



## Job List – Week of August 10, 2025

**Tow Truck Driver — Aurora Metal Recycling (Aurora, IL).** Aurora Metal Recycling is seeking a dependable and safety-oriented Tow Truck Driver to join our dedicated team. Qualifications: • Valid driver's license with a clean driving record. • Previous experience as a tow truck driver or in a similar role preferred. • Strong knowledge of vehicle mechanics and troubleshooting. • Excellent communication and customer service skills. • Ability to work flexible hours, including weekends. Call or text (630) 703-6072.

**CLASS A DRIVERS NEEDED FOR IMMEDIATE START (Westmont).** AG Expedited, a well-established and reputable trucking company operating since 2010, is looking for experienced, professional, and reliable drivers to join our team. We specialize in dry vans, flatbeds, and RGNs, offering consistent loads and competitive pay. Special deals available for veterans! Immediate Openings Available! Requirements: - Minimum 2 years of CDL driving experience - No drug or alcohol-related violations - No truck abandonments - Must pass pre-employment drug screen. More Information: Call: (855) 605-5777 Ext 4 or Text: (708) 328-3272. To apply: [https://www.vortextechllc.com/tms/mvr\\_release/2/?referral=AG](https://www.vortextechllc.com/tms/mvr_release/2/?referral=AG)

**MISSION BBQ Now Hiring - All Positions (Naperville).** MISSION BBQ Now Hiring -- All Positions. Please apply at: <https://www.mission-bbq.com/join-our-team> MISSION BBQ is a Team of Great People, preparing Great Food and providing Great Service. We are a casual, family friendly BBQ Restaurant and Proudly Serve Those Who SERVE. We are looking for Great People to join our team. We want You! If you have a strong character, sincerely care and are: ~ Dedicated and hard working ~ Creating a memorable experience for Our Teammates and Customers ~ Committed to producing Great Food ~ Passionate about providing Great Service ~ Selfless and willing to humbly Serve. We are currently hiring for All Positions. Full and Part Time hours are available.

**AUTOMOTIVE TIRE TECHNICIANS (\$800 New Hire Bonus) (Downers Grove, IL).** Put your career into high gear with Mavis Tires & Brakes at Discount Prices! We're looking for full-time Automotive Tire Technicians to join Team Mavis TODAY at our state-of-the-art automotive service and retail tire sales centers in the Downers Grove, IL area. NO EXPERIENCE IS NEEDED! We'll teach you everything you need to know through PAID TRAINING. To help introduce you to our weekly performance-based incentive programs and to give us an opportunity to coach you on our industry-leading processes, Mavis offers eligible Automotive Tire Technicians GUARANTEED WEEKLY BONUS PAYMENTS during the introductory period of employment, totaling up to \$800! Automotive Tire Technicians install new tires and wheels and perform tire services -- like rotations, balancing and flat repairs -- to keep our valued customers' vehicles operating safely. While providing best-in-class automotive service, you'll get weekly bonus payments tied to every single service you perform on top of your guaranteed hourly rate. To be eligible for the Automotive Tire Technician position you must be at least 18 years of age; be legally authorized to work in the United States; and, be able to work 5 days each week. Candidates can apply online at [www.mavis.com/careers](http://www.mavis.com/careers). OPEN INTERVIEWS ARE AVAILABLE 7 DAYS A WEEK! Simply walk in during store hours for an immediate interview. If you have any additional questions, you may call the Recruitment department toll-free # at 844-375-3995. For more information about Mavis, please visit [www.mavis.com](http://www.mavis.com).

**Home Care Operations Navigator (Bolingbrook).** In-Home Caregivers of ILL is seeking a Home Care Operations Navigator Location: Bolingbrook, IL. Employment Type: Full-time (On-site). Salary: \$20-22/hour based on experience + performance-based bonuses. Start Date: ASAP. We're looking for a compassionate and sharp Operations Manager / Scheduler who thrives on: - Putting the right caregiver in the right place at the right time — the first time - Communicating calmly and clearly with families, field staff, and leadership (even in a storm) - Tracking schedules, responding to call-offs, and turning chaos into calm - Working in-office (not remote) and being the nerve center of our operations - Making people feel seen, supported, and served well. *Requirements:* - Must have previous experience in scheduling, operations, or health care coordination - Background in home care or healthcare is highly preferred - Must have excellent phone/email communication skills - Must be comfortable with tech platforms (Google Suite, CRM tools, Google Chat) - Must be able to work full-time on-site in Bolingbrook-8:30am to 5pm - Must pass a background and drug test - Must have reliable transportation. To apply: Send us a resume and a short note about why this resonates with you. We want more than skills—we want soul. We'll follow up with a brief phone interview and a fast-track 3-step hiring process. Please do not call, send your resume and we will give you a call. Applications reviewed on a rolling basis. Don't wait. Reply via email to: [c165ea0c02e032d893e58244b266ed4c@job.craigslist.org](mailto:c165ea0c02e032d893e58244b266ed4c@job.craigslist.org)

## Hope's Front Door Job List – Week of August 10, 2025, cont.

**(NOW HIRING) - LEARN AND EARN (Woodridge).** JOB OPPORTUNITIES AT INDEPENDENCE TAX SERVICE !!! We are looking for OUTGOING, ENERGETIC, FUN LOVING individuals for the upcoming tax season, and need to fill many positions: Tax Preparer, Office Supervisor, Office Manager. Must have a excellent attitude and strong customer service skills !!!! FREE 6 week training to the right person(s). Small Book Fee Apply !!!! Classes start Soon space is limited call NOW!!!! Please send your resume to : [Independencetax8280@gmail.com](mailto:Independencetax8280@gmail.com) For more Information please call: 630-486-6400.

**Line cook (Lombard).** Rosemary and Jeans Italian restaurant is seeking a skilled and experienced Line Cook who will be responsible for preparing and cooking meals according to our recipes and standards. You will work in a fast-paced kitchen environment, collaborating with the culinary team to deliver high-quality dishes to our customers. Reply via email to: [javieravilachef@gmail.com](mailto:javieravilachef@gmail.com) or call or text (773) 242-4546.

**Bartender (Glen Ellyn).** Abbington Distinctive Banquets. The premier West Suburban banquet facility is looking for highly motivated Bartender to join our team. Evening and weekends are mandatory with weekday availability a plus (AM & PM). Responsibilities include bar set up, service, and clean up. Prior experience in quality banquet service preferred. Must be able to understand, speak, read, and write clearly in English. Must be able to work effectively as a team member. Must have good interpersonal and organization skills. This is a part-time position. Reply via email to: [6f17572c40a63a78ba4cd918a0154b5f@job.craigslist.org](mailto:6f17572c40a63a78ba4cd918a0154b5f@job.craigslist.org) or call [630-942-8600](tel:630-942-8600) for more information.

**Inventory Control Assistant (Lisle).** The Morton Arboretum. The Inventory Control Assistant plays a key role in ensuring smooth back-office support for buyers while maintaining accurate inventory and financial records. Acting as a crucial liaison between the store and the Finance Office, this role is responsible for processing vendor invoices, tracking merchandise issues, and supporting inventory audits and reporting. It's a dynamic opportunity for a detail-oriented and analytical professional who thrives in a collaborative environment and is committed to delivering exceptional service behind the scenes. **Qualifications:** High school diploma or equivalent required. 3+ years of retail bookkeeping or accounting experience required. Experience utilizing POS software strongly preferred. Detail-oriented and excellent organization and analytical skills required. Proficiency with Microsoft Office (including Excel), computer-based inventory modules, and experience with Google applications beneficial. **Success Factors:** Strong interpersonal skills and a customer service-oriented individual who can relate effectively with internal and external partners of various backgrounds and ages. For more information and to apply: <https://careers.hireology.com/themortonarboretum/2443318/description>

**Executive Assistant (Elmhurst).** TransChicago Truck Group. The Executive Assistant primarily provides executive administrative assistance to the Corporate Leadership Team and personal assistant support to the President/CEO, as needed. The ideal candidate for this role must have a strong work ethic, be willing to work flexible hours when called upon. **Education and/or required experience:** Minimum 3 years of experience as an Executive Assistant, preferably supporting C-level executives. Familiarity with documents, spreadsheet, calendar, and online meeting technology software. Ability to navigate and thrive in an ambiguous environment. Ability to deal with conflicts as well as give and receive feedback diplomatically. Outstanding verbal and written communication skills. Initiative-taking, exhibits positivity, strong work ethic, professionalism, confidentiality, and good judgment. Incredibly organized and resourceful; able to juggle and multi-task, with acute attention to detail and follow through. Must have a strong work ethic and be willing to work flexible hours above and beyond the scheduled workday when necessary. Ability to maintain a realistic balance among multiple priorities and confidential matters with discretion. Ability to work independently on projects, from conception to completion. For more information and to apply: <https://www.transchicago.com/careers/>

**Accounts Receivable Specialist (Elmhurst).** TransChicago Truck Group. The Accounts Receivable (AR) Collections Specialist is responsible for the collection of receivables from customers. **Education and/or required experience:** 3+ years prior experience in cash applications & accounts receivable. Excellent communication skills, both written and verbal. Good organizational and problem-solving skill. Strong attention to detail; achieve thoroughness and accuracy when accomplishing a task. Ability to maintain confidentiality. Manage and prioritize multiple tasks. Strong customer service skills. Strong computer skills including MS Excel and Word. For more information and to apply: <https://www.transchicago.com/careers/>

**Certified Nursing Assistant (Carol Stream).** Covenant Living at Windsor Park. Covenant Living, the nation's sixth-largest nonprofit senior living provider, is seeking qualified candidates for Certified Nursing Assistants (CNAs) to help in fulfilling our common purpose: to create joy and peace of mind for our residents and their families by creating a better way of life. Positions are available in assisted living, skilled nursing and memory care. *The ideal candidate will have:* High School diploma or the equivalent. Completion and passing the test for an approved Nursing Assistant program in the State. Listed on the State's Health Nursing Assistant Registry. For more

## Hope's Front Door Job List – Week of August 10, 2025, cont.

information and to apply: [https://crc.wd1.myworkdayjobs.com/en-US/CLExternal/details/Certified-Nursing-Assistant\\_R0025742-2025?locations=349bfd2a32ee01e3b8c72ebbef8baa5a](https://crc.wd1.myworkdayjobs.com/en-US/CLExternal/details/Certified-Nursing-Assistant_R0025742-2025?locations=349bfd2a32ee01e3b8c72ebbef8baa5a)

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

NONE THIS WEEK

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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/>