

Please see the Business Job Postings below:

- Please be sure to examine each listing carefully
- Watch for application deadlines

Good luck with your search.

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23. [Department Head, HR Administration – IT](#)
24. [Account Executive I](#)
25. [Office Manager - Financial Development](#)
26. [Applications Specialist](#)
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28. [Business Development Manager](#)
29. [Chief Communications & Marketing Officer](#)
30. [Store Manager](#)
31. [Office Assistant](#)
32. [Management Trainee](#)
33. [Office Manager](#)
34. [Human Resources Manager](#)
35. [Administrative Aide](#)
36. [Administrative Assistant](#)
37. [Administrative Assistant I](#)
38. [Media Relations Officer \(2\)](#)
39. [Human Resources Representative](#)
40. [Fleet Management Assistant](#)
41. [HR Administration-IT](#)
42. [Staff Accountant](#)
43. [Business Unit Chief Financial Officer](#)
44. [Account Manager - Small Store](#)
45. [Staff Accountant](#)
46. [Benefits Administrator](#)
47. [Manager, Employment HR Services](#)
48. [Applications Specialist](#)
49. [Business Unit Chief Financial Officer](#)
50. [Senior Project Manager II](#)
51. [Operations Manager](#)
52. [Administrative Assistant 1](#)
53. [Account Technician](#)
54. [Manager, Guest Experiences](#)
55. [Director, HCV](#)
56. [Office Coordinator - Opt 1](#)
57. [Office Clerk - Opt 2](#)

Accounts Payable Clerk/Administrative Coordinator

Date Posted:
11.16.2011

Salary: Not Specified	Location: Brookfield, IL
Employer/Organization: Chicago Zoological Society	Type: Not Specified
	Program: Business

Requirements/ Qualifications:
Requirements: Associates Degree in Accounting or Business or equivalent combination of related training and/or experience required. Relevant experience working at the Chicago Zoological Society a plus (includes CZS employment, volunteer, and/or intern experience). Minimum of 2-3 years computerized accounts payable experience in a high-volume payables environment required. Experience with Serenic Navigator or Microsoft Navision preferred. Good computer skills in Microsoft Word and Access. Strong computer skills in Excel required. Experience processing payables for the construction industry desired. Ability to maintain confidentiality of privileged information. Strong mathematical skills required. Strong communication and interpersonal skills. Accurate data entry skills required. Eye for detail, completeness, and accuracy. Ability to work under pressure and meet deadlines. Ability to prioritize effectively and juggle multiple projects and assignments. Ability to understand and carry out oral and written instructions and to request clarification when needed. Self-starter with the ability to use sensible judgment. Professional appearance and warm, attentive demeanor. Accurate typing skills. 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.

Job Description

Requisition ID#: 917JC

Responsibilities: This position contributes to the success of the Chicago Zoological Society by accurately and timely processing invoices for payment in support of financial sustainability. Maintains administrative regulatory files and provides administrative support to the Sr. Vice President of Finance and Administration. Follow prescribed policies and procedures and utilize manual and computerized accounts payable systems. Process the payables of the Society in a timely and accurate manner including, but not limited to, verifying receipt of product and/or services; comparing purchase order cost to invoices; verifying purchase authorization; processing approved invoices for payment; printing and distributing accounts payable checks, maintaining data records to document paid and pending obligations of the Society; and maintaining records of and follow-up on unmatched invoices. Document accounts payable procedures and recommend changes or improvements to the process. (50%) Provide administrative support to the Sr. Vice President of Finance and Administration and the Controller. Support includes typing correspondence, preparing governmental agency reports and memos, establishing, coordinating, scheduling, and preparing necessary agenda and materials for Investment, Finance, and Audit Trustee committee meetings; and typing of audit confirmations and representation letters. Maintain annual audit file drawers and assist auditors as needed. (15%) Maintain and analyze various accounting records on a monthly basis including capital bond reimbursements, catering nighttime events costing, and other miscellaneous analysis and reports as needed. (10%) Serve as a backup for Sr. Accounts Payable Clerk and Payroll Associate during vacations or other absences. (10%) Maintain files for regulatory agreements and licenses including, but not limited to, state sales tax exemptions; state and federal non-profit status; public disclosure; royalties (AFTRA, ASCAP, BMI); and revenue bonds. Ensure files are kept up-to-date, licenses are renewed in a timely fashion, and information compliance requirements are met. Maintain Certificate of Insurance files. Coordinate obtaining certificates from insurance broker as needed by Sr. Vice President of Finance and Administration. Maintain vehicle title files. Coordinate any requested release of title with Sr. Vice President of Finance and Administration. (7%) Assist in processing department mail. Perform "key operator" duties for accounting copier. Help users resolve small copier problems. Act as liaison for service repair center. (5%) Other related duties as assigned. (3%)

Contact: N/A	Phone: N/A	Email: N/A
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Fax: N/A	Website: N/A
To Apply	
If you would like to be considered for a current open position with Chicago Zoological Society, email your cover letter and resume noting the Full Position Title and Requisition ID# in the subject line to: greatjobs@czs.org .	
Application Deadline: N/A	

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Administrative Assistant, Catered Events		Date Posted: 11.16.2011
Salary: Not Specified	Location: Brookfield, IL	
Employer/Organization: Chicago Zoological Society	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: <i>Requirements:</i> Associate's degree in Business Administration or other related field, or equivalent combination of training and/or experience required. Minimum of two years relevant administrative experience required. One year experience in banquet catering, food and beverage, or hospitality industry preferred. Computer proficiency with Windows, Microsoft Access, Word, Outlook and Excel required. Knowledge of Catermate/Breeze/Delphi or other comparable catering software programs a plus. PowerPoint, Navision and Shift 4 a plus. Must accurately type a minimum of 40 words per minute. Must be able to accurately compute basic mathematical calculations. Must possess strong written and oral communication skills. Must possess strong organizational and follow-up skills. Strong eye and aptitude for details and accuracy essential. Must possess strong interpersonal skills and have the ability to effectively communicate with guests and Society personnel. Strong customer service skills required. Must have experience successfully coordinating multiple projects and activities. Must be able to work effectively under pressure and meet strict deadlines. Ability to maintain strict confidentiality of highly privileged information required. Previous experience and/or training in guest relations helpful. 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.		
Job Description		
Requisition ID#: 920JC		
<i>Responsibilities:</i> Provide administrative support for sales staff. Answer phones, take messages, file, make copies, open and distribute mail, fax documents, distribute weekly and bi-weekly sales packets, post daily events, obtain weekly client guarantees, generate client correspondence, e.g., thank you letters, deposit letters, mailings, ticket printing. (30%) Provide quality customer service while serving as initial contact for clients and caller inquiries. Post and distribute leads to Sales Managers. Provide accurate responses to inquiries about services, events, and hours of operation. (20%) Perform database entry, including entering reservations for special events. Work with Senior Manager, Business Integration Projects to provide information and support for online reservations for special events. Enter, maintain, and update reservations; compile mailing lists; create and process U.S. mail and e-mail correspondence; create gate lists, hostess lists, and place cards. (20%) Create contracts and purchase orders for vendors. Place and confirm orders with vendors. Coordinate pick up and delivery schedules with vendor and catered events staff. Track weekly and monthly vendor supply orders. Reconcile Catered Event invoices with Accounting Department. Package daily cash, credit card receipts and checks, and then arrange for Patrol Officer pick-up and delivery to Cashiers. (10%) Liaise between Catered Events and other Society departments. Maintain information flow in a timely manner. (10%) Respond to questions, requests, and concerns from guests and managers regarding functions and special events. Direct issues or inquiries to the appropriate staff and conduct necessary follow-up. (5%) Other related duties as assigned. (5%)		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
If you would like to be considered for a current open position with Chicago Zoological Society, email your cover letter and resume noting the Full Position Title and Requisition ID# in the subject line to:		

greatjobs@czs.org.

Application Deadline: N/A

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Assistant Buyer

Date Posted:
11.16.2011

Salary: Not Specified

Location: Brookfield, IL

Employer/Organization:

Type: Not Specified

Chicago Zoological Society

Program: Business

Requirements/ Qualifications:

Requirements:

Bachelor's degree in a business-related field or five years of equivalent combination of relevant training and/or related experience in retail sales required. Minimum of two years work experience in retail sales analysis preferred. Proven analytical skills required. Computer skills required. Knowledge of Microsoft Office Suite required; strong database skills essential. Ability to quickly and thoroughly learn and use the Society's inventory management system software required. Experience with TAM software a plus. Must be able to work independently with little or no supervision. Excellent organizational and follow-up skills. Eye for detail, completeness, and accuracy. Must be able to work effectively under pressure and deal tactfully and effectively with difficult individuals and situations. Infrequent, out-of-state travel necessary to attend gift shows and other assigned events. 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. The CZS retail operation is a seven days a week operation. Schedule flexibility, including weekend and holiday availability, is required

Job Description

Requisition ID# 931WL

This position contributes to the success of the Chicago Zoological Society by stocking merchandise store locations with products that will support CZS conservation messages and entice guests to make purchases and to facilitate the guest experience and meet financial goals in support of a sustainable future.

Responsibilities:

Work with Merchandise Manager to ensure on-going implementation of annual merchandise plan at all locations. Monitor compliance with assortment plans at each store and report status to the Operations Manager and Merchandise Manager. Review warehouse inventory to ensure all items in stock are assigned to a location in the assortment plan. Maintain the assortment planning module in The Assistant Manager (TAM) inventory management system to support buying plan and make adjustments as assigned by Merchandise Manager to adapt to emergent business needs. Monitor and analyze product sales, identify fast and slow-selling items, initiate re-orders consistent with merchandise plan, and notify Merchandise Manager of slow-selling items and variations from the plan. Manage assigned categories of goods, (e.g., glassware, clothing, souvenirs, publications etc.) place and track orders, control inventory, and maintain good client/vendor relationships. Monitor production of custom products (e.g., products with Brookfield Zoo and CZS logos, etc.), to ensure projects stay on schedule. Implement a tracking system, coordinate communications with the Merchandise Manager, Creative Service Department, and vendors, and facilitate delivery of approved specifications and artwork. Follow up with vendors via email and phone, as needed, regarding deliveries and back-orders. Create purchase orders and provide administrative support to Merchandise Manager as needed. Other related duties as assigned.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

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greatjobs@czs.org.

Application Deadline: N/A

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Recruitment Coordinator

Date Posted:
11.16.2011

Salary: Not Specified

Location: Brookfield, IL

Employer/Organization:
Chicago Zoological Society

Type: Not Specified

Program: Business

Requirements/ Qualifications:

Requirements: Bachelors Degree in Human Resources, Behavioral Science, Psychology, or other closely related field or equivalent combination of education and/or experience preferred. Relevant Associates Degree or equivalent coursework in pertinent HR topics, behavioral interviewing training, AIRS training or certification, or equivalent combination of training and/or experience required. Three-five years directly relevant, comparable HR, recruitment, or high-level administrative experience required. Recruitment experience, including recruitment support, screening candidates, behavioral-based interviewing, candidate management, and/or recruitment processes and procedures desirable. Must possess a very high level of detail orientation and organizational skills. Must be able to manage a high volume of work with accuracy and a keen sense of urgency. Excellent organizational, follow-up, follow through, and prioritization skills required. Ability to meet deadlines and carry out assigned duties with minimal supervision required. Excellent multi-tasking ability essential. Must be able to identify tasks to be completed and move forward independently without prompting. Demonstrated initiative and ability to take action on information and resolve non-routine issues using sound business judgment. Computer literacy required. Must be proficient in spreadsheet creation/usage, word processing, email software and Internet. Experience with Microsoft Office Suite (Excel, Word, and Outlook) highly preferred. Experience with ATS systems, HRIS, database, and/or similar systems a definite plus. Highly professional appearance and demeanor. Very strong customer service skills and focus. Strong communications skills, verbal, written and good listening skills. Demonstrated skills in building strong internal and external relationships. Must be able to easily develop rapport with staff at all levels. Team player with willingness to get involved and assume additional responsibilities. Ability to maintain highly confidential information. 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. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus.

This is a busy position supporting multiple staff responsible for recruitment and seasonal employment. Requires a sensitive and outgoing individual who is able to effectively represent the organization and communicate about its mission, vision, and important conservation role. Incumbent must be committed to helping to develop a high-caliber workforce. He/she must be highly flexible and able to respond and adapt to changes and shifting priorities. Must be pro-active, persistent, and helpful, with a solid customer service approach. Incumbent must enjoy a challenge, be passionate about his/her work, and have a commitment to excellence. Work weeks may exceed 40 hours, including possible extended days and/or weekends during busy periods. Some local travel required to attend off-site recruitment or career day events

Job Description

Requisition ID#: 939WL

This position contributes to the success of the Chicago Zoological Society by providing a wide range of professional and administrative support for CZS recruitment and HR operations in order to support Society hiring needs in an expedient and quality fashion to help shape a diverse workforce of excellence and support all areas of the organization by attracting highly qualified talent and effective management of operations to assure achievement of the Society's overall goals and objectives.

Responsibilities: Perform and provide support for daily recruitment activities including, but not limited to requisition tracking and management, setting up new requisition folders, including computer set-up, managing internal/external postings and job announcements in cooperation with assigned Recruiter, updating and disseminating weekly Employment Bulletin, conducting phone screens, scheduling interviews, coordinating logistics, details, communications, and interviews with applicants, recruiters, and hiring manager, update Gate List for interviewees, greet interviewees, collect all required paperwork (applications and background check forms), perform and document any required applicant testing and notify recruiter of results, requests and track background checks and keep Recruiters apprised of progress, manage Background Check Authorization Forms, and other duties necessary to support the recruitment

professional networking, etc. Demonstrated knowledge and experience in recruitment function including screening candidates, behavioral-based interviewing, candidate management, capture strategies, offer negotiations, legal compliance and other HR systems, processes and procedures. Excellent organizational and prioritization skills required; strong attention to detail, ability to meet deadlines and handle multiple projects with minimal supervision. Demonstrated initiative and ability to take action on information and resolve complex issues using sound business judgment. Computer literacy required; experience with ATS, HRIS, database, spreadsheet, and/or word processing systems required; Windows 2000 and/or Microsoft applications (Outlook, Word, Excel) experience preferred. Highly professional appearance and demeanor. Strong customer focus and appropriate service approach. Demonstrated skills in collaborative approach to build strong internal and external relationships. Team player with willingness to get involved and assume additional responsibilities. Ability to maintain confidential information. Solid interpersonal and communication skills, both verbal and written. Behavioral Interview Training Certified and AIRS certification a plus. 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.

Job Description

Requisition ID#926WL

This position contributes to the success of the Chicago Zoological Society by providing value-added support for the recruitment function with the goal of hiring the best qualified candidates for available positions, helping to shape a workforce of excellence, and assuring organizational fit with CZS mission, vision, values, and success factors. The Senior Recruiter partners with internal customers to identify recruitment needs and objectives for full-cycle recruitment. Develop and execute recruitment strategies to identify and attract highly qualified candidates. Conducts in-depth screening and thorough behavioral-based interviews. Full-cycle activities include: sourcing, screening, interviewing and facilitate hiring for exempt and non-exempt positions. May oversee activities of Recruiter as requested.

Responsibilities: Assists with and/or manages hands-on daily recruitment process, from posting, sourcing and interviewing to offer negotiations and successful on-boarding of new hires. Establishes relationships and partners with hiring managers to understand business goals and staffing needs, preferred candidate profile and identifies recruitment sources to recommend and implement optimal recruitment strategies. Proactively and effectively manages open positions. Conducts thorough screening and in-depth behavioral interviews to properly assess skill sets and competencies of candidates and to obtain work history, education, training, compensation requirements, and other job-related information to assess organizational fit and refer most qualified candidates to the hiring manager. Review and discuss candidates considered and manager's selection recommendations including counseling on offer details. Prepares final offer packet for review and approval by required internal approvals for full-time and regular, part-time positions. Negotiates and extends job offers for assigned positions. Prepares Payroll Advice forms for manager's signature for new hires/rehires. Works closely with the Manager, Staffing & Talent Acquisition to maximize current recruitment sources and identify new recruitment sources; to develop creative sourcing strategies to continually and proactively build a diverse candidate pipeline. Posts job announcements internally and externally (community organizations, university career centers, internet and niche job boards, etc.) Researches and recommends sources and organizations to Manager, Staffing and Talent Acquisition for approval. Prepares or assists with preparation of job announcements. Disseminates information externally regarding available positions, including traditional weekly or biweekly sources. Develops and places internal job postings, website postings, and external job announcements, Help Wanted ads, posts employment bulletin on Intranet weekly, etc. Assures postings are promptly removed once position is filled. Actively participates in job fairs and recruitment events in the community as requested. Proactively researches and recommends opportunities for participation. May contact colleges, job fairs, and other sources to arrange interviews. Prepares and provides information on organization and job opportunities to cultivate relationships with potential candidates. Manages and supports recruiting initiatives, projects, and activities as directed. Corresponds with candidates to notify them of employment consideration and/or keeps candidates informed regarding the recruitment process until position is filled. Partners with hiring managers throughout the process and keeps managers appropriately informed of status of recruitment activities and communications with candidates. Conducts and oversees post-offer follow-up including correspondence, arranging new hire orientation, confirmation letters, pre-adverse and adverse

impact letters if needed, complete file documentation in accordance with established procedures, notifications to appropriate staff, etc. Performs testing (as needed) and conducts complete and thorough background and reference checks on all final candidates prior to hire. Maintains appropriate records and documentation of recruitment activity, decisions, and efforts. Assures timely updating of pertinent information. Prepares reports as requested. Maintains recordkeeping and reporting systems in accordance with established practices. Actively contributes towards effective recruiting metrics such as cost per hire, time to fill, customer satisfaction, etc. Other related duties as assigned.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

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Application Deadline: N/A

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Training Specialist

Date Posted:
11.16.2011

Salary: Not Specified

Location: Brookfield, IL

Employer/Organization:

Type: Not Specified

Chicago Zoological Society

Program: Business | Education | Psychology

Requirements/ Qualifications:

Requirements: Bachelor's degree in educational development and training, organizational psychology, business, or related field or the equivalent combination of training and experience required. Master's degree in instructional design, instructional technology or educational technology preferred by not required. Minimum 1-3 years of experience in a position with increasing responsibility in an instructional designer or comparable training professional role. A proven track record of working successfully and comfortable in diverse training roles (course designer/developer, instructor/facilitator, e-learning, training support and administration). Excellent verbal/platform presentation skills. Excellent written communication skills. Well organized with an eye for detail and accuracy. Able to work independently and a proven track record/ability to be flexible in creating effective learning solutions with internal customers. Proven track record in facilitating groups learning and development. Ability to interact professionally with a wide range of people and demonstrate cultural sensitivity by recognizing the needs of a diverse audience. Strong project management skills. Passion for and commitment to conservation, environmental sustainability and making a social impact highly preferred. Knowledge of the fundamental concepts, practices, and procedures used in all phases of instructional design and e-learning development. Computer literate. Proficiency in basic computer software (Intranet, email, work processing, spreadsheets, etc). Working knowledge of design and media development tools such as Illustrator, Photoshop, PowerPoint, Dreamweaver, Flash, Captivate, Premier, etc. required. Thorough understanding of the latest industry technology tools and trends in online education and instructional media. Experience with designing and developing highly interactive e-learning courseware using software such as RoboHelp, Articulate, Captivate, Trivantis, and/or Lectora, or comparable software required. Valid driver's license required for Illinois residents within 90 days of hire; valid out-of-state license required for out-of-state residents. Experience and/or ability to interact effectively with a diverse, multicultural audience required. Spanish fluency a plus, but not required.

Job Description

Requisition ID# 938SD

This position contributes to the success of the Chicago Zoological Society by partnering with staff, business unit leaders, and the organization as a whole, to help facilitate change and increase organizational performance and employee engagement by designing, delivering, and coordinating high-quality learning experiences via instructor-led and on-line delivery of custom training.

Responsibilities: Assess, develop, deliver, and evaluate a broad spectrum of instructor-led, e-learning and blended learning training programs using proven adult learning and sound instructional design principles

to increase organizational performance. Incorporates appropriate blended learning experience in instructor-led and e-learning training programs, including role plays, simulations, team exercises, interactions, group discussions, and lectures. Interfaces with business units and subject matter experts as necessary to complete the development of programs and ensure team collaboration and appropriate input from other departments. Performs training needs assessments with various business units to determine training objectives and determines developmental solutions and programs. Researches, designs, and develops training materials for classroom and computer-based training, incorporating input from business unit groups and subject matter experts and utilizing adult learning theory and instructional design principles. Makes recommendations for the best application of technology, in the design, development, delivery, and evaluation of training programs. Keeps abreast of the best industry technology tools and trends in online education and instructional media. Delivers and facilitates training sessions and webinars as needed. Evaluates the effectiveness of training programs and provides reports and data as needed. Manages projects for multiple, high-impact programs from start to finish under tight deadlines and limited budgets. With the Director of Staff Training and development and the Director of Creative Services, develops marketing and University branded materials consistent with CZS overall branding standards and protocols. Administers training programs, coordinates and administers training program registrations, communications, and maintains all training records, ensuring participant and employer compliance with stated objectives. Performs other related duties as assigned to assure successful achievement of training goals and objectives.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
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Application Deadline: N/A	

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Accounts Payable Manager		Date Posted: 11.16.2011
Salary: \$55,000 PER YEAR	Location: Chicago	
Employer/Organization: Chicago Park District	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Bachelor's degree in Accounting or Finance is required supplemented by three years of accounting experience; or an equivalent combination of training and experience is required. Knowledge, Skills and Abilities: Knowledge of basic accounts payable requirements; Knowledge of Windows based systems; Knowledge of balance sheets and income statements; Ability to communicate effectively with vendors; ability to work under tight time lines; skill in making accurate and rapid arithmetic calculations. Career Service: Exempt EEO: Professional FLSA: Exempt		
Job Description		
Location: Central Administration - COMPTROLLERS OFFICE CHARACTERISTICS OF THE CLASS: Under general supervision manages the accounts payable processes to ensure that they are efficient. Supervises the accounts payable staff. Performs related duties as required. EXAMPLES OF DUTIES: Monitors and processes the improvement of accounts payable processes to ensure that the processes are efficient and with minimal errors. Creates and maintains vendor relationships to ensure a favorable credit rating for the Park District as well as a favorable relationship with the vendors. Creates and maintains open, constructive communication with all regions. Conducts staff meetings, team building exercises to facilitate a team environment that is self directed and functions at a high capacity. Verifies time sheets submitted by accounts payable staff to ensure correct time entry and employee compensation.		

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at www.chicagoparkdistrict.com	
Application Deadline: 11/17/11	

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Director of Revenue		Date Posted: 11.16.2011
Salary: \$110,000.00	Location: Chicago	
Employer/Organization: Chicago Park District	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Bachelor's Degree in Business Administration, Accounting, Finance or Public Administration, or related field supplemented by seven (7) years of experience managing varied operations; or an equivalent combination of education and experience is required. Knowledge, Skills and Abilities: Knowledge of organization management principles and practices. Knowledge of program planning, administration and evaluation, Ability to prepare and monitor budgets. Knowledge of accounting and finance. Effective communication skills both written and oral. Supervisory skills		
Job Description		
Location: Central Administration - PARK SERVICES CHARACTERISTICS OF THE CLASS: Under general direction, manages and directs the operations of the Department of Revenue. Performs related duties as required. EXAMPLES OF DUTIES: Directs and manages the staff and operations of the Department of Revenue. Develops the budget for the Department of Revenue. Directs the Permit Process for special use facilities, special events on the Lakefront and at neighborhood parks. Oversees the performance of privatized contractors managing Park District revenue generating assets. Identifies opportunities to increase non-tax revenue and improve the Department's services. Selects contractors and oversees the administration of contracts. Ensures that privatized contractors comply with terms and conditions of their contract. Serves as a liaison to privatized contractors. Interfaces with core users of the Revenue Department as well as other Finance Departments. Ensures that the Park District complies with local amusement, mooring and parking taxes. Implements policies and procedures that meet proper accounting standards. Oversees and directs customer satisfaction and resolves customer concerns and issues.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.chicagoparkdistrict.com		
Application Deadline: 11/21/11		

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Operations Administrator I		Date Posted: 11.16.2011
Salary: Not Specified	Location: Waukegan	
Employer/Organization: Pace Bus	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Qualified candidate must have relevant administrative skills and must exhibit PC/typing competency and excellent communication skills. Must have, or be able to obtain, a class "B" Commercial Driver's License.		

Must exhibit good knowledge of the Lake County service area. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Job Description

Under the direction of Division Manager, or designate, performs the following administrative duties: Post driver and mechanic hours, tracks schedule usage, tracks driver hours, daily filing, organize files, prepares reduced fare card applications, tracks school pass usage, acts as a liaison to Waukegan School Staff, issues school passes, performs dispatch office duties, sells passes, prepares farebox revenue reports, petty cash custodian, fills in for Receptionist, fills in for Payroll Administrator, answers telephones, gives schedule information and various other office duties. May be called upon to help with Chicago Paratransit services.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

Apply **ONLINE** at www.pacebus.com

Application Deadline: N/A

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Financial Clerk

Date Posted:
11.16.2011

Salary: \$13.00 - \$14.00 per hour	Location: IL-Deerfield
Employer/Organization: Kelly Services	Type: Not Specified
	Program: Business

Requirements/ Qualifications:

Requirements:

- High school diploma or GED; some college preferred
- Minimum 2+ years of payroll and finance experience
- Proficient in Microsoft Office
- Must be detail oriented and self-motivated with ability to prioritize

Job Description

Kelly Services® has been providing outstanding employment opportunities to the most talented individuals in the marketplace. Today, we are proud to offer a position as a Financial Clerk with a Fortune 500 Healthcare Company!

Job Summary:

- Deerfield, IL location
- Contract position
- Pay Rate: \$13.00 - \$14.00 per hour

Responsibilities:

In this role the Financial Clerk is part of, and will support, the Payroll Department.

- Research bounces from the general ledger system
- Perform general ledger entry
- Some payroll International assignment work, including reconciliation
- General office duties, as assigned

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

This position is recruited for by a remote Kelly office, not your local Kelly branch. To be considered for this position, you must use the apply now??? button at http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILGM0E&ff=21&APath=2.21.21.0.0&job_did=J3H51P68GH5XCNLQCNJ to submit your resume. If you have questions about the position, you may contact the recruiter recruiting for this position (Courtney Keller at 815-403-2521), however your resume must be received via the apply now???

Application Deadline: N/A

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Assistant Loan Processor		Date Posted: 11.16.2011
Salary: \$12.00 to \$14.00 per Hour	Location: Chicago, Illinois	
Employer/Organization: Aerotek Professional Services	Type: Contract	
	Program: Business	
Requirements/ Qualifications: Requirements include at least 2 years of mortgage loan processing experience, attention to detail, an excellent phone presence, and a great team player. The ideal candidate will have experience working with Encompass LOS and electronic file submission. Qualified applicants are encouraged to apply by submitting a resume and highlighting experience in mortgage loan processing. Required Skills for Assistant Loan Processor Job: <ul style="list-style-type: none"> ■SUPPORT LOAN PROCESSOR ■CUSTOMER SERVICE ■ATTENTION TO DETAIL 		
Job Description		
<p>We are currently looking for an assistant loan processor that has at least 2 years of experience working with mortgage loans, specifically DU and FHA loans. The job requires processing new applications, reviewing applications for missing information contacting parties to fill missing information, and generally supporting the primary loan processor.</p> <p>About Aerotek Professional Services: Join Aerotek Professional Services®. Our customized employment solutions and personalized approach give job seekers access to great opportunities with competitive salaries. Aerotek offers comprehensive benefits that can include medical, dental, optical, and optional 401k. Don't put your career in the hands of just anyone; put it in the hands of a specialist. Launch or rejuvenate your career today with Aerotek Professional Services! Allegis Group and its subsidiaries are equal opportunity employers and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law.</p> <p>Contact Information Aerotek Professional Services - Chicago, IL 200 West Monroe , Suite 775 Chicago, IL 60606</p>		
Contact: Marshaun J Montgomery		
Phone: N/A	Email: mmontgom@aerotek.com	
Fax: N/A	Website: N/A	
To Apply		
Contact Marshaun J Montgomery		
Application Deadline: N/A		

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Administrative Assistant		Date Posted: 11.16.2011
Salary: \$2,500.00 - \$5,000.00 monthly	Location: Cook County, Illinois	
Employer/Organization: Executive Inspector General	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires prior administrative experience or secretarial experience in a public or private organization; requires ability to effectively utilize a personal computer to type documents and to store information including utilizing applications such as Word and Excel; requires a high level of confidentiality and discretion based on content of work-related information. Desirable requirements: A minimum of 2 years of college or business education.		
Job Description		
Subject to general supervision of the management staff of the Office of Executive Inspector General (OEIG), serves as an administrative assistant performing a variety of highly responsible and confidential duties including: answering the telephone, preparing correspondence, copying and distributing documents, creating a variety of documents, providing general office assistance such as file and record maintenance.		

Contact: Wendy Washington	
Phone: 312.814.1789	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Work Hours & Location/Agency Contact: 9:00 a.m - 5:00 p.m. Office of Executive Inspector General 32 W. Randolph St., Suite 1900, Chicago, IL 60601 Visit our website at www.inspectorgeneral.illinois.gov . Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 W. Randolph, Suite 1900, Chicago, IL 60601.	
Application Deadline: N/A	

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Executive Assistant		Date Posted: 11.16.2011
Salary: \$20.00 to \$23.00 per Hour	Location: Chicago, Illinois	
Employer/Organization: Aerotek Professional Services	Type: Full-Time	
	Program: Business	
Requirements/ Qualifications: Requirements: - Bachelor's Degree required - 5-6 years executive office experience preferably in higher education - Demonstrated knowledge of large institution office/business procedures and, or protocols Required Skills for Executive Assistant Job: ■MICROSOFT OFFICE		
Job Description		
Responsibilities: - Composes memos and correspondence - Arranges events and coordinates travel - Compiles and arranges data - Schedules meetings with various departments external consultants and vendors, prepares meeting materials, records/maintains minutes, etc. - Conducts special projects - Coordinates handling of highly confidential material for the Vice President, the Business Manager and key leaders		
Contact: Emily Hyziak		
Phone: N/A	Email: ehyziak@aerotek.com	
Fax: N/A	Website: N/A	
To Apply		
Join Aerotek Professional Services®. Our customized employment solutions and personalized approach give job seekers access to great opportunities with competitive salaries. Aerotek offers comprehensive benefits that can include medical, dental, optical, and optional 401k. Don't put your career in the hands of just anyone; put it in the hands of a specialist. Launch or rejuvenate your career today with Aerotek Professional Services! Allegis Group and its subsidiaries are equal opportunity employers and will consider all applications without regard to race, marital status, sex, age, color, religion, national origin, veteran status, disability or any other characteristic protected by law. Aerotek Professional Services - Chicago, IL 200 West Monroe Suite 775 Chicago, IL 60606		
Application Deadline: N/A		

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Executive Director, Administration		Date Posted: 11.16.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Metra	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Requirements: •Must have significant and demonstrated executive level experience in policy direction and general management of a large public or private organization of similar size and complexity. •Bachelor's		

degree required; advanced degree preferred. •Successful candidate must demonstrate significant business experience with strong fiscal, organizational, and leadership skills; demonstrate visionary thinking, excellent interpersonal skills, critical analytical and strategic capabilities, and an ability to build and maintain relationships.

Other Important Information: •Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. •Only resumes with salary history will be considered. •Only qualified candidates will receive consideration.

Job Description

Metra is one of the largest commuter rail systems in North America and provides commuter rail service between the downtown Chicago business district and 240 stations in Northeastern Illinois over 11 routes totaling about 500 route miles. Metra operates 700 weekday trains, providing more than 300,000 passenger trips a day. Metra has approximately 5000 employees including those of our contract carriers and will function with a FY-2012 budget in excess of \$686 million. •This position will report directly to the Executive Director/CEO (ED/CEO). •This position helps to increase the bandwidth and velocity of the ED/CEO to concentrate the ED/CEO's time, effort and priorities on strategic initiatives. •This position has direct reports including Procurement/Materials, Real Estate/ Contracts, Capital Strategic Planning, Information Technologies and Labor Relations. •This is a demanding position that serves to assist the ED/CEO in strategic projects, staff coordination and the dissemination of information and communications. •Required qualities include excellent communication skills, unimpeachable integrity, diplomacy, creativity, judgment, and an ability to condense complex subjects into critical points for communication with the ED/CEO, staff and external constituencies.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

To Apply

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra offers a highly competitive pay and benefit package. Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation. Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

Application Deadline: N/A

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Staff Accountant - Chicago	Date Posted: 11.7.2011
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Salary: Not Specified	Location: Chicago
Employer/Organization: Enterprise Rent A Car	Type: Not Specified
	Program: Business

Requirements/ Qualifications:
 Must have a Bachelor's Degree degree in Accounting or Finance.
 Must currently have or plan to attain CPA within 1-2 years.
 Must have basic proficiency with Microsoft Excel and Word.
 Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.
 Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.
 No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.
 Must be at least 18 years old
 Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Job Description

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis. At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where

you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability. As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply Online at https://us-erac.icims.com/jobs/49143/job	
Application Deadline: N/A	

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Accounting & Fiscal Administration Career Trainee

Date Posted:
11.1.2011

Salary: \$41,364.00 - \$53,892.00	Location: Cook County, Illinois
Employer/Organization: State of Illinois	Type: Not Specified
	Program: Business

Requirements/ Qualifications:

Requires a bachelor's degree in accounting or an allied field. (Qualifying state employees in the Upward Mobility Program may complete combinations of specific proficiency test and training programs leading to a certificate of proficiency in lieu of the educational requirements.) Requires the ability to prepare comprehensive written and oral reports; understand and follow oral and written instructions; establish and maintain cooperative working relationships.

Job Description

Under immediate supervision, for a period of time not to exceed twelve months, participates in an IDES sponsored training program to develop knowledge, skill and expertise in the processing of employer accounts; receives training and guidance in the establishment, maintenance, review and analysis of employer accounts; receives and completes assignments of limited scope; provides procedural advice on the requirements and provision of the Illinois Unemployment Insurance Act, For an assigned geographical area.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A

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).

Application Deadline: N/A

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Employment Security Program Representative - Intermittent

Date Posted:
11.1.2011

Salary: \$22.95 - \$30.59 hourly	Location: Lake County, Illinois
Employer/Organization: State of Illinois	Type: Not Specified
	Program: Business

Requirements/ Qualifications:

Requires the equivalency of 4 years college with course work in Social/ Behavioral sciences or Business OR two years as an agency intermittent and a minimum of 2 years college OR four years as an agency

intermittent. Requires working knowledge of those provisions of the UI Act impacting on areas of responsibility; job knowledge of employers and their UI/ ES needs. Requires the ability to effectively communicate with employers and/or clients; determine an effective work search plan for clients and identification of inappropriate work search efforts; effectively organize and analyze pertinent information for the determination of payment or non-payment of claimants and to use a PC with related software programs such as word processing, spreadsheets, data base management, electronic mail and Internet.

Job Description

N/A

Contact: N/A

Phone: N/A

Fax: N/A

Email: N/A

Website: N/A

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).

Application Deadline: N/A

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Employment Security Tax Auditor I

Date Posted:

11.1.2011

Salary: \$51,036.00 - \$69,444.00 annually

Location: Cook County, Illinois

Employer/Organization:

Type: Full-Time

State of Illinois

Program: Business

Requirements/ Qualifications:

Requires knowledge, skill and mental development equivalent to completion of 4 years college with courses in Business Administration, Fundamental and Advanced Accounting and Auditing; one year of professional experience in accounting, external auditing or public accounting OR completion of an approved training program such as the AFACT. Requires working knowledge of: accounting and auditing theories, methods and procedures; laws, rules and regulations relating to State and non-State accounting and auditing procedures, standard office accounting machines and equipment such as PCs and laptops.

Job Description

Under general supervision, independently performs less complex, routine professional field audits and investigations; computes and collects delinquent contributions, penalties and interest in full, or secures an acceptable deferred payment agreement; verifies base period wages of claimants; make liability determinations to determine employer status under the Unemployment Insurance Act; searches bankruptcy petitions in various bankruptcy courts; receives training in the performance of more complex payroll audits and field investigations.

Contact: N/A

Phone: N/A

Fax: N/A

Email: N/A

Website: N/A

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).

Application Deadline: N/A

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Human Resources Associate - Opt 2

Date Posted:

11.1.2011

Salary: \$3,314.00 - \$4,274.00 monthly

Location: Cook County, Illinois

Employer/Organization: State of Illinois	Type: Full-Time
	Program: Business
Requirements/ Qualifications: Minimum Requirements: Requires knowledge skill and mental development equivalent to completion of two years of college, or satisfactory completion of an approved training program. Requires working knowledge of human resource programs, rules and regulations. Requires the ability to establish and develop written instructions and procedures. Requires the ability to type accurately at 30 words per minute. Effective customer service skills, the ability to work with the public as well as other state personnel, and the ability to manage difficult situations involving the public is preferred.	
Job Description	
Performs complex, specialized paraprofessional duties in the administration of Civil service examinations for the Chicago Assessment Center. Pre-qualifies applicant's past training and experience for entrance into test room; performs final determinations of training and experience for application coding. Maintains inventory of testing materials; files records and documents pertaining to examination materials. Answers questions from applicants concerning examination procedures and completion of forms. Administers test room security measures; prepares daily and monthly testing reports.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
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).	
Application Deadline: N/A	

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Human Resources Specialist - Opt SS		Date Posted: 11.1.2011
Salary: \$4,983.00 - \$6,880.00 monthly	Location: Cook County, Illinois	
Employer/Organization: State of Illinois	Type: Full-Time	
	Program: Business	
Requirements/ Qualifications: Requires knowledge, skill and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires the ability to work with the public. Requires extensive knowledge of the Personnel Code, Personnel Rules, Position Classification Plan, Pay Plan collective bargaining agreements and policies and procedures of the Diversity Enrichment Program. Requires the ability to make oral presentations to groups and individuals. Requires a valid Illinois driver's license and ability to travel. Requires the ability to speak and write Spanish at a colloquial skill level.		
Job Description		
N/A		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
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 SS - Spanish Speaking		
Application Deadline: N/A		

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HR Generalist / CHA		Date Posted: 11.1.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Chicago Housing Authority	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Job Specifications This position requires a Bachelor's Degree in Human Resources Administration, Business, Finance, or a directly related field, and a minimum of 3-5 years of professional experience in benefits administration, compensation and recruitment. This position requires a general knowledge of health and welfare benefit programs and supplementary benefit programs. Working knowledge of organizational structure analysis, compensation, staffing, and employee relations. Must have effective verbal and written communication skills required to interact with all levels of management and employees; and strong interpersonal and problem-solving skills are essential. Lawson software experience, Human Resource or Employee Benefits Certification a plus.		
Job Description		
The primary responsibilities of this position include coordinating the benefits, compensation, recruitment and staffing programs. Provide advice, guidance, and hands-on assistance to managers and supervisors regarding Human Resources policies and procedures, ensuring the compliance of all applicable laws. Experience in FMLA, ADA, COBRA/HIPAA administration with strong knowledge of current Federal and State regulations required. Coordinate and oversee the implementation and administration of a comprehensive program of health and welfare benefits, including but not limited to: life, medical, dental, vision, short/long term disability, long term care insurance, critical illness, 457b deferred compensation plan and flexible spending programs. Provides a wide-range of benefit counseling to all employees within the CHA.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply Now at http://www.thecha.org/pages/hr_generalist/2623.php		
Application Deadline: N/A		

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Director, Financial Accounting		Date Posted: 11.1.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Metra	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: <ul style="list-style-type: none"> •Bachelor's Degree in accounting AND five (5) years of substantive accounting experience. CPA required. •Significant financial analysis experience, preferably in railroading, transportation or related industry. •Progressively responsible managerial experience in a financial accounting department. •Strong interpersonal skills in dealing with senior management, external groups and organizations required. •Must possess strong aptitude and proficiency in Microsoft Office Suites with particular emphasis in Excel, Access and PowerPoint. •Must have working knowledge of the General Ledger module and reporting tools used in Oracle Financial Suite. •Experience converting financial systems to the Oracle Financial Suite is a plus. •Excellent analytical, oral and written communications skills are essential. •Supervisory experience required. •Must be able to work in a demanding environment. Other Important Information: •Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. •Only resumes with salary history will be considered. •Only qualified candidates will receive consideration. •Relocation is not available for this position. 		
Job Description		
Reporting directly to the Controller, directs and plans the day-to-day operations of General Accounting, Fixed Asset and Cash Recording processes. Develops, implements and maintains accounting policies and procedures for financial accounting and reporting. Supervises both non-contract and contract employees in an accounting environment. Works closely with the Budget and Treasury departments, coordinates the		

annual financial audit and meets all external financial reporting requirements. Promotes safe work practices as well as maintains and fosters a safe work environment. Performs other related duties as assigned to meet the ongoing needs of the organization.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.	
Application Deadline: N/A	

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Department Head, HR Administration – IT		Date Posted: 11.1.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Metra	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: N/A		
Job Description		
<ul style="list-style-type: none"> •Bachelor’s Degree in business or related field OR in lieu of degree, one year of substantive management experience in benefits, compensation and human resources may be substituted for each year of lacking relevant college-related course work up to four (4) years. •In addition to #1, must have progressive Human Resources generalist experience, with emphasis in administration of health and welfare, voluntary benefit, disability and retirement programs in a mid-size organization. •Must possess a thorough understanding of best practices and laws relating to benefit programs including pension and retirement plans. Knowledge of compensation program development preferred. •Strong interpersonal and human relations skills in dealing with all levels of management, external groups and organizations required. •Must be proficient in Microsoft Office Suites. Knowledge of Oracle HRIS systems is desirable. •Must have excellent analytical, oral and written communication skills. •Supervisory experience is required. <p>Other Important Information:</p> <ul style="list-style-type: none"> •Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. •Only resumes with salary history will be considered. •Only qualified candidates will receive consideration. •Relocation is not available for this position. 		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.		
Application Deadline: N/A		

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Account Executive I	Date Posted: 11.1.2011
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Salary: Not Specified	Location: Niles, IL
Employer/Organization: Coca-Cola	Type: Full-time
	Program: Business
Requirements/ Qualifications:	
EDUCATION Bachelor's degree or equivalent experience with a high school diploma required Preferred :Bachelor's degree	
EXPERIENCE Required: 3-5 years in consumer goods industry. Minimum of 2 years in sales/marketing and major account management. Experience working with Nielsen and other syndicated data. Experience in developing successful annual business plans and price/package for retail customers. Strong analytical, verbal and written communications skills are a must. Above average computer skills. Preferred: Two years in the Coca-Cola system. Working knowledge of CTM/CMA/channel pricing systems. Experience using UFP and KAEPs	
Job Description	
Responsible for identifying opportunities within large chain customers or channels. Territories typically are expanded beyond a local base to include more than one CCR Business Units, as well as other Coca-Cola bottling ownership groups. Maximize profitable sales opportunities by thoroughly understanding the complexities of the channel or customer's business and building enduring relationships based on trust and integrity with that customer's senior management team. Develop and successfully sell customer plans that include annual CMA's, strategic and tactical pricing plans and promotional plans that align with and support the customer's and the Coca-Cola systems business objectives and strategies. Develops a customized business plan addressing the critical needs of the customer or channel while delivering Coke system budgeted profit and volume Develop collaboratively with customer a strategic plan (price/package) that generates desired results for both the customer and Coke system Conduct post promotional analysis measuring the success levels of promotions making any necessary changes. Communicate weekly with sales management discussing promotional plans, display commitments and establishing volume goals Sell in and implement promotional strategies for the introduction of new brands and packages . Attend trade shows and host customer events that help align ourselves better with the customer. Work with other bottler ownership groups as required based on territory and customer. Work with Category Management to gain key market and customer insights.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply at http://www.enjoycareers.com/jobdescription.aspx?JobID=2640291	
Application Deadline: N/A	

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Office Manager - Financial Development		Date Posted: 11.1.2011
Salary: \$51,000 - \$64,000	Location: Chicago, IL	
Employer/Organization: YMCA	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications:		
KNOWLEDGE, SKILLS AND ABILITIES: A bachelor's degree is required •Must possess three to five years of project management and executive administrative experience •Experience working with a Board of Directors is preferred Advanced skills with Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook is required. •Experience with Raiser's Edge is strongly preferred. •Experience with budgeting is required •Must possess excellent written and verbal communication and editing skills, along with excellent interpersonal skills •Must be willing to work a flexible schedule as determined by the priorities of the SVP, Development •Must have a proven track record of maintaining confidentiality •Must possess excellent analytical and problem solving skills •Must exhibit strong attention to detail and be able to work independently •Must possess the ability to multi-task and the capacity to constantly re-prioritize and make sound judgments in a fast-paced environment •Requires commitment to Character Development Values of Caring, Honesty, Respect and Responsibility CORE COMPETENCIES: Values. Demonstrates in word and action the Y's core values of caring, honesty, respect, and responsibility and a commitment to		

the Y's mission, in all matters at all times. •Inclusion. Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and cultural competence. •Relationships. Builds authentic relationships in the service of enhancing individual and team performance to support the Y's work. •Communication. Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. •Quality Results. Demonstrates and fosters a strong commitment to achieving goals in a manner that provides quality experiences. •Change Capacity. Leads self and others through change by navigating ambiguity appropriately and adapting well to new situations, obstacles, and opportunities. •Emotional Maturity. Demonstrates effective interpersonal skills. •Self Development. Is dedicated to the improvement of own capabilities and demonstrates this through the continual expansion of knowledge and skills.

Job Description

GENERAL FUNCTIONS: The incumbent will provide administrative support, budget oversight, financial reporting, and project coordination to the Senior Vice President of Development, the Director of Development, the Development Committee, Regional Campaign Steering Committee, the CEO Task Force, regional and national campaign activities, and the Financial Development department.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply Online: <http://sj.tbe.taleo.net/SJ6/ats/careers/jobSearch.jsp?org=YMCA&cws=1> Resumes until: 11/1/2011 Contact: Erica Lee

Application Deadline: N/A

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Applications Specialist

Date Posted:

11.1.2011

Salary: Not Specified

Location: Chicago, IL

Employer/Organization:

Type: Full-time

Epic - Electronic Health Record Positions

Program: Public Health | Business

Requirements/ Qualifications:

Is actively developing expertise in one or more applications or technologies. Experience in Electronic Medical Records Health Care Systems, preferably with Epic Bachelor's degree in Computer Science, Math, Finance, Education or Business Management or equivalent experience with High School degree or GED Expertise in Excel required Excellent communication skills

Job Description

Contact Information: Contact: Libby Skolnik

Job Details: 1-2 years experience is required

This Information Services position provides application support for assigned computer applications or designated user groups to meet information services needs. May be assigned to supporting existing applications, could be assigned as a team member in support of one or more projects for system implementation or upgrade, or could be assigned to a mixture of both. Adheres to the standards, policies, procedures, protocols and objectives supplied by Resurrection Health Care.

This is an entry level position into the Epic Implementation Team and will be in a supportive role.

Contact: Libby Skolnik

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply at http://www.reshealth.org/findajob/career_search.cfm

Application Deadline: N/A

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Business Development Associate

Date Posted:

10.24.2011

Salary: Not Specified

Location: Not Specified

Employer/Organization:

Type: Not Specified

Northstar Lottery Group

Program: Business

Requirements/ Qualifications:

Physical (% time: travel, operating machinery, environmental etc.)

- Travel within assigned territory almost 100% of time worked
- Must be able to lift and carry up to 40 pounds
- Must have a driver's license, be able to perform routine vehicle maintenance and understand vehicle reporting requirements
- Must be able to stay overnight for state sales meetings

EDUCATION

Minimum education:

- High School Diploma or equivalent
- 2 – 4 years of related sales experience

Other skills:

- Must be able to “cold call” on businesses and ultimately sign up new retailers
- Must be able to speak clearly and persuasively with strong interpersonal skills
- Expresses self well in group or in one-to-one conversations
- Must be able to produce written materials that are clear, concise and easily understood
- Effective time management and organizational skills

Job Description

Responsible for recruiting new lottery retail outlet opportunities (traditional and nontraditional) and working with various internal departments to meet and exceed the specified recruitment goals. Develops strategies for recruiting outlets and assumes responsibility for maintaining relationships as well as providing services to retailers. Manages/develops relationships with new retailers by cold calling or visiting sites, explains the various benefits of selling our product within their territory. Responsible for performing additional duties including retailer training as assigned by the Manager, Recruitment and Training.

Contact: N/A

Phone: N/A

Email: HumanResources@northstarlottery.net

Fax: N/A

Website: N/A

To Apply

Northstar Lottery Group is an equal opportunity employer. M/F/D/V

To apply for this position, please send résumé and cover letter to: HumanResources@northstarlottery.net with the subject line “Business Development Associate.”

Application Deadline: N/A

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Business Development Manager

Date Posted:

10.24.2011

Salary: Not Specified

Location: Harvey, IL

Employer/Organization:

Type: Full Time

Ryder

Program: Business

Requirements/ Qualifications:

Requirements: Minimum of 3 years of sales experience required

Additional Requirements: Associate or Bachelor's degree with course work in business and/or marketing or equivalent job related experiences is preferred

3 Years of industry related experience preferred

Basic understanding of business finance

Must be comfortable with “cold calling” and prospecting plans

Must possess good customer service and closing techniques skills

Excellent communication skills

Computer knowledge

Responsibilities: Specifically the Business Development Manager position will be held accountable for the following:

Education and implementation of Ryder services (Full Service Lease, Programmed Maintenance, Lease Financing, Fleet Management Services and Dedicated Contract Carriage)

Development of sales plans

Analyzing profitability of prospects
Full understanding of the competitive influences and risks within each account.

Job Description

The Business Development Manager is responsible for the development of profitable new customer business within assigned sales territory. This position works with minimal supervision and must be an enthusiastic “can do” person who will blend well with a sales team.
Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

<https://www.ryder.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=15574&CurrentPage=1>

Application Deadline: N/A

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Chief Communications & Marketing Officer

Date Posted:
10.17.11

Salary: Not Specified

Location: Not Specified

Employer/Organization:

Type: Not Specified

Metra Rail

Program: Business(Marketing)

Requirements/ Qualifications:

Minimum Acceptable Qualifications:

- Must possess a Professional Degree (Bachelor’s or greater) in the area of Communications, Political Science, Public Relations, Media Relations or related field.
- Progressively responsible experience in communications/public relations field preferably in railroading, transportation or related industry.
- Ability to effect change without dictating it by having a teamwork/collaborative style; ability to work effectively in a culturally diverse work group; and the ability to influence and achieve buy-in at all levels of the organization.
- Excellent managerial and analytical skills; proven record as a collaborative problem solver and consensus builder and must have experience in strategic planning and possess the ability to contribute effectively to the planning efforts of Metra.
- Superior interpersonal skills that are sensitive and empathetic to others, builds trust, and possess good listening skills.
- Strong and effective oral and written communication skills and the ability to respond to the Board of Directors, the media and/or other external groups and organizations.
- Must be able to work in a demanding environment.
- Must possess and maintain a valid driver’s license.

Job Description

Reporting directly to the Executive Director/CEO, directs and coordinates the functions of the Media Relations, Marketing and Customer and Station Services Departments.

Manages and monitors all activities relating to internal and external branding. Performs other related duties as assigned to meet the ongoing needs of the organization.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

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

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

Application Deadline: N/A

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Store Manager

Date Posted:

10.17.11

Salary: Not Specified

Location: Not Specified

Employer/Organization:

Type: Not Specified

Forman Mills

Program: Business

Requirements/ Qualifications:

STRONG MERCHANDISING SKILLS

•3 years of retail management experience (Store Manager/ASST. MGR in a big-box environment or District Manager in a specialty environment), soft-lines preferred •superior merchandising skills •excellent communications and people skills •computer literate •college degree preferred.

Job Description

Company Description:

Forman Mills is a retail outlet superstore (off-price retailer), with our Corporate Office based out of Pennsauken , New Jersey . We specialize in designer clothing for the entire family, as you would find in most department stores, with savings of up to 85% off suggested retails. Designer names are what make us the leading retailer of 'city-wear' in our current markets.

Career Growth Opportunities:

We currently have 29 stores in 8 markets... (Philadelphia , New Jersey / Northern & Southern, Delaware , Maryland , Washington , Michigan, New York and Chicago, Illinois). Our planned growth over the next 7 -10 years is extensive, offering opportunities for anyone looking for personal success and career growth. WE ARE SOON TO OPEN OUR 4th CHICAGO STORE WITH MORE TO COMING IN THE IMMEDIATE FUTURE. COME GROW WITH US!!!!

Our Store Management Teams are the motivating force behind all activities in our stores. Our Managers must possess and convey the standard of customer service, accuracy and urgency that is required and expected throughout the store. The ideal candidates will be professional, self-motivated, and possess the desire to maintain a successful operation. They must be able to motivate all store personnel to help them achieve their maximum potential. They will report directly to the District Manager and be completely accountable for sales and profit development, and shrinkage control. They will contribute input, and be ultimately accountable for training, development and evaluations of all store personnel, merchandise presentation, operational controls, and customer service.

WE ARE LOOKING FOR GREAT MERCHANTS!!! CAN YOU DAZZLE US WITH YOUR MERCHANDISING TALENT??

Diversity contributes to our success as a company. Forman Mills, is a Equal Opportunity Employer

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply ONLINE at <http://cj.chicagojobs.com/job/il/chicago/store-manager-A5403-01VL> or www.formanmills.com

Application Deadline: N/A

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Office Assistant

Date Posted:

10.17.11

Salary: Not Specified

Location: Chicago, Il (Devon/Harlem)

Employer/Organization:

Type: Not Specified

N/A

Program: Business

Requirements/ Qualifications:

N/A	
Job Description	
Office assistant/Secretary needed for office on the north side of Chicago. Responsibilities: Accounts payable, must have computer skills, doing payroll, answering telephones, drafting letters, etc. Must have good communication skills, and friendly attitude. Estimated hours: between 25 and 30 hours per week (the possibility for more hours exists). Days required for work: Monday through Friday, very flexible on the days and hours of work. Professional appearance a must. We will train enthusiastic attitude. Compensation: \$14.00 to \$16.00 per hour to start, with the possibility for rapid increase.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Email skunz734@yahoo.com with a resume and cover letter.	
Application Deadline: N/A	

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Management Trainee		Date Posted: 10.17.11
Salary: Not Specified	Location: Chicago: West Suburbs	
Employer/Organization: Enterprise Rent-A-Car	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Bachelor's degree required. Must have experience in sales in the past two years and/or customer service and/or management/leadership. Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years. No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI). Must be at least 18 years old. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.		
Job Description		
We are an Equal Opportunity Employer M/F/D/V. Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees. During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions. As you progress, increasingly more opportunities will become available to you. You can choose, as most people do, to continue your rewarding ascent within our Rental Operations managerial track or you can explore one of many other exciting options including Fleet Services, Human Resources, Car Sales, Accounting, Marketing and more. Responsibilities: As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply at https://us-erac.icims.com/jobs/44570/job		

Application Deadline: N/A

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Office Manager

Date Posted:
10.10.2011

Salary: \$13/hour

Location: Not Specified

Employer/Organization:
N/A

Type: Part-time

Program: Business

Requirements/ Qualifications:

We are currently seeking an experienced Office Manager to manage office-related tasks and projects for our three retail locations. Applicants must have the following qualifications:

Experienced working with Quickbooks accounting software (Quickbooks POS also helpful). Proficient in Microsoft Office applications. Experience managing outside services, such as insurance and business licensing. Be detail-oriented Exceptionally organized. A self-starter, able to meet deadlines while working independently. Skilled multi-tasker, able to prioritize projects without excessive direction. Friendly and communicative

Job Description

Responsibilities include, but are not limited to:

Accounts payable activities: entering non-inventory invoices into Quickbooks accounting software, checking vendor statements and following up with purchasing as needed, field calls from vendors requesting payment information

Outside services management: quote and maintain business liability insurance, car insurance, workers' compensation insurance, utilities providers; file claims when necessary and perform all related follow-up Maintain and file all business paperwork, including, but not limited to, licenses and permits, certificates of insurance, wholesale credit applications File and pay monthly taxes (Illinois sales tax; City of Chicago soda and restaurant taxes)

General office tasks: ordering office supplies, assisting store management teams in maintaining office machinery, sort mail, file paperwork, order printed materials

The Office Manager position is part-time (25 hours per week). Compensation is commensurate with experience starting at \$13/hour.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply at www.industrialcouncil.com

Application Deadline: N/A

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Human Resources Manager

Date Posted:
10.10.2011

Salary: Not Specified

Location: Not Specified

Employer/Organization:
N/A

Type: Temp

Program: Business

Requirements/ Qualifications:

We are currently seeking a temporary HR professional. Applicants must possess the following qualifications:

Experience managing benefits packages, with both employees and service providers

Creating and executing basic recruiting strategies

Proficient in Microsoft Office applications

Familiarity with protocols for handling sensitive information legally and professionally

Superior organizational skills

Able to meet deadlines while working independently

Skilled multi-tasker, able to prioritize projects without excessive direction

Background in a food environment helpful, but not necessary	
Job Description	
Responsibilities include, but are not limited to: Managing Company's benefits package, which includes health, dental, life, STD, LTD, SIMPLE IRA and Transit Benefit program Posting job ads, screening candidates and coordinating sit-down and working interviews; following up with all interviewed candidates Intake of new employees, including; paperwork processing, input into Company systems, benefits review, orientation Maintaining internal employee records, and updating as necessary The Temporary Human Resources Coordinator position is part-time (20 hours per week). Compensation is commensurate with experience starting at \$13/hour.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply at www.industrialcouncil.com	
Application Deadline: N/A	

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Administrative Aide		Date Posted: 10.3.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: YMCA of Metropolitan Chicago	Type: Full-time	
	Program: Education, Counseling, Business	
Requirements/ Qualifications: High school or equivalent plus specialized training/education experience; have related clerical skills and experience working in an office environment; must have excellent verbal, written, and computer skills; ability to work with a diverse group of individuals.		
Job Description		
Under the direct supervision of the Program Director, the Administrative Aide performs typing, clerical, medical, and dental tracking duties for the child care program.		
Primary responsibilities: establish and maintain systems for filing, requisitions, check requests, bill payments, etc.; process all approved billings for medical/dental services, mental health, and disability service billings; assess the health status and special needs for children and their families including assisting with referrals and counseling services, in indicated; asses timely completion of medical and dental services to children; maintain accurate and confidential child care health/dental records and submits case records as directed; record and track medical/dental statistics and other reports as directed; handle routine typing, copying, and filing duties and maintain copies of all work completed; answer telephone and take messages accordingly; sort and distribute mail; other duties as assigned.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
http://www.indeed.com/viewjob?jk=ebe36677187cdddc&q=YMCA&l=chicago&tk=16afhmai006ag78r&from=ja&alid=326bd0f70f861499&jva=1		
Application Deadline: N/A		

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Administrative Assistant		Date Posted: 10.3.2011
Salary: Not Specified	Location: Chicago - Downtown	
Employer/Organization: N/A	Type: Full-Time	
	Program: Business	

Requirements/ Qualifications:

- Highly organized, detail oriented, self-motivated, flexible, and able to work with and for multiple supervisors
- Excellent administrative judgment with the ability to multi-task and coordinate tasks with the support staff
- Strong, team-oriented personality that enjoys working in a fast-paced, ever-changing work environment
- Talent for introducing innovative administrative systems and programs
- Strong analytic, communication, and people skills
- 5- 7 years related work experience required
- Strong verbal and written communication skills
- Proficiency with PC operating system and office support software, including MS Office: Word, Excel, Power Point, and Project

Job Description

- Looking for a fast paced environment??? Looking for high caliber, administrative professional. Overtime is a must!

The Administrative Assistant will be responsible for managing the general administrative needs of the office. The Administrative Assistant will handle routine office functions, as well as assist and support the office's senior management.

Responsibilities:

- Answer phones, greet visitors
- Manage scheduling, travel, and contact lists
- Create and process travel & expense reports for office executives
- Process outside invoices
- Organize general office filing
- Maintain and order office supplies
- Perform other duties as assigned

Contact: N/A**Phone:** N/A**Email:** N/A**Fax:** N/A**Website:** N/A**To Apply**

http://www.northbridgestaffing.com/search/display.php?job_id=32&PHPSESSID=e0f0a32bbf8404bda66cde199ea2e1a5

Application Deadline: N/A[Top of the Document](#)**Administrative Assistant I****Date Posted:**

9.23.2011

Salary: \$51,036.00 - \$69,444.00 annually**Location:** Cook County, Illinois**Employer/Organization:****Type:** Full-Time

Cook County

Program: Business**Requirements/ Qualifications:**

N/A

Job Description

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization. Requires the ability to investigate various types of records and field activities to determine DHR and CMS compliance; requires the ability to draft reports and letters, and have the ability to communicate effectively both orally and in writing; requires working knowledge of social, cultural, and economic factors of minority and female group issues. Requires a valid Illinois Drivers License due to extensive travel requirements.

Contact: Heather Humphrey**Phone:** 217-782-7222**Email:** N/A**Fax:** N/A**Website:** N/A**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).

Application Deadline: N/A

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Media Relations Officer (2)

Date Posted:
9.23.2011

Salary: \$52,200 - \$59,200

Location: Chicago

Employer/Organization:
City Colleges of Chicago

Type: Not Specified

Program: Business - Marketing

Requirements/ Qualifications:

A Bachelor's degree in journalism, public relations or related field required. A combination of significant experience and education may substitute for degree requirement. At least three years of demonstrated experience in a college or university setting, non-profit organization or the private sector related to media relations. Demonstrated writing ability and record of quality media placements. Proven ability to meet deadlines. Crisis and spokesperson experience preferred. Computer proficiency, including social media.

Job Description

The Media Relations Officer is responsible for helping to develop and implement strategies to ensure proactive placement of positive media coverage about the City Colleges of Chicago, and the timely handling of media inquiries in a manner consistent with best-practice reputation management of the institution. Assists in developing media relations plans. Writes, edits, and disseminates news releases and media advisories for the district. Identifies and leverages positive stories to illustrate the quality of education and affordability of the City Colleges of Chicago. May develop press releases related to sensitive or confidential information. Serves as media spokesperson as needed. Arranges radio and television appearances to enhance City Colleges of Chicago's images. Develops and maintains relationship with relevant members of the media and internal sources. Performs other duties as assigned.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at time of interview.), 3 relevant writing samples, and letters of interest in MS Word or PDF format by electronic mail only to: Senior Recruiter jobs@ccc.edu or www.ccc.edu

Application Deadline: N/A

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Human Resources Representative

Date Posted:
9.23.2011

Salary: \$4,253.00 - \$5,787.00 monthly

Location: Cook County, Illinois

Employer/Organization:
Cook County

Type: Full-time

Program: Business

Requirements/ Qualifications:

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program; requires ability to use computer systems, software, templates or other guides; requires travel and the possession of a valid driver's license; requires certification as a Rutan Interviewer within the first three months of employment in the position; requires ability to speak and write Spanish at a colloquial skill level.

Job Description

N/A

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
<p>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).</p>	
Application Deadline: N/A	

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Fleet Management Assistant		Date Posted: 9.23.2011
Salary: \$2,895 - \$5,280	Location: Not Specified	
Employer/Organization: Illinois Department of Transportation	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: The following criteria is required: Valid driver's license The following criteria is desired: <ul style="list-style-type: none"> • Knowledge, skill and mental development equivalent to completion of two years of college preferably with major courses in business, economics, statistics, public finance and public administration. • Ability to maintain harmonious relationships with employees, agency officials and vendors. 		
Job Description		
<p>This position is accountable for assisting in the direction of the Department's motor pool operations. The incumbent ensures that motor pool vehicles are available, clean and in good working condition; Ensures the maintenance of all state owned vehicles at the Hanley Building; Conducts annual motor pool inventory; Assists with verifying and approving all billings from Department of Central Management Services and various outside vendors; and assists with moving vehicles to various locations.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
<p>Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Friday, September 30, 2011, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. Requires valid driver's license. To obtain an IDOT Technical Application visit: http://www.dot.il.gov/techapp/COvacancy.html</p>		
Application Deadline: N/A		

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HR Administration-IT		Date Posted: 9.23.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Metra	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Bachelor's Degree in business or related field OR in lieu of degree, one year of substantive management experience in benefits, compensation and human resources may be substituted for each year of lacking relevant college-related course work up to four (4) years. In addition to #1, must have progressive Human Resources generalist experience, with emphasis in administration of health and welfare, voluntary benefit, disability and retirement programs in a mid-size organization. Must possess a thorough understanding of		

best practices and laws relating to benefit programs including pension and retirement plans. Knowledge of compensation program development preferred. Strong interpersonal and human relations skills in dealing with all levels of management, external groups and organizations required. Must be proficient in Microsoft Office Suites. Knowledge of Oracle HRIS systems is desirable. Must have excellent analytical, oral and written communication skills. Supervisory experience is required.

Other Important Information:

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only resumes with salary history will be considered. Only qualified candidates will receive consideration.

Relocation is not available for this position.

Job Description

Reporting directly to the Senior Director, Human Resources Administration/IT, oversees the administration of human resources programs relating to the human resources management system (Oracle-HRIS), personnel records administration, employee benefits, human resources policies and retirement benefit programs. Supervises staff in the administration, maintenance, report writing and security administration of the HRIS system. Performs generalist functions for Human Resources departments. Available to work flexible hours, as required, in the early morning, or evenings. Performs other related duties as assigned to meet the ongoing needs of the organization.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

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

Application Deadline: N/A

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Staff Accountant

Date Posted:
9.16.2011

Salary: Not Specified

Location: Chicago, Il

Employer/Organization:
Enterprise

Type: Not Specified

Program: Business

Requirements/ Qualifications:

- Must have a Bachelor's Degree in Accounting or Finance.
- Must currently have or plan to attain CPA within 1-2 years.
- Must have basic proficiency with Microsoft Excel and Word.
- Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.
- Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.
- No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.
- Must be at least 18 years old
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Job Description

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops,

you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply at https://us-erac.icims.com/jobs/41671/job	
Application Deadline: N/A	

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Business Unit Chief Financial Officer		Date Posted: 9.16.2011
Salary: Not Specified	Location: Des Plaines, IL	
Employer/Organization: Resurrection Health Care/Provena Health	Type: Full-Time	
	Program: Business	
Requirements/ Qualifications: Experience is required		
Job Description		
<p>Reporting directly to both the site Chief Executive Officer (CEO) and RHC's Vice President of Financial Operations (VPFO), the Business Unit Chief Financial Officer is accountable for the financial operations, decision support, financial reporting, operating budget development and the maintenance of internal financial controls for the Ambulatory Services. Ensures system-wide financial and accounting policies are consistently and accurately employed.</p> <p>Develops and executes financial strategies, systems and processes that help to optimize current and future performance; assists in the alignment of limited capital resources with strategic initiatives; assists the system through coordination with system leadership in the optimization of site revenue cycle, supply chain, reimbursement and managed care opportunities; implements the system's expense control methods at the site; and contributes as a member of the site's senior team to the site's optimal performance and to its strategic positioning efforts.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.reshealth.org		
Application Deadline: N/A		

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Account Manager - Small Store		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Coca Cola	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: High School or GED (General Education Diploma) required. Bachelor Degree/3-4 Yr College - Univ. Degree preferred. 1+ years of general work experience. 1+ years previous sales experience preferred. Food/beverage industry experience a plus. Ability to handle multiple customer accounts. Strong attention to detail and follow-up skills. Excellent planning and organization skills. Proficient computer application skills. Ability to create and conduct sales presentations preferred. Valid driver's license and driving record within MVR policy guidelines.		
Job Description		

The Account Manager is the primary Coca-Cola contact between the large or small store managers or store owners and is responsible for the customer relationships along with increasing business by selling and ordering products within his or her sales territory existing customer base.

Execute and close all sales calls. Sell in incremental displays and equipment placements; sell in promotional programs and ensure dealer compliance.

In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate order in conjunction with existing geographic sales routes.

Communicate account activities to appropriate parties.

Transport, replace and maintain Point of Sale advertising as appropriate for account.

Periodic lifting of 50+ pounds, bending, reaching, kneeling and light merchandising.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply ONLINE at

<http://www.enjoycareers.com/jobdescription.aspx?JobID=2626572&search=y&cntryCode=US&stateID=IL&cities=Chicago&catID=1&keyword=&citysearch=true&locValue=IL&CntryText=UNITED%20STATES&StateText=IL&CatText=Sales%20and%20Marketing>

Application Deadline: N/A

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Staff Accountant

Date Posted:

9.16.2011

Salary: Not Specified

Location: Chicago

Employer/Organization:

Type: Not Specified

Enterprise

Program: Business

Requirements/ Qualifications:

Must have a Bachelor's Degree in Accounting or Finance. Must currently have or plan to attain CPA within 1-2 years. Must have basic proficiency with Microsoft Excel and Word. Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities. Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years. Must be at least 18 years old. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Job Description

Gain real-world business, accounting, and financial training that will teach you all aspects of financial management pertaining to running a successful business. Our program fully prepares you to become a Business Manager of your own financial operation. A key partner in our organization, the Business Manager oversees all aspects of financial management and provides balance to the partnership formed with the marketing and operational pieces of our business. You'll enjoy performance-based promotions and big earning potential as you climb the management ladder. Plus you'll work with fun people at a \$9 billion industry leader that supports you every step of the way.

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis. At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability. As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at https://us-erac.icims.com/jobs/41671/job	
Application Deadline: N/A	

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Benefits Administrator		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Metra	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: Must possess a Bachelor's Degree in Business Administration, Human Resources or related field AND a minimum of three (3) years of progressive employee benefit experience administering health, disabilities and retirement benefits for a mid size organization OR in lieu of degree seven (7) years of equivalent progressive experience administering employee benefits. Must be proficient in Microsoft Office Suites. Functional knowledge working with a Human Resources Management System is required. Must have excellent organizational, oral and written communication skills Strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations. Must be able to work independently and manage multiple projects on a daily basis. Must be able to work with sensitive information while maintaining strict confidentiality. Must possess and maintain a valid driver's license and be able to operate a motor vehicle.		
Job Description		
Reporting directly to the Senior Manager, Human Resources Administration Services, supports, coordinates and administers Metra's employee benefits and retirement programs. Serves as liaison with insurance carriers, Railroad Retirement Board, third party administrators, vendors and employees. Analyzes and interprets benefit policies, insurance laws, and prevailing industry practices for compliance purposes. Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment. Performs other related duties as needed to meet the ongoing needs of the organization.		
Contact: N/A		
Phone: N/A	Email: jobs@metrarr.com	
Fax: N/A	Website: N/A	
To Apply		
Other Important Information: Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: jobs@metrarr.com		
Application Deadline: N/A		

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Manager, Employment HR Services		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Metra	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: Reporting directly to the Department Head, Employment Services, assists with managing the Employment Services Department to ensure the accuracy and timeliness of the department's day-to-day operations. Develops, recommends and enforces employment policies and procedures. Schedules and coordinates the new hires, promotions and transfers process. Collaborates and advises management on the status of		

positions, vacancies, current practices and new employment related developments. Administers and monitors all employment related assessments in accordance with state and federal guidelines. Works in all areas of the Human Resources Division as needed. Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment. Performs other related duties as needed to meet the ongoing needs of the organization.

Job Description

Bachelor's Degree in business or related field required OR in lieu of degree, one year of substantive management experience in recruitment, human resources and/or relevant work experience may be substituted for each year of lacking relevant college-related course work up to four (4) years. In addition to #1, significant experience in recruitment and/or human resources which includes interviewing preferably in railroading, transportation or related industry.

Experience with union contracts, labor relations laws, and/or EEO policies and guidelines preferred. Must have strong and effective oral and written communication skills and organizational skills. Strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations. Must be able to work independently and manage multiple projects on a daily basis. Must be able to work with sensitive information while maintaining strict confidentiality. Supervisory experience required. Must possess and maintain a valid driver's license and be able to operate a motor vehicle. Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position.

Contact: N/A
Phone: N/A
Fax: N/A
Email: jobs@metrarr.com
Website: N/A

To Apply

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

Application Deadline: N/A

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Applications Specialist

Date Posted:
9.9.2011

Salary: Not Specified	Location: Des Plaines, IL
Employer/Organization: Holy Family Medical Center	Type: Not Specified
	Program: Business, Public Health

Requirements/ Qualifications:
1-2 years experience is required. Bachelor's degree in Computer Science, Math, Finance, Education or Business Administration or equivalent experience

Job Description

This Information Services position provides application support for assigned computer applications or designated user groups to meet information services needs. May be assigned to supporting existing applications, could be assigned as a team member in support of one or more projects for system implementation or upgrade, or could be assigned to a mixture of both. Adheres to the standards, policies, procedures, protocols and objectives supplied by Resurrection Health Care. Is actively developing expertise in one or more applications or technologies.

Contact: Libby Skolnik
Phone: N/A
Fax: N/A
Email: N/A
Website: N/A

To Apply

Apply ONLINE at www.reshealth.org

Application Deadline: N/A

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Business Unit Chief Financial Officer

Date Posted:
9.9.2011

Salary: Not Specified	Location: Des Plaines, IL
Employer/Organization: Resurrection Health Care	Type: Full-time
	Program: Business
Requirements/ Qualifications: N/A	
Job Description	
<p>Reporting directly to both the site Chief Executive Officer (CEO) and RHC's Vice President of Financial Operations (VPFO), the Business Unit Chief Financial Officer is accountable for the financial operations, decision support, financial reporting, operating budget development and the maintenance of internal financial controls for the Ambulatory Services.</p> <p>Ensures system-wide financial and accounting policies are consistently and accurately employed.</p> <p>Develops and executes financial strategies, systems and processes that help to optimize current and future performance; assists in the alignment of limited capital resources with strategic initiatives; assists the system through coordination with system leadership in the optimization of site revenue cycle, supply chain, reimbursement and managed care opportunities; implements the system's expense control methods at the site; and contributes as a member of the site's senior team to the site's optimal performance and to its strategic positioning efforts.</p>	
Contact: Shana Sedehi	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at www.reshealth.org	
Application Deadline: N/A	

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Senior Project Manager II		Date Posted: 9.9.2011
Salary: Not Specified	Location: Arlington Heights	
Employer/Organization: Pace Bus, Revenue Services	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: The ideal candidate would have paratransit service operating or service contract supervision experience, experience with computerized scheduling and dispatching systems, and experience and knowledge of report development and generation using SQL. Experience with Crystal Reports report writing is desirable. Other experience, knowledge, and skills may be substituted, if relevant, to the requirements of the work required of the applicant.		
Job Description		
<p>Under the direction of the Manager, Paratransit Operations Support, or designee, coordinates the use of relevant Paratransit databases, including, but not limited to, database(s) associated with computerized scheduling systems(s) (i.e., rider files, maps, trip histories, subscription files, etc.), paratransit operating indicators, and vehicle maintenance. Must know or develop a thorough understanding of ADA Paratransit Service requirements as related to the management and use of any computerized scheduling/dispatch systems in use by Pace.</p> <p>Monitor and provide ongoing user assistance for the operation and basic non-technical maintenance of automated voice recording hardware and software. Provide technical assistance to users of the computerized scheduling system and mobile data computers in use by Pace.</p> <p>Assist in the research, procurement, implementation, and ongoing operation of new and innovative technologies to improve the operation and management of paratransit services operated by Pace. Develop or assist in the development of reports generated from the Paratransit databases currently available. May be required to assist in the movement of equipment used in revenue service. Other duties as assigned or required.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	

To Apply
Apply ONLINE at www.pacebus.com
Application Deadline: N/A

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Operations Manager		Date Posted: 9.9.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Door to Door Organics	Type: Full-time	
	Program: Business	
Requirements/ Qualifications:		
Requirements		
<ul style="list-style-type: none"> • We are looking for a great team player that has produce, warehouse, logistics and management experience • AA, BA, BS degree, or equivalent work experience • Exceptional verbal and interpersonal communication skills • High level of schedule flexibility including working weekends, early mornings, and late evenings • Excellent time management, organizational skills, and the ability to prioritize multiple tasks • 1+ year in warehouse and/or delivery operations (shipping, receiving, inventory management, etc.) • 2+ years experience in a supervisory or management role. Proven success leading a team. • Familiar with pallet jack, forklift, and other warehouse equipment, and tools • Ability to stand on your feet for 8+ hours the day working a highly physical job • Ability to consistently lift 50+ lbs • Experience working in an organic food environment (or other perishable products) is strongly preferred • Comfortable working with numbers, math, and basic formulas 		
Compensation		
<ul style="list-style-type: none"> • Competitive compensation package available, including: competitive salary, health/dental benefits (after 60 days full time employment), paid vacation time, and lots of the best organic produce around! 		
Job Description		
<p>Door to Door Organics is seeking an Operations Manager to oversee our daily warehouse and delivery operations in Chicago. This is a full time position which includes both overtime and weekend hours. The Operations Manager plays a critical role in the overall quality of DTDO products and has a real affect on the success of the Company. This position requires extreme attention to detail while maintaining a high level of oversight, quality control and guidance for fellow team members. A versatile team player that has a sharp mind, keen eye, quick decision-making skills; and someone that exudes leadership by example is critical for this position. This person must be a unique individual who understands leadership through a hands-on approach, often stepping in to fill any roll or other duties in the Company to meet Company goals. The Operations Manager acts as a conduit between the strategic directives of the Location Director, and the day-to-day operational needs of our warehouse and delivery staff. The Operations Lead reports to the Chicago Location Director. This is a management position with 10+ direct reports.</p>		
Essential Duties & Responsibilities		
<ul style="list-style-type: none"> • Oversight over of all daily warehouse receiving, packing & delivery operations and product inventory levels • Responsible for product handling, storage, rotating, labeling and inventory • Ensure the highest standards of quality control with all produce, grocery items, and produce that enter or exit our warehouse • Supervisory and daily protocol oversight of 10+ employees (and growing) • Train both new warehouse & delivery personnel, as well as ongoing training with existing personnel • Lead strategic planning to improve upon existing operational practices and implement new systems and structures to ensure we pack and deliver the best possible products • Learn, implement, and improve upon company standard procedures and best practices • Abide by all safety practices and actively make improvements to Operations to create the safest possible work environment • Track key metrics that evaluate team performance, and deliver on metric goals set by Location Director 		
Other Duties & Responsibilities		
<ul style="list-style-type: none"> • Manage weekly receiving of produce shipments and consolidation process • Responsible for all weekly & daily pre-operation setup requirement • Set driver/delivery schedules for the week and notify staff 		

<ul style="list-style-type: none"> • Prep all vehicles and get additional rentals, as needed • Assisting the Location Director with the hiring and performance management 	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
<p>Applications (Please be sure to follow all application instructions to be considered for this position) In no more than 1 page, please provide a cover letter that discusses a) Why you want to work for Door to Door Organics, and b) Why you feel you are a good team leader. Please attached both resume and cover (as Word document or PDF) and send to job@doortodoororganics.com. Applicants must put “Chicago Operations Manager – YOUR NAME” in the title of the email. Due to the large number of applicants, we are unable to contact all applicants. If we feel your experience meets the needs of the position, we will be sure to reach out. Please check back often as we are growing fast! For more about Door to Door Organics, please visit our website. No phone calls or walk-ins accepted.</p>	
Application Deadline: N/A	

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Administrative Assistant 1		Date Posted: 9.2.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Rush University	Type: Part-time	
	Program: Education & Business	
Requirements/ Qualifications: Associate’s degree preferred and 2 years minimum experience in a higher education setting (such as a registrar's office, student services, enrollment management) preferred. Proficiency in Microsoft Office applications, specifically Excel, Word, and Access; ability to interact comfortably and appropriately with all students and university personnel seeking assistance from the Office of the Registrar; customer-service orientation and philosophy to support and interpret student inquiries and needs; team oriented individual necessary to provide support in a seasonally busy, small-staffed office. Discretion is vital as most information and data handled is of confidential nature. E-mail is a primary method of contact with students, and thus good e-mail “etiquette” is required. Ability to work on multiple projects simultaneously. Must be comfortable with not completing tasks in a linear fashion. Excellent interpersonal skills, including the ability to defuse confrontational incidents. Must enjoy working with students and faculty.		
Job Description		
<p>Under the direction of the Office of the Registrar’s management team, this position serves as a Student Records Specialist focusing on the responsibilities listed below. All staff members in the Office of the Registrar are involved in the activities surrounding the annual commencement ceremony, including being required to work the weekend of Commencement. The successful candidate must exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Along with other peer staff, performs basic reception duties such as answering telephone inquiries, and addressing in-person visitors. Assists other Student Services offices with phone/office coverage on an as-needed basis. In the absence of the Registration Coordinator, answers questions for students and faculty regarding registration, add/drop, grading, etc. In the absence of the Coordinator of University Scheduling, schedules classrooms for university-related use. In the absence of the Credentials Coordinators, processes degree verifications and licensing paperwork for Rush University alumni. Completes other duties as assigned by the management team.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply at www.rush.edu		
Application Deadline: N/A		

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Account Technician		Date Posted: 8.26.2011
Salary: \$2,917.00 - \$5,833.50 monthly	Location: Cook County, Illinois	
Employer/Organization: Office of Executive Inspector General	Type: Not Specified	
	Program: Business	
Requirements/ Qualifications: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business administration and accounting or equivalent; requires knowledge of office methods, procedures and standard office machines and equipment. Requires at least three to five years experience in a related clerical accounting/bookkeeping functions. Requires the ability to lift supplies and boxes weighing at least 10 pounds. Requires proficiency in Excel, Word and use of a ten-key calculator. Knowledge and experience with SAMS, AIS, and IGPS is desirable.		
Job Description		
Description of Duties/Essential Functions Benefits Supplemental Questions Subject to the management approval of the Chief Financial and Compliance Officer, serves as Account Technician for the Office of Executive Inspector General (OEIG). Administers procurement procedures and purchase order requisitions; assist in maintaining established general account ledger by fund; aids in verification of financial documents including vouchers, invoices, requisitions, and fixed asset list which may require cross-reference with contractual agreements or other documents; assist in posting financial information to registers and ledgers, performing reconciliation of ledgers; provides backup to the Accounting Specialist; performs other duties as required or assigned.		
Contact: Wendy Washington		
Phone: 312.814.5600	Email: N/A	
Fax: N/A	Website: www.inspectorgeneral.illinois.gov	
To Apply		
Visit our website at www.inspectorgeneral.illinois.gov . Qualified applicants should download the OEIG employment application and submit the completed application, resume, and cover letter to the OEIG Human Resources Office, 32 West Randolph, Suite 1900, Chicago, IL 60601.		
Application Deadline: N/A		

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Manager, Guest Experiences		Date Posted: 8.26.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: The Museum of Science and Industry	Type: Full-time	
	Program: Business	
Requirements/ Qualifications: Master's degree or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Must have demonstrated successful collaboration experience and have strong team management, team performance maximization skills, negotiating skills, and project management skills Must have ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies. Must possess excellent verbal, written communication skills. Must be positive and be solution focused with creative problem solving skills. Must have successful experience in working with diversity of skills, professions and cultures Must be able and willing to work weekends and holidays		
Job Description		
The Manager of Guest Experiences will co-lead the Guest Experiences Team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum. This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs. This position will have shared responsibility with another full-time Manager of Guest Experiences.		
Responsibilities include but are not limited to the following:		

<p>Monitor the operational effectiveness of Facilitator programs and activities Identify staffing needs and coordinate resources to satisfy those needs. Manage the Facilitator staffing process. Proactively identify problems and address gaps Represent Guest Experiences on cross-functional Museum teams. Recruit, hire, and manage team of 3 – 5 Senior Coordinator Guest Experience. Provide regular feedback and coaching to Senior Coordinator Guest Experience. Address escalated guest issues or concerns. Monitor current programs to ensure they are achieving guest engagement goals. Work with Coordinators, Developers and Manager, Guest Programs to ensure future programs will achieve guest engagement goals . Provide feedback to Facilitator on guest engagement skills. Act as liaison with Exhibits team to ensure exhibits are designed to foster guest engagement and to coordinate changes to current exhibits Responsible for performance evaluations</p>	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.msichicago.org/about-the-museum/jobs/opportunities/fulltime/manager-guest-experiences/	
Application Deadline: N/A	

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Director, HCV		Date Posted: 8.16.2011
Salary: Not Specified		Location: N/A
Employer/Organization: N/A		Type: Not Specified
Requirements/ Qualifications: To provide support to the Sr. Vice-President, HCV in the direction and management of the CHA’s Housing Choice Voucher (HCV) Program. Monitors, evaluates, and reports on the performance of the HCV Department strategic goals. The Director will report to the Sr. Vice-President, HCVP.		
Job Description		
<p>This position requires a Bachelor’s degree in Business or Public Administration or related field, although equivalent combinations of education, training and program experience will be considered. The ideal candidate should also demonstrate at least 5 years of experience in increasingly responsible management of subsidized housing programs, including contract compliance. A Real Estate License and continuing education in HUD regulations on Section 8/HCV are preferred. The candidate must demonstrate strong analytical, organization, project management, and administrative skills and an extensive working knowledge of HUD regulations governing Section 8/HCV Programs. The candidate will be required to test their knowledge of HCV program and to demonstrate an 85% or greater achievement on HCV Certification examinations. Administrative expertise in human resource management and interpersonal skills are essential. Organizational management and time-management ability is critical to implement the changing methodology of HUD and CHA policies and procedures. Effective presentation and communications skills, both oral and written, are absolutely required.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
http://www.thecha.org/pages/director_hcv/2592.php		
Application Deadline: N/A		

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Office Coordinator - Opt 1		Date Posted: 8.16.2011
Salary: \$3,096.00 - \$3,930.00 monthly		Location: Lake County, Illinois
Employer/Organization: State of Illinois, Healthcare & Family Services		Type: Full-Time
Requirements/ Qualifications:		

Requires knowledge, skill, and mental development equivalent to two years of Secretarial or 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 extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to travel.

Job Description

Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

Contact: N/A

Phone: N/A

Email: Work4Illinois@Illinois.gov

Fax: N/A

Website: <http://work.illinois.gov>

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).

Application Deadline: N/A

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Office Clerk - Opt 2

Date Posted:
8.16.2011

Salary: \$2,530.00 - \$3,182.00 monthly

Location: Statewide, Illinois

Employer/Organization:

State of Illinois, Human Services

Type: Full-Time

Requirements/ Qualifications:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Job Description

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Contact: N/A

Phone: N/A

Email: Work4Illinois@Illinois.gov

Fax: N/A

Website: <http://work.illinois.gov>

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).

Application Deadline: N/A

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Contract Recruiter

Date Posted: 8.16.2011

Salary: Not Specified

Location: Naperville, IL

Employer/Organization:

Ryder Temp Employee

Type: Contract

Requirements/ Qualifications:

- Bachelor's degree or minimum of 8 (eight) years equivalent work experience
- A minimum of 2 (two) years experience in a related area

Additional Requirements:

- General knowledge of functional area(s) assigned
- Must have business perspective
- Experience in HV recruiting for Professional CDL drivers a must.

Job Description

This position will be responsible for providing World Class Recruiting Services to the Ryder organization in a cost effective manner, while continuously searching and providing state of the art Recruitment methodology. Position identifies, recruits, interviews and recommends candidates for entry and midlevel, high volume positions and managerial, technical, and/or professional positions.

Additional Responsibilities include:

- Source, screen, interview and refer candidates to hiring manager
- Determine best avenue in recruiting
- Develop effective working relationships with placement agencies and external recruiters
- Maintains effective working relationships with HR and business partners to ensure appropriate service levels are met
- Ensure compliance with all legal aspects of recruiting.
- Promote the organization as an employer of choice
- Exercise judgment within defined procedures and practices to determine appropriate actions.
- Work in compliance with established procedures and/or protocols and is required to exercise some judgment.

Contact: N/A**Phone:** N/A**Email:** N/A**Fax:** N/A**Website:** N/A**To Apply**

<https://www.ryder.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=14254&CurrentPage=1>

Application Deadline: N/A[Top of the Document](#)