



Job List – Week of October 12, 2025

Customer Service Rep (Downers Grove) With basic accounting skills! "Great Opportunity" (Downers Grove & hybrid later). Compensation: \$20 to \$22 to start. Experience level: entry level. Job title: Customer Service Rep with basic accounting. Job Description: A fantastic opportunity for experienced dedicated professional with future top-notch benefits and growth opportunities at an impressive national leading company! *IMPORTANT: The Customer Service Care role handles sales administration, account management and updates, accounts receivables/billing, and collections. The right candidate will have experience with order entry, billing and invoicing, payment processing, and basic accounting. CONTRACT to HIRE OPPORTUNITIES. The Customer Care Representative is responsible for ensuring quality, friendly, and prompt resolutions to maintain a high level of customer satisfaction. They will satisfy external and internal customer concerns by processing orders, collecting payments, clarifying information, correcting billing issues, and tracking shipments using resources within all internal departments and external sources while appropriately documenting in databases. The position reports to the Sr. Customer Care Manager and receives inbound Customer Service and Operator calls. Primary Responsibilities: Respond to internal and external customer concerns received via call center, writing, email, social media, etc. regarding order status, quality of product, billing issues, and company policies. Document all activities, conversations, and commitments regarding customers. Operator duties include routing incoming calls to the appropriate party. Minimize length of calls while efficiently providing quality and friendly service and effectively contributing to telephone coverage for external and internal customers. Process/Audit orders and contracts entered on the website and internally. Maintain corporate database(s) with updated information. Ability to understand and interpret customer scenarios, how they impact the database, and how to resolve effectively to best serve the customer. Administrative support for the District Sales Managers'. Schedule 8:00am-5:00pm Monday-Friday (Temp to Hire- working in Downers Grove office but after being hired by our customer after working for Superior Staffing you'll have opportunity to work Hybrid a good portion of your work week as our customer's employee when you go temp to hire and become their employee. Great company, team environment for highly organized experienced persons with desire to grow with company. Call 630-516-3505 for more info and appointment today! (Entry level with qualification candidates welcomed along with more experienced persons and pay will reflect your experience). Call 630-516-3505 for more info and after we can set up appointment to give you the time and attention you deserve. WE also offer Direct Deposit if you want it of your weekly Check. Superior Staffing, Inc. In business since 2001. Part of the community like you and your families. We look forward to working with you and earning your trust placing you in this outstanding job opportunity.

Window & Door Installer (Downers Grove) Compensation: 700-1000 a week guaranteed work, depending on work ethic and professional background. Experience level: entry level. Background check to be done for consideration. Must have reliable transportation to Downers Grove. Please text or call (630 863-0667). Ask for Larry.

Company Driver OTR (Woodridge) ***Hiring company drivers*** J-ONE TRUCK LINES INC. - 0.80 cents - no escrow - minimum 2 years of experience - Sap friendly - 2-3 weeks out - no passengers allowed - pet friendly. 708 522 3132.

Home Remodeling Worker (West Suburbs) ACTS Construction Services, Inc. I am looking for a quality guy to help me with a specific project at a home in Elmhurst. I typically work in the West and Southwest suburbs. We are going to be remodeling a basement, hanging drywall, painting, installing a laminate flooring and other projects. Other project I typically work on include: Framing, painting, hanging drywall, mudding & taping, installing base trim, door casing, installing shower doors, install kitchen cabinets, installing tile and other. I have consistent work to keep us busy every day M-F for months. We work in the suburbs such as: Bolingbrook, Downers Grove, Naperville, Lockport, Plainfield, Joliet, Aurora, Orland Park and other nearby areas. MUST have: * Your own basic tools. (screw gun, hammer, caulk gun, saw, tape measure, etc. * Experience is helpful but attitude is key... along with a willingness to learn and develop new skills. * Good transportation * MUST be reliable and timely. * Start immediately. Payday is by check at the end of each week. I can pay you \$30 per hour to start and bonuses may be available. This is an Independent Contractor position - 1099 taxes. Please send text message... and please include your phone number and the city where you live. No calls please. Only text please. 630-788-6628. Be ready to start right away IF you qualify.

Carpenter (Aurora) Carpentry. Experienced carpenter. Compensation: 15.00 to 25.00 depending on experience. Experience level: mid level. Call. (630) 391-0286.

Truck Driver (Aurora) DNC Transportation Inc. Hiring OTR CDL-A drivers for Dedicated Routes Midwest - East! Compensation: Up to 32% of gross earnings • Or up to \$0.75 per mile – choose the option that works best for you. Join a team that respects and rewards its drivers. We're looking for responsible, skilled professionals ready to earn well and drive with purpose. Why choose DNC? ☒ Guaranteed Weekly Earnings: \$2000+ per week. ☒ Mileage: Up to 3500 miles per week. ☒ Routes : Live pickups/deliveries and ready trailers on the East coast & Midwest. ☒ Equipment: Volvo & Freightliner, on-site repair shop in Chicago, IL ☒ Support Around the Clock: Benefit from 24/7 ELD and dispatch support. ☒ 1099 Contract. Requirements: ☒ Valid CDL-A ☒ Clean driving record ☒ At least 1 year of experience ☒ At least 23 years old. Call or Text for more Details: phone number 7738495386.

Hope's Front Door Job List – Week of October 12, 2025, cont.

Assemblers (Aurora) \$18 to \$20 to start. Contract to Hire Job Openings! Easy to find/get to in Aurora. INNOVATIVE- Inventive company holds patterns on special shelving for grocery stores, drug stores, liquor stores and more! Shelving products. Company has amazing training modern facilities and career growth! 3 Day weekends as you work 10 hours a day Monday thru Thursday. Contract to hire with AMAZING FUTURE benefit package. Many team leaders and more were promoted as the company in big growth mode. Qualifications that are required: ENTRY to MIDLEVEL WORKERS. Ability to use Pallet Jack. Ability to read/understand written and verbal instructions and follow detailed procedures. Ability to accurately read a tape measure. Able to stand for Long Periods of Time. Ability to lift up to 50 lbs. Able to use technology and using tablets as needed. Essential Duties & Responsibilities: 1. Reads and comprehends product assembly instructions and technical blueprints 2. Keeps accurate records of production quantities and assembly duration. 3. Enters accurate production information into NetSuite for labor tracking purposes. 4. Takes precise measurements to ensure fit of product components. 5. Reports issues, malfunctions or defects of parts to ensure accurate usable inventory levels. 6. Uses airpower tools, clamps, punch presses, and other heavy equipment for the assembly of products 7. Follows safety Standards. 8. Wears mandatory safe gear including a safety vest, safety glasses and gloves. Steel toed shoes worn. Work schedule is Monday thru Thursday 10 hours a day and goal is contract to hire with future amazing benefits will share with you. Direct Deposit of your weekly check to your bank available. State of at modern plant and positive work teams, and training being a team player. Since 2001 Superior Staffing a proud Chicagoland company has worked with top notch companies and making placements for Assemblers and many other positions throughout Chicagoland. (We have local offices in many locations in our community). Company promotes from within and has many Long-term employees too. Call for appointment to give you the time and attention you deserve in getting a great job. (Other positions open like Machine Operators. Apprentice program in Elmhurst Illinois if you have that background too). Call 630-516-3505 📞 📧 ON TARGET FOR YOU! Superior Staffing, Inc. We look forward to earning your trust placing you in a job that meets your goals.

Newspaper Delivery (South Naperville) Periodical Distribution 7 days / week. * Earn more money by delivering part time in the moonlight. * Early morning delivery. Help out 2 - 3 hours per day, 7 days a week. Earliest start time 1:30 AM, done by 6:30 AM. * Inventory products, package, load into your vehicle then deliver to driveways. * Need self managing highly reliable people with a keen attention to detail and the ability to work 7 days per week. * If you consider yourself to be a good worker... come because of the time of day...stay because of the pay. * Review our 7 day, early morning work schedule. Do you live close enough to the Distribution Center for a PT position? * To schedule a 2:30 AM meetup at 123 Ambassador Dr, Naperville TEXT your town and zip code to 630.452.9950. * We will talk about the position at that time to see if it is a good fit for you and your family to earn \$ 12,000 to \$ 20,000 / year. * UP Late, Early, In between or only have a few hours a day, check it out. Work close to home...Aurora, Plainfield, Bolingbrook, Woodridge, Lisle, Warrenville, Naperville, Oswego, Montgomery. Part Time, Delivery, Third Shift, Tax Deductions. Compensation: Piece rate. 1099. Employment type: part-time. Experience level: entry level.

Class B CDL Driver (Aurora) Providential. Now Hiring: Class B CDL Driver. We're looking for a reliable Class B CDL driver to join our team! Position Details: • Vehicle: 26' box truck with lift gate • Type: 30 to 33 hours a week • Runs: US Postal Routes • Route Times: AM Shifts • Location: Preferably within 15–20 minutes of Fox Valley Mall • Pay: \$34. Requirements: • Valid Class B CDL • Clean driving record • Dependable and flexible availability. 📞 To apply: Call Terry at +1 (630) 470-7295.

Diesel Truck Mechanic (Bolingbrook) Big Dog Repair. Truck repair shop located in Bolingbrook, IL is currently seeking an experienced and talented Mechanic to join our dynamic team. Responsibilities include handling the repair and maintenance of trucks and trailers. This will involve repair knowledge and troubleshooting of electrical, drivetrain, powertrain, A/C, aftertreatment and engine components. Must have some experience to be considered for the position. Heavy Equipment Mechanic Duties and Responsibilities: • Must be able to perform a variety of skilled duties which may involve inspection, diagnosis, troubleshooting, maintenance, and repair on trucks and trailers. • Clean work area to maintain a safe work environment • Meet all company and equipment related safety requirements according to DOT rules and regulations • Perform other duties as assigned by the Fleet Manager • 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 • Must exhibit a high level of safety consciousness and a clear understanding of equipment safety. Minimum Qualifications: • Previous work experience with knowledge of Diesel truck repair • Must have own tools. Skills: • 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, flexible schedule, effective oral & written communication skills, ability to work with software programs such as alignment/balancing machines, ability to multitask. Please send us your resume to: bdogrepair@gmail.com or call us at 630-755-8921 for additional information.

Flatbed Driver (Bolingbrook) 2500\$ -3200\$ take home per week. FOR DRIVERS: Take home 2500\$ - 3200\$ per week. Trailer Flatbed. Trucks 2020-2025. Flatbed experience a MUST. FOR OWNER OPERATORS: Gross 8500\$-11000\$ per week. Trailer flatbed for rent. Plates program. Fuel card with huge discounts. Tires with company discounts. Repair shop with company discounts. 297 E S Frontage Road, Bolinbrook. Please call us 860 776 7273.

Office Administrator (Willowbrook) Abundant Health. Join a Purpose-Driven Chiropractic Office That's Growing! Contact info: 630-590-5670. Email office@ahciros.com. Is living a healthy lifestyle important to you? Are you the person who is always helping your family and friends make better lifestyle choices? Do you like making a difference in people's lives? Are you looking for a job that will give purpose to your life? Then this is the position that you have been looking for! We are looking for someone to be part of our team who is on a mission to help change the way healthcare is viewed and delivered to the entire world! We are a busy Chiropractic and Wellness center looking for a bubbly, outgoing, health-minded

Hope's Front Door Job List – Week of October 12, 2025, cont.

individual to be our patient care coordinator and be the face of the office. You must have the ability to multitask with a smile. We will train the right candidate! What We're Looking For: * High energy, outgoing personality * Team player - we work as a team, but also as individuals with the ability to follow a checklist with no supervision. * Strong communication and Top-notch customer service skills * Excellent organizational skills and attention to detail * Reliable, punctual, and able to follow through on tasks * A quick learner who can follow scripts and office procedures * Able to multitask and work independently in a fast-paced setting * Professional appearance and demeanor * Comfortable discussing services and collecting fees * Health Minded: someone who aligns with a wellness-oriented lifestyle * Ability to thrive in a fast-paced environment * True desire to help people ** Bonus: * Previous experience in a chiropractic office (even having been a patient) is a plus * Marketing experience is a major plus * Bilingual (Spanish, Serbian or other commonly spoken languages). Key Responsibilities include: * Welcome patients with a smile and check in patients with warmth and professionalism * New Patient Intake, Data Entry, Light cleaning * Help manage social media engagement, online scheduling tools, email campaigns, event setup and promotion * Ability to take on several roles if need be - we cross-train all of our team * Assist patients with guided exercises and active rehab therapies * Schedule and manage appointments through our scheduling system * Answer phone calls and respond to patient inquiries * Verify insurance and process patient payments * Maintain accurate records and organized front desk area * Support the doctor with daily operational needs. WORKING HOURS: They will vary from 25 to 30 hours per week. Monday -- Able to pick up shifts. Tuesday -- 12pm - 6:30pm. Wednesday -- 8:00 am - 6:30pm. Thursday -- 8:00 am - 6:30pm. Friday: CLOSED. Saturday: 8:30am -12pm (Every other Saturday). (We do have special events each quarter that may require a few more hours). Job Type: Part-time. Benefits: Complimentary chiropractic care for you and your immediate household. Discounts on supplements and health products. Quarterly bonuses based on individual and office performance & paid major holidays (after eligibility period). Opportunities to grow within the practice over time. Application Question(s): In a few sentences, tell us what Chiropractic means to you. Experience: * marketing: 2 years (Preferred) * Customer service: 2 years (required) * Front desk: 2 years (Required). Benefits: * Paid time off * Professional development assistance * Referral program.

Manufacturing Help (Lisle) \$21/hr Starting. Employment type: part-time. Experience level: mid level. AllWater, a leading manufacturer in the car wash industry, is hiring for a part-time manufacturing position at our Lisle facility, with starting pay of \$22 per hour. The job involves hands-on assembly, testing, and prepping of water reclaim systems in a clean, team-oriented shop. Requirements: - Must be reliable and able to pass a background check - Careful attention to detail is essential - Mechanically inclined and skilled with hand tools - Able to work well independently without direct supervision. Benefits: - Part-time hours, with flexible scheduling - Full-time placement available for strong performers - Team-focused work environment. To apply, call allwater at 331-777-9134.

Host Family (Lombard) Earn \$1500/month. Are you looking to bring a unique cultural experience into your home while earning a monthly stipend? Cambridge Network is currently seeking warm and patient host parents near Lombard, IL to open their homes to international students attending Montini Catholic High School. This isn't just a typical job – it's an opportunity to share your culture, learn from another, and help an international scholar thrive in the U.S. education system. What We're Looking For: A caring individual or family who will treat the student like their own. Must live within a 30-minute drive of Montini Catholic High School. English is the primary language spoken at home. Willingness to engage and be a part of the student's academic and cultural journey. Host Family Qualifications: Private bedroom for the student. Able to provide three meals a day. Reliable transportation to and from Montini Catholic High School. Empathetic, patient, and excited about cultural exchange. What We Offer: A monthly stipend of \$1,500. A rewarding, enriching experience for your whole family. This is a 1099 Contractor role. Apply here - <https://homestay.cambridgenetwork.com/become-a-host-parent/> Referral Bonus: Know someone who'd be a great host? Earn a \$500 referral bonus! Refer here: <https://www.cambridgenetwork.com/HostReferralExternal> Join us in making a difference in a student's life while enriching your own. Open your heart and home today!

Caregiver or CNA (Lombard, Wheaton) Gladden Home Care. POSITIONS AVAILABLE: We are currently hiring for two positions: 1) An HOURLY - 8 hour shift Monday thru Friday position in Wheaton. Please call for further details. 2) A LIVE-IN position in Lombard. Please call for further details. Gladden Home Care, LLC is a private non-medical home care agency providing care to the elderly and disabled in private homes as well as assisted living facilities. We pride ourselves on providing excellent care and have built a highly respected reputation over the years. We offer excellent compensation and provide continued support to all our employees. 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 these positions. To apply for any available positions please call: Jeanette at 630-310-9320. You may also email, jmcasar7@gmail.com but PLEASE include your phone number or resume with phone number in the email so that we may contact you.

Warehouse Shipping & Receiving Associate (Lombard) NOW HIRING: Warehouse Shipping & Receiving Associate. Location: Lombard, IL ☎ Pay: \$20/hour. Full Benefits | Friendly Work Environment. Are you a reliable and hardworking individual with forklift experience? Join our dedicated warehouse team and help us keep things moving smoothly! We're looking for a Warehouse Shipping & Receiving Associate who is detail-oriented, safety-conscious, and ready to thrive in a fast-paced environment. 🗑 Key Responsibilities: Handle daily shipping and receiving operations efficiently. Operate forklifts safely to load, unload, and move goods. Process shipments using UPS shipping systems. Label packages accurately and maintain proper documentation. Work closely with team members to ensure smooth logistics. Keep warehouse clean, organized, and compliant with safety standards. ☑ Qualifications: Previous experience in warehouse shipping and receiving. Valid forklift certification with a strong safety record. Familiarity with UPS shipping systems. Excellent attention to detail and accuracy. Ability to lift heavy items and perform

Hope's Front Door Job List – Week of October 12, 2025, cont.

physical warehouse tasks. Strong English communication and teamwork skills. High school diploma or equivalent required. 📦 Benefits: \$20/hour starting pay. Full-time, stable position with supportive team culture. Health & Dental Insurance. Paid Time Off (PTO). 📧 How to Apply: Send your resume to tarpsupply266@gmail.com or text us 630-433-8636.

Home Improvement Company Assistant (Naperville) Looking for an assistant to help in a variety of tasks. As the owner, I've been wearing a lot of hats — from scheduling and client communication to estimating and invoicing — and it's time to bring on someone reliable, organized, and proactive to help manage the day-to-day operations. What You'll Do: • Handle scheduling, calendar management, and daily coordination • Assist with invoicing and light bookkeeping (experience with QuickBooks a big plus) • Run errands and pick up samples as needed • Help with organizing and managing files, emails, and project documentation • Support with basic estimating or project coordination (training provided) • Generally be the go-to person to keep things efficient and on track. Compensation: \$1-\$95000. Employment type: employee's choice. Text (773) 654-9912.

Restaurant Managers (Naperville) MISSION BBQ Now Hiring – Managers. Compensation: Salary - \$45k to \$75k+ depending on experience. Hourly - Minimum wage to \$20/hour+ depending on experience. 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: ~ Hardworking and Dependable ~ Selfless with a desire to Serve ~ Disciplined and Detailed Oriented ~ Committed to producing Great Food ~ Passionate about providing Great Service ~ Selfless and willing to humbly Serve. We are currently hiring the following Leadership Positions: ~ Hourly Managers ~ Kitchen Managers ~ Salaried Managers ~ Catering Managers ~ General Managers. Benefits of working for MISSION BBQ include: ~ Free Shift Meals and Dining Discounts ~ Paid Time Off ~ Medical and Dental Insurance available for eligible Teammates ~ 401k Plan ~ Flexible Schedule ~ Closed on major holidays ~ Ongoing Training ~ Opportunities to Give Back in Our Community ~ Opportunities for Career Advancement. Ready to be part of Our Team? One Team. One MISSION? Please go to our website to apply: www.mission-bbq.com/join-our-team

Garage Door Opener Installer (Naperville, etc.) Install Partners - Hiring Garage Door Opener Installers to Service Multiple Chicago Locations. Compensation: Avg. \$2500-\$4000 bi-weekly. Employment type: contract. We're looking for skilled, dependable installers ready for consistent daily work and bi-weekly pay! 1099-basis. Installing garage door openers for nationwide hardware chain. Must Have: ✓ Prior experience with garage door projects ✓ Tools & equipment ✓ Reliable vehicle with a bed or trailer to transport products ✓ Certificate of Insurance (COI). We offer a steady stream of projects, a strong support team, and long-term opportunity. Why Work With Us? We're not just offering a job — we're offering consistency and stability. Here's what sets us apart: ☒ Bi-Weekly Pay – Always on time, always direct deposited ☒ Steady, Reliable Work – We source all jobs directly from a major big box retailer ☒ No Chasing Clients – We handle all scheduling, sourcing, and logistics ☒ Flexible Hours – You'll have some control over your schedule ☒ Grow With Us – Room to take on more work or expand your skills. Whether you're looking to supplement your income or take on steady gigs full-time, this is a dependable opportunity with guaranteed flow of jobs. Check us out at: <https://www.linkedin.com/company/install-partners-llc> Serving: Naperville, Saint Charles, Carol Stream, Orland Park, Bolingbrook, and more. 📧 Apply here: <https://www.installpartners.net/opportunities> or call Workforce Manager, Amanda at 314-964-7938.

RN Case Manager (Oakbrook Terrace) Hospice Acquisition Company, LLC. At Crossbridge Hospice, we believe a job is a good fit when the role aligns with your personal values, reflects your interests, utilizes your strengths, and provides opportunities for development and growth. At Crossbridge Hospice, LLC, we are committed to cultivating a workplace where people feel empowered to thrive. By matching individuals with roles that resonate with their purpose and aspirations, we foster a community driven by authenticity, innovation, and shared growth. We believe that when people bring their whole selves to work, remarkable things happen—for our teams, our patients and their families, and the communities we serve. *\$5,000 Sign-on bonus* The role - The RN Case Manager provides intermittent skilled nursing services; communicates the patient's progress with other disciplines and directs, supervises and instructs hospice aide staff in the provision of personal care to the patient. As a RN Case Manager you will: Key Responsibilities: Under the physician's order, admit patients eligible for hospice services. Assess and evaluates patient needs/problems, identifies mutually agreed upon goals with patients. Report patient status and need for other disciplines to clinical leadership, attending physician and hospice physician. Update care plans on an ongoing basis; revise and resolve patient problems and goals as changes occur and/or recertification. Complete informational visit and obtain patient consents for hospice admission per office procedure. Be responsible to ensure the use of the 4Ms (What Matters to the patient, Medications, Mentation, and Mobility) and provide Age-Friendly Care. Skills and Experience Required: Current unencumbered registered nurse in the state of practice or in accordance with the Board of Nurse Examiners rules for Nurse Licensure Compact (NLC). Must maintain a valid driver's license and good driving record. Ability to work in a field setting and exhibited ability to make sound nursing judgments. Ability to assess patient needs and formulate individualized patient care plans to meet those needs. Salary: \$87,195.82–\$91,555.61. Apply - https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7df16603-010c-411a-9693-f3cdfbb1498&jobId=11299&source=TW&cclid=19000101_000001&lang=en_US&source=Appcast

Hope's Front Door Job List – Week of October 12, 2025, 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/> <http://www.worknetdupage.org/jobs/dupage-county-jobs.html>
<http://www.linkup.com/> <http://dupagecountyjobs.org/>