



Job List – Week of August 9, 2020

Solutions Start When You Walk-In

Leasing Consultant (Part-Time) - Apartments (Carol Stream). Banner Property Management is dedicated to providing a superior customer experience while developing our employees and promoting a positive culture. The Greenway at Carol Stream is searching for a part-time Leasing Consultant to join our team. We are looking for a driven, service-minded individual who enjoys selling a product. Part-time hours will be flexible - 20-30 hours per week including weekends. Our newest team member will need a strong customer service background with prior leasing experience preferred, but not required. We need someone with strong communication skills in-person and on the phone. An energetic, warm, friendly personality would do well to help us provide a superior customer experience. Computer savvy and attention to detail a must. You will also be responsible for assisting with resident relations and appropriate follow-up. Must be able to multitask in a busy environment. We are an established and growing Property Management Company that offers sales training support, ongoing coaching and a peer-to-peer mentoring program. Competitive pay plus commissions. To apply, please fax 630-690-8475 your resume. No phone calls, please. We look forward to meeting with you!

LOOKING FOR THE ULTIMATE CAR DETAILER (NAPERVILLE). Busy Detail shop in Naperville is looking to hire detailers asap, duties will include: *Cleaning vehicle interiors and exteriors in compliance with all company standards and client requests. *Washing, buffing, and waxing exteriors. *Vacuum to remove dirt and debris, clean upholstery and surfaces, use air compressors and cloths to dry surfaces *Using cleaning, protective, and restorative agents to maintain and enhance the appearance of vehicles. *Performing inspections and keeping complete, accurate records of the vehicle's condition. *Moving and parking vehicles. ***SE HABLA ESPANOL. WE STAY BUSY ALL YEAR AROUND!! *****PAY WILL ONLY BE DISCUSSED AT A INTERVIEW***** Contact: Nick at (630) 398-1254 (call or text).

Long-term Freelance Market Researcher Needed (08/21) (Aurora). Haynes & Company, ranked by Forbes as a Top 100 Remote Work Company of 2020, is a groundbreaking research and analysis firm currently looking to add to our global vendor base in Aurora, IL. Our best-in-class, highly educated field based market researchers provide us with data that we use to provide our clients a unique, real time view of the marketplace. Why You'll Love Working with Haynes & Company: -Flat rate pay pegged to \$25/hour w/ income potential of over \$200/month-Independent, dynamic work as fits your schedule, including evenings and weekends -Get experience working with a leading international data research firm. What You'll Do: - Use our interactive Siminars to learn about the data to collect -Use your smartphone or tablet to gather real-time data from the field -Communicate with the Haynes & Company Research Team as needed for questions and data edits -Utilize our web-based Vendor Management System to manage scheduling of assignments and data submission. Qualifications We Need From You: -Detail oriented and observant of your environment -Good communication and organizational skills -Ability to work independently and follow project assignment requirements while adhering to deadlines -Responsive and reliable -College graduate or equivalent work history -High-speed Internet access -Own a smartphone with a dataplan. If interested, please use the following link to apply on our website with your updated resume: https://careers.haynesandcompany.com/Careers/infield-market-researcher/US_IL_CHI

Warehouse Associate Needed ASAP (Aurora, IL). Aurora Fulfillment Center is looking for a Warehouse Associate. Responsibilities: PICK AND PACK ORDERS. Shipping/Receiving, Sort, process, re-tag, make boxes, organize, and store all incoming merchandise. Adhere to quality control measures. Maintain a clean and safe work environment. Qualifications: Fluent or conversational English. Available Monday through Saturday. Flexibility and willingness to work overtime a MUST. Ability to work independently. Any experience in warehousing/distribution helpful but not necessary. Reliable work ethic with excellent attendance. Must be able to stand for long periods, and be able to lift 50pound. Must be at least 18 years of age. All documents presented as proof of eligibility to work in the US will be thoroughly verified. Pay based on experience and position between \$13-\$17. Apply in Person or for more info please call 630-666-5322. PTS FULFILLMENT, 3615 Exchange Ave., Aurora, IL 60504.

Intermodal Dispatcher (Darien, IL). We are looking for an experienced Intermodal dispatcher/load planner that knows and understands intermodal operations. Job Type: Full-time. Shift: 10:00am - 08:00pm. Schedule: Monday to Friday & Rotating Weekends. Pay: Salary (based on experience and skill set). Experience: Minimum 2 years of intermodal dispatching (Required). Education: High school or equivalent (Required). Work Location: One location. DUTIES & RESPONSIBILITIES: Communicate with customers and drivers: Receive work orders from customers: Dispatch work to O/O drivers: Build a relationship with customers and drivers: Document and take notes on all transactions: Track and trace equipment: Update customer portals with equipment #s, time in/out, and rail billing information: Update customers on the status of their pick ups & deliveries: Other duties as requested. SKILLS: Ability to analyze complex situations: Ability to multi-task: Attention to detail: Ability to handle high pressure: Proficient in Microsoft Excel & Outlook. CHARACTERISTICS & ATTITUDES: Proactive: Fair with all drivers: Patience with all drivers and customers: Ability to admit when wrong: Have excellent communication skills: Team Player: Positive attitude: Perseverance - have the "will power" to complete the task at hand. If interested contact Mike - 630-390-0506.

Customer Service Representative - Evenings (Oak Brook). 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

Hope's Front Door Job List – Week of August 9, 2020, cont.

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 contacting existing customers by phone to sell products and services on behalf of our nationally known clients. We offer: • Flexible schedules • Ability to work up to 39 hours per week • Guaranteed base pay plus performance incentives • Family oriented environment • 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>

IMMEDIATE GENERAL LABOR OPENING (BOLINGBROOK). Immediate TEMP-HIRE opening for general labor in Bolingbrook, IL. MUST be able to pass a background AND drug test. MUST be eligible to work in the United States. Mon-Fri, 1st shift, \$13.00/hr. Contact: helhori@staffingnow.com or call (331) 775-7335.

Junior Project Manager (chicago: west Chicagoland – near Carol Stream). Our client, a global marketing firm, is looking for Junior Project Managers for their location near Carol Stream, IL. The candidate will be working hand-in-hand with various departments to ensure flawless program execution. The ideal candidate has strong interpersonal skills, great attention to detail and the ability to work effectively in a cross functional team environment. This role will start in August and will run through the end of 2020 with the potential to become permanent. Responsibilities include: Ensure all projects proceed according to plan and deadlines. Coordinate and conducts kick-off calls / meetings with delivery teams. Manage financial tracking and reporting by working closely with account teams. Accurate documentation of client requests. Have minute-by-minute knowledge of all work in progress. Qualifications: Salesforce (or other CRM) experience is a plus. Advanced knowledge of Microsoft Excel - pivot tables and vlook-ups. Must be a self-starter and require minimal direct supervision. Strong interpersonal, written and verbal communication skills. Great customer service skills and attention to detail. Ability to work and thrive in a fast-paced environment while juggling multiple tasks efficiently. 2+ years of relevant work experience. Apply at: <https://www.aplitrak.com/?adid=Y2hpYXQuODQ1MDUuMTA5NjFAYmVhY29uaGlscC5hcGxpdlJHhay5jb20>

Automotive Touch Up Technician (Naperville IL). Position Summary: The Automotive Touch Up Technician is responsible for performing paint touch up to vehicles. Our Technicians receive all the tools and supplies needed for the job. You will be responsible for managing inventory, audits, and accurate logs of sales. Duties: Automotive paint touch up and scratch repair for car dealerships in one of our shops (Naperville and Westmont). Inspect all exterior surfaces to repair. Mix specific colors using standard formulas or color charts. Work with accounts/or sales managers on a regular basis to increase the quality of service to account. Service retail customers when necessary. Preferred experience in car detail, bodywork, or art (drawing, painting, graphic design, photography), but not required. Must enjoy working hard, doing good work, and getting paid well. Must be honest, be able to communicate well with customers, and have good energy; upbeat. Must provide your own transportation. Requirements: Ability to receive direction and work well with others. Some experience in automotive field preferred but not required. Reliable work history. You have the ability to meet the physical demands of the position, including walking, crouching, bending, and standing for extended periods. Willingness to comply with all company policies and uphold standards for service quality. Strong attention to detail. Consent to a full background check including driver records. APPLY HERE: <https://xcite-advertising.prismhr-hire.com/job/200669/automotive-touch-up-technician>

COOK (Hinsdale, Illinois). HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. Prepares and serves nourishing and attractive meals and other foods as required to support the menu specific to diet orders and other center events. *Reviews food menus and work orders to determine type and quantities of food to be prepared. *Prepares meals according to planned menus and standardized recipes in a sanitary manner to ensure the utmost in quality with a minimum of waste. *Reviews menus to identify all foods required for therapeutic diets before preparing food. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Educational Requirements: High school diploma, preferred. Position Requirements: Two years as cook in a large scale cooking operation, preferred. Apply Here: https://ad.doubleclick.net/ddm/clk/443201083;246689806;j?https://jobs.hcr-manorcare.com/job/hinsdale/cook/5346/16991364?utm_source=craigslist.org&utm_campaign=hcr_field_requests&utm_medium=niche_site&utm_content=job_posting&ss=paid

****NOW HIRING!** E-Commerce Coordinator & Receiving Associate (CLARENDON HILLS).** This job will never be boring! Are you personable, punctual, and looking to work in a great environment with many opportunities for growth? If so, we want to hear from you! We are looking for an AWESOME individual to assist with E-Commerce & Social Media coordinating as well as receiving and deliveries to join our interior design and furniture company! We are a small yet powerful team and we all wear many hats, so our ideal candidate should be able to do the same. The position will begin immediately and will mostly involve receiving daily shipments of merchandise, assisting with our e-commerce website, coordinating social media, helping with deliveries to client's homes, and showroom upkeep (loading photos of merchandise to e-commerce site, keeping accurate inventory for websites, hanging artwork, moving furniture, etc.) The hourly wage is based on experience. Must have a valid driver's license. If you would like to be a part of a fast-growing team in a successful design environment, we would love to hear from you! For consideration give us a call at 630.769.5099.

Hope's Front Door Job List – Week of August 9, 2020, cont.

Hardwood Installer/Refinisher (Lombard). APEX Wood Floors specializes in highly-custom hardwood floors of exceptional quality that meet the highest standards of craftsmanship. We are looking for new hard-working, motivated crew members to perform hardwood install and refinish work throughout the Chicagoland area. Our shop is located in Lombard and transportation to job sites will be provided. The ideal candidate will have the qualities listed below: Must have:• Valid Driver's License• Desire to grow, learn and improve• Ability to receive feedback• Good attitude• Construction Experience• Knowledge of Power & Hand tools is a plus• Long-term perspective, someone who is seeking a career-path• Dependable references. Job Benefits:• Competitive Wages• Paid Vacation & Sick Leave• Health & Dental insurance• 401K. Visit our website to learn more at <http://www.apexwoodfloors.com/about/> and email info@apexwoodfloors.com to apply today!

Truck Tire Service Man Wanted! (Addison). Commercial Tire Company is looking for man with experience who can help with tire service and delivery tires. Positions starts at \$14-16 per hour for delivery. \$16-18 tire service. Pay will be based on experience. 50-60 hours per week. Please text or call at 312-835-6424.

Part Time Night Auditor (Lombard). The Award-Winning Comfort Suites Lombard-Addison hotel is looking for a Night Auditor to work the 11PM-7AM shift on Tuesday and Wednesday nights. Duties include performing night audit account procedures, checking-in/out guests, setting up breakfast, and all other tasks management requires! Email kkapad1@comfordsuiteslombard.com to set up a phone interview and include your resume.

Window Subcontractors Needed (Naperville). Power Home Remodeling. Window Subcontractors Needed. Contact: 610-874-5000 ext. 787. Apply https://nitro.powerhr.com/recruiting/job_posting_redirect/52f9c33e268b7a159d035e710370e04f3d71682a7f11bdd164ab00276c0bd7fc?display=app ly If you are a residential window installer that is licensed and insured, it's time to launch your new partnership with Power Home Remodeling. We are one of the largest residential exterior remodelers in the country and growing rapidly across the country. We are looking for talented and reliable installation companies to install pre-sold projects immediately. Here is what we provide: + Consistent work up to 6 days per week and 12 months per year + Average Crew installs about 225 jobs per year + Excellent pay scales and possible increases with a proven track record + Average Earning potential \$200,000 to \$300,000 per crew + Direct deposit paid every Friday + Materials custom measured to each project and shipped to our warehouse for pick up daily + Dumpsters are provided to complete waste removal + Support from a Power liaison to handle any issues on the job site from lack of material to questions from a homeowner. Required Skills and Responsibilities: + At least one year of experience with the installation of residential replacement windows + Own at least 1 truck and proper tools, including an aluminum brake + Have proper insurance and licensing + Employ a crew + Craftsmanship coupled with customer service that is second to none + An articulate and professional demeanor. If you are looking for that one place...the one you know will have work tomorrow, apply now.

Gutter Subcontractors Needed (Naperville). Power Home Remodeling. Gutter Subcontractors Needed. Contact: 610-874-5000 ext. 787. Apply https://nitro.powerhr.com/recruiting/job_posting_redirect/8cbd241478b45b9914e72185330fdb6fa7002e2e2e007224cae81fca31be4b77?display=app ply If you are a residential gutter installer that is licensed and insured, it's time to launch your new partnership with Power Home Remodeling. We are one of the largest residential exterior remodelers in the nation and growing rapidly across the country. We are looking for talented and reliable installation companies to install pre-sold projects immediately. Here is what we provide: +Consistent work up to 6 days per week and 12 months per year +Average crew installs about 300 jobs per year +Excellent pay scales and possible increases with a proven track record +Average earning potential \$200,000 to \$300,000 per crew + Direct deposit paid every Friday +Materials custom measured to each project +Support from a Power liaison to handle any issues on the job site or questions from a homeowner. Required Skills and Responsibilities: + At least one year of experience with the installation of residential gutter replacement +Own at least 1 truck and proper tools, including a 5/6 combo gutter machine + Have proper insurance and licensing + Employ a crew + Craftsmanship coupled with customer service that is second to none + An articulate and professional demeanor if you are looking for that one place...the one you know will have work tomorrow, apply now.

IL Licensed Roofing Subcontractors Needed (Naperville). Power Home Remodeling. Roofing Subcontractors Needed. Apply Here: https://nitro.powerhr.com/recruiting/job_posting_redirect/1e764be185c29c422b568aab68036b84ef1758c468a2291097105a8f60af9bcc?display=app ply If you are a residential roofing installer that is licensed and insured, it's time to launch your new partnership with Power Home Remodeling. We are the largest residential roofing remodeler in the country and growing rapidly across the country. We are looking for talented and reliable installation companies to install pre-sold projects immediately. Here is what we provide: * Consistent work up to 6 days per week and 12 months per year * Average Crew installs about 300 jobs per year * Excellent pay scales and possible increases with a proven track record * Average Earning potential \$200,000 to \$300,000 per crew * Direct deposit paid every Friday * Materials custom measured to each project and shipped to site prior to installation date * Support from a Power liaison to handle any issues on the job site from lack of material to questions from a homeowner. Required Skills and Responsibilities: * IL State Roofing License * At least one year of experience with the installation of residential roofing * Own at least 1 truck and proper tools * Have proper insurance and licensing * Employ a crew * Craftsmanship coupled with customer service that is second to none * An articulate and professional demeanor. If you are looking for that one place...the one you know will have work tomorrow, apply now.

Home Delivery Driver - \$1,000 SIGN ON BONUS (Carol Stream). Sleep Number is hiring Helpers to assist Home Delivery Drivers with providing exceptional, personalized, and unforgettable installation, service and education within customers' home by: Assembling the customer's new Sleep Number bed. Getting rid of their old, uncomfortable mattress. Cleaning up after yourself. What else do you need to know? This is a full-time position. You have to be able to lift and carry 200 pounds with a partner (plus you have to be able to bend over, carry a mattress up and down stairs, climb in and out of a truck). Safety is important to us and our customers, so all offers are contingent upon the successful completion of a background check

Hope's Front Door Job List – Week of August 9, 2020, cont.

and pre-employment drug screen. You are also required to pass a healthy back assessment. We offer Medical/Dental/Vision insurance. A fantastic employee discount on your very own Sleep Number bed. Monthly Smart Phone reimbursement. Time off with your family so, paid holidays and paid time off. Bonus plan with quarterly payout opportunity...plus you will join a team of the most committed, dedicated and fantastic people you ever meet. Apply at: https://sleepnumber.wd5.myworkdayjobs.com/en-US/sleepnumber/job/Carol-Stream-IL/Home-Delivery-Driver_R5769

General Labor (Bolingbrook, IL). Contact Dolores with Elite at: 773-490-5191. Production Workers. No experience needed. 1st and 2nd shift available. **Earn \$16.00/hr-16.50/hr Plus additional bonus \$\$ (Rules Apply). Refrigerated warehouse temperature 32-35 degrees. Worksite: Bolingbrook, IL. Call or Apply in person: Elite Staffing At Menasha (enter through employee entrance), 550 West N. Frontage, Bolingbrook, IL 60440. Full-time, Temporary. Ask for: Dolores 773-490-5191.

Senior Accountant (Downers Grove). A well known and profitable company with proven track record of promoting from within is seeking a Senior Accountant. If you are looking for stability in your employer in these trying times look no further. This role is responsible for month end close preparation, journal entries, and financial modeling. This is a great opportunity to expand your skill set in an inclusive work environment. Contact: 6cce023bae3c32f58f76b8fa3a3dda81@job.craigslist.org

Handyman Wanted! \$17-35/hr. Make your own schedule. Handy is a nationwide home services platform that is looking for professional handymen! Handy operates in more than 250 cities and has been featured in sites like Forbes, NYTimes, CNBC, The Economist. Our app will connect you to customers instantly. Switch it on to see people near you who booked a handyman service. Claim the job. Arrive on time. Complete their service call. Get paid! The details:- Make money performing light handyman jobs: furniture assembly, TV mounting, heavy lifting, carpentry, painting, plumbing, and light electrical tasks- Complete transparency; see how much you earn per job before you claim it. Who are you? - Are able to perform a variety of home improvement tasks independently. - Have all your own hand tools and power tools - Must speak English and be authorized to work. To apply: https://www.handy.com/apply?desc-7=&iama=home_improvement&image-7=&job_posting_id=b0b6b791-8c5e-4f64-82b4-337d53d80cf7&lcl_post_time=20200808_092400&tag-154=&utm_campaign=%5B%22WST-Handy-Supply-Branded-Handyman-DR%22%5D&utm_content=title-6&utm_medium=Details&utm_source=craigslist

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

NONE THIS WEEK

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/>