



### **Residential House Cleaner**

Company: MaidPro

2321 Ogden Ave

Downers Grove, IL 60515

Schedule: Full-time, Part-time

Wages: \$10

Competitive Hourly Wage plus tips as a Residential House Cleaner!

Do you love to clean?

Do you take pride in being amazing at your job?

Are you self-motivated, hard working and fun to be around?

Are you ready to work for a company that appreciates you and treats you with the respect you deserve?

Others may talk big, but we do more than talk. We're planning to clean up America.

MaidPro believes that home should be cleaned by quality, trained professionals and we are looking for new team members to help us accomplish our mission!

Additional Info:

Minimum Age

16+ years old

APPLY NOW at <http://new.snagajob.com/job-detail/9079212>

5104 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

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**Guest Service Associate**

Company: European Wax Center  
2065 N. Clybourn Ave  
Chicago, IL 60610  
Schedule: Full-time, Part-time  
Wages: To Be Determined

**Job Responsibilities:**

- Answering busy phone lines -Smart appointment scheduling for guest's convenience and Wax Center productivity
- Greeting Guests and explaining wax services in a professional manner
- Ability to sell wax packages and deliver great customer service to guests
- Must be results oriented and meet pay period sales goals
- Responsible for maintaining an impeccably clean and professional Wax Center for guests and employees on a daily basis that exceed all operational requirements and state agency regulations
- Must be able to maintain organized thoughts while multi-tasking and "thinking on your feet".
- Ability to work flexible days and hours, evenings and weekends

**Job Requirements:**

Sales experience in a service or retail industry required  
Ability to effectively communicate with guests about our services, our products and center policies and procedures on the telephone and in person  
Have the ability to multi-task with ease  
Have a remarkable eye for detail  
Ability to work cohesively with others in a fun, fast paced environment  
Present a professional image in appearance, words and actions  
Must be punctual, on time every time  
Our compensation package includes

- Hourly Wage;
- Commissions on Sales;
- Bonuses based on performance ;
- Employee discounts on waxing and products;
- And best of all, a fun work environment.

Additional Info: Minimum Age-18+ years old

Apply online at <http://new.snagajob.com/job-detail/9765417>

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## **Warehouse Shipping and Receiving Clerk**

Clearstaff, Inc.

*Location : 718 W. Irving Park Rd.  
Bensenville, IL 60106*

Base Pay : \$12.00 - \$14.00 /Hour

Employee Type : Part-Time

Manages Others : Not Specified

Experience : At least 2 year(s)

Post Date : 7/13/2012

Contact Information Contact : Maria Jimenez

### Description

Need a Part Time Warehouse Shipping and Receiving Clerk- Job description as follows:

- \* Count pieces and weight to see if it's a match to BL provided by customer & trucking company receipt.\* Attach to OH sheet and sticker \*Screen the cargo (TSA screening equipment located on the job site) \* Bring the OHs to manager once finished
- \*Must be able to lift up to 50 lbs. unassisted \* Must be able to stand on their feet for long periods of time \* Must be able to be Forklift Certified
- \*Must be able to pass a preliminary background test per TSA regulations.

Length of time for this assignment is undetermined at this point-- at least several months. Need to start person as soon as possible. Working hours: From 10 AM to 3 PM, Preferably from Monday to Friday.

### Requirements

Need a Part Time Warehouse Shipping and Receiving Clerk- Job description as follows:

- \* Count pieces and weight to see if it's a match to BL provided by customer & trucking company receipt. \* Attach to OH sheet and sticker \*Screen the cargo (TSA screening equipment located on the job site) \* Bring the OHs to manager once finished
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Length of time for this assignment is undetermined at this point-- at least several months. Need to start person as soon as possible. Working hours: From 10 AM to 3 PM, Preferably from Monday to Friday.

Apply online at

[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job\\_DID=JHP7KK786K0KCWFRSFN&siteid=cbindeed&ipath=EXIND](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=JHP7KK786K0KCWFRSFN&siteid=cbindeed&ipath=EXIND)

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**Greyhound Bus Company needs to hire 600 bus drivers.**

No previous driving experience nor CDL license is needed. They will train those hired. Applicants need to be over 25 years old and be able to pass drug screening test. There are some positions for those 22-24 years old. Starting salary is \$25.00 per hour.

Interested parties should contact John Hall for further information at 773/925-1572 or 773/972-8196 or click on the following link

[www.greyhound.com/en/drivingcareers.aspx](http://www.greyhound.com/en/drivingcareers.aspx).

**Crew Member**

Company: McDonald's  
Chicago and Surrounding Areas  
Chicago, IL 60606  
Schedule: Full-time, Part-time  
Wages: To Be Determined

IT'S TRUE! There is no limit to where you can go if you set your mind to it. When you combine the comprehensive training you receive with the career opportunities that are available, there are plenty of ways to get ahead and be on your way to a successful career.

We're proud that a sizeable percentage of our staff and restaurant managers actually started their careers as members of our crew. It's a great opportunity to join our family.

You're in direct contact with customers and learning essential hospitality skills on which you can build a career or simply earn some extra income.

Benefits can include a flexible schedule, the ability to move into management, participation in our 401(k) plan and the chance to join our McDonald's Crew Insurance Program.\*

McDonald's® and McDonald's independently owned and operated franchises are equal opportunity employers committed to a diverse and inclusive workforce.

Apply online at <http://new.snagajob.com/job-detail/2330029/>

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### **Hourly Shift Manager**

Company: McDonald's USA  
300 E Roosevelt Rd  
Lombard, IL 60148  
Schedule: Full-time, Part-time  
Wages: To Be Determined

#### Hourly Shift Management

This is it. It's time you joined a company that'll give you the tools to learn, grow and be what you want to be - both personally and professionally.

Shift Managers - The challenges are immense. The pay-off is even greater. And the hands-on experience you'll get is unlike anything - anywhere.

Join the McDonald's management team within our corporate owned restaurants, and receive the training, the experience and the opportunities for success that only the world's largest Quick Service Restaurant can offer.

Kick your career up a degree!

McDonald's is currently the only restaurant organization to be recognized by the American Council on Education, (ACE), for our restaurant management curriculum.

Your participation in our training programs can earn you up to 50 college credit recommendations towards your 2-year or 4-year degree programs.

If you're an energetic and driven individual with experience in a restaurant, retail or hospitality environment, please click Apply Now.

McDonald's and McDonald's independently owned and operated franchises are equal opportunity employers committed to a diverse and inclusive workforce.

Apply online at <http://new.snagajob.com/job-detail/7462137/>

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## **Warehouse Shipping and Receiving Clerk**

Clearstaff, Inc

*Location : 718 W. Irving Park Rd.*

*Bensenville, IL 60106*

Base Pay : \$12.00 - \$14.00 /Hour

Employee Type : Part-Time

Manages Others : Not Specified

Job Type : Warehouse

Experience : At least 2 year(s)

Post Date : 7/13/2012. Contact Information Contact : Maria Jimenez.. Description

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- \*Must be able to pass a preliminary background test per TSA regulations.

Length of time for this assignment is undetermined at this point-- at least several months. Need to start person as soon as possible. Working hours: From 10 AM to 3 PM, Preferably from Monday to Friday.

Requirements

Need a Part Time Warehouse Shipping and Receiving Clerk- Job description as follows:

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- \*Screen the cargo (TSA screening equipment located on the job site) \* Bring the OHs to manager once finished
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[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job\\_DID=JHP7KK786K0KCFRSFN&siteid=cbindeed&ipath=EXIND](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=JHP7KK786K0KCFRSFN&siteid=cbindeed&ipath=EXIND)

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**Manager, Warehouse II - Chicago, IL-HV056146**

Job Supply Chain

Primary Location: U.S.A.-Illinois-Chicago

Work Locations CHICAGO 60608

Schedule Full-time

Organization Product Supply System 70013408

Recruiter Jessica King

Business Function PSS – Operations

Description

Manages warehouse supervisory personnel and warehouse functions.

- Staff, train, evaluate and develop team members.
- Supervise warehouse the daily activities of the warehouse.
  
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
  
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
  
- Secure company assets.
- Manage within labor and OPEX budget.

Qualifications

- High school diploma or GED required.
- Bachelor's Degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing supervisory level employees.
  
- 2+ years managing warehouse / inventory environment preferred.
- Intermediate PC and database skills.
- Strong knowledge of inventory management systems.
- Forklift certification a plus.

Apply online at <http://ccr.taleo.net/careersection/2/jobdetail.ftl?job=185334&src=JB-10340>

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**Job Title Warehouse Associate- 3rd shift**

Req Number 056723

Location IL, Roselle Offices, ROSELLE, IL, US 60172

% of travel 0

Job Type Full-time

Career Level Entry Level

Education Required High School Diploma or equivalent

Job Categories Warehousing

**Job Summary**

Internally services the customers by maintaining their inventory through performing warehouse functions including picking, pulling, carrying to pallets, staging, shrink wrapping, and loading boxes for customer requests without damage or errors.

Work Schedule: Sun- Thurs: 9:00 pm - 5:30 am or 11:00 pm - 7:30

**KNOWLEDGE, SKILLS, AND ABILITIES**

- High School diploma or equivalent.
- 2 years past warehouse experience in a service industry and/or a team focused environment preferred.
- Able to work in a physically demanding environment which includes climbing stairs, lifting material weighing between 40-60 pounds, and using electric and manual pallet jacks.
- Strong attention to detail and accuracy.
- Ability to adhere to and enforce all security procedures.
- Willingness to travel between facilities; must be able to work overtime as required.
- Proficiency with computer systems.
- Ability to work in a production oriented environment and perform against established performance standards.

At this time we are considering only local candidates who are able to work without employer sponsorship. No agencies or phone calls, please.

Only those candidates whose experience best meets our requirements will be contacted.

Iron Mountain is an Equal Opportunity Employer.

Apply online at

[https://ironmountain.hua.hrsmart.com/ats/js\\_job\\_details.php?reqid=16527&site\\_id=148](https://ironmountain.hua.hrsmart.com/ats/js_job_details.php?reqid=16527&site_id=148)

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### **Office Manager**

The Paper Tigers, Inc

Location : 5600 Proviso Drive

Berkeley, IL

Base Pay : \$16.50 - \$18.50 /Hour

Employee Type : Full-Time

Job Type : Admin – Clerical

Experience : At least 3 year(s)

Division: Berkeley, IL

Post Date : 7/12/2012.Contact Information

Ref ID : Paper Tigers Office Mgr

#### Minimum Requirements:

- 1.College degree or equivalent is preferred
- 2.At least 3-5 years of experience managing a manufacturing office environment, or in general accounting, data processing and administrative management
- 3.Able to demonstrate reading, writing, comprehension and basic math at the college level
- 4.Proficient with Microsoft Office software
- 5.Excellent written and verbal communication (including email communication)
- 6.Possesses sharp, efficient decision making skills
- 7.Ability to multi-task in a fast-paced environment
- 8.Ability to interact effectively with a variety of personalities, backgrounds and walks of life
- 9.Ability to problem solve and interpret a variety of written and verbal instructions or memos
- 10.Must be able to work for short periods in a warehouse environment with such elements such as: heat and cold
- 11.Must be able to be occasionally exposed to moving mechanical parts, moving machinery such as motorized pallet jacks, and forklifts, fumes and airborne particles

#### Equal Opportunity Statement:

Decisions and criteria governing the employment relationship with all employees at The Paper Tigers, Inc. are made in a non-discriminatory manner, without regard to race, color, creed, religion, national origin, sex, marital status, pregnancy, disability, sexual orientation, gender expression, veteran status, age, FMLA status, or any other factor determined to be unlawful by federal, state or local statutes.

Apply online at

[http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job\\_DID=JHT2PL5WLQJ4RVG5ZXC&siteid=cbindeed&ipath=EXIND](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?Job_DID=JHT2PL5WLQJ4RVG5ZXC&siteid=cbindeed&ipath=EXIND)

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**Title RECEPTIONIST**

Requisition Number 12-0329

City Chicago

State IL

Full-Time

Description Greets and directs visitors; answers, screens and routes telephone calls and relays messages. Responds to routine inquiries, maintains record keeping and filing systems. Performs related office duties such as sorting and distributing mail and photocopying and assembling documents. May assist other administrative staff with assigned work.

Requirements: High school diploma or equivalent required. At least six (6) months related experience in general office procedures; working knowledge of MS Office software applications (Word and Excel) required.

Apply online at

[https://www4.ultirecruit.com/GAT1000/JobBoard/JobDetails.aspx?\\_ID=\\*E40A79864CCE6A6C&\\_jbsrc=144542E6-B802-4E6B-A50E-1F85E71C6D2E](https://www4.ultirecruit.com/GAT1000/JobBoard/JobDetails.aspx?_ID=*E40A79864CCE6A6C&_jbsrc=144542E6-B802-4E6B-A50E-1F85E71C6D2E)

**Title: Clerical Associate**

Location: Chicago, IL

Job Type: Contract

Compensation: per Hour

Reference Code: 1172546-NRC

Description: Our client, located in Chicago, Illinois, is seeking a Clerical Associate to maintain records and files, perform extensive filing and photocopying, and send/pick up/distribute faxes. Primarily, the associate will be sorting through files and identifying pre-2010 tax information/separating it so that the pre-2012 information can be shipped. This is a two week assignment.

Requirements: This position will involve lifting heavy boxes and shelving a large volume of files. They must be able to lift/move boxes without constraint. Any related experience is highly desired.

Apply online at

[http://www.kforce.com/Jobs/job.aspx?job=1696~NRC~1172546T1~99&id=2129&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.kforce.com/Jobs/job.aspx?job=1696~NRC~1172546T1~99&id=2129&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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## **RETAIL SALES - BERWYN IL - NO NIGHTS-121124**

Job Self Storage

Primary Location: Illinois-Chicago-South/Southwest Suburban-Berwyn

Schedule Full-time

### Description

If you are looking to work for a company that is stable, an industry leader, with 2100 locations throughout the United States, then Public Storage is it!

### BENEFITS

- Hourly rate of \$9.50
- Opportunity to earn a raise of \$.50 per hour after 6 months of employment
- Opportunity to earn up to \$2.25 per hour in our performance-based incentive bonus program after 6 months of employment
- On-site paid company housing at many locations if/when available
- Up to 3 Weeks of Paid Time Off (including 7 Floating Holidays)
- Medical/Dental/Vision, Life Insurance, STD and LTD
- 401(k) With Matching Contributions
- 15 days of Fully Paid and Comprehensive New Manager Training

### Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one year of Customer Service and/or Sales experience
- Energetic, outgoing, customer oriented personality
- Strong communication, interpersonal and problem resolution skills
- Enjoys and easily operates independently or as part of a small team
- Detail oriented with strong organizational and time management skills
- Some knowledge of computers in a windows environment
- Valid driver's license with access to reliable transportation used during the work day
- Willingness to work in multiple locations
- Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays
- Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
- Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered at

<https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=262325&src=JB-10261>

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## **Gift Processing Assistant**

### General Description:

Assist with gift entry and ensure accuracy of database. Provide assistance with on-site membership sales and membership processes, as needed.

Must be able to work independently and as a team, multi-task and assume new responsibilities as determined.

### Job Requirements:

- Process gifts in database, create batch reports, file and other activities related to this function.
- Assist with entry and maintenance of all donor/member records in database.
- Assist the membership team as needed (ex: fulfillment, hotline).
- Participate in special projects and performing other duties as assigned.

### Position Specifications:

- College degree preferred.
- Experience with Raiser's Edge or other fundraising software preferred.
- Familiarity with Microsoft Word and Excel a plus.
- Experience in an office environment preferred.
- Must be goal-oriented and possess good communications skills.

To apply, please send resume and cover letter to:

Human Resources  
John G. Shedd Aquarium  
1200 S. Lake Shore Drive  
Chicago, IL 60605  
[jobs@sheddaquarium.org](mailto:jobs@sheddaquarium.org)  
Fax: 312-663-0971

Based on Shedd Aquarium's commitment to the environment, electronic versions of resumes are preferred.

This is a full-time regular position.

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### **Employee Services Coordinator (\$35,000-\$39,000/Yr)**

- A high school diploma or equivalent is required.
- Some college courses in H.R. or a related field is desired along with 5 years of H.R and/or Employee Benefits experience.
- Proficiency in Microsoft Excel, Outlook, and Word is required.

### **Maintenance Section Supervisor (\$65,000-\$67,000/Yr)**

A high school diploma or GED equivalent is required.

- Proven knowledge & experience in snow & ice control operations is required. Computerized Management Systems & inventory control procedures is desired.
- Will be required to pass a written exam with a 75% or higher to qualify for an interview.
- A valid Class A CDL with endorsements of air brakes, combination vehicles, and tank trucks is required. Experience in roadway and appurtenance repair operations is required; management operations and budgeting and personnel (union environment) is required.

### **Maintenance Section Manager (\$73,000-\$78,000/Yr)**

- A high school diploma or GED equivalent is required.
- Proven knowledge & experience in snow & ice control operations is required. Experience with Maintenance Management Systems & inventory control procedures is desired. Will be required to pass a written exam with a 75% or higher to qualify for an interview. A valid Class A CDL with endorsements of air brakes, combination vehicles, and tank trucks is required. Experience in roadway and appurtenance repair operations is required; management operations and budgeting and personnel (union environment) is required.

Applications must be emailed, postmarked or hand-delivered by **July 30<sup>th</sup>, 2012**. Please note that we can now accept job applications online. Applications can now be emailed to [jobs@getipass.com](mailto:jobs@getipass.com). This is a non-exempt position and as such, recommendations may not be considered in this process.

Please see the attached job posting for more information. Interested applicants should fill out the [Illinois Tollway Employment Application](#) and return it to Human Resources as instructed in the job posting. More information can be found at [www.illinoistollway.com](http://www.illinoistollway.com).

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**Cashier General Accounting Assistant (\$12.29/Hr)**

- A high school diploma or equivalent is required.
- Must possess good math skills and be capable of utilizing Excel and accounting software.

• **Diversity Compliance Coordinator (\$61,000-\$71,000/Yr)**

- A Bachelor's Degree and applicable work experience is required.
- A minimum of 3 years experience in tracking, monitoring, and reporting compliance of diversity goal achievements on various projects is required.
- Experience in administrating multiple simultaneous construction contracts is required.
  - Proficiency in Web-based Project Management Systems, Microsoft Word, Access, and Excel is required.

• **Engineering Document Administrator (\$14/79/Hr)**

- A high school diploma or equivalent is required.
- Minimum of 3 years work experience in document management and/or Engineering project related documentation and tracking.
- Proficiency in Microsoft Office applications is required.
- Working knowledge of office systems and Engineering file management procedures is required.

• **Document Control Specialist (\$35,000-\$40,000/Yr)**

- A high school diploma or equivalent is required.
- Minimum of 3 years work experience in document management and/or Engineering project related documentation and tracking.
- Proficiency in Microsoft Office applications is required.

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**General Laborer, Warehouse (Part Time) - St. Charles, IL**

Talent Area: Supply Chain

Location: St Charles, IL, US

Other Locations: N/A

Requisition Number: HV055528

Full or Part Time: Part-time

Responsible for general duties involving physical handling of product, materials, supplies and equipment.  
Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment  
Restock and replenish as appropriate.

Perform general maintenance.  
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.  
Perform general warehouse/production/cooler service duties.  
Periodic bending, kneeling, lifting of 50+ pounds and climbing.

**SCHEDULE: THIS IS A PART TIME POSITION. MONDAY-FRIDAY 6AM-11AM (25 HOURS/WEEK)**

High School Diploma Preferred.  
0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.  
Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.  
Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/jobdescription.aspx?JobID=3109940>

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**Labor Relations Consultant – MidWest**

Talent Area: Corporate Business Functions

Location: Niles, IL, US

Other Locations: N/A

Requisition Number: HV055387

Full or Part Time: Full-time

The Labor Relations Consultant executes labor relations strategy in the field at the direction of the Labor Relations Director. The Labor Relations Consultant provides support to the Labor Directors and the labor function generally in the areas of contract negotiation, contract administration and positive employee relations. The position serves as the "utility player" in the labor relations function and will negotiate smaller contracts, assist in day-to-day contract administration issues such as grievance processing and providing interpretive guidance to management, support the company's positive employee relations efforts and perform other duties as assigned. This individual is also the field level first point of contact for union representatives regarding all issues related to the collective bargaining agreement and the collective bargaining relationship. The Labor Relations Consultant will collaborate with HR Business Partners, HR Services and Centers of Expertise as needed. Assist Labor Relations Directors in executing labor strategy and all field activities within the Regions. At the direction of the Labor Relations Director execute contract preparation and act in the capacity of lead negotiator or second chair in negotiation of select labor contracts as assigned. Partner with company lead on all employee communication campaigns - build credibility with and maintain good morale amongst employees, gain trust of management, etc. Assist positive employee relations efforts throughout North America to include supervisor, manager and employee training sessions. Assist in major investigations and fact finding on employee and labor relations issues within the Region.

**EDUCATION:** Bachelor's degree required Juris Doctor Degree and/or a Bachelors or Master's degree in Labor/Industrial Relations, Human Resources, Business, Political Science, or Economics fields preferred.

**EXPERIENCE:** 3+ years of relevant labor relations or human resources experience; or relevant course study at accredited and recognized academic institution required. Experience in labor negotiations, contract administration, and/or NLRB campaigns. Prior CPG/Manufacturing experience highly preferred. Must be able to communicate effectively, verbally and in writing. Candidate must be a team player and work effectively with all levels of management & associates

**TRAVEL:** Up to 50%

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**Inventory Planner - Hours 12:00 Midnight to 8:00 AM**

Talent Area: Supply Chain

Location: Alsip, IL, US

Other Locations: N/A

Requisition Number: HV054631

Full or Part Time: Full-time

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

Count and reconcile daily inventory.

Monitor and track syrup usage in production runs.

Reconcile and confirm daily production orders.

Track and report efficiencies and yields associated with inventory/production.

Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.

Report to management/supervision daily out of stock items/materials

Perform weekly age analysis and report any close dated product.

Assist in the training and development of departmental personnel.

Manage produced product replenishments to surrounding Sales Centers.

Manage inventory levels to plan at a third party warehouse.

Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.

High level of customer service focus and response required as an operations liaison to a Sales Center.

Create and prioritize product replenishments (IBT's) to meet the DRP plan.

Generate and review daily reports.

Prepare and file reports.

Other duties as assigned by management.

High School Diploma or GED required.

Bachelor's Degree in a related field preferred.

Minimum of 1 year Inventory Control experience.

Background knowledge of SAP preferred.

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**Driver Merchandiser Relief (Class A CDL Required) - Chicago, IL**

Talent Area: Driver

Location: Chicago, IL, US

Other Locations: N/A

Requisition Number: HV055502

Full or Part Time: Full-time

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.  
Check accuracy and stability of the load.

Deliver products to customers.  
Merchandise, display and rotate products according to company standards.  
Invoice and collect monies due.  
Pick up company property.  
Secure company assets.

Ensure compliance with regulatory and company policies and procedures.  
Settle all accounts daily.

High School diploma or GED preferred.  
1-3 years of general work experience required.  
1+ years of commercial driving experience preferred.

Local delivery experience preferred.  
Prior grocery store and/or consumer products experience a plus.  
Ability to operate a two or four wheel dolly.

Familiarity with DOT regulations.  
Ability to work with minimal supervision.

Valid Class A or B Driver's License required.  
Driving record within MVR policy guidelines required.  
Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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**Supervisor, Warehouse - Chicago, IL**

Talent Area: Supply Chain

Location: Chicago, IL, US

Other Locations: N/A

Requisition Number: HV055669

Full or Part Time: Full-time

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

Staff, train, evaluate and develop team members.  
Supervise the daily activities of the warehouse.

Schedule warehouse team members to meet the demands of the facility.  
Allocate necessary space for stock rotation.

Assist and maintain appropriate inventory levels and product loss control.  
Oversee shipping and receiving functions as applicable.

Secure company assets.  
Manage within labor and OPEX budget.

High school diploma or GED required.  
Bachelor's degree preferred.

1-3 years warehouse/inventory experience required.  
Requires experience managing people/budgets.  
2+ years supervising warehouse/inventory staff preferred.

Computer and database application skills.  
Familiarity with inventory management systems.

Ability to operate a manual / powered pallet jack or lift product.  
Forklift certification is required upon commencement of work.

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**General Laborer (Production Experience Preferred) - Niles, IL**

Talent Area: Supply Chain

Location: Niles, IL, US

Other Locations: N/A

Requisition Number: HV056334

Full or Part Time: Full-time

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment  
Restock and replenish as appropriate.

Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.  
Fill in for other positions as needed.

Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

MUST BE AVAILABLE TO WORK ANY SHIFT

High School Diploma Preferred.  
0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.  
Forklift certification is a plus.

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