

# Job Opportunities 11-02-11

(Entry Level and/or Minimal Experience)

\* This list is updated every other week by the Outreach Staff at West Suburban Medical Center.

We can also connect you with a regular doctor even if you do not have insurance.

Call us at 708-763-2839, 708-763-2837, or 708-763-2599 for help getting a doctor.

\* Job fairs are listed at: <http://www.chicagojobresource.com/jobfairs.htm>

\*All questions regarding these jobs should be directed towards the hiring company.

We do not have individual contacts at these companies.

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## **Accounting & Finance:**

**Clerical / Receptionist** - University Village | Part-time | Great Pay - Operate a wide variety of office equipment including a computer terminal, duplicating machine, typewriter, photocopier, and adding machine; make arithmetic calculations quickly and accurately; understand and follow oral and written directions; work cooperatively with others; meet schedules and time lines; maintain a variety of records and compile data for reports; communicate effectively both orally and in writing; work confidentially with discretion; work effectively in a multiethnic setting. email your resume to:

[mosesmystery@gmail.com](mailto:mosesmystery@gmail.com)

**SECRETARY-BOOKKEEPER** - Full-time, Part-time, Temp/Contract, Internship | OPEN WE HAVE AN OPENING FOR A WELL-ORGANIZED SECRETARY-BOOKKEEPER WITH GOOD MATH SKILLS IN OUR NORTH SIDE OFFICE. SALARY OPEN DEPENDING ON EXPERIENCE. E-MAIL [ASSOCTAX@GMAIL.COM](mailto:ASSOCTAX@GMAIL.COM)

**Citizens Financial Group, Inc. Banker I job in Oak Park, IL** - Actively markets bank products to customers and potential customers. Closes sale by engaging prospect in a banking relationship. Qualifications: High School degree or equivalent required 1 year sales and service experience, General knowledge of teller operations helpful, Must successfully complete banker assessment, Successful candidate must meet and comply with all requirements set forth in the SAFE Act, including, but not limited to successful completion of the required background checks and obtaining a Unique Identifier from the NMLRS Other Information Hours per Week: 40 Work Schedule: Monday-Friday 8:00AM-5:00PM, Saturday 8:00AM-1:00PM Apply at [Snag-a-job.com](http://Snag-a-job.com) search Citizens Financial Group.

## **Admin & Office:**

**Administrative Assistant (Chicago)** - General administrative support for two Department Heads Scheduling meetings, Setting up meeting rooms, and cleaning up after meetings. May take minutes of committee meetings. Preparing correspondence, typing and possibly composing letters and memos. Maintaining accreditation files and spreadsheet databases. Collecting and organizing materials for program internal reviews, duty hours audits, and ad hoc committee meetings. Distributing materials to programs and departments. Other administrative duties as assigned. Have regular contact with program directors and coordinators and other affiliated sites. [job-u544k-2680214499@craigslist.org](mailto:job-u544k-2680214499@craigslist.org)

**FT FILE CLERKS (CHICAGO LOOP)** - A fast growing Loop Insurance Agency is seeking dependable individuals to fill FT File Clerk positions. Must be a quick learner with attention to detail.

Our file Room Department includes filing, faxing, scanning and supplies. Candidates must be able to lift heavy boxes. Six day work week, Hours to work FT: Monday-Friday 11:00 A.M.--7:00 P.M. and Saturday 9:00 A.M. - 6:00 P.M. Please send resume only. We will contact you to fill out an application, testing and interview. [job-9rpsf-2679736481@craigslist.org](mailto:job-9rpsf-2679736481@craigslist.org)

**Part Time Office Assistant (Near Downtown)** - Downtown Food Manufacturing and distribution company is seeking a part time office assistant. Day to day responsibilities include but aren't limited to: Preparing customer sales orders as well as invoices. Answering and directing all incoming calls. Maintaining general company email and processing online orders. Filing, Running and processing general company reports including inventories and receivables. The right candidate will be able to adapt and thrive in a fast paced, ever changing operation. The right candidate will maintain a positive attitude to foster a healthy working environment for other employees and our customers. The right candidate will be proficient in basic computer programming. [job-25vpa-2678477600@craigslist.org](mailto:job-25vpa-2678477600@craigslist.org)

**Temporary Opportunities Administrative (The Loop)** - We are The Opportunities Group! We provide temporary administrative employees to our clients in the loop. We cover positions such as receptionist, administrative assistants, executive assistants, office managers and more. Send us your resume and we'll respond to the strongest candidates. We will then send software skills test for Microsoft Word, Power Point, Excel, grammar and spelling, and typing. Once we receive the results of the tests, we'll set up an interview. We receive temporary orders from our clients on a weekly basis, so we can't promise you we'll have a job for you tomorrow, but we can add you to our list of available candidates for future orders. Check us out!<http://www.yelp.com/biz/the-opportunities-group-chicago>  
<http://www.facebook.com/OpGroupChicago> [job-tu8zk-2678416774@craigslist.org](mailto:job-tu8zk-2678416774@craigslist.org)

**Are you a Receptionist? We are looking for you. (Downtown Chicago)** - Receptionist who has excellent communication, customer service, and professional telephone etiquette. You will greet visitors, introduce the business, and direct them to the appropriate person. RESPONSIBILITIES: You will be responsible for a variety of clerical tasks in addition to managing the front desk and must be willing to assist with projects as needed. High School diploma required. Minimum 1 years' previous executive secretarial experience strongly preferred. Proficient with Microsoft Office. Create an exceptional experience for clients through friendly and helpful attitude. Able to multi-task and prioritize. NOTE: Please apply through our online application system by clicking here [http://apply-r.onlineapplication4.com/chicago/receptionist\\_103111](http://apply-r.onlineapplication4.com/chicago/receptionist_103111)

**Receptionist (Chicago)** - Receptionist for our busy office is needed. Must handle very busy phone lines. Filing & organizing documents/spreadsheets is done through computers. Must be also capable of using the computer for scanning, scheduling, faxing, appointments. Must be available during the times of 11am to 2pm from Mondays through Fridays. Part time position. Starting pay is \$15 per hour for our position. Submit your resume to [nwmillerfield@gmail.com](mailto:nwmillerfield@gmail.com).

**DATA ENTRY (Chicago)** - Provide administrative support in an insurance environment including but not limited to data entry, filing paperwork, answering phones, etc. Ability to effectively manage/coordinate simultaneous projects, prioritize multiple tasks and thrive in a fast-paced, high-volume, deadline-oriented environment. High School Diploma or GED required, Excellent verbal, written and interpersonal communication skills required to communicate effectively with all levels of personnel, vendors and clients. Ability to type 60+ wpm. A personal track record of being thorough, courteous and responsive in customer service. Above average computer skills including some experience on Microsoft Office Suite (Word, Excel, Power Point and Outlook) and a willingness to learn new applications. Prior insurance experience is preferred, but not required. [job-9rjy7-2676864205@craigslist.org](mailto:job-9rjy7-2676864205@craigslist.org)

**Personal Assistant- Very Part Time (Downtown Chicago)** - I am looking for a unique individual who can assist me with various tasks that currently get in the way of me effectively running my two medium sized businesses. I say the person has to be unique because the tasks vary from administrative work, simple errands such as keeping one of my apartments clean, to being social. Social meaning fun personality so that I would enjoy going to social events with this person or just nights out. I am semi-young business owner that enjoys life and I think its important to have the right people around me to help me achieve my goals and at the same time, enjoy life. [job-nmbzr-2675079442@craigslist.org](mailto:job-nmbzr-2675079442@craigslist.org)

**Building Trades:**

**Assistant Cook/Janitorial Position** - Modern, downtown preschool with scenic views of Lake Michigan offering full-time, Mon.-Fri. Assistant Cook/Janitorial position. This position will be responsible for prepping and serving meals, as well as cleaning and sanitizing classrooms, kitchen, bathrooms and common areas. This position is also responsible for weekly laundry and keeping inventory up to date. Must have current City & State Food Service Certificate and up to date medical/Tb skin. Wages/Salary negotiable. Please fax cover sheet and resume to 312-819-1763. [job-nktq8-2681370629@craigslist.org](mailto:job-nktq8-2681370629@craigslist.org)

**Depot Labor (\$16.00 an hour) (Chicago, IL)** - Chicago warehouse has full-time positions open now. Apply above via email or at: 201 S. State St., Chicago, IL [job-yhstw-2678218806@craigslist.org](mailto:job-yhstw-2678218806@craigslist.org)

**Customer Service:**

**Public Storage Customer Service Chicago, IL** - Provide outstanding customer service by helping customers understand their needs, recommend storage solutions and help them acquire the needed product solutions. Assist reservation and walk-in customers (both in person and on the phone) in renting storage units, understanding the lease terms, fees and insurance and completing lease agreements. Hourly rate of \$9.50 with incentive bonuses of up to \$2.25 per hour available after six 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. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) search Public Storage to be considered.

**Target Seasonal Retail Team Members job in Chicago, IL** - 2939 W Addison St Chicago, IL 60618. Team Members Deliver excellent service to Target guests. Help keep the Target brand experience consistent, positive and welcoming. Make a difference by responding quickly and responsively to guest and team member need Click on APPLY NOW to inform us of your interest. Select Hourly Stores Positions. Search for the store city or zip code to see if a job is open in your location. You can also visit your local Target stores to apply on the Employment Kiosks located at the front of the stores. Qualified candidates will be contacted. Apply at [www.snagajob.com](http://www.snagajob.com) search Target

**Anna's Linens Sales Associate job in BERWYN, IL** - Position Summary: A Sales Associate is responsible for maintaining outstanding customer service per Company standards, processing sales quickly, accurately and efficiently, cash register operations, arranging, organizing and displaying merchandise, maintaining a clean and organized shopping environment and safeguarding company assets. Ability to perform basic math functions including comparing, counting, adding, subtracting, multiplying and dividing numbers in order to operate the register, make change, take inventory, stock products, look up information, etc. Ability to operate a computer and possess basic computer skills. Apply at [www.snagajob.com](http://www.snagajob.com) Search Anna's Linens

**ULTA Cashier Seasonal job in Harwood Heights, IL** - 4115 N. Harlem Avenue Harwood Heights, IL 60706. • Acknowledge and greet all Guests and offers friendly, prompt, and courteous service. Handle sales, refunds and exchanges courteously. Ensures that the correct price, tax and/or discount are applied correctly to each sale. Inform Guests of current promotions, events, and services within the store. Anticipate the Guests' needs and answers questions concerning location, price, product features and benefits. Meet or exceed all individual sales and productivity goals. Set up advertising displays or arranges merchandise on counters or tables to promote sales and promotional events. Apply at [www.snagajob.com](http://www.snagajob.com) Search Ulta

**Michaels Arts & Crafts Cashier job in Harwood Heights, IL** - 7010 W Forest Preserve Dr. Harwood Heights, IL 60706. The Cashier is enthusiastic and passionate about creativity, people and arts and crafts. The Cashier performs all cash register operations and related customer service duties. Monitors activities in the front of the store and secures Michaels assets including cash, checks, media and merchandise. Proficient in basic math skills in order to perform cashiering functions. Communication and interpersonal skills are necessary in order to interact with customers, store associates and management. Must be able to express thoughts and ideas clearly when assisting customers. Must be able to work a flexible schedule. Apply at [www.snagajob.com](http://www.snagajob.com)

**T-Mobil Retail Sales Associate Chicago, IL** - Build customer confidence of customers by making the store experience interactive, engaging and reassuring. Maximize customer experience by "solving the whole problem" (as opposed to pushing products). Keep abreast of the rapidly evolving T-Mobile technology. Job Requirements: Previous retail or customer service-oriented experience. Stellar problem-solving skills. Availability for flexible scheduling. Ability to listen carefully and actively. Interpersonal and communication skills that enable customers to feel comfortable with our products, features, plans, and services. Basic computer skills. Aptitude for sensing and responding to the range of shopping types. High School Diploma or GED required. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) search T-Mobil

**Front Desk wanted for Men's Barber Salon Loop** - | Part-time | hourly P/T Front Desk person wanted for High End Men's Barber/Salon located in the heart of the downtown Financial District of Chicago Loop. The 316 Club has been open for 5 years and we're looking to expand our team w/ an energetic front desk person who has exceptional people skills and can multi task in a fast paced environment. Please send us your resume along with photo to [admin@316barberspa.com](mailto:admin@316barberspa.com). We look forward to meeting you!

**Full-time Housekeeper (Gold Coast)** - We are seeking an experienced full-time housekeeper to join our exclusive boutique. All qualified candidates please call 312-587-1000, submit your resume via fax at 312-587-1407, email to: [jobs@ikram.com](mailto:jobs@ikram.com), or come to our store, ikram, at 15 East Huron Street, Chicago, Illinois 60611.

**DIRECTV SALES REPS WANTED (CHICAGO)** - We are an authorized Directv Retailer hiring for a door knocking crew. ARE REPS AVERAGE 400-2000 A WEEK YOU MUST BE: MOTIVATED, CLEAN CUT, RELIABLE, WELL SPOKEN, AND READY TO BE A TEAM

PLAYER. Having your own vehicle is a big plus, if you don't then you must have reliable transportation. This is a commission job and you are selling the best and most popular TV service out right now so there is lots of money to be made in our company so jump on a once in a lifetime chance to be apart of a rapidly growing company and make a career for yourself here! Contact HEATHER at 773-620-6271 if no answer leave message call will be returned right away

**Housekeeper (The Homestead Hotel)** - The Homestead Hotel, the North Shore's gracious Inn, is looking to hire a full time housekeeper. We are looking for someone that is motivated and hardworking. This is a great working environment. We offer full benefits to our full time employees including health and dental insurance. This is a physical job. Applicants must be able to lift 35lbs and push a cart that weighs 50lbs. Please email resumes to the address. [job-4kucm-2670182546@craigslist.org](mailto:job-4kucm-2670182546@craigslist.org)

**Front Desk Agent (Sheraton Chicago O'Hare)** - The Sheraton Chicago O'Hare is looking for a dynamic individual to work for this unique full service property as a Front Desk Agent. This position requires: Taking responsibility of day-to-day operations of the Front Desk and Guest Service assistance. Prior Experience in a Hotel setting. Thorough knowledge of Sheraton Galaxy PMS system is preferred. Good customer service skills; well groomed. Qualifications include the ability to work well under pressure. Willingness to provide 100% attention to detail and providing exceptional service. Full time; days and hours will vary. Weekends mandatory. Must apply in person: 6501 N Mannheim Rd, Rosemont, IL 60018. Previous Experience Required, no phones calls please.

**Walking Courier/data entry (Loop)** - Position open for part-time walking courier/data entry person in the downtown area. Applicants must be 18 yrs old, able to lift 70 lbs, communicate well in English and have basic computer literacy. Hours are firm, M-F 4:30- 9:00 PM. \$10/hr. Respond to this ad for how to apply. [job-q6zwa-2680276350@craigslist.org](mailto:job-q6zwa-2680276350@craigslist.org)

**Neiman Marcus - Shipping and Receiving Associate (Michigan Avenue)** - This position is responsible for receiving and shipping residue merchandise. This is a full time/part time seasonal position that requires flexible availability to include day and evening hours between 9:00 am and 8:30 pm. Weekend availability on Saturday and Sunday is also required. Receive and process new receipts and in bound transfers for delivery, prepare direct shipments for the sales floor, process mail order returns, process damaged goods out of inventory, log invoices for payment and reconcile in bound manifests. [job-ysghw-2680303553@craigslist.org](mailto:job-ysghw-2680303553@craigslist.org)

**Avis Budget Group Now Hiring Customer Service Reps! (Chicago O'hare International)** - In this position, you would work outside, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map. High school diploma, At least 1 year of prior Customer Service experience, Good communication skills. Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. To Apply, <https://avisbudget.greatjob.net/jobs/EntryServlet?job=G34S&media=00G>

**Hotel Night Audit/Front Desk (Downtown)** - BEST WESTERN PLUS River North Hotel is now hiring for a front desk position. This position will include two overnight/night audit shifts. These overnight shifts will be Fridays and Saturdays 11pm-7am. Other shifts throughout the week will be a combination of 7am-3pm or 3pm-11pm. You must be available to work a flexible schedule that will include every Friday/Saturday night. Customer service experience helpful. Apply in person: BEST WESTERN PLUS River North Hotel 125 W Ohio St. Chicago, IL 60654

**BANANA REPUBLIC Part Time Jobs! (Michigan Avenue)** - Banana Republic is now hiring Part-Time, Sales and Stock associates for our Michigan Avenue Flagship Store location at 744 N. Michigan Avenue. **MINIMUM REQUIREMENTS:** Must be able to provide an elevated level of service to each and every customer. Must have a passion for retail and appreciate the flexibility of the business that drives our scheduling. One year of retail sales experience is preferred, but not required. Complete your application TODAY! Online at <http://gapinc.com/storejobs>. Please select Sales and Stock Apply for Banana Republic Store Jobs. Keyword: Michigan Avenue The first step is yours to access the World of Opportunities available through a career with Banana Republic, a division of Gap Inc.

**Retail Sales Position for Gerard Darel at Bloomingdale's (900 North Michigan)** - Responsibilities: Ability to clientele, sell and grow a book of business. Utilizing all relevant sales tools to drive profitable growth. Deliver outstanding service in the overall shopping experience. Process, merchandise, and maintain inventories on selling floor and stock room. Maintain integrity of shop and image of company standards. Qualifications: 1-2 years previous retail experience, especially in high-end retailers, preferred. Excellent communication and interpersonal skills. Team oriented and collaborative. Ability to work flexible schedule, including nights and weekends. If you are interested in this position, Email your resume and cover letter to: [julie.mcdermott@bloomingdales.com](mailto:julie.mcdermott@bloomingdales.com) Please specify the position in which you are applying for. Resume should be embedded in email or in a pdf format (any resumes in other formats will not be considered)

**Part-time Operation Associate (Chicago)** - HERE'S WHAT YOU'D DO EVERY DAY: Picking, packing and shipping outbound customer orders. Unpacking and re-stocking returns from customer orders. Receive new product and assist with inventory management. **YOU WILL BE A GOOD FIT FOR TRUNK CLUB IF:** You're looking to get your foot in the door with a cool startup. You're excited about learning the business in an entry-level position. You have a flexible schedule -- ability to work in the mornings and 1 weekend day required. You have prior retail experience (a plus but not required) Note -- this is not a sales/styling or customer-facing role. [careers@trunkclub.com](mailto:careers@trunkclub.com)

**SPRINT STORE ASSOCIATE (North Riverside)** - Full-Time in-store positions available at Sprint location in North Riverside, IL. Retail sales and phone repair store. Desired Qualities include: Available to work weekdays as well as weekend hours. Must have transportation to be able to get to work on time. Ethical & Honest, Dependable and Excellent communication skills - written, verbal and listening. Excellent interpersonal skills. People-oriented, Proactive in problem solving, Ability to multi-task. Sales experience helpful. Computer knowledge. Desire and aptitude to learn phone operations and repair. Fill out Job Application Monday-Friday at Sprint store 11302 S. Harlem Ave Worth, IL 60482 ( Job opening is in our North Riverside location, but application needs to be filled out at our Worth, IL location)

**Sales Associates Wanted Store Gallery (Chicago)** - HoYPoLoi(R) "An Uncommon Gallery" established in 1995, with Chicago locations at O'Hare International Airport and Chicago's Historic Chinatown is accepting applications for Part Time Sales positions. Preferred applicants will have prior similar professional sales/retail experience. We are willing to train the right individual(s) who have a passion for retail, are trustworthy, possess a diligent work ethic and have pleasant, outgoing personality with a desire to learn how to sell and clientele and desire to be successful at selling Your position is to show and tell and highlights the attributes of our exclusive and up and coming artists that we exclusively represent. Please submit resume with a cover letter. Cover letters can be sent in the body of the email. No phone calls please. [job-e3kmk-2678160846@craigslist.org](mailto:job-e3kmk-2678160846@craigslist.org)

**Macy's Water Tower Place, Chicago, IL: Holiday Retail Commission** - Customer service priority and selling priority. Teamwork oriented with the ability to work in a learning environment. Drive to

meet and exceed performance expectations Demonstrate knowledge of store products and services and use this knowledge to build sales. Strong sense of pride and responsibility for the maintenance of department areas Flexibility & dependability with schedules, including availability on nights and weekends. Skills Summary: Possess drive, be goal-oriented, have an entrepreneurial outlook and comfort working in a commission environment. Enjoy meeting and interacting with customers; demonstrate an enthusiastic and positive attitude. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search Macy's

**Sears Roebuck Customer Service openings in Chicago, Illinois** - Sales Associate (Non Commission): Jobs in this category are responsible for selling and servicing customers within one or more departments. Maintain knowledge of products and use this knowledge to assist & educate customers on options available, provide customer assistance and delivery a positive customer shopping experience. Jobs within this category will receive base earnings. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search Sear's

**Kmart Corporation Maintenance/Cleaning Associate job in Chicago, IL** - Jobs in this category are responsible for maintaining and cleaning facilities according to housekeeping standards & ensuring a safe & healthy environment for associates and customers. Apply at [www.snagajob.com](http://www.snagajob.com)

**T-Mobile Retail Sales Associates**- Build customer confidence of customers by making the store experience interactive, engaging and reassuring. Maximize customer experience by "solving the whole problem" (as opposed to pushing products). Maintain the visual appeal of your store. Make the most effective use of store displays and interactive devices for each of your customers. Use your time well, even when not serving customers. Previous retail or customer service-oriented experience. Ability to listen carefully and actively, Interpersonal and communication skills that enable customers to feel comfortable with our products, features, plans, and services, Basic computer skills, Aptitude for sensing and responding to the range of shopping types and High School Diploma or GED required. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search T-mobile

**Bloomingdales Retail Sales Professionals, Women's Fashion Accessories Chicago** - Meeting or exceeding sales and new account goals. Become familiar with product information understanding features and benefits of your product. Commitment to building customer relationships and loyalty through personal interaction and the maintenance of a client file. Demonstrate knowledge of store products and services and use this knowledge to build sales. Floor coverage flexibility & dependability with schedules including some nights and weekends. Ability to work in a fast-paced environment, handle multiple priorities and learn new procedures. A team player who possesses the ability to work in a learning environment. Ability to communicate effectively with customers, peers and management. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search Bloomingdales

**The North Face Sales Associate PT (Temporary) Chicago** - Education/Experience: Years of Related Professional High School diploma or equivalent. Qualified candidates must possess at least one year of experience in a competitive retail sales environment. Skills: Must be able to converse with customers on a variety of outdoor activities. Special Requirements: regularly required to stand. frequently required to stand, walk, use hands and fingers to handle and feel objects, tools, or controls; and stoop, crawl, kneel, or crouch. climb ladders and balance. Lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search The North Face

**Petco Sales Associate job in River Forest, IL** - 7265 West Lake St River Forest, IL 60305 Things You Need to Have: A genuine interest in the well-being of animals. A high school diploma, GED, or the

ability to demonstrate basic math skills and above-average communication skills. Aptitude for basic customer service and sales techniques. Professional appearance and demeanor. What You'll Get From PETCO: A rewarding career opportunity where you can put your love of animals to work. An award-winning training and development program to help you reach your goals. A great associate discount. A flexible working schedule. A fun and friendly job environment where you can Make It Happen! Apply at [www.snagajob.com](http://www.snagajob.com)

**Menards Retail Store Opportunities job in Melrose Park, IL** - As one of the leading employers in the area, Menard Inc. offers exceptional advancement opportunities and a path to a successful career with an expanding company. Because we promote from within, we are looking for career-oriented team players seeking a rewarding and challenging career with exceptional advancement opportunities! Apply at [www.snagajob.com](http://www.snagajob.com)

**Jcpenny Hourly Sales Support job in Riverside, IL** - 7507 W CERMAK RD Riverside, IL 60546. Our Sales Support Assistants are key to keeping our stores an easy and exciting place to shop for our customers. Assists in restocking and recovery on the sales floor and Maintains sizing, colorization and organization of merchandise as directed. Prior experience in retail is preferred. Apply at [www.snagajob.com](http://www.snagajob.com) Search Jcpenny

**Kmart Corporation Restaurant Associate job in Chicago, IL** - Responsible for providing excellent customer service, adhering to food handling guidelines and department maintenance, maintaining a clean & efficient restaurant and ensuring all associates working in the restaurant understand the importance of cleanliness in food preparation department. Apply at [snag-a-job.com](http://snag-a-job.com) Search Kmart

**American Greetings Part Time Merchandiser job in Oak Park, IL** - This is a part time position with variable hours. The merchandiser is responsible for keeping the card department orderly and full. This involves putting away orders and re-ordering merchandise as needed; setting up and maintaining seasonal and special displays; paperwork as required; and other duties as assigned. Apply [www.snagajob.com](http://www.snagajob.com)

**Jo-Ann Fabric and Craft Stores Team Member job in Chicago, IL** - 2639 North Elston Avenue Chicago, IL 60647 Team Members will provide customer service through direct interaction with customers and will assist with operational merchandising and receiving tasks throughout the store. Responsibilities include the following: Ensures friendly and helpful service is provided during every customer interaction. Processes customer transactions using proper cash handling procedures at point of sale (POS) terminal. Responds with a sense of urgency to all customer requests. Assists with maintaining housekeeping and cleanliness standards throughout the store. Maintains awareness of current promotions and sale items throughout the store. May assist in preparing for in-store events. Assists with sales floor product replenishment (i.e. plan-o-grams)

**Advance Auto Parts, Inc. Salesperson job in Chicago, IL** - 4015 W Hirsch St Chicago, IL 60651A Professional Sales Associate at Advance Auto Parts is responsible for: Being an "A" player on the Advance Auto Parts team. Having a passion for serving our customers and offering superior service to every customer, every day. Being actively engaged in our business and bringing their best to work every day. Being committed to improving themselves, their fellow Team Members and our company. Working to exceeding their individual and store targets every day Offering a superior shopping experience to every customer in a way that drives up our DIY traction scores and helps the store achieve full potential! Apply at [www.snagajob.com](http://www.snagajob.com)

**PictureMe Portrait Studios Seasonal Sales Associate job in Forest Park, IL** - 1300 S. Desplaines Ave. Forest Park, IL 60130 Job duties include taking multiple portraits of children and families in the studio and creating a portfolio of poses Face-to-face sales of portrait related products and services. Participate in the day-to-day operations of the studio. Partner with the studio team to meet and exceed sales goals. Ensure outstanding customer service on a consistent basis. Competitive compensation (8.00-10.00/ hr plus bonus for those who earn it) Bonus based on performance. Paid Training Program Our employees experience a quality of work life that is rare in retail. A typical studio shift is between the hours of 10 AM and 7 PM Apply at [www.snagajob.com](http://www.snagajob.com)

**Sports Authority Sales Authority job in Riverside, IL** - 1800 S HARLEM AVENUE Riverside, IL 60546. Accountabilities Drive a high rate of sales productivity, average transaction, extended coverage plan sales and excellent customer service/customer satisfaction scores. Demonstrate strong interpersonal skills, product knowledge, selling techniques, and maintaining sales floor presentation and visual standards. Responsibilities Effectively advise and sell to customers by understanding their goals, asking appropriate questions to determine their needs, helping find the right product for them, and suggesting additional products. Actively utilize effective selling behaviors. Embody the Sports Authority Service Competencies: Engaging, Competitive, Professional, Persuasive, and have a Passion for Sports. Apply at [snagajob.com](http://snagajob.com)

**T.J. Maxx Sales/Merchandise Associate job in Chicago, IL** -1745 W. Fullerton Chicago, IL 60614 Sales/Merchandise Associate: Responsible for assisting in the daily operations of the store. Must be able to work in the areas of merchandise presentation, processing, markdowns, fitting room, cashier, customer service and layaway. Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned. Part-time or full-time. Qualifications: Ability to work a flexible schedule, including nights and weekends. Good verbal skills Energetic and enthusiastic. Professional appearance Ability to stand for extended periods of time. Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting. Willingness to work as part of a team. Apply at [www.snagajob.com](http://www.snagajob.com)

**FedEx Office Customer Service Coordinator job in Melrose Park, IL** - RESPONSIBILITIES: This is a representative list of the general duties and is not intended to be all-inclusive. Provides customer service, including anticipating customer needs, suggesting alternatives and problem solving, and is able to satisfy those needs with a minimum amount of supervision Takes customer orders, giving pricing information, performs consultative selling to customers, and explains the benefits of digital printing technology to customers. Provides customer service by determining appropriate shipping methods, informing customers of company products, services, routes, and rates.

### **Food & Drink:**

**Cashier/Deli West Loop | Full-time, Part-time | \$10/hr** - Arista Foods is looking for someone to join our team! The position is for Wednesday-Saturday, 2 days at the register and 2 days in the deli. Please either email your resume or fax your resume to 312-239-2878.

**Loop Restaurant hiring bartenders and servers** - South Loop | Part-time South Loop restaurant looking for experienced bartenders and servers. Must have an amazing personality to help us continue to grow! No late nights or weekends.

<http://manage.chicagoreader.com/chicago/EmailAdvertiser?oid=oid%3A3577458>

**SERVICE STAFF - Part-time | \$8.50 - \$13 an hour** - private Club, located on North Shore's Lakefront near Evanston is seeking SERVICE STAFF – A La Carte, Banquet Servers, Banquet

Bartenders, Bus Boys/Girls for their busy Member and Banquet Dining. Experience preferred, willing to train. Need extra income - this is for you. We offer an hourly pay rate (No Tips) and a quality, pleasant, team oriented work environment. Part-Time: Evenings & Weekends. If you have commitment to your work, and desire to make a difference, we want you. Contact Irene at 847-251-4100

**FULL-TIME BARISTA/SERVER POSITION AT PICK ME UP CAFE - Lakeview** | Full-time PICK ME UP CAFE, 3408 N. Clark Street, is hiring a FULL-TIME barista/server. Must be 21. Must have experience. Must be willing to work late nights. Must be available weekends. Apply within. No phone calls please.

**Scoozi Now Hiring Service Staff (Chicago, IL) - Scoozi!** -- located in the heart of the River North neighborhood -- features seasonal cuisine from all the regions of Italy. We're currently hiring for part-time PM WAIT STAFF, PM BARTENDER and PM FOOD RUNNER. Requirements: At least 2 years of experience in a high-volume, upscale restaurant (all). Polished and friendly demeanor (all). Passionate about food and wine (server, bartender). CONTACT INFORMATION/ HOW TO APPLY Apply in person Mon-Fri between 2-4 PM at the restaurant, 410 W. Huron, Chicago. Benefits: medical & dental insurance (*work an average of 12 hrs/wk minimum to qualify*). dining discounts at multiple LEYE restaurants. competitive pay and flexible schedules.

**Hostess Needed For Fine Dining Steakhouse (Chicago)** - N9NE Steakhouse is seeking a part-time hostess with a strong work ethic and friendly demeanor. At least 1 year of Fine Dining Experience, familiarity with Open Table and good phone skills preferred. This position requires working nights and weekends. Please reply with resume and photo. [job-srnu2670422619@craigslist.org](mailto:job-srnu2670422619@craigslist.org)

**Lead Greeter at W Chicago City Center Hotel (The Loop)** - Minimum 1 year guest service experience required, supervisory experience a plus, previous greeting/hosting experience a plus. Excellent knowledge of food trends and some knowledge of beverages and pairings are necessary for this role. Excellent oral and written communication skills are required. Most of your time would be spent greeting and seating guests. You will also assist with day to day managerial assignments and overseeing of the service of the talent. As part of the B&F team you will assist in promoting the outlets in the hotel as well as possibly planning events, dinners and private functions for the restaurant. Apply online to job posting Lead Greeter at [WWW.WHOTELS.JOBS/CITYCENTER](http://WWW.WHOTELS.JOBS/CITYCENTER)

**Catering Server (Irving Park / Cicero)** - We are a looking for Experienced Catering Server. This is a part time job, mostly for weekends and holidays. The position includes : lifting heavy equipment, set up and breakdown of the room, service, clean up. You need to be professional, punctual and willing to work. If you are interested, please send resume'. [job-qy5h7-2669937226@craigslist.org](mailto:job-qy5h7-2669937226@craigslist.org)

**Seeking AM/PM Wait Staff - Paris Club (Chicago, IL)** - Paris Club, the latest restaurant & bar from R.J. and Jerrod Melman of Hub 51, and Chef J. Joho of Everest and Eiffel Tower, is accepting applications for AM/PM WAIT STAFF for full-time shifts. Paris Club is the new high-energy French restaurant & bar centered in the bustling River North neighborhood. Server experience in a high-volume restaurant is preferred. CONTACT INFORMATION/HOW TO APPLY Please apply in person at the restaurant Monday through Saturday between 11 AM - 2 PM. We are located at 59 W. Hubbard, Chicago. BENEFITS We offer benefits including competitive wages, flexible schedules, dining discounts, medical/dental insurance (work an average 12 hr/wk minimum to qualify) and a supportive company culture.

**Waitstaff, bartenders and drivers(Basil Leaf Cafe) (2465 N. Clark St)** - Waitstaff, bartenders and drivers needed for high-paced Lincoln Park restaurant (2465 N Clark - Basil Leaf Cafe) Please apply in person between the hours of 2 - 4 pm ONLY. PLEASE DO NOT CALL & PLEASE DO NOT DROP

IN DURING LUNCH OR DINNER HOURS. Basil Leaf Café. 2465 N Clark St. Waitstaff and bartenders requirements include: Flexible schedule, (At least 1 year) Experience working in a upscale restaurant, Experience working in a fast paced environment, Must possess basic knife skills and be able to properly use measuring devices, Great attitude, communication skills, and self-motivation and Legendary Customer Service skills. Please apply in person between the hours of 2 - 4 pm ONLY.

**Grand Lux Cafe - Chicago - Server (Chicago, IL)** - Position Summary: The Server ensures all guests are provided with prompt and friendly service according to Grand Lux Cafe standards. The Server describes menu items, assists guests in making food and beverage selections, takes and rings in orders, delivers food and beverages, processes payments, and assists fellow team members to ensure overall guest satisfaction. One year experience in a full-service restaurant preferred. Must be able to assist guests and possess great guest relations skills. Ability to work positively in a fast-paced environment. Excellent verbal communication and interpersonal skills. Basic math skills. Ability to work effectively within a team. Ability to be on your feet and alert for extended periods of time. Ability to lift up to 35 lbs. as needed. Continuous use of hands and arms. <http://www.applytracking.com/track.aspx/mnEX>

**The Cheesecake Factory - Chicago - Server (Chicago, IL)** - Position Summary: The Server ensures all guests are provided with prompt and friendly service according to The Cheesecake Factory standards. The Server describes menu items, assists guests in making food and beverage selections, takes and rings in orders, delivers food and beverages, processes payments, and assists fellow team members to ensure overall guest satisfaction. One year experience in a full-service restaurant preferred. Must be upbeat, outgoing and positive. Must be able to assist guests and possess great guest relations skills. Ability to work positively in a fast-paced environment. Excellent verbal communication and interpersonal skills. Basic math skills. Ability to work effectively within a team. <http://www.applytracking.com/track.aspx/mnMb>

**JOB FOR INTERNATIONAL CHARITY** - \$600-1000/weekly - ASAP (Chicago) - Here at Dialogue Direct we look for people who have the ability to interact with strangers on a daily basis and want to work hard for a great cause. We fundraise on behalf of Children International by hitting the streets and interacting with people who may have never thought they could influence the life of a child in a profound way through small contributions. The skills you acquired in the restaurant industry come in handy on a daily basis as the job requires confidence and the ability to communicate with wide varieties of people everyday. We offer: A competitive hourly wage plus bonuses based on performance. Benefits including healthcare, dental, vision, and PTO. FT/PT work available, 3-5 days from 10 AM-6PM depending on the city. Applicants must be aged 18 +. <http://www.jobsforcharities.com/>

**Hostess at J. Alexander's Restaurant (1832 N Clybourn)** - Seeking professional, hospitable, and hardworking individuals to work at J. Alexander's Restaurant. Part time and full time availability. Restaurant experience preferred. 1832 N Clybourn Ave Chicago, IL 60614. Please inquire within between 2 and 4 p.m. Monday - Friday.

**Cafe Associate Opportunities at Skydeck (Chicago, IL 60606)** - We are currently seeking talent to join our Food Operations team at the Skydeck located at Willis Tower. Food Operations: Demonstrates a mastery of the register system and follows food sanitation regulations. Position requires a minimum of 6 months of continuous experience in restaurant service with high volume or quick serve. Must be able to provide optimal guest service ensuring that guest needs are met in a timely manner and that all areas within restaurant are maintained to the highest cleanliness standards. Must have open availability including nights, weekends, and holidays; and must be able to meet all certification requirements in sanitation. Apply today! To become a part of our dynamic world and for immediate consideration, please submit your resume with cover letter, position applying for, and salary requirements to [Cynda.Jernstrom@eventnetwork.com](mailto:Cynda.Jernstrom@eventnetwork.com).

**Coffee Warehouse Packer (Grand & Cicero)** - We're a small, gourmet coffee roaster in need of temporary packing help in our roasting facility near Grand & Cicero. The ideal candidate will be able to work Monday and Wednesday from 9-5 and Friday from 12-5 for the next eight weeks. There's a very good chance the job will become permanent and possibly even full-time at the end of the year. We're offering starting pay of \$8.50/hour plus all the coffee you can drink. Coffee experience, packing experience and knowledge of the city is a plus, but we're more interested in hiring a RELIABLE, HARD-WORKING individual with a POSITIVE ATTITUDE. Position available immediately. Please email me your resume or and/or a brief paragraph about why you're the best person for the job. [job-2vktr-2681386041@craigslist.org](mailto:job-2vktr-2681386041@craigslist.org)

**Servers - Flexible Schedule a must! (Chicago)** - Fairmont Chicago, aria Restaurant. We distinguish ourselves by providing each guest with the cornerstone of a successful trip. We provide our guests with reasons to return and our colleagues with the environment to be inspired. Does this sound like the right place for you? If so, come join our team at Fairmont Chicago, Millennium Park! Server - Full Time. Previous wait staff experience and/or food and beverage knowledge a must. Must have strong commitment to excellent guest service, a team player attitude, problem solving skills, organizational, communication & presentation skills. Flexible schedule required, Fine dining restaurant servers breakfast, lunch and dinner. TIPS trained candidate preferred. Offers are contingent on successful completion of a drug test and background check. [job-xqbra-2679506480@craigslist.org](mailto:job-xqbra-2679506480@craigslist.org)

**Gino's East - Now Hiring Wait Staff** (Downtown-Michigan Ave/Superior St) - 162 E Superior St (just off Michigan Ave, located next to Neiman Marcus) PLEASE CAREFULLY READ THE DETAILS LISTED BELOW: We are currently searching for out-going individuals for our fast paced, downtown location. Candidates should be: Experienced, Energetic, Team-oriented. We are looking for Full Availability (including weekends & holidays). Stop in and fill out an application today (ask front desk staff at Carryout) Interviews will be initiated by management and scheduled, DO NOT ASK FOR A MANAGER. NO PHONE CALLS.

**Macy's State Street, Chicago, IL: Holiday Restaurant Bus Associate** - Perform daily cleaning tasks assigned by supervisor. Ensure dining room is properly set for customer service. Effectively deals with multiple customers and seats customers at clean tables avoiding over seating. Communicates customer requests or concerns and service flow issues with servers and manager on duty. Knowledgeable of servers' duties and responsibilities, table numbers and station assignments. Provides an outstanding customer service experience to all customers. Follows Food Safety standards and maintains work area and equipment in accordance with Health Department standards. Assist servers and customers and run food to customers where appropriate. Ability to lift up to 30 pounds. Ability to work safely in a fast-paced environment. Previous restaurant and/or hospitality experience. No formal education/training required. Apply at [www.careerbuilder.com](http://www.careerbuilder.com) Search Macy's

**Dunkin' Donuts Crew Member job in Chicago, IL** - Communicate appropriately with fellow team members, treating others fairly and with respect. Respond positively to feedback and direction given. Hold themselves accountable for their responsibilities on their shift. Adhere to schedule and arrive ready to work on time. Must be able to fluently speak/read English. Capable of counting money and making change. Able to operate restaurant equipment (minimum age requirements may apply). Apply at [www.snagajob.com](http://www.snagajob.com)