



Job List – Week of July 27, 2025

Lead Groundskeeper (Glen Ellyn) College of DuPage is hiring for a lead groundskeeper. Requirements: High school diploma or GED • Two years of experience or a combination of equivalent education and related experience, in professional turf maintenance or landscaping, landscape maintenance and professional snow removal operations • Valid Illinois driver's license • Experienced in grounds equipment repair preferred • Able to lift 50+ pounds • Able to bend, reach, and work on hands and knees as necessary • Position requires extensive walking and the ability to climb stairs and ladders • Must pass physical exam at College expense • Background check and drug screen. Apply here: <https://cod.csod.com/ux/ats/careersite/4/home/requisition/2209?c=cod>.

Administrative Assistant (Glen Ellyn) College of DuPage is hiring for an administrative assistant. Requirements: High school graduate or equivalent • Associates degree in Office Technology preferred • Four (4) years of experience in a high level administrative support position • Typing speed of 65 wpm • Background check and drug screen. Apply here: <https://cod.csod.com/ux/ats/careersite/4/home/requisition/2536?c=cod>.

HR Operations Specialist (Glen Ellyn) College of DuPage is hiring for an operations specialist. Requirements: High school graduate, AA degree in business or equivalent preferred • Minimum two (2) years of experience in high volume data entry office environment • Proficient in Microsoft Office • Able to perform calculations quickly and accurately • Experience with human resources or accounting/financial details in data entry or systems maintenance preferred. Apply here: <https://cod.csod.com/ux/ats/careersite/4/home/requisition/2596?c=cod>.

Warehouse Cleaning & Packaging (Downers Grove/Lombard) Reliable Label is hiring for a warehouse cleaning and packaging person • Walk in interview are preferred 8am - 12pm at Reliable Label, 1427 Centre Circle Dr, Downers Grove, IL. 60515.

Building Maintenance Technician (Downers Grove) Village of Downers Grove is hiring for a maintenance technician. Requirements: Strong communication skills, both oral and written • Ability to diagnose and make decisions on repairs, maintenance, and installation • Ability to operate heavy equipment and move furniture and objects • High school diploma or GED, technical degree preferred, or any combination of education and experience that provides the required knowledge, skills, and abilities • Valid Illinois driver's license • Forklift Certification within six months of hire. Apply here: <https://villageofdownersgroveemployees.munisselfservice.com//EmploymentOpportunities/JobDetail.aspx?req=76&sreq=1&form=1GN&desc=BUILDING%20MAINTENANCE%20TECHNICIAN%20I>.

Police Records Specialist (Downers Grove) Village of Downers Grove is hiring for a records specialist. Requirements: High level of customer service skills and experience • Strong interpersonal skills and the ability to show empathy when dealing with difficult situations • High school diploma or equivalent • Previous experience in law enforcement and customer service preferred. Apply here: <https://villageofdownersgroveemployees.munisselfservice.com//EmploymentOpportunities/JobDetail.aspx?req=83&sreq=1&form=1GN&desc=POLICE%20RECORDS%20SPECIALIST>.

Server (Downers Grove) Chili's is hiring for a server. Requirements: Minimum age requirement of 18 • Thinks and acts quickly in a fast-paced, high-volume environment • Prior experience a plus. Apply here: https://www.chilisjobs.com/job/?id=003SQN/server_-_downers_grove_chilis&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Pricing Clerk – part time (Bolingbrook) Meijer is hiring for a pricing clerk. Requirements: Detail-oriented and organized • Process-driven and able to follow procedures in an organized and efficient way • Ability to lift, carry, push, pull, bend, and twist while handling product • Ability to stand for long periods of time. Apply here: https://jobs.meijer.com/job/?Pricing+Clerk+Part+Time-Bolingbrook-Illinois-j-R000594444&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Operations Assistant Manager (Bolingbrook) Dollar Tree is hiring for an assistant manager. Requirements: Ability to lift, bend, and transport merchandise weighing up to 50lbs • Prefer prior retail and management experience • Strong communication, interpersonal, and written skills. Apply here: https://careers.dollartree.com/us/en/job/728888BR/OPERATIONS-ASSISTANT-MANAGER?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Executive Assistant (Bolingbrook) Ulta Beauty is hiring for an executive assistant. Requirements: 3+ yrs. of executive level assistant experience • Extensive experience with calendaring, organizing meetings, and making travel arrangements • Strong analytical, organizational, and project management skills • Proficient with Word, PowerPoint, Outlook, and Excel. Apply here: https://careers.ulta.com/careers/jobs/382158?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Sales Associate part-time (Downers Grove) LensCrafters is hiring for a sales associate. Requirements: High school diploma or GED • 1+ years' experience in retail or customer service • Familiarity with point of sale systems, computers & calculators with basic phone and math skills. Apply here: https://www.simplyhired.com/job/HLF13U5Zd2naWTeK559DKM9e1u3DtInPWuTy31yf20iWfpt-Vb0HYg?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Hope's Front Door Job List – Week of July 27, 2025, cont.

Customer Service Representative (Lombard) Malone Workforce Solutions is hiring for a customer service rep. Requirements: Bilingual Spanish • High school diploma or equivalent; Associate's degree or equivalent preferred • Typing of 30 wpm with accuracy • At least 1 – 2 years of data processing experience • Proficiency with MS Office • Previous CSR experience is a plus • Able to sit and work at computer for length of shift • Occasional light lifting of supplies and materials. Apply here: https://www.malonesolutions.com/job/492687-bilingual-customer-service-representative-lombard-illinois/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic.

Digital Imaging Retail Sales Associate (Downers Grove) Best Buy is hiring for a digital imaging sales associate. Requirements: Working and thriving in a fast-paced, team-oriented environment • Prior experience serving as a specialist in premium, luxury, or complex technology solutions preferred • 1 year of experience working with consumer electronics preferred. Apply here: https://jobs.bestbuy.com/bby?id=job_details&req_id=993557BR.

Retail Warehouse Associate (Bolingbrook) Best Buy is hiring for a warehouse associate. Requirements: 3 months of experience working in a retail, warehouse or operations role • Ability to move up to 100 pounds with or without accommodation. Apply here: https://jobs.bestbuy.com/bby?id=job_details&req_id=993543BR.

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

Chicago Area Virtual Job Fair
Thursday, July 31, 2025 from 10:00am-12:00pm

Register here:

<https://app.recruitvirtual.com/events/chicagoland-area-job-fair-7-2025>

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/>
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