



Job List – Week of September 21, 2025

\$\$ Office Assistant/ Dispatcher Needed\$\$ (La Grange). Small transportation company located in La Grange, IL, invites you to join our logistics team. Your responsibilities will include, but are not limited to: 1. Driver dispatching 2. Daily updates on truck/load status 3. Appointment scheduling 4. Driver guidance 5. Problem solving. If you are organized, problem-solver, can work individually and as a team, we encourage you to call today. This is a full-time in-office position. Call today: 708 830 0258.

Warehouse & Remodeling Project Assistant (Lisle). Illinois Energy Windows & Siding Inc. is looking for a warehouse associate to participate in our warehouse operations and activities. Warehouse associate's responsibilities include storing materials, picking, and packing orders. Skills needed: • Ability to lift heavy objects • Ability to work well with others • High school degree • Must have a good driving record • Good organizational and time management skills • Proficiency in computer skills. Job Type: Full-time. Pay: \$17.00 per hour (\$43,000 Annual) + Benefits and growth potential. Schedule: • Monday to Friday & every other Saturday. • 8 Hour Shift & overtime available. APPLY HERE: <https://www.illinoisenergy.com/careers/detail/?id=797491919880404751>

MISSION BBQ Now Hiring - All Positions (Naperville). 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.

HIRING CDL CLASS- A DRIVERS (Bolingbrook). Small, family- owned trucking company. * OTR * All miles paid * Clean record with a minimum of 2 year experience required * 0.60 - 0.65 cpm starting pay * 1099 direct deposit * 2 MANUAL - Freightliner trucks available * Dry Van trailer * Truck is equipped with inverter, refrigerator, microwave and tablet with internet. * PrePass equipped * 24/7 dispatch * We provide trailers for owner ops, can work with your own trailer as well. * Competitive % rates for owner operators. If you're interested or have any questions please call or text: Adam at (708) 539-7953. Application can be filled out <https://roadwolvesinc.com/drivers/>

Part Time, Flexible Hours! Office Assistant/Admin (Elmhurst). We are seeking a part-time Office Assistant for a family business in real estate. The ideal candidate should possess professionalism, self motivation, strong communication and organization, superior attention to detail and be able to multi-task. Ability to work independently, include answering phone, scheduling appointments, managing information flow, answering emails, typing of documents, preparing leases, keep certificates of insurance and other filings current, filing and bookkeeping. You will support daily office operations, data entry, schedule management, and inventory management as well as proficiency in Microsoft Office. Job requirements include but are not limited to: *Strong leadership skills and customer service abilities *Proficiency in Microsoft Excel, Word, Outlook *Knowledge of QuickBooks or other equivalent Accounting software *Majoring or a degree in accounting or business administration a plus but not required • Bookkeeping experience/general understanding of accounting concepts or demonstrated competence in task assigned • Excellent analytical, problem solving and decision-making skills; high degree of accuracy, attention to detail and confidentiality • Excellent verbal and written communication skills, in person and over the phone. • The ability to work independently and as part of a team. Reports to: Owner/president. Hours: 20 hours per week. *Flexible Schedule during office hours. Salary commensurate with experience. (\$20-\$25). Reply via email to: 207c6c6b4ebb3a6bb79cf3f4d404a55d@job.craigslist.org

Direct Hire Automatic Press Operator – Carol Stream, IL-\$27-\$29/hour (carol stream). Total Talent Search. We're looking for an experienced Automatic Press Operator to join our team. What You'll Do: Set up, operate, and monitor press machines. Inspect parts to ensure quality standards are met. Record production data and complete paperwork. Perform basic machine adjustments, cleaning, and maintenance. Follow all safety procedures and work instructions. Assist with other duties and cross-training as needed. What We're Looking For: 1+ year of press machine experience. Strong mechanical aptitude and hand tool skills. Attention to detail and ability to work independently, Basic English (reading/speaking) to follow safety and plant procedures. Reliable attendance and willingness to work overtime, including some Saturdays. For immediate consideration, please apply here. <https://recruitcrm.io/apply/17537188788920026676aMb>

Hope's Front Door Job List – Week of September 21, 2025, cont.

Caregiver or CNA (GLEN ELLYN). Gladden Home Care. POSITION AVAILABLE: We are currently hiring for an 8 hr shift. You can work 4 or 5 days Monday thru Friday. The position is located in Glen Ellyn. Please call for further details. Excellent pay. CAREGIVER REQUIREMENTS: • Can prove work history in Illinois for at least the past 2 years • Can speak English and are able to communicate to the client and the agency • Must have at least 1 year experience in all areas of personal care • Must be on the IDPH web portal listed as eligible to work, or be willing to submit to a criminal background check • Must be able to provide training certificates within the last year, or be willing to complete the required training. • Must have a valid driver's license or photo ID. Driving is not required for all positions. To apply for any available positions please call: Jeanette at 630-310-9320.

Forklift Operator (Bolingbrook). Employnet. Duties: - Operate a forklift to move materials around the warehouse - Load and unload goods from vehicles such as trucks or trailers - Perform routine pre and post inspections on forklift equipment - Ensure all safety regulations are followed - Maintain a clean and organized work environment. Skills: - Experience operating a Stand Up Reach and Cherry Picker!! - Ability to perform heavy lifting when necessary - Familiarity with warehouse operations and management systems - Strong materials handling skills. ALL Shifts Available!! Pay Rate ranging from 19.00 to 21.00. Benefits Available!! If interested please submit your resume at lisle@employnet.com and call or text 630 630-8516. Job Type: Full-time. Ability to Commute: Bolingbrook, IL 60490 (Required). Work Location: In person.

Concrete Laborer Wanted (Naperville). Concrete Laborer Wanted. We are currently looking for an experienced concrete laborer with a current CDL type A or B with air brake endorsement. Duties will include Driving dump trucks and crane truck, framing, and pouring, all types of regular and decorative concrete work. Applicant must be willing to Labor with a wheelbarrow as well. We are offering competitive wages, 401K plan, and insurance options. CDL is necessary. All Applicants must: Be able to pass a background check. Have references available upon request. Be willing to work with at team. Have a positive attitude. We are looking for a team player and someone who is willing to follow direction. This position is open for immediate hiring. Contact: Dave Slowik at (630) 212-7878.

Full-Time Aesthetician – Naperville, IL (Naperville). We are hiring a Full-Time Aesthetician to join our brand-new spa and cosmetic store, Atelier Esthetique, in Naperville. Location: 1220 W. Ogden Ave., Naperville, IL 60563. Pay: \$20/hour + commission. Schedule: Monday – Friday, 10 AM – 6 PM. Requirements: 1–2 years of experience as an aesthetician. Must have hands-on experience in Microblading, Hydrafacials, and basic aesthetic treatments. Passion for skincare and excellent client care. To Apply: Send your resume to cecilia@linkedhelpers.com with Subject: Aesthetician - Naperville Applicant. Please make sure to highlight your experience in Microblading, Hydrafacials, and basic aesthetic treatments.

Skylight Installer (Downers Grove). Windy City Skylights. Looking for a new job? Interested in getting into the skylight business? Windy City Skylights has openings for installers. \$25-\$32 per hour depending on experience. Worried you have no experience??? Don't be, we will train you! We offer health insurance (with Vision and Dental available at employee's cost) along with a 401K match program. Give us a call today at #630-852-2600 to get started on a new career path! Valid drivers license is a requirement. Must not have a fear of heights.

Patient Care Coordinator/Front Desk Administrator (Downers Grove). Be Fit Physical Therapy & Pilates, LTD is seeking a Patient Care Coordinator/Front Desk Administrator to join their team. Position is full time but can be flexible and do part time as well. Salary is \$15.00 – \$17.00 an hour. Below lists the responsibilities. Interested candidates may email resume to info@befitpt.com. Responsibilities: Front office medical reception and patient care coordinator, scheduling on EMR, insurance verifications. Managing therapists and instructors' schedules (PT's, Massage therapist, Pilates instructor's). Update therapists and instructors of their schedule. Check and respond to emails and phone calls in a timely manner. Insurance verifications and review with new patients. Insurance authorizations, including those for workers compensation patients. Collect deductibles, co-pays and co-insurances. Proficient in Microsoft Office and excellent typing skills. Friendly, energetic and excellent customer service and front desk skills as well as good phone skills. Able to handle a busy office environment. Team player.

Patient Services Coordinator (Wheaton). Spectrios Institute for Low Vision is seeking a Patient Services Coordinator to serve as the primary contact for patients and oversees clinical services scheduling and coordination. This role works closely with internal optometrists, occupational therapists, access technology instructors, the clinical services manager/optician, and external referral sources. Additionally, the Patient Services Coordinator liaises with the Illinois Department of Human Services. **Qualifications:** Minimum of 2 years of experience in patient services required; experience in eyecare or nonprofit settings preferred. Proficiency with Microsoft Office. Effective communication skills, both written and verbal. Strong interpersonal skills with demonstrated empathy and etiquette. Knowledge of healthcare insurance benefits and coverage preferred. Experience with or ability to learn software applications,

Hope's Front Door Job List – Week of September 21, 2025, cont.

including EMR and accounting software (RevolutionEHR and Quickbooks a plus). Exceptional ability to multitask while maintaining meticulous attention to detail. Highly self-motivated with the ability to thrive both independently and collaboratively within a team environment. For more information and to apply: <https://spectrios.org/careers/>

CNC Machinist – 1st Shift (Downers Grove). Arrow Gear is looking for a CNC Machinist in Turning Department 1st Shift. Experience and Education Requirements: A college degree is not required. Minimum of 2 years of experience operating CNC lathes and mills required. Ability to read technical mechanical drawings along with a good understanding of GD&T. Basic mathematical skills. Experience operating DMG/Mori Seiki NT4300/1500 turn/mill would be a big plus. Experience with gear manufacturing would be a big plus. For more information and to apply: <https://www.arrowgear.com/about/employment/job-listings/>

Pilates Instructor (Downers Grove). Be Fit Physical Therapy & Pilates is looking for a Certified Pilates and/or fitness instructor to fill demand for privates, semi-privates, small group and weekend classes. Also looking for a Pilates/fitness instructor for their Saturday morning Pilates mat class. This is part time and ranges from \$35 to \$50/session with clients or for small group classes depending on instructor experience level. Small group reformer classes are 3 to 5 participants. Below lists the responsibilities. Interested candidates may email resume to info@befitpt.com. Duties: Present lessons in a comprehensive manner, using proper form and safe methods on a variety of equipment including, but not limited to, Reformer, Cadillac, Chairs etc. (Pilates apparatus'). Provide individualized instruction to each student, whether in private, semi-private or small group format. Have availability to sub or teach Saturday morning mat class. Assess students' ability level, and provide proper instruction for each students level. Maintain a tidy and orderly workout environment. Develop and enrich professional skills and knowledge by attending seminars, conferences etc. Requirements :Pilates certification in Mat and Apparatus. Excellent communicability and interpersonal skills.

***** 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/>