



Job List – Week of November 2, 2025

Part time Office Assistant (Hinsdale) Position available: We are a small, rug and carpet cleaning service business dedicated to providing quality service and personalized care to our local clients. We pride ourselves on a supportive, friendly team culture where your contributions are valued and directly impact our success. About the Role: We are looking for a reliable and organized Part-Time Office Assistant to join our team. The ideal candidate is a self-starter who is comfortable with a variety of tasks and can help keep our office running smoothly. This hands-on role is perfect for someone who enjoys a dynamic, friendly environment and is happy to wear a few different hats. Key Responsibilities: • Customer Service: Answer and route incoming phone calls and respond to general inquiries. • Administrative Support: Manage emails, maintain organized files, and handle incoming and outgoing mail. • Clerical Tasks: Perform data entry, assist with invoicing and payments, and track office supplies. • Scheduling: Help manage the company calendar and schedule client appointments. • General Operations: Keep the office area clean and organized to ensure a welcoming environment. What We're Looking For: • Excellent communication and interpersonal skills. • High level of organization and strong attention to detail. • Proficiency with basic computer programs, including Microsoft Office (Word, Excel, Outlook). • A dependable and professional demeanor. • Ability to multitask and adapt to changing priorities. • Prior office or customer service experience is a plus but not required. Hours & Compensation: • Schedule: Part-time, flexible hours, approximate hours, e.g., "20-25 hours per week. • Pay: Hourly rate of \$18.00 on up, based on experience. • Location: In-person at our office @ 248 E Ogden Ave, Hinsdale, IL 60521. How to Apply: Call 630-325-0243 for an email address, or bring your resume with cover letter to our Hinsdale location.. If you are a motivated individual looking to join a friendly, hardworking team, please submit your resume and a brief cover letter explaining why you would be a great fit. Once we receive and review your application, we will contact you for an interview at our facility.

Manufacturing (Addison) Selective Plating in Addison is hiring! Now hiring full time factory Line Operators. \$18 - \$26/hour + Benefits. Career opportunity.- >> No experience needed. We train. << * \$18.00 per hour to start with no experience. * Fast advancement possible. * Higher starting wage with manufacturing or electroplating experience. * Overtime available. Benefits: • Paid Health Insurance • Paid vacation and holidays • Career Advancement opportunities. Apply IN PERSON ONLY. See Alexandra Ochoa at 240 S Lombard Rd, Addison (south of UPS on the same side of the street) Monday - Friday: 8:30 am. - 4:00 pm.

Dental Hygienist (LaGrange) Join Our Multi-Specialty Periodontal Practice! Cameo Dental Specialists. We are a busy, multi-specialty periodontal office seeking a driven and compassionate Dental Hygienist to join our team. This position focuses specifically on periodontal care, and we're looking for someone who is motivated to make a real impact in patients' oral and overall health. Schedule: Full Time, 5 days/week, must be able to travel between our LaGrange and Berwyn locations. Responsibilities: Perform periodontal maintenance, scaling, and root planning. Educate patients on oral hygiene and periodontal health. Assist the doctor during dental exams as needed. Collaborate with doctors to support and oversee patient care. Help develop and communicate treatment plans. Ensure compliance with HIPAA, OSHA, and all regulatory standards. Maintain accurate and thorough patient records. Contribute positively to our team environment and patient experience. Qualifications - Requirements: Valid Dental Hygiene license in the state of practice. Ideal Candidate Qualities: Licensed Dental Hygienist with a passion for periodontics. Self-motivated, proactive, and team-oriented. Excellent communication and patient education skills. Committed to quality care, professionalism, and attention to detail. We Offer Competitive Compensation. Benefits Package: Medical, Dental, Vision, 401K, Flexible Spending Accounts, Paid Time Off, Paid Holidays and much more! If you're a motivated hygienist looking to grow in a supportive and fast-paced specialty practice, we'd love to meet you! Specialized Dental Partners, its affiliates, related companies and independently owned supported clinical practices are proud to be Equal Opportunity Employers. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. The salary range for this role is \$45-\$50 per hour. At Specialized Dental Partners, its affiliates, related companies and independently owned supported clinical practices, we are committed to ensuring fair and equitable pay for all employees. We adhere to all applicable federal, state, and local laws regarding pay equity and non-discrimination. Our compensation practices are designed to ensure that employees are paid fairly based on their role, experience, performance, and contributions to the company, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. We regularly review our compensation practices and conduct pay equity audits to identify and address any disparities. By fostering a culture of transparency and fairness, we aim to create an inclusive workplace where all employees feel valued and respected. Apply - <https://careers.specializeddental.com/jobs/2136?lang=en-us&iis=Programmatic&iisn=appcast>

School Occupational Therapist (Aurora) Pay Information: Join MAPS Staffing and Empower Students as an Occupational Therapist! New Grads welcome to apply! Southwest suburbs of Chicago, IL - 2025/2026 School Year. MAPS Staffing is now hiring a passionate and dedicated in-person Occupational Therapist (OT) for the 2025/2026 school year! We have incredible opportunities in Aurora, IL and the surroundings cities, working across school sites to support students' functional, academic, and developmental growth. Caseloads and assignments are carefully matched to your strengths - and this role has high potential for annual renewal! Compensation: Hourly: \$55-\$60. Weekly: \$2,200-\$2,400 (Travel pay packages available). Why Choose MAPS Staffing? Working with MAPS means you get real support and real people who care. Here's what we offer: Dedicated staffing specialists who prioritize your success. Housing assistance available for relocation. Full medical, dental & vision insurance. Paid sick time (per IL policy). Credentialing support included. Untaxed per diems & travel stipends (when eligible). Weekly direct deposit - no delays.

Hope's Front Door Job List – Week of November 2, 2025, cont.

Referral bonuses up to \$500. Ongoing contract extension opportunities available. Position Requirements: Bachelor's or Master's degree in Occupational Therapy. Current Illinois OT license or ability to obtain. NBCOT Certification (may not be required - DOE). Strong communication, collaboration & documentation skills. School-based or pediatric experience preferred (not required). Ability to lift up to 40 lbs. and assist with mobility as needed. Your Role as an OT: As a school-based Occupational Therapist, you will: Assess students for motor, sensory, and adaptive needs. Develop and implement IEP-based therapy goals. Deliver direct and consultative OT services. Support student participation in academic and daily routines. Maintain accurate documentation and progress notes. Collaborate with teachers, paraprofessionals, and other related service providers. Stay compliant with local, state, and federal special education regulations. Job Details: Position Type: Full-Time Contract. Schedule: 37.5-40 hours/week | Follows school district calendar. Caseload: 40-60 students (varies by school/site). About MAPS Staffing: MAPS Staffing is a national leader in education and healthcare staffing, connecting exceptional professionals with meaningful opportunities. We deliver customized support, promote open communication, and believe in partnership over placement. Whether you're looking for stability or adventure, MAPS is here to help you grow. MAPS Staffing is an Equal Opportunity Employer. We welcome applicants of all backgrounds, including individuals with disabilities and veterans. Take the next step in your OT career and make a real difference - apply with MAPS Staffing today! Apply - <https://www.alliedtravelcareers.com/job/10594673/school-occupational-therapist-ot>

Travel Physical Therapist (Oak Brook) Pay: \$1,852 to \$2,231 per week. Shift Details: Days - 5 x 8 hrs. Fusion Medical Staffing is seeking a Physical Therapist for a 13-week travel assignment in Oak Brook, IL. Required: Valid Physical Therapy license. Current BLS certification (AHA/ARC). Preferred Qualifications: Doctorate in physical therapy. Physical Therapy experience, but New Grads are welcome to apply. The Physical Therapist evaluates, diagnoses, and treats patients with physical impairments to improve mobility, reduce pain, and enhance quality of life. Working in settings such as hospitals, clinics, and rehabilitation centers, they create personalized, evidence-based treatment plans using exercise and manual therapy to help patients recover and become independent. This role requires strong clinical skills, effective communication, critical thinking, and a commitment to high-quality, safe patient care. Essential Work Functions: Evaluate patients' physical conditions using standardized tests, clinical examinations, and patient history to identify functional limitations and treatment need. Develop personalized rehabilitation programs based on assessment findings and patient goals. Implement PT treatment plans using various techniques to improve patient mobility and reduce pain. Operate specialized physical therapy equipment and modalities safely and effectively, ensuring proper maintenance and calibration of devices. Assess patient progress, adjust treatment plans as necessary, and accurately document evaluations, interventions, and outcomes in the medical record. Work closely with physicians, nurses, occupational therapists, and other healthcare professionals to ensure coordinated care and optimize treatment outcomes. Educate patients and caregivers on home exercise programs, proper body mechanics, injury prevention strategies, and self-management techniques to promote long-term functional recovery. Adhere to infection control protocols, safety guidelines, and regulatory standards while addressing patients' comfort needs during therapy sessions. Engage in QA initiatives and professional development activities to remain current with best practices in physical therapy. Collaborate in discharge. Perform other duties as assigned within scope of practice. Essential Skills: Ability to communicate in the English language and to comprehend written instructions, follow verbal instructions. Proficiency in PC skills. Able to remain in a stationary position, move about, move equipment (50-100 lbs.), push, pull, and bend. Able to work effectively with a variety of personnel (professional and ancillary) to present a positive attitude and professionalism. Technical/Motor Skills - ability to grasp, perform fine manipulation, push/pull, and move about when assisting with procedures and/or using department equipment. Mental Requirements - able to cope with frequent contact with the general public and customers while meeting deadlines under pressure; able to work under close supervision occasionally, as well as working without assistance from others; able to contend with irregular activity schedules occasionally and continuous concentration to detail. Sensory - possess visual acuity and ability to effectively communicate. Benefits: Highly competitive pay for travel professionals. Medical, dental, and vision insurance with first day coverage. Paid Time Off after 1560 hours. Life and Short-term disability offered. 401(k) matching and more. Apply - <https://www.alliedtravelcareers.com/apply?job=10840222&source=job-detail>

Company CDL Driver (Downers Grove) We're hiring company drivers. We offer steady loads, mainly in the Midwest. 🚚 Company Drivers ☒ 60 - 65cpm ☒ 3000-4000 miles per week ☒ \$2000-\$2400 per week ★ We cover flight to our terminal in IL ★ Newer trucks 2023+ (Freightliner/Volvo) - APU, Microwave, Power Inverter, Bunk Heater. Requirements: - Minimum 2 years of OTR Experience - No accidents in the last 2 years - Demonstrated accountability and reliability - Willingness to adapt to and adopt new practices specific to our company - NO SAP, NO DUI. For more information call/text at 518-423-5235 or simply apply here (<https://tarafreight.com/pages/apply-here>)

Skylight Installer (Downers Grove) Looking for a new job? Interested in getting into the skylight business? Windy City Skylights has openings for installers. \$25-\$35 per hour depending on experience. We are looking for construction experience, and the ability to walk on roofs without fear. 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.

Snow Removal Shovelers, Skid Operators & Plow Drivers (Aurora / Naperville) Ground Pros Inc. is a leading provider of commercial landscaping and snow removal services. Our commitment to quality and customer satisfaction is at the core of everything we do. We are seeking seasonal individuals to join our team. Join our winter team today, we are hiring now for the following positions: Snow Shovelers, Skidsteer Operators, Snow Plow Drivers. Please leave your phone number and/or email address and where you are located. Se Habla Espanol. Ground Pros Inc., P.O. Box 477 Itasca, IL 60143. Phone (630) 993-1400. Fax (630) 775-0033.

Hope's Front Door Job List – Week of November 2, 2025, cont.

Warehouse Worker (Aurora) \$21 Hourly Base Rate. Work schedule: M-F 7:30 AM-4:00 PM (must be available to work overtime as required by leadership) Benefits: Paid Time Off • Medical & Dental & Vision & Life Insurance • 401K • Associate Referral Program and more. See <https://penske.jobs/benefits/> Job Responsibilities: Including but not limited to • Use a Stand Up Clamp Truck • Accurately stage and sort products for loading • Load and unload trailers • Sort and place parts in racks or other areas • Stack cardboard boxes and pallets • Package or kit finished product for shipping (shrink wrapping, boxing, labeling) • Electronically scan products using a warehouse management system • Complete daily logs • Record numbers of units handled and moved, using daily production sheets or work tickets • Assemble product containers and crates, using hand tools and pre-cut lumber • Accurately match numbers & letters • Open and close dock doors • Maintain a clean and safe work area • Sort and place parts in racks or other designated areas • Pulling of manual dock chain • Move materials within the warehouse • Comply with all safety req'ts • Ensure damaged products are identified and removed when received • Communicate with associates from other shifts • Attach identifying tags to containers, or mark them with identifying info • Read work orders or receive oral instructions to determine work assignments and material and equipment needs • Pack containers and re-pack damaged containers • Read production schedule, customer order, work order, shipping order, or requisition to determine items to be moved, gathered, or distributed • Fill requisitions, work orders, or requests for materials, tools, or other stock items and distribute items to production workers or assembly line • Assemble customer orders from stock and places orders on pallets or shelves, or conveys orders to packing station or shipping department • Weigh or count items for distribution within plant to ensure conformance to standards • Use computer to enter records • Prepare parcels for mailing • Maintain inventory records • Operate forklifts, pallet jacks and a variety of warehouse mechanical equipment • Operate forklifts or pallet jacks to transport stored items from warehouse to plant or to pick up items from several locations for shipment (where applicable) • Other projects and tasks as assigned by supervisor. Qualifications: No prior warehouse experience required but preferred. • High school diploma or equivalent preferred • Proficient reading skills and ability to follow directions • Ability to work independently, dealing with others, multi-tasking skills, organizational skills, flexible, excellent with numbers and time management skills • Ability to work in non-climate-controlled conditions • Willingness to work the required schedule, work at the specific location required • Submit to a background investigation (re past employment, education, and criminal history) and drug screening. For complete list click on link below. If interested apply <https://ad.doubleclick.net/ddm/clk/614237255;421990839;p?https://track.talentbrew.com?jobmediaid=695436&typeid=1>

Body Shop Technician (Aurora) Nexus truck and trailer. Looking for a experienced semi tractor body man. We work on Freightliner, Peterbilt, Kenworth and Volvo. (407) 768-8202.

1099 OTR Flatbed Driver (Aurora) Denemo One. New Equipment. Flatbed drivers: tired of gimmicks? No \$3,500/week hype. No \$2,000 sign-on bait. We offer a stable company, steady weekly pay, on-time payroll, and a safety-first culture. If that's what you want, call us! 📞 Call/Text: (630) 999-8595, press 5 for Hiring. 🌐 Apply: <https://denemo.one> ☒ Start Immediately ☒ Up to 30% of Load 💵 (Direct Rate Confirmation Access) ☒ Consistent Loads – No Games ☒ Family-Owned, Drivers Come First. Experience level: mid level. Requirements: ◇ Clean background check ◇ Two IDs (special loads only) ◇ Reliable truck & go-getter attitude 📦 Flatbed freight, strong dispatch support, fast pay. 🚚 Ready to roll? Call now: (630) 999-8595. Driver's Application: https://intelliapp.driverapponline.com/c/denemoone?uri_b=ia_denemoone_1310900888

Restaurant Equipment Indoor Sales (Bolingbrook) Who we are: founded in 2015 and located in San Gabriel Valley, California. Website: www.coolerdepotusa.com We sell commercial restaurant and bakery equipment and we import 1400-1500 containers every year from China. We sell on Amazon, eBay, Lowes, Walmart, Home Depot. Right now we have 20 sales representative in the retail market. How to work: We have 5 days of paid training. Successful sales step by step. What we're looking for: Those who like to sell. What you must have: Sales experience. Important notice: only office work, not remote work. What we pay: basic salary \$20 + 3% Commission. Address: 555 Remington Blvd, Suite A, Bolingbrook, IL 60440. Email: zhang26110@gmail.com Call or text at (626) 320-0106 Victor, 636-826-2298 Eric.

Forklift Driver (Bolingbrook) \$22 Warehouse hiring. Cooler Depot Restaurant Equipment is hiring a forklift driver to unload; must have 2 years of forklift driving experience. Monday-Friday morning 0900 -1800. Take a 60-minute break for lunch at noon. Must have a green card or work card. Can pass a drug test. Can't take day off and be late. (Excludes sick days). Phone: 636-826-2298 Eric, 626-320-0106 Victor. Email: zhang26110@gmail.com Website: www.coolerdepot.com Address: 555 Remington Blvd, Suite A, Bolingbrook, IL 60440.

Box Truck Drivers (Willowbrook) there is no better time than *now*. - Best pay in the business. Compensation: Expected weekly \$1900 / \$2500. - 0.55 CPM Start + 0.02 CPM if you're making good miles. - 3500 - 4500 guaranteed miles per week - Brand new equipment - Clean DOT inspections - 4 week out 1 week home - 24/7 ELD Support, Dispatch Support, Fleet Maintenance and Safety, Fuel Card provided - NO touch freight - NO forced dispatch - Layover Pay - Detention pay - Direct Deposit every Friday, 1099 tax - Cash Advance - (205) 588-8030 Nicole - (205) 800-4700 Larry. 228 Brookside Ln Unit D, Willowbrook, IL, 60527.

Flatbed Stepdeck Conestoga Driver, CDL (Darien) Imer Express. Secure loads, close Conestoga and drive. We haul machinery, fabricated steel, equipment, robots and much more. No tarping needed, Conestoga system does it for you, easy to operate. Drivers get to chose payment options \$0.80-\$0.85 per mile or percentage 28-31% if choosing percentage of gross money - no deductions for fuel, tolls or other expenses (like other companies pay higher percentage, but deduct all expenses). More money - less driving. Call or text Vilma 847-877-9044.

Hope's Front Door Job List – Week of November 2, 2025, cont.

Rug Cleaner Assistant (Hinsdale) Position available: Assistant needed. Looking for a career with advancement and great benefits; we are hiring. Loose rug cleaning in our plant facility or in home wall to wall cleaning assistant. No experience needed, will train. Must have: - This is a real job and physical, where you will really have to work. - Able to lift items 20 pounds or less on occasion. - We will train you. So no worries. Great entry level job in the service industry! -Carrying rugs, pre spotting rugs, scrubbing rugs, vacuuming and detailing rugs, wrapping in paper and putting in bins are the daily duties. Assisting setting up truck, setting up rooms for cleaning, detailing rooms after cleaning, assisting crew chief with the duties for performing cleaning assignments in homes. Work with a team of people. - Valid drivers license if driving our vehicles and must have your own transportation to and from our facility. - Must be prompt and dependable - Business Hours: Monday - Friday 7:50AM to 4:30pm. Saturday 7:50am to 1:00pm, approximately. We work every Saturday. This is mandatory! - Full time or Part time is open as well. - Uniforms of shirt and coat supplied. Pants, shoes and belt are your responsibility. - Advancement is easily available with training and education. - Holiday pay for all major holidays - Simple IRA with company match 3% for retirement savings is offered. - Health and Medical Insurance after 90 days, employee contribution required at 50% - If work over 40 hours per week, overtime is paid at time and a half. - Email resume' for review. - Background checks are mandatory. - Starting pay \$16.00. Stop in to: 248 E Ogden Avenue (near Elm & Ogden), Hinsdale, 60521. - A walk through is mandatory before interview. - Male, Female or Senior citizens. - Position must be filled as soon as possible!

Part Time Evenings (Naperville/Lombard) Valet Living. Locations Available: Naperville and Lombard (Requires a Pickup) Hours: Sunday-Thursday starting at 7pm (FRIDAY and SATURDAY OFF) 10-15 hours per week. Starting Pay: \$21/Hr. What You'll Be Doing: Collecting trash bags and recycling door to door within a local apartment community and transferring to the trash compactor onsite. What You'll Need: 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. Click on the below link to apply immediately. Valet Living is an Equal Opportunity Employer. https://valet.wd1.myworkdayjobs.com/en-US/Career_Site/details/Part-Time-Service-Valet---Trash-Pickup---Evening-Shift---Personal-Pickup-Truck-Needed_R0027544?locations=5

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

Illinois Department of Human Services Recruitment Event - VIRTUAL Hiring Event.

Wednesday, November 5. 10:00 AM to 11:00 AM CST.

Virtual / Online.

Please Register at: IDHS Virtual Recruitment Events <https://www.dhs.state.il.us/page.aspx?item=80790>

Looking to making a lasting impact in your community? The Illinois Department of Human Services offers rewarding career opportunities in various fields – Business, Management and Administration, Medicine and, Healthcare, Community and Social Services, Technology, Law, Administrative, Service and Public Service. Positions available throughout the state. Please join our next presentation and learn about high need career opportunities, our amazing employee benefits, and tips on completing and enhancing your online employment application.

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/>