



Job List – Week of January 11, 2026

Diesel Truck Mechanic 🚚 🛠️ (Bolingbrook) Big Dog Repair is currently seeking an experienced and talented mechanic to join their dynamic team. Requirements: • Repair knowledge and troubleshooting of electrical, drivetrain, powertrain, A/C, aftertreatment and engine components • Meet all company and equipment related safety requirements according to DOT rules and regulation • Familiarity with and experience working around heavy equipment is a must • Read and interpret specifications and manuals • Ability to diagnose and repair a wide variety of mechanical and electrical equipment • Ability to safely use hand and power tools, equipment • Must be able to communicate effectively and respectfully with supervisors and equipment operators • Alignment • Mechanic experience • Brakes • Diagnostics • A/C • Aftertreatment system • Diesel engines • Welding experience is a plus • Experience working on semi-tractors and trailers • must be able to lift 50+ lbs • must have a valid driver's license • must have own tools • effective oral & written communication skills • ability to work with software programs such as alignment/balancing machines. Please send us your resume to: bdogrepair@gmail.com or call us at 630-755-8921 for additional information.

Utility Billing Clerk (Addison) The Village of Winfield is seeking a full-time Utility Billing Clerk. This position is responsible for the maintenance and review of Village utility billing records, which involves managing customer accounts, processing payments, and ensuring accurate billing for utility services, while also completing other financial transactions for the Village. Schedule is Monday- Friday 8:00 am to 4:30 pm. Applications are being accepted until the position is filled. Requirements: Experience: Two (2) years of professional office experience required; preferably in utility billing, bookkeeping, accounting, or customer service; or equivalent combination of education, training, and experience. Education: High school diploma or equivalent required. Associate's degree in business or accounting preferred. For more information and to apply: <https://bsaonline.com/HrPositions/Details?uid=2601&SalaryRange=-&Title=False&HideAppliedTo=False&ZipRadius=30&RecordKey=4057>

Receptionist (Wheaton) Grand Nails Spa is seeking a reliable, friendly, and organized receptionist to join our professional team. Responsibilities: • Greet clients warmly and provide excellent customer service • Answer incoming phone calls promptly and professionally • Book, confirm, and manage client appointments • Check clients in and out; handle payments when needed • Communicate clearly with nail technicians regarding schedules • Maintain a clean, organized, and professional front desk area • Assist with daily salon tasks and support overall operations • Comfortable answering phones and using appointment systems • Salon or customer service experience is a plus (training provided). If interested, call (630) 260-4888 or email grandnailswheaton@gmail.com

Strong Line / Prep Cook (Glen Ellyn) FLIPS of Glen Ellyn is hiring Strong Line / Prep Cook. This is a hands-on kitchen role with consistent hours and weekend shifts required. Responsibilities: • Line & prep experience • Ability to work in a fast-paced kitchen • Saturday & Sunday availability required • Willing to work mornings and nights as needed • Reliable, team-oriented attitude • Prep and line support • Grill / fryer / general kitchen work • Clean, organized work habits • Team communication during busy shifts • 2+ years of previous kitchen experience • The ability to work together as a part of a team • Ability to stand for long periods and lift heavy items when necessary • Ability to remember recipes and procedures • Ability to work in a very fast paced environment. • Operate kitchen equipment such as grills, ovens, fryers, etc. If interested, Call or text cell: (630) 658-4284 and ask for Rob.

Water and Sewer Employee (Carol Stream) The Village of Carol Stream seeks a qualified and motivated individual to perform a variety of semi-skilled and manual work in the general operation, cleaning, construction, repair and maintenance of the water pumping and distribution system in accordance with standards and procedures set by the Village, State of Illinois, and the United States Environmental Protection Agency. Qualified individuals must possess the following: High School Degree or Equivalent. A valid Illinois Vehicle Operators License. Ability to Obtain CDL License within One Year of Employment. Desire to Learn. Applications must be submitted by Jan. 30, 2026. For more information and to apply: <https://www.carolstream.org/departments/human-resources/job-opportunities#op-686306-water--sewer-employee>

Real Estate Administrator (Naperville, Aurora) Terra Info holdings is seeking a highly organized and reliable Real Estate Administrator to manage the day to day operational and financial tasks across their rental property portfolio. This role is critical to keeping rent flowing, tenants compliant, and properties legally protected. You will handle everything from rent collection to evictions, county filings, and vendor coordination. Requirements: • Experience in real estate • property management, or legal admin work • Strong knowledge of leases, rent, and tenant management • Comfort working with courts, attorneys, and county offices • Excellent organization and follow up skills • Ability to handle difficult tenant conversations professionally • Experience with spreadsheets, property software, and document systems. If interested, call Mamta Aggarwal at (630) 667-4478

🚚 **OTR Company Drivers (Westmont)** Eva Carrier Inc is looking for dedicated and experienced company drivers to join our team. Requirements: *Proficiency in using smartphones for communication and work-related tasks. *Ability to operate an Electronic Logging Device (ELD) tablet for tracking and compliance *Minimum 2 years of driving experience *Good driving record * Clearing House not prohibited & Drivers on SAP Program welcome Apply today by clicking the link below: <https://intelliapp.driverapponline.com/c/1633464>. Feel free to text or call Vlad (917)216-5175 for more information.

Hope's Front Door Job List – Week of January 11th, 2026, cont.

Cleaners (Downers Grove). Precision Cleaning Group is seeking cleaners to do residential and office cleaning, move-in and move-out cleaning, to provide precise, spotless service. Minimal customer interaction. Choose your schedule and pick the days you want. Requirements: Dependable, detail oriented and transportation required. \$30/hr. To apply: www.precisioncleaninggroup.com/employment

Automotive Assistant (Bolingbrook) Mavis Tire is looking for full-time Automotive Assistants to join Team Mavis at one of our state-of-the-art automotive service and retail tire sales centers in the Bolingbrook, IL area. Assistant Manager Responsibilities include: • ensure each Mavis retail location operates efficiently, safely and effectively • enforcing established policies, procedures and standards • scheduling mechanics/technicians work managing outside orders • ensuring the quality and timely completion of jobs meeting customer expectations ensuring safety of team • members be at least 18 years of age • be legally authorized to work in the United States; and possess 1 year of experience and/or training in automotive parts and/or tire sales • 1 year of experience and/or training in automotive repairs/maintenance • any combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities of the position. Candidates can apply online at www.mavis.com/careers. Text 844-375-3995 for additional questions

Entry-Level Social Media Marketing Associate (Naperville) Oral Prosthetics is seeking a creative, detail-oriented, and enthusiastic social media content creator to join the team! This is an entry-level, full-time position ideal for someone passionate about content, trends, and visual storytelling. Responsibilities include: • Manage daily content across Instagram, Facebook, LinkedIn, and TikTok • Create 10–12 simple daily posts (images, reels, short-form video) • Film and edit basic smartphone videos (CapCut or Filmora, AI tools encouraged) • Produce one short YouTube video weekly (approx. 10 minutes) • Stay updated on platform trends and apply best practices • Collaborate with the in-house creative and technical team • Basic understanding of major social media platforms • Willingness to learn and grow with our brand • Some experience with mobile editing tools (CapCut, Filmora, etc.) • Creative mindset and strong visual sense • Must be reliable, organized, and communicative. Send your resume and any sample work or social media handles to: hr@lsk121.com

Trash Collector (Naperville, Lombard) Valet Living is looking for someone to collect trash bags and recycle door to door within a local apartment community and transfer to the trash compactor onsite. Responsibilities include: • Must have a pickup truck, valid driver's license, insurance • Willing to work outdoors in changing weather conditions • Ability to lift and transport up to 50 lbs. • Ability to go up and down 2+ flights of stairs throughout the shift • A smart phone to access our mobile app. If interested, apply at: <https://careers.valetliving.com/posting/part-time-trash-collector-evening-shift-pickup-truck-required/R0027544/>

Maintenance Assistant (Lombard) Sunrise Senior Living is looking for a maintenance assistant responsible for performing maintenance and housekeeping duties in the community and around the community grounds as assigned. Responsible for assisting with maintaining a safe, clean, and comfortable environment for the residents, guests, and team members. • One (1) year maintenance and/or housekeeping experience preferred • Technical school education preferred • Demonstrates a general understanding of systems such as HVAC, plumbing, electrical, and mechanical and code compliance • Maintains a current applicable driver's license to drive Sunrise vehicles provided with an acceptable driving record in accordance with applicable regulations and Sunrise policy • Completion of Driver Training may be required and/or certificates available per regulations and laws as applicable • Possess a general understanding of OSHA/British Columbia Workers Compensation Act, fire prevention, and life and safety regulations • Ability to respond to emergency calls outside of scheduled work hours • Demonstration of proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel) and Sunrise applications with the ability to learn new applications. If interested, apply at: <https://uscareers-sunriseseniorliving.icims.com/jobs/236321/maintenanceassistant/job?iis=JobBoard&iisn=Jobiak&mobile=false&width=1300&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

Entry Door Installers (Lisle) Illinois Energy Windows & Siding Inc. is seeking qualified entry door installers. Requirements: +Must have minimum 4-5 years experience +Must provide Certificate of Insurance with General Liability and Workers Compensation +Must be able to provide excellent craftsmanship +Must have all tools (including an aluminum brake), truck and or trailer to perform window/siding/door installs +Must be able to interact and communicate with customers. If interested, apply today at <https://www.illinoisenergy.com/installer-application/> and call Rene Mlot at (630) 324-4411 with any questions.

Hope's Front Door Job List – Week of January 11th, 2026, cont.

***** 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/>
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