



Job List – Week of May 2, 2021

Solutions Start When You Walk-In

Recruiter-Field Operations (Romeoville). Geodis is seeking a Recruiter-Field Operations responsible for full cycle recruiting for exempt and high volume non-exempt positions for company field operations. This position is responsible for creating a pipeline of candidates through networking and recruiting efforts in order to maintain business staffing plans. Requirements: Bachelor's degree from 4-year college or university; minimum 2 years of related experience and/or training; or an equivalent combination of education & experience; experience in high volume recruiting; preferably in logistics, transportation, international business and/or warehousing; experience in regional recruiting for both exempt & non-exempt positions; experience in sourcing & networking to identify candidates; experience with an Applicant Tracking System (Virtual Edge preferred); knowledge of behavioral interviewing; PC literate with experience with Microsoft Outlook, Word, Access and Excel. Essential skills: Excellent written and oral communication skills that demonstrate a proven ability to develop relationships with a range of internal & external customers; excellent planning and organizational skills; ability to reach and interpret documents such as safety rules operating & maintenance instructions & procedure manual; ability to write routine reports & correspondence; ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Contact: anita.norman@geodis.com

Operations Supervisor – 1st & 2nd Shift (Romeoville). Geodis is seeking an Operations Supervisor-Distribution Center responsible for overseeing & coordinating warehouse activities such as shipping & receiving maintaining an open dialogue with customers, storing maintaining inventory levels, ordering supervising employees & reporting any issues to management. Requirements: High school diploma or GED (General Education Diploma) equivalent; minimum 3-5 years related warehouse and/or distribution center experience; 1 year supervisory experience preferred; experience with warehouse management systems; experience with labor management systems; PC literate with experience with Microsoft Outlook, Word and Excel; ability to read & interpret documents such as safety rules, operating & maintenance instructions & procedure manual; ability to write routine reports & correspondence; ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. This is an exempt, full time position, offering a competitive salary starting at \$55,000 per year with full benefits – medical, dental, vision, 401K, employer paid life insurance, plus a host of other benefits. Contact: anita.norman@geodis.com

Customer Service Rep (Romeoville). Geodis is seeking a Customer Service Representative responsible for customer service activities such as responding to inquiries, processing orders & handling customer complaints & questions in a prompt, courteous & effective manner. Requirements: High school diploma or GED (General Education Diploma) equivalency; minimum 6 months related experience and/or training; experience with AS400 operating systems & warehouse management systems preferred; PC literate with experience with Microsoft Outlook, Word & Excel; ability to write reports, business correspondence & procedure manuals; ability to effectively present information & respond to questions from groups of managers, customers & co-workers; ability to solve practical problems & deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Contact: anita.norman@geodis.com

Internship-Warehouse Operations (Romeoville). Geodis is seeking an Intern responsible for learning the business lines of the company while also aiding in the impact of daily goals & productivity within the logistics operations. Requirements: High school diploma or GED required; currently pursuing an associate or bachelor's degree from a 2 or 4 year college or university preferably with a Supply Chain, Logistics, Freight Forwarding or Transportation concentration/focus; PC literate with experience with Microsoft Outlook, Word, Access & Excel; excellent written & oral communication skills that demonstrate a proven ability to develop relationships with a range of internal & external customers; excellent planning & organizational skills; ability to read & interpret documents such as safety rules, operating & maintenance instructions & procedure manuals; ability to write routine reports & correspondence; ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Contact: anita.norman@geodis.com

ACCOUNTING NEEDED FOR TRUCKING BUSINESS. Trucking Company in La Grange is looking for an accounting associate. Responsibilities: Generating invoices and processing paperwork required for billing. Preparing driver settlements. Monitoring accounts to identify outstanding debts. Reaching out to customers or drivers to obtain missing paperwork. Processing payments for customers and sorting mail. Performing other related duties and clerical work projects as assigned. 1099. No experience needed, looking for someone to start as soon as possible. Give us a call now! Monday to Friday, 8 am to 5 pm. (708) 526 - 8057 ext. 1005

Customer Service Representative - Training provided , Start ASAP! (Oak Brook). Dial America. Our OakBrook center is essential and has immediate openings available! We are following CDC guidelines and the health and well-being of our employees is very important to us. DialAmerica is taking all necessary measures to keep our facility clean and hygienic. We are currently open, and determined to stay that way as long as we can. We have paid training classes beginning ASAP! If you are a positive, conversational and motivating individual who is looking for an opportunity to grow your career, look no further and join us! As a call center representative, you will be responsible for assisting existing customers by phone to answer questions about products and services on behalf of our nationally known clients. We offer: • Flexible schedules • Ability to work up to 39

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hours per week • Guaranteed base pay plus performance incentives • Family oriented environment • Flexible pay: Daily and Weekly pay options • One - on - one coaching and motivated staff to help you succeed • Opportunities for advancement -- we promote from within • Healthcare coverage available after 3 months. Our ideal Call Center Representatives will possess: • A healthy competitive spirit and be goal oriented • A friendly, conversational and engaging phone presence • The ability to work well in a dynamic fast paced environment • Dependable and reliable work habits • Proficient computer and data entry skills • Must be 18 years of age. Apply today by clicking on this link or copy it into your browser:

<http://dial.am/RTLJ>

Landscape General Laborer (Aurora/Naperville). Skilled, dependable landscaper. Must have past work experience, must be physically able to perform all daily maintenance tasks, and must know how to use all equipment needed for daily tasks (walk behind mowers, stand on mowers, blowers, trimmers, etc). Must be able to work 5-6 days a week, 8-10 hrs a day. Must have transportation to and from our yard. Bonus opportunity. Contact: Call or text Mike at (630) 421-0068.

Driver Recruiter (Woodridge). We are looking for a driver recruiter to be part of our team. This position offers competitive base salary, commission and other benefits. -Strong Communication Skills; -Strong Organizational Skills; -Create and respond to leads from different sources; -Introduce and sell driving opportunities to OTR driver candidates; -Follow up with approved candidates; -Managing all required paperwork during the recruiting process. For more information, please call us at 708-990-3785 Alex.

Assembler (Lombard, IL). iCONN Systems, LLC is a company founded by engineers who love sharing their expertise to help develop, prototype and manufacture custom engineered connectors and overmolded cable assemblies. We take pride in our quality of work and have great appreciation for our employees with a high level of employee retention. We have an exciting opportunity as we are seeking motivated individuals to perform various operations to build and assemble electrical connectors, cable assemblies and wire harnesses. Responsibilities include but are not limited to: - Wire stripping, tinning, crimping, soldering, pressing and electrical testing - Use of hand tools, automated, and semi-automated equipment - Collaborates with group leads, line leads, and production supervisors. Requirements: - Willing to learn and work together as a team - Ability to follow verbal and written instructions. Education Required: High School Diploma or equivalent. E-Verify Compliant. Apply at: <https://www.iconnsystems.com/team-careers> or call (630) 827 6000 ext 220.

Office Manager (Aurora). Our client is a well-established injury law firm. They are looking for an Office Manager to join their Aurora office. This person will run the handle various HR, administrative and general office responsibilities for a close-knit team. This role is interviewing immediately and starting as soon as possible on a full-time, permanent basis. Responsibilities/Qualifications include: Supporting the office in an administrative capacity including general office administration, benefits administration, accounts payable and general office maintenance with a heavy focus on reporting, making deposits and preparing and posting journal entries. Requirements: 3+ years of administrative experience in a professional environment. Advanced knowledge of Microsoft Office Suite. QuickBooks experience is required. Bachelor's Degree is preferred but not required. Looking for a candidate who can handle many tasks and that is highly organized and professional. Ability to work onsite with a schedule of 8:30 am to 5:00 pm, Monday to Friday. Apply online: <https://www.aplitrak.com/?adid=Y2hpYXQuMDE2MjUuMTA5NjFAYmVhY29uaGlsbC5hcGxp dHJhay5jb20>

Line Cook | Allegory | Now Hiring (Naperville). Culinary Agents is working with the team at Allegory to connect them with talented hospitality professionals. Click here to learn more & apply today! https://culinaryagents.com/jobs/230631-Line-Cook?client_id=CA-SP-CRAIGSLIST&s_id=13136 ALL BOH STAFF CDC * SOUS CHEF * LEAD LINE COOKS * BADASS KITCHEN NINJAS. Chef-Owned Farm to Table restaurant in the heart of Downtown Naperville. Looking for experienced, creative hard-working folks with great attitudes. If you love actually love cooking and being creative you will love working here! We're a bunch of food nerds looking to surround ourselves with other like-minded food nerds. Very collaborative kitchen - your opinion matters. Everything from scratch and the menu changes... a lot. Everything at Allegory is better! Food. Service. Beverages. Want to be respected and truly appreciated for your hard work? You've found a home here. Sure we like fancy resumes but we really love people with lots of heart and passion. Excellent pay & Health Insurance Available!

Full Time Construction Work (Downers Grove, IL). Construction contractor specializing in exterior commercial building maintenance seeks highly motivated individuals to join our growing company. Full time, year round work with excellent pay and benefits. Previous experience a plus but we will train the right people to be part of our team. This can be a great opportunity to get hands on training in the construction trades. Requirements: -Ability to work off a 28 foot ladder -Valid driver's license and social security card -Strong work ethic -Ability to follow directions and work as a team member in a safety first work environment. Compensation: -\$16.00-22.00 per hour based on experience -Medical/Dental/Vision Insurance opportunity -Stable, full time work -All tools provided -Company truck for use during work hours -Paid holidays and vacation based on tenure. Please apply in person at: 1415 Centre Circle, Downers Grove, IL 60515.

Dental Assistants and Front Desk (Multiple Locations). Shining Smiles, one of Chicago's fastest growing dental practices is looking to fill positions for multiple locations. We have offices located in Bolingbrook, Naperville, Wheaton, Joliet, Plainfield, Riverside and Franklin Park. If you have any experience in the dental field and are looking to be part of an exceptional working environment we welcome you to apply! Experience is preferred but we are always looking for great candidates and are willing to train! If you possess the following traits we welcome you to apply! -Exceptional Customer Service Skills -Attention to Detail-Reliable -Teamplayer -Excels in a Fast Paced Work Environment. Apply to email: 02f76f0a662c3cd089b3bd91f5f3fe63@job.craigslis t.org

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Pool Attendant (Westmont). Looking for a Part-Time Summer Job? Twin Lake Towers Apartments is hiring Part Time Seasonal Pool Attendants for the Summer! Responsibilities include: Opening/closing of pool. Checking Chemicals. Cleaning/Vacuuming. You may wear a swimsuit to work and at times may be expected to get into the pool for various reasons. Must be able to physically handle being outdoors for minimum 5 hour shifts in the summer heat, and must be able to lift 30 pounds. Call TODAY! (630) 241-1100.

Entry Level Service Professionals \$18.25 (Naperville, Warrenville). aptive Environmental is looking for a Pest Control Service Professional. * Entry level position - No experience necessary. We will train you. * Full-time schedule. 8am - 6:30 pm, Working every other Saturday. * Company vehicle provided. (gas Included and you drive our vehicle to and from home) (must live within 25miles of office) * Medical and Dental. * Earn sales commission and bonuses in addition to regular pay. * Fast-growing company with a positive environment. A clean criminal record is required. A good driving record is required (no more than one traffic violation in the past 3 years). A drug test and background check will be performed on all new hires. TO APPLY FILL OUT AN ONLINE APPLICATION BY CLICKING THE LINK: <https://aptive.wd1.myworkdayjobs.com/Aptive/job/West-Chicago-IL/General-Laborer-Entry-Level-Pest-Control-Technician--R99539-R99539> To be considered, you must fill out this application. Once completed, we will contact you with more information regarding the position and we will set up a time for an interview.

Senior SEO Specialist (Downers Grove), Straight North is looking for an experienced Senior SEO Specialist to join the team at our office in Downers Grove, IL. The selected individual will report to our Director of SEO and be focused on delivering SEO solutions to our enterprise clients. Responsibilities: - Manage SEO campaigns for clients and help drive strategy - Monitor campaign performance and make recommendations to improve performance - Analyze competitor's SEO results to determine optimization opportunities for our clients - Perform target page optimizations and deliver inputs to our content team - Conduct technical SEO audits to identify issues on client websites of all types and sizes - Work closely with Account Managers to deliver campaign performance insight and recommendations - Consult with clients to answer SEO questions regarding their website and campaign - Stay current with SEO industry trends and best practices. Requirements: - Bachelor's degree preferred - 3-5+ years of SEO experience working on a variety of websites - Deep understanding of SEO best practices - Highly proficient in Google Analytics, Google Search Console, Screaming Frog, SEMrush, Moz and Ahrefs - Attention to detail and accuracy - Excellent written and verbal communication skills - Ability to work both independently and collaboratively within a team. Benefits: Our highly competitive benefits package includes a 401(k), FSA, paid time off (for vacation, illness and personal time) along with health, dental, vision, short-term disability and long-term disability insurance. Straight North is an Internet marketing agency with over 100 experts on staff. We're successful and growing, with a steady stream of new clients. Our formula is to hire smart people and turn them loose. We'll listen to you, help you, challenge you, and above all give you every opportunity to grow in your profession. Please apply here: <https://www.straightnorth.com/job-application-senior-seo-specialist/>

SAT/ACT Tutor - Flexible Schedule, Training/Materials Provided (Greater Chicagoland Area). Compass Education Group specializes in industry-leading test preparation with an emphasis on personalized, one-on-one instruction. Compass is currently accepting applications for part-time SAT/ACT tutors. Our tutors specialize in Math and/or Verbal, and they may also cover academic subjects, AP exams, and high school admissions exams. We are hiring tutors who will do lessons in students' homes when it is safe to do so. Before that, new tutors will be able to teach lessons online. We are not seeking online-only tutors at this time. We are looking for tutors who are available to start in July 2021 or later. Our ideal candidate: Stellar academic credentials (BA or BS required). Affinity for standardized tests. A fun, upbeat personality with strong interpersonal skills. Intuitive teaching ability. Enthusiasm for working with high school students. Willing and able to travel to students' homes. Why work for Compass?: Competitive tutor rates: In-person rate starts at \$45-60/hr / Online rate starts at \$32/hr. Paid lesson prep time. Flexible and autonomous scheduling. High-quality, well-researched curricula. Comprehensive paid training and ongoing support. Professional development workshops and social events. Regular evaluations and raises. Great infrastructure. We consult with families, offer you students, handle billing, manage payroll, and send materials. Compass Tutor App to easily manage student programs from an iPhone. Compass has a well-established following throughout Chicagoland and serves students in the following areas: Chicago (Hyde Park, South Loop, Wicker Park, Lincoln Park, Lakeview, Edgewater) North Shore (Niles, Evanston, Wilmette, Northfield, Glenview, Winnetka, Northbrook, Glencoe, Highland Park) Far North Shore (Deerfield, Vernon Hills, Lincolnshire, Lake Forest, Barrington) Northwest Suburbs (Mount Prospect, Arlington Heights, Crystal Lake) Western Suburbs (Oak Park, Western Springs, La Grange, Hinsdale, Clarendon Hills, Downers Grove, Naperville, Wheaton, Aurora). To apply, please visit: <https://apply.compassprep.com>

Early Childhood Teacher (Westmont). Peter Pan Day Schools are growing and expanding our team. Full Time and Part Time Lead Preschool Teachers and Assistant Teachers needed. Also taking applications for Substitute Teachers. We offer a stable work environment, with many long term employees. Join our team and enjoy teaching in a school that is all about the kids! We are a privately owned preschool that has been in business since 1969. Teachers are supported with everything they need to implement an outstanding curriculum. Visit our website at www.preschools.net to see how awesome we are! Qualifications: -Degree in early childhood education or equivalent -At least 1 year of experience working with children. We look forward to hearing from you! Respond to: adbc78bd3850312d8cc0d19c9683ac2b@job.craigslist.org

Sales Development Representative (Entry) (Downers Grove). Straight North is seeking a full-time entry-level Sales Development Representative to join the team at our HQ office in Downers Grove, IL. The successful candidate will be a self-motivated, highly-driven individual responsible for capturing, tracking and qualifying inbound sales leads. The position also requires phone conversations with prospects, promotion of our services and forwarding of support collateral materials, along with general sales support activities. Clear, confident and professional verbal and written skills are a must. Apply Now: <https://www.straightnorth.com/job-application-sales-development-representative/> Responsibilities: - Manage inbound phone calls, live chat and form submissions - Qualify phone and form leads based on specific criteria - Follow-up with warm leads to qualify and set appointments

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- Customize and track outreach emails - Handoff active leads to our account executives - Support various sales related activities. Minimum Qualifications: - Excellent verbal and written communication skills a must - You will be conversing with executive-level prospects - Highly organized multi-tasker - Can easily adapt to changing priorities - Some prior experience in sales or customer support. Preferred Qualifications: - Salesforce CRM and Outreach experience a plus - Professional sales training - Bachelor's degree. Benefits: Our highly competitive benefits package includes a 401(k), FSA, paid time off (for vacation, illness and personal time) along with health, dental, vision, short-term disability and long-term disability insurance. About Straight North Straight North is an Internet marketing agency with over 100 experts on staff. We're successful and growing, with a steady stream of new clients.

PT or FT Medical Billing Administrative Assistant (Lombard). This entry-level position is ideal for a candidate seeking the opportunity to grow with our company. Hours and responsibilities will increase over time. Hours and days are flexible. Great opportunity for someone wanting to start out in the medical billing field or someone who has retired. This position requires excellent customer and patient service skills, ability to multi-task, organizational skills, and the ability to work in high pressure environment. Position is located in Lombard, IL. Responsibilities: • Excellent verbal and written communication skills • Ability to effectively present information and respond to inquiries from a diverse group of people • Strong Microsoft Office Suite applications (word, excel, access, etc.) • Answering phones • Scheduling Patients • Helping out in the billing area • Respond to emails • Managing the insurance verification and eligibility information • General office duties: faxing, scanning, mailing, etc. • Handle protected health information in a manner consistent with HIPAA. Qualifications: • High school diploma or equivalent • Medical Assistant Diploma/Certification • One (1) year of experience performing these functions is a plus • Knowledge of medical billing and HIPAA standards • Strong organizational, planning, and communication skills • Problem solving and decision-making abilities • Flexible thinking • Self-starter with ability to work independently • Medical Terminology. Salary will commensurate with experience. Please send resumes to along with salary requirements. No resumes will be considered without salary requirements. Email to: a47743b55c57363f97617f34474dcbc6@job.craigslist.org

HVAC Tech - Installer (Dupage County). Residential tech for service and installation with a minimum 5 years experience. Requirements: Must live in Dupage County or nearby; have a valid drivers license; be able to drug testing; clear English speaking and writing.; and personable with customers . Must be capable of service diagnostics and repair, equipment installation and replacement; and duct work installation. This is a small company with good pay and opportunities for the right person willing to work and take charge. This position is for a smart qualified person that can do quality HVAC work. Please do not respond if this is not you. htgacwork@yahoo.com

CNA / HHA / In Home Caregiver (DuPage County, IL). Assistance Home Care - NOW HIRING! <https://www.assistancehomecare.com/career-center/> Assistance Home Care is looking for amazing caregivers, CNAs (Certified Nursing Assistants), HHAs (Home Health Aides), and DSP (Direct Support Professionals) to help support our wonderful clients in the Chicagoland area. Call us today to start your journey with Assistance Home Care! 636-735-7010. Apply Today! Interview Tomorrow! Start working THIS Week! BENEFITS:- WEEKLY PAY!- Consistent and Flexible Hours - Ability to work 40+ hours / week - Health Insurance, Voluntary Dental & Vision Plans (upon qualification) - Paid Time Off Program - Holiday Pay - Paid Training and Growth Opportunities Available - Dementia Specialist Certification Program through the Alzheimer's Association - Free Uniforms - 24/7 On-Call Support Team - Employee Appreciation Events - Employee Referral Bonus Program / Client Referral Bonus Program. RESPONSIBILITIES: - Assist with personal care activities such as bathing and toileting - Assist with possible pet care, including dogs & cats - Maintain client's care records and documents provided services - Assists with mobility and physical therapies/exercises - Committed to making a positive impact each every day - Outstanding level of communication with everyone involved in your care team - Provides companionship and basic emotional or psychological support - Performs domestic and household tasks - Transport or accompany clients to doctor's office or on personal errands. JOB QUALIFICATIONS: - Experience working in a home care setting - Familiarity with basic personal hygiene standards - Caring and compassionate personality - love what you do and why you do it - Valid Driver's License and Auto Insurance - Registered with Health Care Worker's Registry - Pass a 5 Panel, Pre-employment Drug Screen - Contact us today to catapult your care giving career! Job Types: Full-time, Part-time, Temporary. Pay: \$14.00 - \$15.75+ per hour. COVID-19 considerations: At Assistance Home Care, the safety and well being of our Care Professionals and our Clients is our top priority. We provide all necessary PPE, ongoing training on infection control procedures, and the ability to work 1 on 1 with your client.

***** JOB OR CAREER FAIRS *****

**Guardian Security Services
Online Hiring Events
Thursdays on Zoom
May 6th, 13th, 20th & 27th
10:00a-12:00p**

Hiring full time and part time security officers

To register, email amacdonald@goodwillchicago.com or call 630-576-4661

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Sirva Virtual Hiring Event

Tuesday, May 4th

10:00a – Noon

Hiring Manager SEO Marketing. To apply:

<https://us60.dayforcehcm.com/CandidatePortal/en-US/sirva/Posting/View/1337>

International Survey & Quoter. To apply: <https://us60.dayforcehcm.com/CandidatePortal/en-US/sirva>

Salesforce Administrator. To apply: <https://us60.dayforcehcm.com/CandidatePortal/en-US/sirva/Posting/View/1327>

Event will be located on Zoom.

Must complete the online application first.

Submit your resume to amacdonald@goodwillchicago.com or call 630-576-4661 after the application is completed and an appointment time with the link to the event will be provided.

Many job search sites require online applications. These types of jobs are not posted in this job list. To search these postings go directly to their sites which have many job listings that can be applied for immediately online:

<http://www.jobs2careers.com/> <http://www.indeed.com/> <http://www.careerbuilder.com/>
<http://www.snagajob.com/> <http://www.elitestaffinginc.com/> <http://www.simplyhired.com/>
<http://www.beyond.com/> <http://jobs.advocatehealth.com/downers-grove-jobs> <http://www.jobtonic.com/>
<http://towniejobs.com/> <http://www.worknetdupage.org/jobs/dupage-county-jobs.html>
<http://www.linkup.com/> <http://dupagecountyjobs.org/>