.com Fax: (602) 248-2937 Casa Grande, AZ jason.szoltysik@menta.com Fax: (520) 421-2996 ILLINOIS/MID-STATE & CHICAGO METRO AREA Country Club Hills Trade and Technology Center -- Life Skills + BD + ED john.ritchey@menta.com Fax to 708-798-9756 North Aurora, IL sean.cunningham@menta.com Fax: 630-844-9032

Job ID: 2434401

Expires: 04/19/2012

Job Title: Behavior Technician/Paraprofessional/Life Skills Experience

Company: The MENTA Group in Illinois & Arizona

Job Type: Full Time

Degrees Wanted: Associates

Majors Wanted: Any Major

Location: Arizona, Illinois

Salary: Comparable for the area & posi

Job Description: Special Education Services, a member of The Menta Group, offers elementary, middle, and high school programming to special education students residing in the mid-state Illinois and the Chicago metro area; and the Maricopa and Pinal County areas of Arizona. Elementary and middle school curricula emphasize real-world, community-based learning. Classrooms are designed to be active learning environments where young people have the opportunity to experience educational and behavioral success on a regular basis. The high school curriculum is intended to aid students

in acquiring the knowledge and skills necessary to become eligible for post-secondary education and/or employment. Emphasis is placed on developing a key set of skills that are common across both educational and employment settings. Duties of the Teacher Assistant consist of: ·Lead or co-teach a class of students with behavior/emotional/social/learning disorders. ·Provide behavior support in self-contained classroom. ·Prepare and adapt materials for use in the classroom. ·Maintain classroom order, safety and materials. ·Communicate behavioral concerns of students to appropriate staff. ·Implement and maintain behavioral program policies and data. ·Attend all staff meetings and in-service training as requested. This position offers an access to medical, dental, vision plans, 403(b), sick pay, holiday pay, and personal/vacation days. The salary range is comparable for the position and area, depending upon certification and qualifications.

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: <http://www.thementagroup.org/careers/apply>

Application Instructions: ILLINOIS/CHICAGO METRO/MID-STATE Waukegan, IL - Life Skills + BD + ED
Sheela.patel@menta.com Fax: (847) 599-2475 Joliet, IL-Classroom Aide danyell.Taylor-Johnson@menta.com Fax: (815) 774-5866 ARIZONA/MARICOPA COUNTY/PHOENIX AREA Phoenix, AZ -- Life Skills + BD + ED
mitch.henderson@menta.com Fax: (602) 248-2937

Job ID: 2434402

Expires: 04/19/2012

Job Title: Occupational Therapists IL Part Time

Company: The MENTA Group in Illinois & Arizona

Job Type: Part Time

Degrees Wanted: Masters

Majors Wanted: Human Services, Psychology, Social Work

Location: Arizona, Illinois

Salary: Comparable for the area

Job Description: Special Education Services, a member of the Menta Group, is running special education schools located in Illinois and Arizona. These are schools with a kindergarten through 12th grade therapeutic educational services program for At-Risk and Behavior-Emotional-Developmentally disabled children living in and around the surrounding areas of the Chicago and Phoenix Metro Areas. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this a positive and dynamic place to learn. All children have a right to quality education services, to attend a program that maintains a no refusal, no suspension, no expulsion policy, and social-emotional learning under a continuum of learning and behavioral supports. Classroom teaching positions are open in elementary, middle, and high school classrooms. The curriculum is taught with an engaged learning methodology that nurtures academic, behavioral, and social-emotional growth. Our educational model encourages the development of academic and social-emotional skills in a positive and well-structured learning environment, with a focus on preparation for post-secondary education, employment, and citizenship. Programming is designed for students with significant cognitive, behavior, and learning difficulties. The curriculum is individualized to meet each student's special needs with an emphasis on four major community living domains: self-management, home living, vocational, recreation, leisure, and general community functioning. The curriculum is taught both in school and out in the community. It includes functional academics and embedded training in social-emotional skills, communication, and motor skills. All of our schools are approved as a nonpublic special education programs for students in Kindergarten through 12th grade by their respective state agencies. We are looking for a part time Occupational Therapist in Illinois for about 5-8 hours a week; and about 10 to 15 hours a week to serve children at three of our schools in Arizona depending on need. We are flexible regarding part time work arrangements. . We are flexible regarding part time work arrangements. This position is paying from about \$50.00 to \$60.00 per hour. Responsibilities include providing direct, integrated, consultative occupational therapy services to students aged 6-21 with developmental disabilities and/or behavior/emotional disorders.

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: <http://www.thementagroup.org/careers/apply>

Application Instructions: Waukegan, IL Email resume to: Sheela.patel@menta.com Fax resume to: 847-599-2475

Questions can be directed to Ms. Sheela Patel at 847-599-1680.

Job ID: 2434404

Expires: 04/19/2012

Job Title: School Nurse-Part Time

Company: The MENTA Group in Illinois & Arizona

Job Type: Part Time

Degrees Wanted: Bachelors

Majors Wanted: Nursing

Location: Illinois

Salary: Comparable for area

Job Description: Lakeshore Academy, a Special Education Services school and an affiliate of The Menta Group® (www.thementagroup.org), is a Special Education school with a kindergarten through 12th grade therapeutic educational services program for Behavior, Emotional, and Developmentally disabled children, and an alternative safe school for high school students who are at-risk of suspension or expulsion living in Waukegan, Illinois. The school's curriculum and credit earning system is aligned with its partnering districts allowing for seamless transitions from and to the students' home schools. Lakeshore Academy was established to positively impact the academic and social-emotional competencies of students referred to the program. Believing that all children have a right to quality educational services, SES programs maintain a no refusal, no suspension, no expulsion policy, an integrated focus on academic and social-emotional learning, and a continuum of learning and behavioral supports. Small class size, intensive clinical services, and a competently trained staff of educators combine to make this program a positive and dynamic place to learn. The emphasis is placed on teamwork and creativity to provide this positive environment for our students to excel. We are currently seeking progressive Registered Nurses to join the clinical teams at our sites. This job opening is an immediate starting position with salary comparable with the position and area for a 27.5 hour position with some flexibility to start. Key Job Responsibilities: · Multidisciplinary collaboration · Strong skills in school-based problem-solving · Positive behavioral support · Progress monitoring and evaluations · Behavioral and academic interventions · Direct service to children and adolescents · Consultation with teaching staff, parents, agencies and school districts

Contact: Charles Hejny

Address: 1720 N. Randall Road, Aurora, IL 60506

Phone: 630-907-2400

Fax: 630-907-0197

Email: chuck.hejny@menta.com

Apply Online: <http://www.thementagroup.org/careers/apply>

Application Instructions: Questions can be directed to mail to: <mailto:sheela.patel@menta.com> Fax resume at Fax: (847) 599-2475

Job ID: 2483886

Expires: 05/01/2012

Job Title: Principal Welding Engineer

Company: Westinghouse Electric Company

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Engineering Science

Location: Illinois

Job Description: Position Info: Qualified Candidate will: ·Work closely with Quality to implement and maintain the CES welding program. ·Qualify welding procedures and write WPS's. ·Provide welding engineering support to construction to ensure construction meets all Code and customer requirements. ·Provide technical expertise and be knowledgeable in ASME Boiler and Pressure Vessel Code and Piping Codes such as B31.1 for Power Piping and B31.3 Process Piping, API, AWS, NACE and NBIC to provide internal and external direction. ·Oversee the qualification of welders and complete welder qualification records, issue welder stamps. ·Maintain welder continuity log. ·Assist with preheat and PWHT program, whether self-performed or subcontracted. ·Specify, order and verify all welding filler materials are stored and controlled as required ·Conduct project assessments. ·Develops, coordinates and conducts welding related training programs. PLEASE NOTE: This position can be based out of Lake Bluff, IL or Rock Hill, SC. But travel will be required to both locations. Desired Skills: The ideal candidate will be familiar and/or have experience in the following areas: ·BS Engineering, (preferably Welding Engineering with some hands on experience) OR equivalent years of experience. ·Familiarity with GTAW, SMAW, GMAW ,FCAW, machine welding. ·Experience in welding of carbon, low alloy, stainless and nickel based materials. 5 years experience working for an ASME Shop or Constructor, preferably in the power or petrochemical industry is desirable. ·AWS CWI. ·Knowledge in NDE. ·Willing to travel to various locations both domestically and internationally, at times with little notice. ·Ability and willingness to work extended schedules, as needed. ·Ability to work with limited supervision. ·Demonstrated computer skills.. Travel Requirement: 21% - 30%

Contact: Jennifer Jamrozek

Address: 1 Energy Drive, Lake Bluff, IL 60044

Phone: 847-990-7445

Apply Online:

[http://https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=11716&siteid=113&AReq=12749BR&Code s=OCLC](http://https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=11716&siteid=113&AReq=12749BR&Code=s=OCLC)

Job ID: 2484324

Expires: 05/01/2012

Job Title: Welding Engineer

Company: Westinghouse Electric Company

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Welding

Location: Illinois

Job Description: We are currently seeking a Senior Welding Engineer for our Lake Bluff Facility within our Installation and Modification Services group. Based out of Lake Bluff, IL Installation & Modification Services specializes in welding and machining applications at both nuclear and non-nuclear sites around the world. Qualified Candidate will: ·Work closely with Quality to implement and maintain the PCI and CES welding programs. ·Qualify welding procedures and write WPS's. ·Provide welding engineering support to construction to ensure construction meets all Code and customer requirements. ·Provide technical expertise and be knowledgeable in ASME Boiler and Pressure Vessel Code and Piping Codes such as B31.1 for Power Piping and B31.3 Process Piping, API, AWS, NACE and NBIC to provide internal and external direction. ·Oversee the qualification of welders and complete welder qualification records, issue welder stamps. ·Maintain welder continuity log. ·Assist with preheat and PWHT program, whether self-performed or subcontracted. ·Specify, order and verify all welding filler materials are stored and controlled as required ·Conduct project assessments. ·Develops, coordinates and conducts welding related training programs. PLEASE NOTE: This position can be based out of Lake Bluff, IL or Rock Hill, SC. But travel will be required to both locations. The ideal candidate will be familiar and/or have experience in the following areas: ·BS Engineering, (preferably Welding Engineering with some hands on experience) OR equivalent years of experience. ·Familiarity with GTAW, SMAW, GMAW ,FCAW, machine welding. ·Experience in welding of carbon, low alloy, stainless and nickel based materials. 0-3 years experience working

for an ASME Shop or Constructor, preferably in the power or petrochemical industry is desirable. ·AWS CWI.
·Knowledge in NDE. ·Willing to travel to various locations both domestically and internationally, at times with little notice. ·Ability and willingness to work extended schedules, as needed. ·Ability to work with limited supervision.
·Demonstrated computer skills.

Contact: Jennifer Jamrozek

Address: 1 Energy Drive, Lake Bluff, IL 60044

Phone: 847-990-7445

Apply Online:

http://https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=11716&siteid=113&AReq=12752BR&Codes=OCLC

Job ID: 2489256

Expires: 05/19/2012

Job Title: Medical Billing/Coding

Company: MD Direct Healthcare, LLC

Job Type: Full Time, Internship, Part Time, Work Study

Degrees Wanted: None Required

Majors Wanted: Accounting, Medical Assisting, Medical Billing/Coding Specialist, Medical Office Specialist

Location: Wisconsin

Job Description: Data entry, patient registration, medical records, coding office visits, payment entry, etc.

Contact: Amanda Fields

Address: 12033 Antioch Rd Ste F, Trevor, WI 53179

Phone: 2624484068

Email: hr@mddirectbilling.com

Application Instructions: Include a cover sheet with availability.

Job ID: 2262589

Expires: 05/31/2012

Job Title: teacher

Company: Afterschool Club

Job Type: Part Time

Degrees Wanted: Associates

Majors Wanted: Early Childhood Education

Location: Illinois

Salary: \$9.00 and up

Job Description: ECE qualified teacher in a DCFS licensed daycare center (Schoolhouse Children's Center) will be responsible for creating and implementing lesson plans for infants (6 weeks-15 months) and/or toddlers(15 months-36 months). Daily duties include general infant and toddler care(diapering, housekeeping, feeding, playtime). School year position(Aug-June).

Contact: Maureen Hilliard

Address: (Luco Education Partners) 1015 N. Corporate Circle suite C, Grayslake, IL 60030

Phone: 847.548.0771 ext.305

Fax: 847.548.0772

Email: maureen.hilliard@afterschoolclub.com

Application Instructions: Fill out application at our corporate office or email/fax resume

Job ID: 2508671

Expires: 05/31/2012

Job Title: Personal Trainer

Company: XSport Fitness

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$30-\$60,000+ year

Job Description: Personal Trainers are dedicated to motivating and inspiring their clients by creating fun and exciting training programs that are unique to each client's needs. Even if you have never been a trainer before, this can be an easy job to transition into, your earning potential is unlimited and you get to walk away every day knowing that you have changed lives for the better! Most important is your passion to help those around you and your motivation to be the best possible trainer you can imagine. Looking for full time applicants primarily, certifications and fitness experience preferred but all applicants are welcome.

Contact: Joshua Thomason

Address: 1163 S Milwaukee Avenue, Libertyville, IL 60048

Phone: 708-822-5036

Email: joshua.thomason@xsportmail.com

Apply Online: <http://http://xsportfitness.com/careers/index.asp>

Application Instructions: Please call or email for a faster response.

Job ID: 2379933

Expires: 06/01/2012

Job Title: SALES REP

Company: NetSolutions Group, Inc.

Job Type: Co-op, Freelance, Full Time, Internship, Part Time, Seasonal, Volunteer, Work Study

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: OPEN

Job Description: Looking for Energetic and Professional Candidates No Experience Necessary (will train the right individual) Call (847) 281-9300, email resume to hr@gonetsolutions.com

Contact: Steve Wadhwa

Address: 1641 N. Milwaukee Avenue, #11, Libertyville, IL 60048

Phone: 847-281-9300

Fax: 847-281-9393

Email: hr@gonetsolutions.com

Apply Online: <http://gonetsolutions.com>

Application Instructions: Email resume to hr@gonetsolutions.com

Job ID: 2379938

Expires: 06/01/2012

Job Title: Website Designer (Internship)

Company: NetSolutions Group, Inc.

Job Type: Co-op, Freelance, Full Time, Internship, Part Time, Seasonal, Volunteer, Work Study

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: We are offering an Internship. The Intern will be trained in Website Consulting, Design, Programming & Search Engine Optimization (SEO). This is a non-paid Internship however it can lead to a paid position at the end of the Internship.

Contact: Steve Wadhwa

Address: 1641 N. Milwaukee Avenue, #11, Libertyville, IL 60048

Phone: 847-281-9300

Email: hr@gonetsolutions.com

Application Instructions: please send email to hr@gonetsolutions.com

Job ID: 2379946

Expires: 06/01/2012

Job Title: Website Developer

Company: NetSolutions Group, Inc.

Job Type: Co-op, Freelance, Full Time, Internship, Part Time, Seasonal, Volunteer, Work Study

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: OPEN

Job Description: We are looking to add a website designer & programmer.

Contact: Steve Wadhwa

Address: 1641 N. Milwaukee Avenue, #11, Libertyville, IL 60048

Phone: 847-281-9300

Email: hr@gonetsolutions.com

Application Instructions: Please send resume to hr@gonetsolutions.com

Job ID: 2465947

Expires: 06/01/2012

Job Title: Business Partner/Owner

Company: NetSolutions Group, Inc.

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Open

Job Description: Looking for a Web Developer/Partner for a successful firm with a proven track record located in the northern suburbs of Chicago with 19 years of history. Individual must be highly technical and driven to success. Must be versatile, self motivated, possess a strong work ethic and be willing to oversee others. Reliability and consistency are essential attributes for this position. No financial investment is required, just your willingness to work hard.

Contact: Steve Wadhwa

Address: 1641 N. Milwaukee Avenue, #11, Libertyville, IL 60048

Phone: 847-281-9300

Application Instructions: Send Resume to hr@gonetsolutions.com

Job ID: 2271890

Expires: 06/10/2012

Job Title: CreateMyTee Campus Rep

Company: CreateMyTee.com

Job Type: Freelance, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: On Campus, Illinois

Job Description: Would you rather work a boring campus job, or Make Shirt Happen every day?! If you chose the latter, then we want you! CreateMyTee is looking for college students to perpetuate the buzz and spread the t-shirt love. CreateMyTee Reps are the life of the party. If they mapped out their social circle, they'd run out of paper. CreateMyTee Reps work hard to gain sales and marketing experience, while they simultaneously play hard and soak up the thrill being of a college student. CreateMyTee Reps are as dependable as they are charming. Their mouths aren't big, they're just compelling. CreateMyTee Reps are kind of a big deal. Their enthusiasm is only outweighed by their work ethic. To say CreateMyTee Reps are involved on campus would be an understatement. If they aren't the person coordinating the event, they know the person who is. CreateMyTee Reps thrive on making new friends, overcoming challenges, taking care of people, and making Shirt Happen like every single day. If reading this didn't get your wheels turning, then your car is already parked and you should probably get out. What do CreateMyTee Reps do? * Reps are paid on COMMISSION and earn money every time one of their customers chooses CreateMyTee.com for their custom apparel needs. * Reps are network hubs who market CreateMyTee to all of the people who need custom apparel using Facebook and other channels. * Reps promote the value of CreateMyTee, and talk to everyone about why CreateMyTee provides the best custom t-shirt experience in the history of the world. * Reps follow up and make sure those people use CreateMyTee when placing an order. * Reps make money every time someone they refer uses CreateMyTee to order custom apparel. * GOAL: 1 order or more per month (our best Reps bring in over 10/month). Why is being a CreateMyTee Rep sweet? As a CreateMyTee Rep you'll: * Work whenever you want. * Make as much money as you want. * Have an awesome time selling an awesome product. * Work with a team of innovative, passionate, high energy t-shirt lovers. * Gain resume building, real life sales and marketing experience. * Live, Breathe, and be the face of CreateMyTee on your Campus. * Make Shirt Happen. * Look ridiculously good doing it. Are YOU CreateMyTee.com? If so, then what are you waiting for?! Please visit www.CreateMyTee.com/REPS to APPLY NOW!

Contact: Nick Shelton

Address: 4343 Concourse Drive Suite 330, Ann Arbor, MI 48108

Phone: (888) 392-9631

Apply Online: <http://www.createmytee.com/Reps/>

Application Instructions: Students must be highly motivated and well connected on campus. Both written and verbal communication skills are very important since this job will require you to get out and talk to people. You'll be helping build the CreateMyTee brand at your college.

Job ID: 2523239

Expires: 06/17/2012

Job Title: Development and Marketing Internship

Company: SuperSibs!

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: unpaid

Job Description: Position & Description SuperSibs! is seeking a Development and Marketing Intern to commit to 12-15 hours/week for a minimum of 10-12 weeks. Positions are available for Winter, Spring, and Summer Internships. As the Development and Marketing Intern, you will learn how a successful nonprofit markets itself and its initiatives to a wide audience through a variety of mediums including social media, newsletters, mailings, and events. The ideal SuperSibs! candidate is a junior or senior level communication major with a strong work ethic, excellent writing skills, and an interest in our mission to support siblings and their families through a cancer diagnosis. We welcome fresh ideas to help us achieve our objectives. Intern Responsibilities: The intern will assist with all aspects of development and marketing for a national nonprofit. Duties include, but are not limited to: · Supervising and assisting in the maintenance and archival of social media accounts including Twitter and Facebook for various SuperSibs! campaigns · Researching grant opportunities · Managing Team SuperSibs! communications strategy including: o Writing and sending email updates o Coordinating social media efforts o Assisting in recruitment of Team SuperSibs! via email blasts, posting to running sites, and other online avenues · Performing administrative duties as necessary · Attending SuperSibs! events as needed Hours: The SuperSib! headquarters is open Monday through Friday from 9am-5:30pm. Interns are expected to work during business hours and commit to a consistent, weekly schedule for the duration of the internship. Compensation All intern positions at SuperSibs! are UNPAID. However, each student will learn valuable leadership skills and team building, while working at a national level in the nonprofit world providing invaluable experience for anyone interested in entering the nonprofit workforce.

Contact: Katie Taranda

Address: 660 N. First Bank Dr., Palatine, IL 60067

Phone: 8474624742

Fax: 8479849292

Email: recruiting@supersibs.org

Application Instructions: Please submit a cover letter stating why you would be an ideal candidate for this internship, a resume outlining your job experience, and a brief writing sample. Please email your cover letter, resume, and writing sample to: recruiting@supersibs.org

Job ID: 2523242

Expires: 06/17/2012

Job Title: Outreach and Education Internship

Company: SuperSibs!

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: unpaid

Job Description: Position & Description SuperSibs! is seeking a Outreach and Education Intern to commit to 12-15 hours/week for a minimum of 10-12 weeks. Positions are available for Winter, Spring, and Summer Internships. As a SuperSibs! Intern, you will participate in the process of educating the public to our mission including building and maintaining relationships with hospitals and other community partners. The ideal SuperSibs! candidate is a college student with a strong work ethic and an interest in our mission to support siblings and their families through a cancer diagnosis. We welcome fresh ideas to help us achieve our objectives. Intern Responsibilities: The intern will assist with all aspects of Outreach and Education for a national nonprofit. Duties include, but are not limited to: · Participating in the Comfort & Care Direct Mail program · Coordinating and preparing for volunteers · Coordinating referral process: data entry, address clarifications, · Researching conferences for presentation opportunities · Researching related organizations for development of new partner opportunities · Updating outreach contact database · Administrative and data entry as needed. · Attending SuperSibs! events as needed Hours: The SuperSib! headquarters is open Monday through Friday from 9am-5:30pm. Interns are expected to work during business hours and commit to a consistent, weekly schedule for the duration of the internship. Compensation All intern positions at SuperSibs! are UNPAID. However, each student will learn valuable leadership and team building skills, while working at a national level in the nonprofit world.

Contact: Katie Taranda

Address: 660 N. First Bank Dr., Palatine, IL 60067

Phone: 8474624742

Fax: 8479849292

Email: recruiting@supersibs.org

Application Instructions: Please email your cover letter and resume to: recruiting@supersibs.org

Job ID: 2345881

Expires: 06/30/2012

Job Title: Marketing Intern

Company: The McTigue Financial Group with Northwestern Mutual Financial Network

Job Type: Internship, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: Paid

Job Description: Marketing Internship Potential Job Duties/Tasks · Effectively and clearly communicate the Northwestern Mutual internship or career opportunity · Target campus personnel and establish networking relations with professors, department heads, academic advisors, athletic coaches, athletic departments, student leaders, clubs, organizations, etc. · Supply the university career center with career/internship promotional materials, replenish periodically · Schedule at least one monthly introduction meeting with a professor, career counselor, or other campus centers of influence · Schedule class/club informative sessions per month · Generate at minimum 10 weekly referrals and lead sources for the Recruiter · Shadow the interviewing process/Learn valuable skills · Attend weekly recruiting meetings
Qualifications · Well connected to the community and on campus (i.e., involved in clubs, fraternity, sorority, intramural sports, etc.-leadership positions preferred) · Outgoing and develops rapport easily · Creative, energetic, and enthusiastic · Excellent interpersonal and communication skills, including public speaking · Professional demeanor-articulate · Ability to work independently · Highly motivated · Strong organizational and time management skills · Ability to handle multiple projects simultaneously · Sophomore, Junior or Senior standing
Hours: Flexible Compensation: Experience, resume enhancement, stipend upon results, & academic credit
Time frame: 13 weeks with potential for year-round
Please email your resume to erika.milonas@nmfn.com

Contact: Erika Milonas

Address: 1 North Wacker Drive, Suite 4600, Chicago, IL 60606

Phone: (312) 641-8944

Fax: (312) 641-6930

Job ID: 2455051

Expires: 07/11/2012

Job Title: Copier Service Technicians

Company: Impact Networking

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Computer Science, Electrical/Electronic Maintenance, Electrician Apprenticeship, Electronics Engineering Technology, Industrial Maintenance and Repair

Location: Illinois, Wisconsin

Salary: BOE

Job Description: COPIER SERVICE TECHNICIAN Impact Networking is seeking customer service focused individuals with mechanical, electrical, and computer skills. If you enjoy the challenge of hands on troubleshooting, visiting customers on a daily basis, and being part of an ever-changing market, then we would like to speak with you. The main

brands Impact works with is Kyocera and Konica Minolta. **JOB DESCRIPTION** Impact has immediate openings for Milwaukee WI, Madison WI, Lake County IL, and Dupage County IL, for full time field service technicians to work on all aspects (installation, troubleshooting, and maintenance) of digital office products including printers, copiers, and scanners. **QUALIFICATIONS** We are seeking hard working, customer focused, self-motivated technical college graduates, with an electronics degree or equivalent, strong electromechanical aptitude with computer skills and good cause and effect troubleshooting skills. Applicants must be able to do some light lifting, neat in appearance with good communication skills. **SALARY AND BENEFITS** We offer a pleasant, energetic working environment with a competitive salary with great opportunities for advancement. We offer a liberal benefit package after the 90-day probation period including medical and dental reimbursement, vacation and holiday pay and a 401k plan. Please apply online or submit your resume for consideration to dgamache@impactnetworking.com. For more information please visit www.ImpactNetworking.com.

Contact: Douglas Gamache

Address: 953 S. Northpoint Blvd, Waukegan, IL 60085

Phone: 847-693-2350

Fax: 847-693-2351

Email: dgamache@impactnetworking.com

Application Instructions: Please submit resume to: dgamache@impactnetworking.com

Job ID: 2469934

Expires: 08/03/2012

Job Title: Now Hiring - Roti Mediterranean Grill Northbrook

Company: Roti Mediterranean Grill

Job Type: Full Time, Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Job Description: Prep / Line Associates - assisting in various food prep, line setup and working with the team to facilitate quick and efficient service on front line. High level of customer service required.

Contact: Jackie Schwarcz Lopez

Address: 984 Willow Rd, northbrook, IL 60062

Phone: 8477270084

Email: jschwarcz@roti.com

Job ID: 2325546

Expires: 08/05/2012

Job Title: Intern--Public Affairs and Marketing

Company: Advocate Good Shepherd Hospital

Job Type: Internship

Degrees Wanted: None Required

Majors Wanted: Communication, Multimedia Communications

Location: Illinois

Salary: Unpaid

Job Description: Current sophomore or junior Public Relations or Communications major who may be interested in entering the not-for-profit or healthcare sectors. If you are self-motivated, dependable, enjoy doing something different everyday and having your to-do list change on a moment's notice, you'll love this opportunity. We are a three-person department, and you will be involved with every aspect of the Public Affairs and Marketing Department. This position helps implement strategic communication tactics for internal and external audiences. There is no event planning with this

position. · Assist in communication plans for internal initiatives · Contribute to internal newsletter · Write, design and distribute various memos and flyers · Write press releases and interview physicians · Write health-related byline stories for physicians · Pitch stories to local media outlets · Develop communication plan for annual associate Communication Survey, implement plan and analyze results. (summer intern only) · Other duties as assigned Send your resume or call for more information: Ro Ostergaard Manager, Public Affairs and Marketing ro.ostergaard@advocatehealth.com 847-842-4858

Contact: Ro Ostergaard

Address: 450 W. Illinois Highway 22, Barrington, IL 60010

Phone: (847) 842-4858

Email: ro.ostergaard@advocatehealth.com

Application Instructions: Please submit a resume and two writing samples (press releases, if possible)

Job ID: 2366024

Expires: 09/13/2012

Job Title: Sales Associate

Company: The Limited

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: competitive

Job Description: IF YOU'RE SOMEONE WHO ENJOYS INTERACTING WITH OTHERS, HAS AN EYE FOR FASHION, AND A DESIRE TO HELP PEOPLE LOOK THEIR BEST, PLEASE APPLY TODAY! WE ARE CURRENTLY HIRING PART-TIME FASHION CONSULTANTS FOR OUR STORE AT THE LIMITED IN THE HAWTHORN MALL! Qualifications: Support a store environment that is consistently focused on delivering exceptional client engagement experiences, clearly and consistently represent merchandising principles, support company goals and initiatives, develop and model skills and characteristics that lead to improved effectiveness and productivity, and the availability to work on weekends. WE OFFER: * A DYNAMIC TEAM ENVIRONMENT * A FLEXIBLE WORK SCHEDULE * GREAT INCENTIVES

Contact: Kate Hayes

Address: Westfield Hawthorn Mall 313 Hawthorn Center, Vernon Hills, IL 60061

Phone: 847-367-0424

Fax: 847-367-0425

Email: 771@limitedstores.com

Apply Online: <http://thelimited.com/careers>

Job ID: 2415448

Expires: 10/31/2012

Job Title: Account Manager-Outside Sales

Company: American Marketing & Publishing

Job Type: Full Time

Degrees Wanted: Bachelors

Majors Wanted: Any Major

Location: Illinois, Indiana, Iowa, Kentucky, Ohio, Wisconsin

Salary: \$50K-\$55 (Base+Commissions)

Job Description: Our Account Managers take ownership of and manage five directory sales campaigns in their first year

of employment within 45 minutes of their home. They meet face to face with the owners and managers of every business located in their protected territory. Account Managers are responsible for selling print , mobile, and online advertising to these merchants by implementing the proven HomePages® Sales and Marketing Program. Each of our 50,000 customers receives an in-person call to renew their participation in our directories. Additionally, our reps identify and close a significant volume of new business. Our sales people must be smart, ambitious and able to see a project through to its successful completion. In-person prospecting, and the ability to stay focused on a goal is critical to succeeding in this position. Our successful employees share a number of common sales traits, including an ability to stay organized, a willingness to work very hard and a high level of interpersonal persuasive skills. Our salary, commission and bonus plan offers exceptional earning opportunities. In 2010, the average first year annual compensation was above \$56,000. Earnings are truly uncapped, with 11% of field sales reps at our company making more than six figures in 2010. Combined with the broad array of benefits described below, and in light of the tremendous prospects for growth inherent in our nationally unique business model, joining the HomePages® sales team can be one of the most lucrative, challenging and rewarding opportunities that you will come across in a lifetime. We Offer: ·Base Salary, Commissions, and Bonuses. (Realistic First Year \$55,000+) ·Excellent Health, Prescription Drug, Vision, Dental & Life Insurance (Blue Cross/Blue Shield) ·Car Allowance and Company Cell Phone. ·401K + 10% Company Match ·Extensive Paid Professional Training Programs ·Generous Time Off including three weeks PTO and nine additional Paid Holidays. ·Significant Recognition and Incentive Programs ·Consistent Internal Promotions into Senior Sales and Sales Management. Job Responsibilities of Outside Sales Representative: Each day you will hit the field early or stay late (and sometimes both) approaching 40 local business owners in your assigned community to present HomePages(r) advertising and online solutions. ·From those 40 in person calls, you will average 8-12 decision maker presentations, resulting in several sales daily. ·This is a fun, fast paced, pavement pounding, deadline driven, presentation-oriented position with a short sales cycle, and many times, a one-call close.

Contact: Becky McDonald

Address: 915 E. Lincoln Hwy., Dekalb, IL 60115

Phone: 800-807-6870 x4404

Email: becky.mcdonald@homepagesdirectories.com

Application Instructions: apply online at our web site or email your resume

Job ID: 2440382

Expires: 11/28/2012

Job Title: Tutors Needed, all subjects, all levels

Company: First Tutors: USA

Job Type: Freelance, Part Time, Seasonal

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$10-\$80, experience dependant

Job Description: First Tutors: USA allows registered tutors to receive inquiries from prospective students and parents across America! We make it easy for you to find students within your local area and build a positive reputation to attract more! And its entirely up to you how much you charge, when you work, and what subjects/levels you wish to tutor.

Register and create your tutor profile today! Your profile gives you a platform from which to display your qualifications, tutoring experience, introduce yourself and explain your personal approach to tutoring children and students of all ages. First Tutors offers a fantastic resource for those looking for casual work to fit in between your studies, not to mention a great addition to your CV!

Contact:

Apply Online: <http://www.firsttutors.com/usa/register.php>

Application Instructions: Please visit the following link to register as a tutor: <http://www.firsttutors.com/usa/register.php>

Job ID: 2449888

Expires: 12/06/2012

Job Title: Bakery Manager

Company: Dominick's Finer Foods

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$15.70 an hour

Job Description: Provides superior customer service. Responsible for assigning the daily duties of bakery department staff and preparing baked goods in accordance with company standards on merchandise presentation, safety, sanitation, service and suggestive selling. Union Work Environment. Must have previous Bakery or Management experience. Sanitation License Required .

Contact: Linda Moltz

Address: 711 Jorie Blvd, Oakbrook, IL 60523

Phone: 630-891-5340

Fax: 630-891-5400

Application Instructions: apply online @ www.dominicks.com

Job ID: 2449890

Expires: 12/06/2012

Job Title: Floral Manager

Company: Dominick's Finer Foods

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: \$14.10 an hour

Job Description: Provides superior customer service. Assigns daily duties to other floral department staff. Conducts order writing and inventory. Prepares floral merchandise for display, such as cleaning and trimming fresh cut flowers upon arrival at the store, in accordance with company standards on merchandise presentation, safety, sanitation and suggestive selling. Other duties include making floral arrangements, taking customer orders over the telephone or in-person, inflating balloons, watering plants and making sales announcements over the PA system.

Contact: Linda Moltz

Address: 711 Jorie Blvd, Oakbrook, IL 60523

Phone: 630-891-5340

Fax: 630-891-5210

Email: linda.moltz@safeway.com

Application Instructions: Please apply online at www.dominicks.com

Job ID: 2449910

Expires: 12/06/2012

Job Title: Donut Fryer

Company: Dominick's Finer Foods

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 8.25 an hour

Job Description: Provides superior customer service. Works early morning shifts. Mixes and prepares doughnut dough for frying in accordance with company standards regarding merchandise presentation, safety, sanitation, service and suggestive selling. Must be available to work from 1:00 am to 9:00 am.

Contact: Linda Moltz

Address: 711 Jorie Blvd, Oakbrook, IL 60523

Phone: 630-891-5340

Fax: 630-891-5210

Email: linda.moltz@safeway.com

Application Instructions: www.dominicks.com

Job ID: 2449918

Expires: 12/06/2012

Job Title: Baker

Company: Dominick's Finer Foods

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 8.25 an hour

Job Description: Provides superior customer service. Mixes dough, scales breads and cakes, fries donuts and performs oven duties. Prepares a variety of bakery products in accordance with Safeway recipes and high standards in order to produce a superior quality product that satisfies customers expectations. Responsible for preparing baked goods in accordance with company standards on merchandise presentation, safety, sanitation, service and suggestive selling

Contact: Linda Moltz

Address: 711 Jorie Blvd, Oakbrook, IL 60523

Phone: 630-891-5340

Fax: 630-891-5210

Application Instructions: www.dominicks.com

Job ID: 2449939

Expires: 12/06/2012

Job Title: Cake Decorator

Company: Dominick's Finer Foods

Job Type: Part Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Location: Illinois

Salary: 8.25

Job Description: Provides superior customer service. Assembles, frosts and decorates cakes and pastries with designs. Maintains an adequate amount of fresh merchandise on hand at all times. Must communicate well with customers in order to understand and prepare a great quality product that meets the customer's expectations. Follows company standards regarding merchandise presentation, safety, sanitation, service and suggestive selling.

Contact: Linda Moltz
Address: 711 Jorie Blvd, Oakbrook, IL 60523
Phone: 630-891-5340
Fax: 630-891-5210
Email: linda.moltz@safeway.com
Application Instructions: www.dominicks.com

Job ID: 2494180
Expires: 01/24/2013
Job Title: Full time outside sales
Company: X-Ess Exteriors Inc.
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Location: Illinois
Salary: 500 weekly + comm.

Job Description: General contracting company is very busy and need good hard working people to help new and current as well as future customers. We help our customers by making the insurance companies pay for the work saving the homeowner thousands. Its good honest work, that pays well if you are willing to put in the time. The outside salespeople earn \$500 a week + commission, with a management future. Check out our web site www.xessex.com Email me back or call for an appointment, Andrew Raclin 773-340-6880 araclin@yahoo.com

Contact: Andrew Raclin
Address: 375 S. IL. 83, Grayslake, IL 60030
Phone: 224-353-8000
Fax: 800-331-4980
Application Instructions: email me to set up appointment araclin@yahoo.com

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

<http://www.collegecentral.com/clcillinois>