



Merchandise Associate

Number of openings: 3

PT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Part-time

1100646

3131 North Clark Street

Chicago, IL, 60657

www.tjxjobs.com

043298591

Responsible for assisting in the daily operations of the Store.

Assigned to work in various areas of the store, including merchandise presentation, processing, markdowns, cashier, customer service, dressing room (if applicable) and layaway (if applicable). Greets, interacts with and thanks customers on a regular basis.

Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned.

(Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills
- Energetic and enthusiastic
- Professional appearance
- Ability to stand for extended periods of time
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Willingness to work as part of a team
- Responsible, dependable and honest

Apply in person at store location or distribution center.

Salary will always start at no less than the state minimum wage.

Posting expires May 7, 2015.

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Merchandise Associate

Number of openings: 3

PT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Part-time

1100245

2400 Main Street

Evanston, IL, 60201

www.tjxjobs.com

043403979

Responsible for assisting in the daily operations of the Store.

Assigned to work in various areas of the store, including merchandise presentation, processing, markdowns, cashier, customer service, dressing room (if applicable) and layaway (if applicable).

Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned.

(Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills

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- Professional appearance

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Merchandise Coordinator

Number of openings: 1

FT Benefits: Optional participation in benefit plan

Salary range: \$9.00-\$10.00

Employment status: Full-time

1100847

7507 North Clark Street

Chicago, IL, 60626

www.tjxjobs.com

043403979

Responsible for establishing and executing merchandising plans and priorities. Ensures fresh flow of merchandise from backroom to sales floor.

Ensures execution and maintenance of all merchandising standards (e.g., sizing, categorizing, signing, no tickets, mismates, damages, recovery, directives and planograms). Leads by example, providing prompt and courteous customer service.

Communicates effectively with Management and Store Associates. Trains Store Associates on proper merchandising procedures and markdowns.

(Full or Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Merchandise presentation experience

- Professional appearance
- Strong written and verbal skills

- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others

- Self-motivated, works quickly and efficiently on multiple tasks
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Responsible, dependable and honest

Apply in person at store location or distribution center.

Salary will always start at no less than the state minimum wage.

Posting expires May 7, 2015.

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Customer Experience Coordinator

Number of openings: 1

FT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Full-time

1280478

2731 N. Elston Avenue

Chicago, IL, 60647

www.tjxjobs.com

043183269

Responsible for operational controls at the front-line, service desk, layaway and jewelry. Ensures front-line Associates provide prompt, courteous and knowledgeable service to all customers.

Resolves customer service issues appropriately and competently. Audits and approves all necessary front-line paperwork.

Responsible for training and developing Store Associates on customer service standards, register procedures and proper front-line procedures and controls.

(Full or Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance

- Solid customer service skills and experience
- Excellent verbal and written skills

- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail

- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

Apply in person at store location or distribution center.

Salary will always start at no less than the state minimum wage.

Posting expires May 6, 2015.

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Human Resource Team Member

Date: 04/28/2015

Location: Chicago, IL

Job Number: 4572718

Description:

Develop a fast, fun and friendly team.

Support and train team members.

Handle applicant information with accuracy, security and confidentiality.

Maintain a clean, great-looking work environment.

Requirements:

Work independently.

Use good organizational skills.

Multi-task regularly.

Show experience with computers and technology.

Cross train and work in other areas of store as needed.

Quickly and accurately scan and bag all items and collect payment.

Benefits:

Target merchandise discount.

Competitive pay.

Flexible scheduling.

Apply online at <http://jobs.target.com/us/untied-states/store-hourly/jobid7514742-human-resource-team-member?apstr=26src%3DJJB-10182>

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Cashier Team Member

Date: 04/24/2015

Location: Chicago, IL

Job Number: 4503869

Description:

Provide fast, fun and friendly checkout service.

Resolve guest concerns in a positive, helpful manner.

Work as part of a team.

Know REDcardSM messaging and solicit guest registrations.

Requirements:

Use excellent guest service skills.

Handle money, refunds and exchanges.

Learn new technology.

Read labels and other product information.

Cross train and work in other areas of store as needed.

Quickly and accurately scan and bag all items and collect payment1.

Benefits:

Target merchandise discount.

Competitive pay.

Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7312373-cashier-team-member-jobs>

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Cart Attendant Team Member

Date: 04/25/2015

Location: Chicago, IL

Job Number: 4428431

Description:

Keep carts clean, dry and available.

Keep store and restrooms clean.

Maintain clean, great-looking outside areas.

Resolve guest concerns quickly and professionally.

Requirements:

Move carts, lift heavy items and use a ladder.

Use excellent guest service skills.

Neatly arrange items on shelves.

Work well outside in varying weather.

Cross train and work in other areas of store as needed.

Quickly and accurately scan and bag all items and collect payment.

Benefits:

Target merchandise discount.

Competitive pay.

Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7049748-cart-attendant-team-member-jobs>

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Target Protection Specialist

Date: 04/27/2015

Location: Chicago, IL

Job Number: 4435221

Description:

Maintain a clean, safe store.

Prevent and report theft and fraud.

Provide crisis support.

Help develop a fast, fun and friendly team.

Requirements:

Must be at least 18 with a high school diploma or equivalent.

Use good interpersonal skills.

Use good judgment.

Respond to safety issues quickly and professionally.

Read product information and receipts.

Communicate effectively with team members and guests.

Benefits:

Target merchandise discount.

Competitive pay.

Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7067564-target-protection-specialist-jobs>

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Backroom Team Member

Date: 04/22/2015

Location: Chicago, IL

Job Number: 4505338

Description:

Keep merchandise organized and accessible. Work as part of a fast, fun and friendly Backroom team. Maintain a clean, great-looking store. Quickly and accurately respond to merchandise requests.

Requirements:

Help drive sales by pulling merchandise quickly and accurately. Place items on shelves and sales floor. Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Use excellent planning and organizational skills.

Benefits: Target merchandise discount. Competitive pay. Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid7302069-backroom-team-member-jobs>

CLINICAL AIDE

Facility Presence Saint Francis Hospital

Department TRANSPORTATION

Schedule Part-time (benefits eligible)

Shift Day/PM rotation

Hours 11 - 7:30 pm

Location Evanston, IL

Req Number 138309

Job Details

Provides transportation services of patients and ancillary equipment to and from the Cardiology department. Preferably 1 year of experience in Clinical Aide. High school diploma is preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031481>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Mon. 05/11/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1548007-481960

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact:

Work hours: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS, 1701 S. 1st Ave., Maywood, IL 60153

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

PH:312-328-2509 Fax:312-328-2570 Tracey.Hardrick@illinois.gov

How to Apply:

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

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Job Title: Child Protection Specialist/Spanish Speaking

Agency: Children & Family Services

Closing Date/Time: Mon. 05/11/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1547011-479806

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human services field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to speak and write Spanish at a colloquial skill level. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Work hrs: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS, 1911 S. Indiana, Chicago, IL 60616

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2570

Email: Tracey.Hardrick@illinois.gov

How to Apply:

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 05/12/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-07-89816

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Executive II, Field Support Unit, Bureau of Collections, Office of Fiscal Services, DHS, performs professional work in identifying, developing, and implementing collection programs for the Bureau of Collections in five (5) counties in Regions 1 and 2; plans, organizes, and implements procedures for the identification, referral of potential administrative support cases; prepares small claims complaints; acts as the Bureau's representative in overpayment proceedings and as liaison between Local Office and Central Office staff regarding overpayments and recovery activities.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires working knowledge of principles of governmental accounting, program budgeting, personnel and statistics. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Fiscal, Bureau of Collections

Cook County (rotation to Local Offices within Region 1 and 2)

Please submit applications to: Lisa Horsley

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116

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

Option H7 - Dept Human Services

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Nabisco Part Time Merchandiser - Forest Park, IL-1409066

Description

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job: Field Sales

Primary Location: NA-US-IL-Maywood

Apply online by clicking http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Route Manager - Transportation - (15000984)

Primary Location: United States-Illinois-Chicago

Flexible Work Location Acceptable: No

Shift: Day

Travel: No

Equal Opportunity Employer: Minority/Female/Disability/Veteran

Job Summary: Manages collection routes and driver/laborer performance on a daily basis in single or multiple line of businesses: Residential, Commercial, Roll-Off, Port-o-let, Tractor Trailer, HCS, and Bagster (does not include Oilfield Services).

Qualifications: The requirements listed below are representative of the qualifications necessary to perform the job.

A. Education and Experience

Education: Associate's Degree (accredited) or in lieu of degree, High School Diploma or GED (accredited) and 2 years of relevant work experience.

Experience: 2 years of transportation, logistics, or solid waste operations work experience (in addition to education requirement).

B. Certificates, Licenses, Registrations or Other Requirements

None required.

C. Other Knowledge, Skills or Abilities Required

None required.

V. Work Environment

Listed below are key points regarding environmental demands and work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Normal setting for this job is: office setting and/or landfill/outdoor.

Benefits

At Waste Management, each eligible employee receives a competitive total compensation package including Medical, Dental, Vision, Life Insurance and Short Term Disability. As well as a Stock Purchase Plan, Company match on 401K, and more! Our employees also receive Paid Vacation, Holidays, and Personal Days. Please note that benefits may vary by site.

Apply online at

<https://wmtalent.taleo.net/careersection/ex/jobdetail.ftl?job=25200&src=JB-10087>

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Job Posting Title: Assistant Store Manager

Job ID 868683BR

Line of Business Store

Job Category Customer Service

Department 0651 - ASM L&G/P/E

Employment Type I Regular

Employment Type II: Full-Time

Location # 2304

Location Address 7971 South Cicero, Chicago, IL

Job Requirements: Requires morning, afternoon, and evening availability any day of the week. 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.

Minimum Qualifications: High school diploma or equivalent. 2 years external managerial experience supervising direct reports including hiring, evaluation, and coaching OR 6 months experience as a Lowe's department manager.

Preferred Qualifications

Associate's Degree or higher in Management, Retail Management, Business, Specialty related to department, Communications, or related field. 4 years external managerial experience supervising direct reports including direction, training, recruitment, hiring, performance management, coaching, and recognition. 6 months experience as a Lowe's Assistant Store Manager. 1 year experience analyzing store reports and store financial performance. 1 year experience supervising or managing others in a sales-driven, goal-oriented environment. 1 year experience performing "manager on duty" functions including management of daily store operations and processes within and beyond assigned areas of responsibility. 2 years retail managerial experience supervising direct reports as an Assistant Store Manager or above including direction, training, recruitment, hiring, performance management, coaching, and recognition. 2 years experience at any other home improvement or hardware retailer.

Bilingual verbal fluency based on market needs (i.e., English-Spanish, English-Mandarin). 2 years experience with Lowe's or other big-box retailer.

EEO Statement

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=4057367&PartnerId=25239&SiteId=5014&type=search&JobReqLang=1&codes=INDEED>

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Retail Store Merchandiser

Natural Balance Pet Foods, Inc. - Chicago, IL

PRINCIPLE JOB RESPONSIBILITIES

Monitor store set inventory integrity by observing inventory levels; restocking shelves, display areas, and clip strips from backroom and/or overstocked areas. Report any consistent inventory shortages to NB District Manager in a timely manner. Responsible for direct coverage of all accounts in assigned territory (# of accounts will vary based on districting). Maintains customer relationships by visiting with store managers, department managers, and employees; answering their questions; responding to special requests; describing product features. Introduce promos, gain recommendation and support from staff, signage/labels, communicate ad planner discounts and any other management directives. Identify/ask any store manager about choice display areas/additional exposure area opportunities. Achieves all weekly/monthly store objectives/goals/contests set by NB management. Conducts aisle training for store associates; will be secondary presenter for lunch & learns/management meetings. Participate in territory retail store grand opening events as needed. Follow store coverage monthly route plans pre-set by NB management. Report any store concerns to NB management, as well as follow-up with store staff within a timely manner. Perform other tasks, participate in projects and carry out other duties on an as-needed basis when requested.

YEARS OF EXPERIENCE: 2 years

EDUCATION: High school diploma required; college degree preferred.

SPECIAL REQUIRMENTS: Pet Specialty sales experience highly preferred but not necessary. Must have strong communication/sales skills with retail experience. Must provide proof of a valid driver's license and auto insurance. Proficient in Microsoft Office applications and general computer skills.

PHYSICAL FUNCTIONS

Must be able to operate an automobile for extended periods of time and have the ability to lift 65 pounds; continuously stand/walk/bend/squat throughout shift.

WORK ENVIRONMENT

Significant travel by reliable, safe and presentable car, with frequent overnight stays and occasional air travel. Constant exposure to Pets (particularly dogs).

Apply online by clicking http://www.indeed.com/cmp/Natural-Balance-Pet-Foods,-Inc./jobs/Retail-Store-Merchandiser-03b0fb818ef3e395?sjdu=QwrRXKrqZ3CNX5W-09jEvZ793ZkrMSjbJmKrDbvG6ZgI0cRDIP73d-IEJlZVLynD7hitmAfHwo_6DY157yriKoRXTjU-8zwY8b3oo5kFhB8

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Nabisco Part Time Merchandiser - Chicago-Bucktown/Wicker Park/Lakeview-1500918

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job: Field Sales

Primary Location: NA-US-IL-Chicago

Apply online by clicking http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Nabisco Part Time Merchandiser - Chicago South Loop/Hyde Park-1501387

Description

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
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Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
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- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Field Sales

Primary Location : NA-US-IL-Chicago

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Posting Title: Stockperson, Merchandise Warehouse

Auto req ID 661BR
Job Location Chicago Zoological Society-Brookfield Zoo
Zip Code 60513
Department Merchandise Operations
Union Status Non-Union
Work Shift Any 5 out of 7 days/week

Position Requirements and Specifications

This position generally requires flexible availability to work non-standard hours including evenings, holidays, and weekends. Work schedules are based on the needs of the operation; the Stockperson must be available for work on an on-call basis as product arrives. This is a temporary position. The starting wage is \$8.90 per hour.

The requirements for this position include:

- High School graduate or (GED) equivalent preferred.
- Accurate basic math, reading and writing skills required.
- Must have good communications and interpersonal skills.
- Minimum 6 months previous warehouse experience preferred.
- Previous experience operating a forklift preferred.
- Must be at least 18 years of age. Must be reliable and neat.
- Must be flexible and organized. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus.
- Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.
- One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License.
- Valid medical authorization card required for positions responsible for operating a Commercial Motor Vehicle.

Additional Information

This position is to actively recruit for multiple positions for 2015.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

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https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5ei0OREIzKzsoV9N5s4c09jCl1wEYvCx%2fgzJ8LCB%2fv2%2fJTd6oOi38GPv02sLX2II8d&jobId=99479&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=99479_5163&GQId=0

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Job Title: Office Coordinator - Opt 2

Agency: Natural Resources

Closing Date/Time: Mon. 05/11/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Bid ID#: 12-32-4875

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex secretarial work including typing, record processing, timekeeping, etc.; performs general office and secretarial support functions including general accounting duties. Provides information/assistance to visitors of Giant City State Park.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: Monday-Friday, 8:00 am - 4:00 pm, 30 minute lunch, Saturday and Sunday Off

WORK LOCATION: Giant City State Park, 235 Giant City Rd., Makanda, IL 62958

WHERE TO APPLY: Calvin Beckman / Illinois Department of Natural Resources
Giant City State Park, 235 Giant City Rd., Makanda, IL 62958 618-457-4836

How to Apply:

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

Option 2 - Typing

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