

Please see the Business Job Postings below:

- Please be sure to examine each listing carefully
- Watch for application deadlines

Good luck with your search.

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7. [Sr. Financial Analyst](#)
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MBA Recruiting Lead		Date Posted: 7.8.2011
Salary: Not Specified	Location: Evanston, IL	
Employer/Organization: ZS Associates	Type: Not Specified	
Requirements/ Qualifications: N/A		
Job Description		
<p>With more than 1,600 professionals serving clients from 19 offices around the world, ZS Associates is the largest global firm focused on sales and marketing effectiveness. We combine deep expertise with rigorous, fact-based analysis to deliver management consulting, business operations consulting and technology consulting to help companies improve performance and results.</p> <p>As we continue to grow our firm, we are currently looking for an experienced North America MBA Recruiting Lead to join us in our Evanston, IL HQ office. The MBA Recruiting Lead will report to ZS' North America Recruiting Lead and will be responsible for managing campus and experienced recruitment processes for MBAs across 11 offices. In addition, this role is also the primary recruiter responsible for hiring from three Midwest MBA campuses.</p>		
Contact: Jamie Agay, Human Resources Manager		
Phone: 847-492-3415	Email: jamie.agay@zsassociates.com	
Fax: N/A	Website: N/A	
To Apply		
Contact: Jamie Agay 1800 Sherman Avenue Evanston, IL 60201		
Application Deadline: N/A		

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Bilingual French Inside Sales Representative		Date Posted: 6.17.2011
Salary: Not Specified	Location: Elgin, IL	
Employer/Organization: HARTING, Inc of North America	Type: Full-time	
Requirements/ Qualifications:		
<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Strong inside "prospecting", and outside "closing" skills. • Strong customer focus and relationship building skills • Computer proficient with Excel, Word, PowerPoint, Access, and Outlook (MS Office). • Prior Knowledge of SAP R/3 / SAP CRM and e-commerce desirable • Ability to identify and effect problem resolution • Associates degree in business and/or technical related field; Four-year business or technical degree is desirable. • Some experience in Inside Sales within a manufacturing and/or distribution environment. Ability to read, analyzes and interprets instructions, and writes business correspondence. • Ability to compile an Excel or PowerPoint presentation, and effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. • Bilingual French Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. • Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. • Ability to deal with problems involving several concrete variables in standardized situations. While performing the duties of this job, the employee is regularly required to talk or hear, frequently required to sit, stand, walk, use hand to finger, handle or feel, and reach with hands and arms. • Specific vision abilities required by this job include close vision, distance vision, and ability to adjust 		

focus.

Job Description

- Enhances customer relations and increase sales effort by effectively responding to customer inquiries via phone, fax, email and CRM.
- Identifies and quality's competitive opportunities as a result of cross-selling.
- Provides front line technical support to include high level technical questions, substitutions, and cross-referencing. Interacts with Product Management and Applications Engineering to manage resolution of technical issues.
- Participates in training sessions for all product lines to ensure up-to-date knowledge and expertise.
- Assures all tasks are updated in CRM regarding samples with tracking information and expediting as needed for target/focus accounts.
- Calls for target/focus accounts to be logged into CRM to facilitate our outside/inside team.
- Resolves customer complaints concerning billing, product, commercial issues, and policy issues which are unable to be handled by our Customer Service Reps.
- Assists with customer and market data maintenance in CRM.
- Maintains existing sales and generates increased sales opportunities of new and additional products within defined territory, while building and maintaining customer relationships.
- Assist sales/marketing team to meet assigned market and territory sales goals and visits key accounts quarterly with the ASM when strategically required.
- Attends and participates in sales meetings, vendor presentations and training seminars as required and assigned.

Contact: Christine Schuldurs, Customer Support Manager

Phone: (847) 717-9206

Email: christine.schuldurs@HARTING.com

Fax: (847) 717-9406

Website: <http://www.HARTING.com>

To Apply

Contact Christine Schuldurs

Application Deadline: N/A

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Senior Associate Director for Employer Development

Date Posted:
6.17.2011

Salary: Not Specified

Location: N/A

Employer/Organization:
Northwestern University

Type: Not Specified

Requirements/ Qualifications:

- Bachelor of Science/Arts degree in Business, Marketing, Human Resources or the equivalent.
- Five years of professional experience in higher education, marketing, human resources or a combination of these and/or related areas.
- Should have had involvement in employer development.

Or

- Master's degree in higher education, human resources or related area strongly preferred.
- Preference given to candidates with experience in a comparable position.
- Experience working with global organizations, particularly those with headquarters or operations in China, India and the Middle East, a plus.

Job Description

- Identify and cultivate relationships with organizations and business sectors that historically have had little interaction with Medill Career Services.
- Advise and inform existing employers about the most effective means of identifying potential job candidates to meet their needs, including, but not limited to: on-campus recruitment, job postings, internships, career fairs, class presentations, information sessions, networking events and resume books.
- Maintains detailed contact information in MEDILLINK, the database that the department uses for its contact management system.
- Provide career development and job search strategies to graduate and undergraduate students and alums through individual appointments.
- Coordinate Medill Career Services' outreach activities to employers and alums with graduate admissions,

marketing, journalism residency, faculty, the development office and others, when appropriate.	
<ul style="list-style-type: none"> • Collaborate with faculty to expand, leverage and manage employer contacts, helping to select the best person to initiate employer contact. • Expand Medill Career Services' social media presence for employer audience, potentially including Facebook, LinkedIn, twitter and others as appropriate. • Assist in developing employment summary statistics for annual reporting. • Perform other duties as assigned. 	
Contact: Kimberley Cornwell	
Phone: N/A	Email: k-cornwell@northwestern.edu
Fax: N/A	Website: http://www.northwestern.edu/hr/jobs/
To Apply	
N/A	
Application Deadline: N/A	

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ABL Business Developer II		Date Posted: 6.17.2011
Salary: Not Specified		Location: Oak Brook, IL
Employer/Organization: Capital One		Type: Full Time
Requirements/ Qualifications:		
Basic Qualifications:		
<ul style="list-style-type: none"> •Bachelor degree. •7-10 years experience. Candidates should have a strong background in corporate lending and deal structuring, with a verifiable track record of originating and closing loans. 		
Preferred Qualifications:		
<ul style="list-style-type: none"> •Strong interpersonal and relationship building skills •Strong verbal and written communication skills •Ability to close sales effectively and support cross sells/referrals to achieve financial business goals 		
Job Description		
<input type="checkbox"/> Develop and maintain regular contact with companies, intermediaries, buyout firms, lending institutions and other new business referral sources as well as participate in selective trade organizations and associations to network and keep current on the market.		
<input type="checkbox"/> Responsible for achieving sales and profit objectives by originating secured loans in the \$5 million to \$150 million size range.		
<input type="checkbox"/> Evaluate new prospects based on company management, quality of collateral, cash flow characteristics, capital structure, market position, and industry dynamics.		
<input type="checkbox"/> Generate ancillary revenue by cross selling products with extended bank team partners. Such products may include deposits, treasury management services, derivatives, corporate card and merchant services.		
<input type="checkbox"/> Recommend pursuit of suitable financing opportunities through the preparation of Pre-Clearance Memos.		
<input type="checkbox"/> Conduct negotiations with senior management of prospective companies and intermediaries regarding proposed loan structure, pricing and documentation.		
<input type="checkbox"/> Prepare a well thought out Marketing Strategy outlining a detailed approach to covering a desired target market that will result in the achievement of individual goals and objectives.		
Contact: N/A		
Phone: N/A		Email: N/A
Fax: N/A		Website: N/A
To Apply		
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2362870&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1		
Application Deadline: N/A		

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Securities Analyst		Date Posted: 6.17.2011
Salary: Not Specified		Location: Rosemont, IL

Employer/Organization: MB Financial Bank	Type: Full Time
Requirements/ Qualifications: Bachelor's Degree (B.A.) or equivalent; or two to four years related experience and/or training; or equivalent combination of education and experience required	
Job Description	
<ul style="list-style-type: none"> • Integrate financial and client data sources to produce client account review materials. • Interface with data providers and vendors to ensure accurate and timely data delivery. • Interact with all areas of Wealth Management department to enhance information delivery processes and enhance productivity. • Disseminating market and economic information to clients as well as senior management. • Periodic review of client holdings for suitability. Executing trades or other corrective action as needed. • Creating proposals and meeting with prospective clients. • Researching individual equity and mutual fund issues and maintenance of approved list of securities. • Analysis of potential new investment products. • Assists in interpreting policies and practices. • Analyzes operational reports and submits activity reports. • Compiles and reports financial data in accordance with government guidelines. • Solicits new business and participates in community or other service programs to develop goodwill. • Authorizes loans of specified types and amounts when permitted by institution regulations. • Analyzes and complies with government laws and regulations. • Complies with all applicable federal and state laws and regulations. • Other duties may be assigned. • Comply with all applicable federal and state laws and regulations. • LIVE the Bank's Mission Statement and PRACTICE the Bank's Corporate Strategy 	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2362579&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

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Marketing Analyst Officer	Date Posted: 6.17.2011
Salary: Not Specified	Location: Rosemont, IL
Employer/Organization: MB Financial Bank	Type: Full Time
Requirements/ Qualifications: Bachelor's degree and four or more years experience in analytics and reporting required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.	
Job Description	
<ul style="list-style-type: none"> • Provide closed-loop marketing support for direct and on-line marketing campaigns, including pre-campaign proformas, construction of campaigns in the MCIF and post-campaign analysis. <ul style="list-style-type: none"> • Analyze customer and prospect data and research 3rd-party lists • Provide guidance and recommendations on campaign targeting and audiences • Develop detailed list-selection criteria in support of targeting objectives • Analyze and report on campaign performance and results • Assist with the development of recommendations, tactics, and future testing based on analyses 	
Contact: N/A	
Phone: N/A	Email: N/A

Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2362576&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

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Sr. Financial Analyst		Date Posted: 6.9.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: William Wrigley Jr. Company	Type: full-time	
Requirements/ Qualifications:		
<ul style="list-style-type: none"> • Bachelor's degree in accounting or finance • 5 years experience • Understanding of SAP master data configuration and data flow on how it relates to other financial systems (Hyperion, FDM, FPPS) • Hands on knowledge of financial accounting systems and databases (i.e. SAP (FI, CO), Hyperion, FDM, HFM, FPPS) • Understanding of integrated processes and structures and costing and controlling methodologies within the business. • The Global Data Governance Office delivers sustained, quality financial data by 		
Job Description		
<p>Responsible for maintaining and developing the Company's global financial master data structure in SAP, Hyperion, FDM and FPPS. This will support US GAAP and local statutory reporting, management reporting and business decision support.</p> <ul style="list-style-type: none"> • Create, maintain and audit all globally controlled master records for SAP Financial Accounting (FI), Controlling (CO) and Business Warehouse (BW), Hyperion, FDM, and FPPS. • Create and maintain Cost Centers and Cost Center Hierarchies (standard and alternative). • Create and maintain product hierarchy related COPA Characteristics (Brand, Flavor, Form) to support product hierarchy profitability in conjunction with Regional DMO team • Manage Reporting Structure for financial reports in BW system including reviewing/rationalizing reporting requirement from Business. Ensure key hierarchies and master data settings within the BW system are correctly maintained in line with business changes • Oversee the regionally/locally maintained master data records including: <ul style="list-style-type: none"> ○ Internals orders for region and local specific activities and product launches, basis for interest (BFIs), capital investments, product cost collection, maintenance ○ Language fields and local financial statement versions • Assist in the overall coordination of changes and maintenance of master data: <ul style="list-style-type: none"> ○ Ensure communication regarding all aspects of master data creation and maintenance with data stakeholders: Local Business Units, Corporate Controller's Group and the Global CoE Finance team ○ Coordinate configuration changes to SAP for master data responsibilities. ○ Communicate status of master data requests and configuration changes to requestor. ○ Create and update data standard documentation. ○ Ensure creation and maintenance of master data is completed within service level agreement timeframes. • Assist in the design, development and implementation of policies and programs related to financial master data control and data governance at Wrigley. Maintain and enforce all policies and programs related to data governance. • Document all programs, policies and processes and maintain documentation throughout changes in systems. 		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	

To Apply

http://www.metrochicagojobs.com/jobs.asp?pagenode=15&jid=2357454&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1

Application Deadline: N/A

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Loan Syndicator

Date Posted:

6.9.2011

Salary: Not Specified

Location: Chicago, IL

Employer/Organization:

Associated Bank

Type: Full Time

Requirements/ Qualifications:

Minimum Education

Bachelor's degree in Business, Finance, Accounting or a related discipline, or equivalent, related experience.

Preferred Education

Masters degree in a related discipline is preferred.

Minimum Experience

Level I

- * 3 - 5 years of lending and capital markets experience
- * Applicable knowledge of the syndicated loan and debt capital markets
- * Knowledge of macro and micro economic issues, as the relate to the Bank, clients and investors
- * Debt underwriting experience

Preferred Experience

Level I - 5 - 7 years of lending and capital markets experience

Job Description

Under limited supervision, the Loan Syndicator utilizes their corporate finance knowledge to collaborate with Relationship Managers and other Syndications personnel, to recommend the marketability of transaction structures where the Bank is currently or is positioning itself to become the agent/lead arranger of multi-lender loan transactions. Thereafter, facilitate the sale of loan transactions to third party sources.

Client-related responsibilities:

Assess distribution risk and general marketability. Provide market commentary to current and potential clients, Bank referral sources and industry associations. Deliver proposals and presentations to current and potential Bank clients. Participate in due diligence. Underwrite, structure, draft and negotiate the transaction terms (in collaboration with relationship management), conditions and pricing for new and existing loan syndication clients. Oversee the management of the Bank's agent-related fiduciary responsibilities assumed in a syndication transaction. Co-lead the underwriting, structuring, negotiating and communication aspects related to the process of amending or modifying transaction-related legal documents for existing multi-bank clients.

Investor-related responsibilities:

Identify, develop, maintain and leverage an extensive distribution network of bank and non-bank, loan investors/lenders. Clearly communicate transaction and borrower-related merits, credit risks and mitigates, as well as negotiate the finance, business and legal considerations associated with multi-lender syndicated transactions. Source potential new transaction opportunities from other syndication groups and refer to appropriate relationship managers for review.

Internal-related responsibilities:

Provide periodic updates with market color and a current list of recent transactions to relationship managers, as needed. Track various risk categories in the commercial lending space including investment grade, near investment grade and leveraged. Keep relationship management and credit informed of trends and competitive information regarding pricing, covenants, amortization, and other loan terms to insure that Associated RM's are providing the most competitive lending product in the market with the support of

credit.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2357886&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

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Bilingual Personal Banker I		Date Posted: 6.9.2011
Salary: Not Specified	Location: Waukegan, IL	
Employer/Organization: Associated Bank	Type: Full Time	
Requirements/ Qualifications: Minimum Education: High school diploma or equivalent is required; post-secondary education is a plus. Preferred Education: Bachelor's Degree or equivalent years of experience. Minimum Experience: 1-3 years sales and/or financial industry experience including deposit and consumer lending. Special Requirements: A. Based upon both job expectations and level of knowledge and experience may be asked to complete additional educational training. This training may include in-house or outside seminars, correspondence courses, or college and technical school classes. B. The interpersonal skills necessary to make a good first impression, relate to and empathize with other people, and maintain a friendly, cheerful, and courteous demeanor throughout the day. C. Need to work flexible hours - mornings, early evenings and some weekend hours. Trained and able to back up Tellers when needed. Completed or enrolled in Achieving Excellence curriculum Completed or enrolled in Developing Excellence for Personal Banker Certification		

Job Description

Establish a full-relationship with customers, personally committing to consistently exceed customer expectations every time; everywhere, by being able to meet a broad range of financial service needs and consistently pursues 100% of each customer's business. Responsible for the sale of bank products to customers and prospects, by actively soliciting and opening new accounts, including all DDA products and consumer loan products. Depending on the level of banker, may also sell brokerage accounts, insurance products, mortgage, and small business accounts. In addition to achieving individual goals, works as part of a branch team in attaining bank goals, striving to improve the profitability of the bank. If the office does not have an Assistant Manager, the Personal Banker may act as manager in the bank manager's absence.

Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2359168&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

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Director of Business Analysis		Date Posted: 6.9.2011
Salary: Not Specified	Location: Morton Grove, IL	
Employer/Organization:	Type: Full Time	

Resurrection Health Care	
Requirements/ Qualifications:	
<ul style="list-style-type: none"> • Minimum of three years of experience with report writing, data analysis, and decision support systems. • Demonstrates outstanding management and leadership skills with 2-5 years of progressively increasing responsibility/experience in operational/supervision/management, with healthcare experience strongly preferred. • Bachelor's degree required. MBA or MHA preferred or in progress. • Proficiency in MS Excel required. • Proficiency in Crystal Reporting preferred. If not proficient in Crystal Reporting, the employee must receive training and be credentialed in Crystal Reporting within three months of hire and demonstrate ongoing proficiency. • Demonstrates an ability to perform very detailed work with a high degree of accuracy. • Demonstrates strong quantitative, computation, and analytical skills • Excellent writing, communication and presentation skills required. • Demonstrates strong interpersonal and teamwork skills and the ability to work proactively and collaboratively with all people at all levels of the organization. 	
Job Description	
The Director of Business Analysis manages the development, quality and analyses of data and strategic information related to market share and trends, competitive position, service line profitability, growth planning, utilization trends, quality improvement, and other data analyses for use in strategic, business, and operation planning for Resurrection Home Health Services and Home Medical Equipment. Serves as the primary source for information and analytic support for the leadership decision process. Also provides operational management to assigned service lines/cost centers and supervision of the associated staff.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagenode=15&jid=2358902&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

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Assistant Marketing Manager		Date Posted: 6.9.2011
Salary: Not Specified		Location: Skokie, IL
Employer/Organization: RM Acquisition, LLC DBA Rand McNally		Type: Full Time
Requirements/ Qualifications:		
Must have an undergraduate degree from a top school with 3-5+ years of marketing/project management experience. Exposure to the transportation sector is a plus. A proven track record of creativity, excellent writing and organizational skills. Must be a team player and is willing to go the extra mile to get things done.		
Must have technical aptitude in order to understand the technology products being developed and sold. Proficient in Microsoft Word, Excel, PowerPoint; Salesforce.com, market research tools. Knowledge of Zoomerang or Survey Monkey, Silverpop a plus.		
Job Description		
Rand McNally has an exciting opportunity for a hands-on and results-oriented Assistant Marketing Manager who wants to use their talents and experience to drive key marketing programs for our trucking navigation device product line. The qualified candidate provides full life-cycle marketing including development of effective product messaging and positioning, communication of product roadmaps and release schedules. Experience in one or more of the following: trucking/transportation, consumer electronics, and retail POP marketing are required. If you enjoy working with a close knit marketing team, have a "can do" attitude and a desire to have your contribution count...this job is for you!		
<ul style="list-style-type: none"> • Create and manage trade advertising. 		

- Manage sales and marketing materials on extranet.
- Manage product packaging including language translation and related project management activities.
- Write copy and briefs and maintain current product information on the website.
- Trade show planning and project management.
- Support retail store POP and channel management campaigns.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2360989&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1

Application Deadline: N/A

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Payroll Tax Supervisor

Date Posted:

5.26.2011

Salary: Not Specified

Location: Oakbrook, IL

Employer/Organization:

McDonald's Corporation

Type: Full-time

Requirements/ Qualifications:

- 5+ years of accounting experience
- Degree in Accounting, Bachelor's degree preferred
- 3 years minimum of Supervisory Experience
- Strong problem solving, analytical and customer service skills
- Proven ability to get results in a fast paced environment
- Possess high energy level, sense of urgency, decisiveness and ability to work well under pressure
- Ability to work individually and as a team member.
- Ability to manage conflicting priorities
- Strong Microsoft Excel skills, working knowledge of Microsoft Word
- Excellent oral and written communication skills
- Attention to details and accuracy
- Experience with Lawson Payroll System, Oracle eBusiness Suite (specifically General Ledger & FBI), and Accounting Tools preferred

Job Description

Within Benefits Accounting the Payroll Tax Supervisor will have 7 direct reports. The Payroll Tax Group handles multiple responsibilities including payroll tax payments and reporting, relocation income processing, account analysis, W-2 reporting, stock option reporting, company car income processing and Canada banking.

Job responsibilities will include providing support, coaching, development and workload balancing to ensure that all responsibilities within the Payroll Tax Group are completely timely and accurately. In addition, this role will work as an MBS GL Champion to support Employee Services, complete the quarterly 941 tax return, manage the quarterly Trial Balance certification for all Employee Services accounts and provide analysis of our unemployment taxes to the US Controller Group. This individual will provide comprehensive expertise in the area of payroll taxes and help to resolve complex issues escalated by team members. This position will interact internally with other areas within NASS, IS, Corporate Tax, Internal Audit and Global Compensation and work with numerous external vendors.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2350019&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1

Application Deadline: N/A

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Marketing Administrative Assistant		Date Posted: 5.19.2011
Salary: \$12.00 per hour	Location: N/A	
Employer/Organization: N/A	Type: Part-time	
Requirements/ Qualifications: N/A		
Job Description		
Reporting to the Sign Shop manager, this person is responsible for franchise store orders for marketing materials (artwork, posters, signs, tags, etc.) that our Sign Shop produces and ships. Duties include processing store orders, printing artwork, shipping artwork, invoicing, and billing.		
Contact: Jen Franklin, Marketing Project Manager		
Phone: 847-948-7520 ext.309	Email: jfranklin@babcorp.com	
Fax: 847-405-8140	Website: www.babcorp.com	
To Apply		
Interested applicants can contact Jen Franklin		
Application Deadline: N/A		

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Facilitator		Date Posted: 5.19.2011
Salary: Not Specified	Location: Englewood	
Employer/Organization: Goodwill Industries of Southeast Wisconsin	Type: Not Specified	
Requirements/ Qualifications:		
<ol style="list-style-type: none"> 1. Design and conduct computer training activities as required. 2. Prior knowledge and ability to master subject content areas as needed for new instructional programs. 3. Other duties as assigned. 4. Knowledge of disadvantaged populations and persons with disabilities and their barriers relating to employability. 5. Knowledge disadvantaged populations and their barriers relating to employability. 6. Communication skills, both verbally and in written form, for providing highly effective individual and group instruction and training. 7. Knowledge of computer systems and educational software. <p>Training and Experience:</p> <ol style="list-style-type: none"> 8. Training in a related field such as human resources, business management, training or counseling. 9. Two years prior instructional experience. 10. Bachelor's degree in related field preferred. 11. Valid Illinois Drivers License. 12. Ability to move about office areas. 13. Ability to lift up to ten pounds. 14. Repetitive use of hands is required in the form of fine manipulations keyboarding while using computer. 15. Ability to communicate effectively in both written and verbal form. 16. Ability to observe personnel paperwork transactions. 		
Job Description		
Responsible for providing instruction, curriculum development, student evaluation, and up-to-date progress and performance reports to participants in pre-employment skills workshops.		
Curriculum:		
<ol style="list-style-type: none"> 1. Design, develop, and implement curriculum to promote specific skill development. 2. Evaluate and modify curriculum to meet the changing needs of participants. 3. Customize and coordinate computer literacy curriculum. 		
Instruction:		
<ol style="list-style-type: none"> 4. Facilitate Group workshops using the Employment Solutions: Skills for Life and Work Curriculum. 5. Instruct participants in steps and procedures to access computer terminals, and to use various software applications, including the Internet. 		

Evaluation/preparation:	
6. Analyze individual learning styles and special training needs and problem solve for the best teaching strategies.	
7. Assign appropriate textbooks and learning materials to participants to reinforce and assess learning.	
8. Evaluate and measure participants' progress to meet overall learning objectives.	
9. Input daily attendance and weekly progress reports in the AS400 database.	
Reporting:	
10. Report individual progress and performance to case manager.	
11. Correct assignments and analyze the progress of participants.	
Other:	
12. Attend staffing to review participant's performance.	
13. Protect confidentiality of all participants in program.	
14. Maintain a safe and orderly work environment.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2342160&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1	
Application Deadline: N/A	

Entry Level Accountant		Date Posted: 5.5.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: United Service Companies	Type: Not Specified	
Requirements/ Qualifications: Must have strong work ethics Must be well organized and able to follow standard filing procedures Detail oriented, professional attitude, reliable Proficient in Excel and Word, Oracle experience a plus Possess strong organizational and time management skills Ability to communicate effectively verbally and in writing		
Job Description		
United Services Companies, an accounting services and staffing provider, is looking for many levels of entry level accounting, including accounting assistant, clerk, manager, and account payable/ receivable clerks. Flexible hours may be available for some specialties. Immediate start for some specialties. United Service Companies is looking for individuals with the skills, character qualities and qualifications to excel in the accounting field.		
Contact: Vince Arrigo		
Phone: 312.972.3830	Email: varrigo@unitedhq.com	
Fax: N/A	Website: N/A	
To Apply		
If interested contact Vince Arrigo		
Application Deadline: N/A		

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Director of Sales & Marketing		Date Posted: 5.5.2011
Salary: Not Specified	Location: N/A	
Employer/Organization: N/A	Type: Not Specified	
Requirements/ Qualifications: N/A		
Job Description		

Director of Sales & Marketing: \$110k+ Hotels: NC & DC	
Select-Industry (www.select-industry.com) is an executive search firm. Any recommendations would be welcomed. See all of my JOB OPPORTUNITIES in my LinkedIn profile.	
Strong and stable company looking for a DOS&M in North Carolina and DC. Must have extensive and recent 4 star hotel experience with major brands. \$110k+ Flexible on salary for the right candidate. Must fill immediately.	
Contact: N/A	
Phone: 719-955-0613	Email: drew@s-industry.com
Fax: N/A	Website: www.select-industry.com
To Apply	
Please feel free to contact me for details: 719-955-0613 or drew@s-industry.com . You may also send your resume. Confidentiality assured!	
Application Deadline: N/A	

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Administrative Assistant		Date Posted: 4.29.2011
Salary: Not Specified	Location: Oak Brook	
Employer/Organization: Shared Vision Psychological Services	Type: Not Specified	
Requirements/ Qualifications: N/A		
Job Description		
Incoming phone screening, light clerical duties, data entry, payment processing, and community outreach. Opportunities for involvement in project development and clinical research may also be available.		
Contact: Dr. Kristin Condon		
Phone: N/A	Email: kc@buildinghealthyconnections.org	
Fax: N/A	Website: N/A	
To Apply		
Interested applicants should send a cover letter, CV, and 3 references to: Attn: Dr. Kristin Condon Executive Clinical Director 1200 Harger Road, Suite 600 Oak Brook, IL 60523		
Application Deadline: N/A		

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Recruiting Intern(2)		Date Posted: 4.29.2011
Salary: Not Specified	Location: N/A	
Employer/Organization: Judson Group	Type: Internship	
Requirements/ Qualifications: N/A		
Job Description		
The Judson Group is looking for two Recruiting Interns to join us for the summer. This is a paid internship. Ideal candidates will be students currently enrolled in business courses with an emphasis on entrepreneur sales and marketing.		
Each Intern will act as a Recruiter within The Judson Group. He/she will complete the MRI Network training program that will take approximately 1-2 weeks. Following training, the Interns will recruit for clients' open positions:		
<ol style="list-style-type: none"> 1. Prepare a plan to recruit individuals for a client's position 2. Execute name-gathering and recruiting calls to targeted candidates 3. Present candidates to mentor Search Consultant 4. Schedule and prepare candidates for interviews, and debrief them following the interview 		

Interns will have the opportunity to hone their

1. Business communication skills, written and verbal
2. Sales and negotiation skills
3. Organizational skills (database management, time management)
4. Presentation skills
5. Research skills (primarily online)

Contact: N/A

Phone: N/A

Email: solutions@judson-group.com

Fax: N/A

Website: N/A

To Apply

Interested in learning more about this internship? Email your resume in MS Word format to solutions@judson-group.com. A search consultant will follow up with you to learn more about your skill set if your skills and experience are determined to be a fit for this opportunity.

Application Deadline: N/A

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Bilingual French Inside Sales Intern

Date Posted: 4.29.2011

Salary: Not Specified

Location: Elgin, IL

Employer/Organization:
N/A

Type: Not Specified

Requirements/ Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent verbal and written communication skills.
- Strong inside "prospecting", and outside "closing" skills.
- Strong customer focus and relationship building skills
- Computer proficient with Excel, Word, PowerPoint, Access, and Outlook (MS Office).
- Prior Knowledge of SAP R/3 / SAP CRM and e-commerce desirable

Ability to identify and effect problem resolution

- Associates degree in business and/or technical related field; Four-year business or technical degree is desirable.

Some experience in Inside Sales within a manufacturing and/or distribution environment.

- Ability to read, analyzes and interprets instructions, and writes business correspondence.
- Ability to compile an Excel or PowerPoint presentation, and effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Bilingual French

Job Description

- Enhances customer relations and increase sales effort by effectively responding to customer inquiries via phone, fax, email and CRM.
- Identifies and qualifies competitive opportunities as a result of cross-selling.
- Provides front line technical support to include high level technical questions, substitutions, and cross-referencing. Interacts with Product Management and Applications Engineering to manage resolution of technical issues.
- Participates in training sessions for all product lines to ensure up-to-date knowledge and expertise.
- Assures all tasks are updated in CRM regarding samples with tracking information and expediting as needed for target/focus accounts.
- Calls for target/focus accounts to be logged into CRM to facilitate our outside/inside team.
- Resolves customer complaints concerning billing, product, commercial issues, and policy issues which are unable to be handled by our Customer Service Reps.
- Assists with customer and market data maintenance in CRM.
- Maintains existing sales and generates increased sales opportunities of new and additional products within defined territory, while building and maintaining customer relationships.
- Assist sales/marketing team to meet assigned market and territory sales goals and visits key accounts quarterly with the ASM when strategically required

Contact: Christine Schuldters, Customer Support Manager	
Phone: N/A	Email: Christine.schuldters@harting.com
Fax: N/A	Website: www.harting-usa.com
To Apply	
N/A	
Application Deadline: N/A	

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Office Administrator		Date Posted: 4.21.2011
Salary: Not Specified	Location: Northwest Suburbs	
Employer/Organization: N/A	Type: Not Specified	
Requirements/ Qualifications: N/A		
Job Description		
Administrative position available in busy practice in Northwest Suburbs. Duties include patient phone work, insurance phone calls, patient reception, collections, implementation and tracking of office policies and procedures, general office clerical duties. Compensation commensurate with experience.		
Contact: N/A		
Phone: N/A	Email: northwestjob@gmail.com	
Fax: N/A	Website: N/A	
To Apply		
Please forward resume and names/numbers of three references		
Application Deadline: N/A		

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Administrative Assistant		Date Posted: 4.14.2011
Salary: Not Specified	Location: N/A	
Employer/Organization: St Paul Church of God in Christ Community Development Ministries	Type: Not Specified	
Requirements/ Qualifications: Bachelor's degree at an accredited college or university strongly preferred. Experience required. Extensive knowledge of computer software applications, such as desktop publishing, project management, spreadsheets and database management. The ability to exert up to twenty (20) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. The ability to drive. Must have the ability to communicate effectively and interact with program participants, instructors, administrators and the community at large. Must have a strong desire to help others, a sense of responsibility and the ability to manage time effectively. Must be capable of communicating critical information. Must have excellent written and oral communication skills. Must possess the ability to prepare letters and reports. Must be proficient with computer based operating systems, Word, and EXCEL. Must possess excellent organizational skills. Must exhibit discretion, good judgment, organizational management ability, initiative, and the ability to work independently.		
Job Description		
Adhere to all contractual obligations as outlined by Program Director/Manager. Participate in benchmark activities. Play an active role in assisting program participants in the successful completion of the program. Direct program participants to the appropriate parties as needed. Perform and coordinate office administrative activities, storing retrieving and integrating information for dissemination to staff, program participants, unions, partners, etc. Serve as information and communication liaison for program; plan and schedule meetings and appointments; organize and maintain paper and electronic files; assist in management of projects; conduct research; and disseminate information by using the telephone, mail services, web sites, and email.		
Contact: N/A		
Phone: N/A	Email: smuhammadprojpride@sbcglobal.net	
Fax: N/A	Website: N/A	
To Apply		

Email smuhammadprojpride@sbcglobal.net for more information

Application Deadline: N/A

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Senior Staff Accountant (Taxes)

Date Posted: 4.4.2011

Salary: Not Specified

Location: Chicago, IL

Employer/Organization:

American Hospital Association

Type: Full-time

Requirements/ Qualifications:

- Bachelor's degree in Accounting or related field; CPA or MBA preferred.
- 5 years of staff accountant experience with accountability for taxes in a non-profit and/or corporate environment preferred.
- Knowledge of accepted accounting practices, terminology and procedures; proficiency in Microsoft Office products, particularly Excel.
- Proficiency in the use of Oracle/Great Plains accounting software (or equivalent), ADI report writer, Discoverer and Microsoft Office.

Job Description

Performs advanced accounting functions related to preparing, analyzing, maintaining, and reviewing various financial transactions, general ledger balances, financial records and reports, and financial statements in compliance with government regulations. Provides management with accurate and timely information needed to understand and manage its products and services in order to maximize financial performance.

Essential Functions

1. Prepare monthly standard and non-standard general ledger entries, account reconciliations, and various other accounting reports.
2. Prepare federal, state, and other regulatory reports, ensuring compliance with government regulations.
3. Produce accurate and timely financial statements for various AHA companies and prepare variance analyses and reports.
4. Conduct special studies and develop or recommend changes to accounting methods or procedures.
5. Provide information to staff, explain accounting transactions, and resolve accounting issues and discrepancies.
6. Perform other related duties and participate in various corporate finance projects as assigned in order to meet department goals.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2303748&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1

Application Deadline: N/A

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Pricing Specialist

Date Posted: 4.4.2011

Salary: Not Specified

Location: Rosemont, IL

Employer/Organization:

Emerson Industrial Automation

Type: Full-time

Requirements/ Qualifications:

Must Have:

- Bachelor's Degree
- Proficiency in spoken and written English

- Proficiency with Workflow software, AS/400 system, MS Office (Outlook, Excel, Word, PowerPoint)
- Excellent computer and communication skills
- Valid passport and ability to travel to Canada (minimum travel required 3-4 times per year)

Preferred:

- 3-5 years related industrial sales/support experience
- Prior experience in Customer Service, Inside Sales or Quotations/Pricing
- Proficiency in spoken and written French

Job Description

Provides customer and field sales technical pricing support. Acts as liaison for field sales force with engineering, production control, and customer service. Reviews and enters pricing requests submitted by the Sales Field based upon evaluation of profitability levels, strategic concerns, market feedback and corporate pricing goals.

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

http://www.metrochicagojobs.com/jobs.asp?pagemode=15&jid=2305038&utm_campaign=JCpartner&utm_medium=Email&utm_source=jobLink&utm_content=v1

Application Deadline: N/A

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Part-Time Statistics Instructor

Date Posted: 4.4.2011

Salary: Not Specified

Location:

Chicago, IL; Aurora, IL; Naperville, IL

Employer/Organization:

Rasmussen College

Type: Part-Time

Requirements/ Qualifications:

Must have Master's degree in Mathematics or Statistics.

Must be available to teach Monday from 5:30 p.m.-9:20 p.m.

Job Description

Rasmussen College is currently looking for **Residential Part-time Faculty** to join our Aurora campus beginning May 2nd to teach **Statistics**.

Provide students with an opportunity to acquire a reasonable level of statistical literacy and expand their base for understanding variety of work-related, societal, and personal problems and statistical approaches to solutions of these problems. The main objective of the course is the development of statistical reasoning.

Contact: N/A

Phone: N/A

Email: Corporaterecruiter1@rasmussen.edu

Fax: N/A

Website: N/A

To Apply

Send resume to Corporaterecruiter1@rasmussen.edu Please reference Aurora-Stats in the subject of your email.

Application Deadline: N/A

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Valtera Corporate Account Associate

Date Posted: 4.4.2011

Salary: Not Specified

Location: Rolling Meadows, IL

Employer/Organization:

Valtera

Type: Full-Time

Requirements/ Qualifications:

A bachelor's degree is required for this position. Typical success factors for this role include at least one year of professional work experience, knowledge of Microsoft Office (Word, Excel, and Access), project management skills, customer service skills, and high attention to details.

Job Description

This position is responsible for managing projects, ranging from small to very large scale, primarily related to employee opinion surveys and test development. The Account Associate is the primary point of contact for clients as projects are planned and executed, and he/she interfaces with internal technology and consulting partners.

Contact: N/A

Phone: N/A

Email: esolberg@valtera.com

Fax: N/A

Website: www.valtera.com

To Apply

Email resume and cover letter to: esolberg@valtera.com

Application Deadline: N/A

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Vendor Managed Inventory (VMI) Planner

Date Posted:

4.4.2011

Salary: NOT SPECIFIED

Location: Chicago, IL

Employer/Organization:

Bender Consulting Services

Type: NOT SPECIFIED

Requirements/ Qualifications:

Bachelor's degree; Experience in VMI, SAP, inventory, logistics, planning, supply chain or customer service; Problem solving, issue resolution, influencing, collaboration, and prioritization skills; Excellent verbal and written communication; Intermediate MS Office skills (Excel, Word, Outlook)

Job Description

Manage the day-to-day execution of customer vendor managed inventory (VMI). Direct accountability for VMI customers with emphasis on inventory turns, replenishment and fulfillment. Lead the collaboration effort among the customer, demand planning, sales, distribution centers and sales finance to effectively manage inventory and forecast accuracy. Manage data integrity to facilitate timely and accurate order generation to deliver key business initiatives such as promotions, discontinued products and seasonality. Use SAP to recognize trends and assess the impact to the forecast and order decisions. Conduct reviews to identify opportunities for improvement to increase profitability.

Contact: Scott Hammerstrom

Phone: 412-446-4448

Email: resume@benderconsult.com

Fax: 412-787-7178

Website: <http://www.benderconsult.com/>

To Apply

Send resume to resume@benderconsult.com

Application Deadline: N/A

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