Job Descriptions

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# Customer Service Representative (1)

Fox Valley Filter

Naperville, IL

**Who we are**

We are a Family oriented small company (50 & below employees) where your contribution is valued and appreciated. We believe in providing a well-developed culture, with strong core values, that create results-driven success and monetary reward.

**What we do**

Our company sells and services HVAC air filters to the restaurant, property management, industrial, and contractor segments, amongst others. We have distributor relationships with multiple manufacturers of HVAC filter products and HVAC accessories. Our Air Filter Division is part of our larger sister company, Grease Guard, LLC.

**What you will do**

As our Business Development Representative for the Filtration Division, you will spend most of your time assisting the sales team with sales efforts. This includes prospecting new customers, generating quotes, entering orders, creating spreadsheets, monitoring sales progress, and assisting in other projects and duties as needed. This is a versatile position that will utilize skills in sales, operations, and administrative job functions.

**What we are looking for**

Due to the nature of the air filtration industry, we strongly prefer 2 plus years of associated work experience dealing with any of the industries below:

* HVAC air filter manufacturing, service, or sales
* HVAC equipment manufacturing, service, or sales
* Large volume OEM manufacturing with 500+ SKUs

Additionally, the following skill sets/personality traits will ensure your success in this position:

* Sales, communications, relationship building, negotiation, and cold calling
* Microsoft Office, especially Excel (pivot tables, simple formulations, conditional formatting)
* Attention to detail, ability to work meticulously, and the ability to multi-task
* Flexible, agreeable, and hard working with a solution-centric approach to problems

If you do not meet or do not think you meet these requirements, do not apply. We want this position to be a good fit for both you and our company.

**Education Requirement:**

A minimum of an associate degree is preferred for this position. We will accept the experience above in lieu of education.

**What we offer**

We believe that family is truly the most important part of what we do. That includes the family we have right here at the office. We have all sorts of sales team activities including, but not limited to:

* Summer BBQs and company picnic
* Offsite team activities
* Out of state annual & mid-year kickoff meetings
* baseball & hockey sports tickets
* Monthly luncheons
* Holiday parties

**Additionally, we offer:**

* Medical, vision, and life insurance
* 401K
* Competitive salary and bonus/commission programs with perks
* Company allowances
* Paid vacations and PTO
* Bonus time off for birthdays or work anniversaries

Job Type: Full-time

Salary: $10.00 to $14.00 /hour

Experience:

* Microsoft Office: 2 years (Preferred)
* Office: 2 years (Preferred)
* Customer Service: 2 years (Preferred)
* HVAC Air Filter: 1 year (Preferred)

Additional Compensation:

* Other forms

Work Location:

* One location

Work environment:

* Office

Communication method(s) used:

* Email
* Phone
* In person

Benefits offered:

* Paid time off
* Health insurance
* Dental insurance
* Healthcare spending or reimbursement accounts such as HSAs or FSAs
* Other types of insurance
* Retirement benefits or accounts
* Employee discounts
* Workplace perks such as food/coffee and flexible work schedules
* Others

# Customer Service Representative (2)

[UniStaff](https://www.indeed.com/cmp/Unistaff?from=mobviewjob&fromjk=5dc73ebd8d7ba4e8&attributionid=mobvjcmp)

[55 reviews](https://www.indeed.com/cmp/Unistaff/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchra68chvt4800&fromjk=5dc73ebd8d7ba4e8&jt=Customer+Service+Representative)

Illinois

* Job
* Insights

We are looking for a customer-oriented service representative to act as a liaison, provide product/services information and resolve any emerging problems that our clients might face with accuracy and efficiency.

The target is to ensure excellent service standards and maintain high customer satisfaction.

**Responsibilities**

* Effectively manage large amounts of incoming calls
* Generate sales leads
* Identify and assess customers’ needs to achieve satisfaction
* Build sustainable relationships of trust through open and interactive communication
* Provide accurate, valid and complete information by using the right methods/tools
* Meet personal/team sales targets and call handling quotas
* Handle complaints, provide appropriate solutions and alternatives within the time limits and follow up to ensure resolution
* Keep records of customer interactions, process customer accounts and file documents
* Follow communication procedures, guidelines and policies
* Take the extra mile to engage customers

**Requirements**

* Proven customer support experience
* Track record of over-achieving quota
* Strong phone contact handling skills and active listening
* Familiarity with CRM systems and practices
* Customer orientation and ability to adapt/respond to different types of characters
* Excellent communication and presentation skills
* Ability to multi-task, prioritise, and manage time effectively
* High school degree

# Federal Work Study – Information Technology

|  |
| --- |
| Position Details |
| Req ID: | req651 |
| Job Title: | Federal Work Study - Information Technology |
| Division: | Information Technology |
| Location: | Dickson Center |
| Employment Type: | Federal Work Study |
| Hourly Rate: | $10.30/hr for new students; $10.55/hr for returning students |
| Work Schedule: | Schedule will vary |
| Work Hours: | 20 (maximum)   |
| Job Summary: | **Assist Information Security Manager in the following and other duties as assigned:**Assist in the development and implementation of information security and control architecture including consulting on audit, risk, privacy and security requirements in system development activities, policies, standards and procedures.Assist in periodic vulnerability assessments of IT infrastructure.Work closely with network and systems engineers and administrators to design, develop and implement appropriate and cost effective security and controls to mitigate identified threats and risks.Ensures appropriate technical safeguards and countermeasures are available when threats to information technology infrastructure, such as viruses, Internet attacks, spam mail, illegal or adult content are encountered.  This includes ensuring personnel follow formalized incident response processes when such events escalateDevelop and coordinate training and awareness contents in various forms such as online tutorial, face-to-face campaigns, information security portlet, brochures and posters, etc. to promote information security.Ensure successful implementation and user acceptance of various controls that promotes secure implementation of wireless, mobile, cloud based and social media related technologies. |
| Documents to be attached:  | Cover Letter, Resume and References. |
| Special Instructions to Applicants:  | Must have applied for Financial Aid prior to applying for a Federal Work Study opening. If you are unsure if you are eligible, please contact the Financial Aid office at 630-466-5774.  |
| Testing:  | No  |
| Targeted Hire Date:  | 4/15/2019  |
| Education & Experience |
| Position Qualifications: | High School diploma or equivalent required.Must be eligible for Federal Work Study program.Must be enrolled in a minimum of 6 credit hours per semester.  Minimum enrollment for summer is 1 credit hour.Must meet Satisfactory Academic Progress (SAP) requirements.Ability to maintain confidentiality of sensitive material.Ability to work at least 15-20 hours per week.Ability to follow directions and pay close attention to details.Good oral and written communication skills and general clerical skills.Basic computer skills required.Must be able to pass a criminal and DCFS background check. |

# Trainee, Field Service (Remote, U.S.)

[Sysmex](https://www.indeed.com/cmp/Sysmex?campaignid=mobvjcmp&from=mobviewjob&tk=1dchrj14lbi4m800&fromjk=19d5df37778923c9)

[58 reviews](https://www.indeed.com/cmp/Sysmex/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchrj14lbi4m800&fromjk=19d5df37778923c9&jt=Trainee%2C+Field+Service+%28Remote%2C+U.S.%29)

Illinois

* Job
* Insights

**Overview**

**Find a Better Way...**

**...to use your skills and experience.**

This is the time to let your talent come to life. To maximize your knowledge and use it for the greater good. To work with the best professionals using state-of-the-art technology, and improve lives with your innovative ideas and ambitious dreams. Find a better way: the Sysmex Way.

**...to improve the lives of others.**

Headquartered in Kobe, Japan, Sysmex is located in Lincolnshire, Illinois. Renowned worldwide for the very finest in quality, innovative diagnostic equipment and information-management systems, we apply science to enhance the quality of life on a global scale. Our agile, resourceful team is committed to realizing critical breakthroughs in laboratory diagnostics, information technology, workflow analysis and life sciences for the clinical laboratory.

**...to build a promising future.**

**Responsibilities**

We currently have a great opportunity for a Field Service Trainee. The Field Service Trainee (FST) is responsible for developing the knowledge and expertise needed to move into a Field Service Representative (FSR) position and service the Sysmex product lines. The FST will undergo extensive training to prepare for open FSR positions as they become available. During the training period, which will last approximately 9 months, the FST will travel frequently throughout the U.S., when not attending formal training classes. Upon completion of the training program, the FST will be utilized to supplement existing territories, support emerging territories and other field needs for up to six months until they assume a permanent assignment in a U.S. service district. The FST is expected to move into an open Service Engineer (SE) position in a service district as they become available.

**Essential Field Service Trainee Duties and Responsibilities:**

1. Successfully complete all training to perform the duties of a Service Engineer (SE).

2. During training program, travel to various U.S. service districts to work with a mentor or assist with SE related tasks.

3. Upon successful completion of the training program, work as an SE in various service districts as needed for periods up to six months.

4. Travel during the training period may be up to 90% within the United States.

5. Accept an SE or related position after the successful completion of program.

6. Demonstrate the ability to perform SE duties and responsibilities after training.

**Essential Service Engineer Duties and Responsibilities:**

1. Install, maintain, and repair Sysmex instruments and systems, including:

* Identifying and analyzing instrument problems
* Repairing to meet specifications
* Performing pre-installation site surveys, installations, scheduled maintenance, and approved modifications in accordance with Sysmex policies
* Scheduling modifications as indicated in the Technical Service Bulletin (TSB) and Engineering Change Request (ECR) processes

2. Monitor and respond to communication devices during all scheduled times.

3. Properly document all service related activities in a timely and professional manner including inventory, service orders, expense reports, and all other required records.

4. Perform duties within defined service standards, including but not limited to on-time and within labor hour goals for scheduled maintenance, demand service events, installations, and first-visit repair rates.

5. Support and provide ownership of technical issues at existing customer sites.

6. Work cross-functionally with other Sysmex Associates to ensure total customer resolution and maximize very satisfied customer base.

7. Miscellaneous duties include:

* Maintain expenses within guidelines
* Maintain high level of customer account management and organization skills
* Maintain control of parts inventory and all company property
* Perform duties in such a manner as to develop confidence, promote goodwill, and maintain or improve credibility with regard to quality of products and customer service

8. Promote effective, positive and productive communication and teamwork between all Sysmex personnel.

**Physical Risk:** Regular exposure to risk that may require alertness, but with minimal precautions.

**Physical Demands:** Moderate physical activity. Routine handling of objects 21 to 50 pounds; continuous (at least 80% of time) walking or inspections, keyboard or CRT work. May require periods of moderate discomfort due to noise, dust, lighting and/or other conditions.

For more information on our Field Service Trainee Program, please visit http://www.sysmexfieldservicetrainee.com/.

**Qualifications**

* Associates or equivalent in electronics, or military service and training in electronics or equivalent.
* A valid driver’s license or ability to obtain one, within 90 days.
* Certificates, Licenses, Registrations: Electronics and/or laboratory science
* Completion of Sysmex-certified instrument training.
* Experience Level: 0-3 years.
* Must be willing to relocate to any of our service districts throughout the U.S.
* Excellent command of English, both verbal and written.
* General computer knowledge in a Windows environment is required. Basic knowledge of LIS systems, networking and interfacing principles desirable.
* Demonstrated ability to explain complex technical information associated with Sysmex instrument systems in simple and understandable terms, outstanding listening skills, patience and understanding, demonstrated presentation and influence skills.

Sysmex is proud to be an EEO/Affirmative Action employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of sex, sexual orientation, gender identity, color, religion, national origin, disability, protected Veteran status or any other characteristic protected by law. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

# Human Resources/Volunteer Services Assistant

JobID: 337

  Organization: Forest Preserve District of Kane County

 Position Type: Human Resources/Human Resources Assistant

 Date Posted:
  5/31/2019

 Location:
  District HQ / Fox Valley Ice Arena, Geneva

  Closing Date:
  Open Until Filled.

**It shall be the mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora and fauna; to restore, restock, protect and preserve such lands for the education, recreation, and pleasure of all its citizens. Our goal is to preserve and restore the nature of Kane County.**

**Starting Salary Range:** **$9.50 per hour.**

**Hours/Schedule:** 20 HOURS PER WEEK, MONDAY – FRIDAY, MAY INCLUDE WEEKENDS AND SOME EVENINGS FOR SPECIAL EVENT COORDINATION

**Essential Position Duties & Functions:**

In addition to performing human resources tasks, this position will also assist the volunteer services and safety division.

**Human Resources/Safety**

* Assists Safety Coordinator with safety initiatives, inspections and communications.
* Develops safety/wellness fliers.
* Participates in the monthly Safety/Wellness Team meetings.
* Schedules District training with vendors.

**Volunteer Services**

* Preparing news releases for various open volunteer positions and events
* Monthly announcements to the volunteers and the public of restoration workdays
* Monthly Nature Center host and nature programs volunteer scheduling
* Inputting new volunteers and maintaining current volunteers into the volunteer database
* Provide assistance (scheduling and working) with special events like Earth Day, National Public Lands Day, Harvest of the Acorn Moon, Maple Sugaring and Kane County Fair
* Assembling and updating orientation materials
* Monitor VolunteerMatch (and other recruitment) listings, which help recruit new volunteers
* Monitor (and respond to) the volunteer email account, where many inquiries on volunteering are sent.

QUALIFICATIONS

* Must be a full-time college student at an accredited school with one (1) year minimum course work in human resources, business, public relations, recreation or related field or experience equivalent to one (1) year in human resources, business, public relations, recreation or related field.

* Strong written and oral communication skills required.
* Must have experience with common computer software such as: Microsoft Word, Outlook email, internet, etc.
* Ability to learn about the District’s facilities and events and promote them to the public.
* Working knowledge of event planning.
* Must enjoy working with people and participating in company events
* Enthusiastic, courteous, positive attitude and team spirit.
* Must be 18 years of age or older.
* Current and valid Illinois driver’s license that is free from suspension or revocation during term of employment; must maintain insurability with the District’s fleet carrier.
* Employment is subject to successful results of a criminal history background investigation and satisfactory        completion of a physical and drug screen.

**Application Procedure:
Apply Online Only**
**Applications MUST include a cover letter, resume and two (2) letters of recommendation. Applications without a cover letter and resume will not be considered. Letters of recommendation can be mailed separately.**

**AN EQUAL OPPORTUNITY EMPLOYER**

# Material Handler

Job Locations: US-IL-Sandwich

ID: 2019-1605

Category: Operations

Type: Regular Full-Time

**Overview**

**Plano Synergy is now Hiring Fork Lift Drivers to Pick and Pack. Wages starting at $15.00/hour + Benefits**

**WE ARE OUTSIDERS**

While others travel on the same, worn path, we look beyond boundaries. Hunting and fishing allow us to escape the ordinary and expand our perspectives. Propelling this ideal forward is our purpose. Because life is found in the field, in the forests and in the depths around us. We’re always looking for fellow outsiders to join us on the journey. Are you in?

**Responsibilities**

**Key Responsibilities and Accountabilities:**

* Move materials manually or with equipment such as forklifts and pallet jacks.
* Inspects for damaged goods; verifies quantity and quality of order; verifies items received with invoice and purchase order.
* Cycle counts of product and cycle checks using JDE system
* Unloading and loading of supplies, materials, cartons, finished product, etc. for inter-company deliveries.
* Load and operate stretch wrapping equipment.
* Operate fork truck (Change battery, daily safety checks, drive)
* Transfers supplies to and from locations or storage areas physically and within JDE confirms all movements are correct and accurate.
* Receive and deliver MRO, Office, and other supplies to departments, pick up any receipts at those locations and receive in the system verify inspections complete.
* Communicate information effectively with co-workers from all shifts
* Clean and maintain work/common areas.

**Qualifications**

**Education and Experience:**

* High School Diploma or equivalent work experience working in a molding department
* Must have a one to three plus years in a Distribution environment
* Experience operating a fork truck

[Apply for this job online](https://careers-planosynergy.icims.com/jobs/1605/material-handler/job?mode=apply&apply=yes&in_iframe=1&hashed=-1834477918" \o "Apply for this job online)

[Email this job to a friend](https://careers-planosynergy.icims.com/jobs/1605/material-handler/referral?in_iframe=1&hashed=-626008944" \o "Email this job to a friend)

[Application FAQs](http://icims.help)

Software Powered by iCIMS
[www.icims.com](http://www.icims.com/platform_help?utm_source=platform&utm_medium=link&utm_content=page1&utm_campaign=platform%20help)

# Pathology Support Tech - Delnor Pathology Lab, Part Time, Days

[Northwestern Medicine](https://www.indeed.com/cmp/Northwestern-Medicine?campaignid=mobvjcmp&from=mobviewjob&tk=1dchtv6onhsi2800&fromjk=9456f4c07536d42f)

[964 reviews](https://www.indeed.com/cmp/Northwestern-Medicine/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchtv6onhsi2800&fromjk=9456f4c07536d42f&jt=Pathology+Support+Tech+-+Delnor+Pathology+Lab%2C+Part+Time%2C+Days)

Geneva, IL

* Provides assistance to all staff pathologists and residents with pickup, delivery, and order entry of tissue specimens into the laboratory computer system.
* Preparation of tissues for gross examination.
* Customer service (specimen collection and receipt information) via phone and direct communication.
* Responsible for communication with clients, clinics, operating rooms, pathologists, residents, and supervisors regarding specimen problems.
* Receive specimens in the surgical pathology laboratory per SOP.
* Document specimen receipt and reconcile specimen logs with appropriate follow-up as necessary.
* Verify specimen and requisition meet acceptable criteria per SOP.
* Take necessary corrective action with appropriate OR, clinic, or physician's office to resolve any specimen and/or requisition discrepancies or deficiencies.
* Prioritize specimen processing based on established guidelines.
* Accession specimens into the Laboratory Information System.
* Label requisitions and specimen containers accurately.
* Generate accurately labeled tissue cassettes.
* Maintain specimen storage areas, including triaging surgical and autopsy specimens qualifying for disposal and discarding specimens per SOP.
* Answer routine inquiries related to specimen handling and case status, triage department phone calls appropriately.
* Maintain a clean and safe work environment to ensure efficient workflow and compliance with all regulatory requirements.
* Clean, disinfect, and perform routine maintenance in specimen receiving/accessioning area per SOP.
* Perform minor spill cleanup per SOP when necessary.
* Maintain supply stock.

Personal protective equipment is provided by the laboratory and is worn in the department due to exposure to biohazardous and/or chemically hazardous materials. AA/EOE.

Required: High School

Requirement: Upon hire must provide hard copy of high school diploma or equivalency and/or transcripts.

Must provide proof of Education as stated in the CLIA guidelines.

Preferred: Prior work experience in laboratory support or health related experience.

Northwestern Medicine - 5 days ago - save job - report job - [original job](https://www.indeed.com/rc/clk?jk=9456f4c07536d42f&from=vj&pos=top)

# Relationship Banker

[Bank of America](https://www.indeed.com/cmp/Bank-of-America?campaignid=mobvjcmp&from=mobviewjob&tk=1dchsdfabbi4l800&fromjk=aba2b4a7b4fe3db0)

[27,219 reviews](https://www.indeed.com/cmp/Bank-of-America/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchsdfabbi4l800&fromjk=aba2b4a7b4fe3db0&jt=Relationship+Banker)

Aurora, IL 60504

* Job
* Insights

**Job Description:**

Relationship bankers (RBs) are located in the financial center and are responsible for assisting and educating customers on self-service banking options (for example, mobile, online, ATM) and building and deepening customer relationships. RBs are also trained in cash transactions and may be asked to process these transactions both accurately and efficiently when needed.
**Primary Responsibilities:**

* Engage customers in the lobby to assist, educate and train customers on how to conduct simple transactions through self-service technologies
* Work with retail customers to build and deepen relationships by uncovering financial needs and recommending the best products, services and solutions to meet those needs
* Open deposit accounts and sell banking products (examples: credit cards, CDs, IRAs, loans)
* Quote rates, terms and programs for loan customer requests
* Respond to customer inquiries and concerns, creating customized solutions
* Recognize and refer cross-sell opportunities
* Refer opportunities to appropriate specialist
* Ensure customers/clients are connected to the appropriate teammate to help them achieve their financial goals; make sure all sales, service and specialized needs are met; and help drive overall revenue growth
* Ensure the customer’s needs are met by partnering with specialists and business partners to understand what they offer to customers and the most effective way to generate business referrals (examples: customer’s banking, small business, mortgage and investment needs)
* During times of high customer traffic, process transactions accurately and efficiently to build customer confidence and trust, based on established policies and procedures
* Leverage available resources and technologies (such as tablets and bank by appointment) to optimize the customer experience and serve our customers with operational excellence and accuracy
* Proactively manage risk in every business, product and service transaction leveraging available tools

**Required skills:**

* Skilled at and/or aptitude for assessing customer/client needs, providing applicable solutions/recommendations, and building customer relationships based on mutual trust to optimize sales opportunities to new and existing customers/clients
* Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration in a virtual or face-to-face environment
* Thrive on engaging with customers; can begin a conversation, handle objections, demonstrate patience to teach and so forth
* Actively use and leverage current technologies to better understand the technology solutions available to improve our customers’ financial lives
* Ability to learn and understand technology to assist customers with self-service needs
* Apply strong critical thinking and problem-solving skills to meet customers’ needs
* Available to work weekends and/or extended hours as required to run the business
* Demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements
* Displays passion, commitment and drive to deliver an experience that improves our customers’ financial lives
* Ability to understand and implement process and/or regulatory requirements during all interactions with customers (examples: Anti-Money Laundering, appropriate disclosures.)
* Excellent oral and written communication skills with strong influencing skills
* Pass relationship banker pre-employment assessment
* Bilingual (fluent verbal and written) skills where applicable
* Ability to engage customers for long periods of time
* All relationship bankers must be certified in the requirements of the role. The certification process will be designed to validate associates’ proficiency, meaning their ability to perform the critical job tasks and demonstrate the key “how” behaviors.

**Desired skills:**

* One year of demonstrated successful sales experience in a salary plus incentive environment with individual sales goals
* Six months of cash handling experience
* Bachelor’s degree or business relevant associate degree (examples: business management, business administration, finance)
* Financial/Banking center experience

**Shift:**

1st shift (United States of America)

**Hours Per Week:**

40

# Retail Store Associate- Chicago Prem 0162

[Adidas](https://www.indeed.com/cmp/Adidas?campaignid=mobvjcmp&from=mobviewjob&tk=1dchsbdaqbi4m800&fromjk=e0bdfa7c56caf33f)

[3,326 reviews](https://www.indeed.com/cmp/Adidas/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchsbdaqbi4m800&fromjk=e0bdfa7c56caf33f&jt=Retail+Store+Associate-+Chicago+Prem+0162)

Aurora, IL

**Purpose:**

Contributes to the achievements of Store KPI targets by building an emotional connection with customers and living the Brand Values. The core expectations include utilizing expertise and experience to; serve and sell to customers and achieving operational excellence, flawlessly execute store operations when responsible for product flow to and from sales floor and/or cashier procedures.

**Key Accountabilities:**

* Is aware of store and individual targets and actively works to meet or exceed these by using all resources available within the store.
* Complies with store policies and procedures to maintain a safe shopping and working environment.
* Collaborates productively and respectfully with team members to meet or exceed store goals.
* Communicates a desire for ongoing learning and welcomes all available opportunities to increase individual and store performance.
* Makes themselves available to support other team members when needed

**Sales Associate**

* Meets and exceeds customer expectations and boosts sales and Brand experience by using appropriate element the adidas customer service model.
* Create an emotional connection with every customer by being a passionate and enthusiastic adidas Brand ambassador.
* Proactively seeks and incorporates basic core and seasonal product knowledge into own service approach within assigned store zones(s).
* Maintain an appealing, easy-to-shop environment for customer by consistently executing visual merchandising and housekeeping standards.
* Minimize loss by actively maintaining sales floor awareness while serving customers.

**Cashier**

* Completes sales transactions quickly and accurately while adhering to cash protection procedures
* Uses selling expertise to maximize opportunities at the cash desk to create add-on sales and build customer loyalty.
* Handles returns, refunds and exchanges and uses these as an opportunity to reinforce and enhance the customer experience.

**Stockroom**

* Ensures the product offer in the store is made available to customers by assisting with deliveries and replenishing the sales floor.
* Uses retail and customer expertise to maximize sales opportunities by prioritizing merchandise flow to the sales floor.
* Ensures adequate supplies to create an effective stockroom environment and continually maintains this (including all merchandise) within and around the vicinity.

**Knowledge, Capabilities and Experience:**

* Must possess and consistently exhibit the competencies relative to the position.
* Knowledge of customer service principles and processes.
* Ability to learn and adapt quickly in a fast paced environment.
* Ability to understand and carry out oral and/or written instructions and request clarification if needed.
* Demonstrates an inspirational attitude that contributes to a positive team environment.
* Ability to build and maintain effective working relationships team members.
* Well developed ability to speak, read, comprehend, and write English
* Ability to maintain reliable and consistent attendance and punctuality.
* While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Physical Requirements:**

* While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, crawl, and operate a Brannock device.
* The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

**Qualifications:**

* Must have or be pursuing a high school diploma or general education degree (GED)
* Three to six month’s experience working in a sports/fashion customer & commercial focused retail environment.
* Basic numeracy, literacy, and verbal communication skills.
* Must be 16 years of age or older.

Reebok participates in E-Verify. For more information, click here: <https://www.uscis.gov/e-verify>

# Safe Children Specialist

[Metropolitan Family Services](https://www.indeed.com/cmp/Metropolitan-Family-Services?campaignid=mobvjcmp&from=mobviewjob&tk=1dchsfa97bi4m800&fromjk=d35554c41a188587)

[114 reviews](https://www.indeed.com/cmp/Metropolitan-Family-Services/reviews?campaignid=mobvjcmp&cmpratingc=mobviewjob&from=mobviewjob&tk=1dchsfa97bi4m800&fromjk=d35554c41a188587&jt=Safe+Children+Specialist)

Wheaton, IL 60187

Job Details

Description

**Metropolitan Family Services** empowers families to learn, to earn, to heal, to thrive. Part mentor, part motivator, part advocate, since 1857, Metropolitan Family Services has been the engine of change that empowers families to reach their greatest potential and positively impact their communities. Metropolitan is Illinois’ first comprehensive human services agency and reaches more than 68,000 individuals and families in Chicago, Evanston/Skokie, the southwest suburbs and DuPage County with services promoting education, economic stability, emotional wellness and empowerment.

We are now hiring for a part-time **Safe Children Specialist** to join our **Family Shelter Service of Metropolitan Family Services DuPage** Team!

**ESSENTIAL JOB FUNCTIONS:**

* Co-facilitates children’s groups while parents receive services.
* Works with Safe Adult’s Advocates to provide child care, either individually or in groups.
* Interacts with and provides support to child clients outside of formal group settings in the residential milieu.
* Helps to maintain supplies and materials.
* Prepares the proper documentation for all client files and records, including services plans and case notes.
* Coordinates with Safe Adult’s Advocates regarding progress, attendance, and parental concerns.
* Prepares for and cleans up after each group meeting.
* Attends regular supervision meetings, plus consultations and staffing as needed.
* Remains cognizant of current developments in the area of domestic violence and sexual assault.
* Performs other duties as assigned.

**Relationships:**

* Supervised by the Safe Children Coordinator, who reports to the Director of Safer Living.
* Works collaboratively with staff, interns, and volunteers in all programs to provide effective, high-quality services to child clients.

**Qualifications**

* **Education**: Associate’s degree in Social Services, Education, Child Development or related field preferred.
* **Experience**: Previous experience working with children strongly preferred.
* **Training**: 40-hour Domestic Violence Training preferred but required at first opportunity and completion of Family Shelter’s trauma training curriculum.
* **Professional Approac**h: Must demonstrate an empathic, non-judgmental, service-oriented attitude in work with clients. Recognizes clients as the experts of their own lives; partners with child clients and their parents to recognize and build upon their strengths. Demonstrates an understanding of the impact of trauma on individuals and families.
* **Personal**: Demonstrates self-awareness, insight, and a commitment to ongoing professional growth. Values and practices respectful, non-violent communication. Models healthy boundaries and good self-care with clients and coworkers.
* **Technical:** Knowledge of child development, family systems issues, basic advocacy skills a plus. Must demonstrate good verbal and written communication skills.
* **Leadership Skills:** Responds appropriately in varied situations and is able to function independently. Demonstrates professionalism, flexibility, and good judgment. Demonstrates commitment to teamwork and a collaborative decision-making model.
* Bilingual/bicultural preferred.

**Special Conditions:**

* Must be able to work some evenings.
* Must have own transportation, valid driver’s license, good driving record, and liability insurance.
* Must be able to lift a 50-pound child.
* Bilingual in Spanish/English is a plus.

**Metropolitan Family Services offers a very generous benefits packet to our professionals:**

* Blue Cross and Blue Shield Medical Coverage: HMO, Traditional PPO, or PPO w/ health savings contributions.
* Dental and Vision Insurance Options
* 11 paid Holidays
* Paid Time Off (PTO)
* Flexible Spending
* Opportunities for Student Loan Forgiveness
* 401K Plan
* Training and Professional Development Plan
* E- Learning
* Wellness Initiative Program
* Employee Assistance Network

Qualifications

Skills

**Preferred**

**Bilingual Spanish**

*Advanced*

Education

**Required**

Associates or better in Social Work or related field.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor’s legal duty to furnish information.

# Student Work – Library

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| Position Details |
| Req ID: | req633 |
| Job Title: | Student Worker - Library |
| Division: | Library |
| Location: | Sugar Grove Campus |
| Employment Type: | Student Worker |
| Hourly Rate: | $10.30/hr for new students; $10.55/hr for returning students |
| Work Schedule: | Schedule will vary |
| Work Hours: | 12 (maximum)  |
| Job Summary: | Reporting to the Library Manager, the Student Worker - Library provides general customer service and circulation services.Basic Responsibilities: Perform basic circulation desk services.Perform basic maintenance procedures on printers and copiers.Shelve library books and periodicals. Assist library staff with projects as needed. |
| Documents to be attached:  | Cover Letter, Resume and References |
| Special Instructions to Applicants:  | Please attach all required documents at time of application.  |
| Testing:  | No  |
| Targeted Hire Date:  | 8/4/2019  |
| Education & Experience |
| Position Qualifications: | Currently enrolled Waubonsee Community College student.Excellent communication and interpersonal skills.Library experience preferred, but not necessary.  |