



to receive notice of 'Hot Job' postings

This list is for the purpose of providing a sample of employment opportunities. It is not intended to be a direct referral to any opening.

Job Leads for week ending 12/06/13

<u>Date</u>	<u>Employer Name</u>	<u>Job Title</u> <u>Pay {if known}</u>	<u>Requirements</u>	<u>Job Duties</u>	<u>To Apply</u>	<u>Source</u>
12/02/13	Geneseo Public Library District	Library Assistant / Children's Elementary Program Assistant Job will be approximately 10 hours a week minimum to start, more if filling in for vacations and sick leave.	Applicant must enjoy children ages birth through twelfth grade. Applicant must be computer literate and willing to learn all areas of circulation duties. Computer tutorials, storytelling, songs and crafts are part of the job requirements. Applicant must be able to lift 40 lbs., work days, nights, a rotating Saturday schedule and be willing to fill in as needed		Send resumes online to gpld@geneseo.lib.il.us	
12/02/13	Boy Scouts of America (Moline)	District Executive Position - Moline, IL Compensation: All councils are equal opportunity employers. In addition to offering a competitive salary in the \$30,000 range depending on work related experience, Professional Scouting offers benefits to include major medical, prescription coverage, dental,	Requirements:• Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law. • Bachelor's degree from an accredited college or university (transcript with the date degree conferred stated is required for employment). • Attained 21 years of age or older unless prohibited by any applicable law. • Ability to work varied hours when necessary, evening activities and weekend work is frequently required to achieve positive objectives. • Ability to travel for training at least once a year for one to two weeks. • A Scouting background is helpful but not required for employment. • Offers for employment are subject to criminal, reference and motor vehicle background checks. Desired Skills:• Strong marketing, fund-raising and program development background is highly desired. • Non-profit, fundraising or sales	Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible, and productive society. Today's professional Scouters are a diverse group of men and women sharing a dynamic career offering independence, achievement, and stability. This is work that makes a difference, work that calls one to continual learning and challenge, work that offers solid compensation, benefits and advancement. The District Executive selected will: • Work with a volunteer board of directors and other community and business leaders to identify, recruit, train, guide, and inspire them to become involved in youth programs. • Achieve progress towards specific goals and objectives which include: program	How to apply: Qualified candidates must submit cover letter and resume with salary history to Michael.Meadows@scouting.org Only the most qualified candidates will be contacted. Additional information on a career as a District Executive can be found at this link: http://www.scouting.org/Careers/WorkingWithUs/EssentialSkills.aspx	

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		vision, life-insurance, long-term disability, accidental death, a defined benefit retirement plan, plus compensation for authorized and approved business related expenses to include phone and mileage reimbursement. We also offer generous vacation policy and ten holiday observances.	experience is a plus. • Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible and creative. • Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning. • Committed to personal and professional productivity, while maintaining high ethical and professional working standards.	development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention. <ul style="list-style-type: none"> • Be responsible for extending programs to religious, civic, fraternal, educational, and other community-based organizations through volunteers. • Secure adequate financial support for programs in assigned area. Achieve net income and participation objectives for assigned camps and activities. • Recruit leadership for finance campaign efforts to meet the financial needs of the organization. • Ensure that all program sites are served through volunteers, regular leader meetings, training events and activities. • Collaborate with adult volunteers and oversee achievement of training for their respective role. • Be a good role model and recognize the importance of working relationships with other professionals and volunteers. The executive must have communication skills and be able to explain the program's goals and objectives to the public. • Provide quality service through timely communication, regular meetings, training events and activities. • Have a willingness and ability to devote long and irregular hours to achieve council and district objectives. 		
12/02/13	QCIA Airport Services, L.L.C.	Fuel Operation Supervisor Salary commensurate with	The successful candidate will be able to demonstrate knowledge of aircraft fueling regulations and procedures and a history of working effectively with customers and employees. Minimum qualifications: • Graduation from high	QCIA Airport Services, L.L.C. seeks a full-time Fuel Operation Supervisor to oversee the day-to-day operation of its fueling department. The Fuel Operation Supervisor ensures compliance with all applicable policies, procedures, laws and regulations. Other	Interested individuals should submit a cover letter, resume and completed application to Human Resources 2200 69th Avenue P.O. Box 9009	Employer website

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		qualifications and experience. Pay range: \$43,680 - \$49,920.	school or possession of a GED; and 5 years of fueling experience, OR •Any equivalent combination of training and experience which would provide the knowledge, skills and abilities necessary to perform the work. •Supervisory experience strongly preferred. Selected candidate must pass a post-offer background check and complete a physical examination and drug screen.	responsibilities include training and supervision of fueling department employees, record-keeping and reporting, maintenance and repair of equipment, preparation and management of audits, and maintaining good customer relations.	Moline, IL 61265. This position will remain open until filled.	
12/02/13	Pleasant Valley Community School District (High School)	PT 2 nd shift Custodian (5:45 p.m. – 12:00 a.m. during school year; 7:15 a.m. – 1:30 p.m. summer hours)			Please apply immediately via Employment link at www.pleasval.k12.ia.us PVCS is EOE/AA	
12/02/13	The Mercer County Sheriff's Merit Commission	Correctional Officer / Telecommunicator		The Mercer County Sheriff's Merit Commission is currently seeking candidates to maintain a current list for qualified applicants for Correctional Officer / Telecommunicator	Pickup & Return Applications Mercer County Courthouse 100 SE 3rd Street Aledo, IL 61231 c/o Merit Commission 2nd Floor County Board Secretary If you have any questions, please call 309-582-2138 Application deadline is Thursday, December 19th, 2013 at 4 p.m.	
12/02/13	Mercer County Sheriff's Office	Part-time Correctional Officer	Must be a U S citizen, 21 years of age with a high school Diploma or GED, valid Driver's License and successfully complete a background investigation		Pick up applications at the Mercer County Sheriff's Office or online at: http://mercercosheriff.org	Employer website



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			with no felony convictions.			
12/02/13	Von Maur (Corporate)	Dock Associate Von Maur has a commitment to review, update and enhance our benefit package by listening to the requests of our employees. The benefits we offer will have a positive impact on the health, happiness and future of you and your family.		A Dock Associate manually loads and unloads trailers of merchandise and other items for/from the store locations. Primary job responsibilities of a Dock Associate include the following: <ul style="list-style-type: none"> •Manually unloads merchandise transferred from all store locations. •Sorts merchandise to be transferred to other store locations. •Manually loads trucks with merchandise trolleys and boxed merchandise for shipping to store locations. 	Apply online at: www.vonmaurcareers.com	Employer website
12/02/13	Von Maur (Corporate)	Merchandise Processor Von Maur has a commitment to review, update and enhance our benefit package by listening to the requests of our employees. The benefits we offer will have a positive impact on the health, happiness and future of you and your family.		A Merchandise Processor processes newly received merchandise. Primary job responsibilities of a Merchandise Processor include the following: <ul style="list-style-type: none"> •Match cartons with the proper paperwork. •Verify quantity, style numbers, price, size and quality. •Ticket merchandise. •Check merchandise for damage. •Perform all duties while standing or walking. •Lift and carry boxes of new merchandise to the line to be processed. Use a two-wheel handcart, pallet jack, or a coworker for assistance with heavy loads. 	Apply online at: www.vonmaurcareers.com	Employer website

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12/02/13	Von Maur (Corporate)	Receiving Associate Von Maur has a commitment to review, update and enhance our benefit package by listening to the requests of our employees. The benefits we offer will have a positive impact on the health, happiness and future of you and your family.		A Receiving Associate receives merchandise delivered to Von Maur on various carriers. Primary responsibilities of a Receiving Associate include the following: <ul style="list-style-type: none"> •Unload freight from trailers. •Complete paperwork and print computer worksheets for accepted deliveries. •Attach paperwork for processing and distribute freight to marking room associates. •Accept or deny freight delivered. •Inspect freight for damaged or missing boxes. 	Apply online at: www.vonmaurcareers.com	Employer website
12/02/13	Von Maur (Corporate)	Warehouse Supply Associate Von Maur has a commitment to review, update and enhance our benefit package by listening to the requests of our employees. The benefits we offer will have a positive impact on the health, happiness and future of you and your family.		The Warehouse Supply Associate stocks various store supplies and fills supply orders when received. Primary job responsibilities of a Warehouse Supply Associate includes the following: <ul style="list-style-type: none"> •Pulls supply orders and e-mails from the computer. •Retrieves various supplies as requested. •Prepares supplies for shipment to the stores. •Ensures adequate levels of supplies are on hand and assists with inventory of supplies. •Loads new supplies into storage area. •Operates assigned equipment safely. •Organizes and maintains storage and fixture storage areas. 	Apply online at: www.vonmaurcareers.com	Employer website



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12/02/13	Confidential Company (in Moline)	Billing Specialist		BILLING SPECIALIST Needed for medical office in Moline. Send resume to CL# 323 c/o The Quad City Times 500 E. 3rd St Davenport IA 52801	Send resume to CL# 323 c/o The Quad City Times 500 E. 3rd St Davenport IA 52801	
12/02/13	American TV and Appliance, Inc. (Davenport)	Sales Associate (Furniture) These positions are full-time with day, weekends, and some evenings required. Sales Associates normally get a set two days off during the week. We provide excellent paid training in sales at an hourly rate to start and based upon the effort and energy you put into your career, you can earn up to \$40,000 or more in your first year of employment in our furniture department with commissioned sales.	One to two years of sales experience preferred, but not required. We are willing to train those that have the personality to exceed our customer's expectations. Pre-employment Drug Screen Required	American is accepting applications for furniture sales associates. American is currently seeking individuals with enthusiasm and energy to join our Furniture Sales team! At American, it's more than a job, it's a career! We are also accepting applications for other departments as well. We offer several benefits options along with advancement opportunities with a corporate policy of promoting within! To learn more about our company and to apply on-line, visit us at: www.americantv.jobs	To apply on-line, visit us at: www.americantv.jobs or stop by our store and use one of our computers to apply: American 4800 Elmore Avenue Davenport, IA 52807	M

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12/02/13	LA-Z-BOY FURNITURE GALLERIES (Davenport)	Administrative Asst/Customer Service Associate Full-time 32-40 hrs. per week. Salary to commensurate with skill level and experience.	Must have strong computer skills, good math skills, professional communication skills, excellent customer service skills and be highly organized. Knowledge of Microsoft Office required, QuickBooks preferred. A/R, A/P, and POS experience a plus.	Looking for individual to provide overall and necessary customer, clerical and organizational support to the management, sales and warehouse staff. Responsible for answering incoming phone lines, support to office manager, support to sales staff, and customer service coordination.	Salary to commensurate with skill level and experience. Full-time 32-40 hrs p/week. Please email resume to mgraham@lazboyinfo.com	Triad Careers
12/02/13	Allied Health (Moline)	Medical Secretary/Receptionist	Immediate opening. No experience necessary.		Send resumes to: Box 1213 c/o The Classified Connection 1720 5th Avenue Moline, IL 61265	Triad Careers
12/03/13	Black Hawk College (Outreach Center, East Moline)	Enrollment Clerk (part-time/PaCE) \$9.75/hour	Education & Experience: a. High School diploma / GED required. Associate's degree preferred. b. Minimum of three years office experience performing clerical work required. c. Previous customer service experience required. d. Basic level experience with Microsoft Office, specifically Word, Excel, Access, and Outlook required. e. Ability to maintain confidentiality required. f. Good written and verbal communication skills required. g. Ability to prioritize and organize workload required including ability to follow through on assignments.	The Enrollment Clerk is responsible for enrollment and payment processing; serves as a back-up customer service representative for the department. Description of All Duties: a. Performs registration tasks and processes student payments for the PaCE department. b. Updates and validates student information in the College's student database system. c. Markets programs/provides information to potential students. d. Prepares and mails student certificates. e. Assists with printing, distributing, and collecting roster reports. f. Maintains and updates customer mailing lists and related databases. g. Proofreads brochures and documents. h. Prepares and/or assists with bulk mailings. Performs other job-related duties as assigned.	Apply online at www.bhc.edu Closing date: Thu. 12/12/13 11:59 PM Central Time	Employer website

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12/03/13	Genesis Medical Center (Silvis)	Lab Assistant Varied days, 8am-4:30pm, full-time position will work 40 hours per week.	<p>Education: High school graduation or equivalent Special Training: N/A Training Preferred: Phlebotomy experience Licensure/Registration: N/A Experience: No experience required. Interpersonal Skills: Interaction is with a variety of people inside or outside the organization. Communications are of moderate difficulty and sensitivity. Contact with others may involve detailed & lengthy dialogues & exchanges of information. Requires a moderate amount of interpersonal skills. Interactions involve dealing with moderately complicated problem situations or stressful encounters. Working Conditions: There is exposure to moderately adverse and undesirable environmental conditions. There are some health and safety risks. Position may require safety equipment and precautions. The amount of time the employee may experience these moderate conditions exceeds 70% of their work day. Possible Exposure to Blood Borne Pathogens: Yes</p>	<p>Purpose: Perform diagnostic testing in all areas of the Laboratory including Hematology, Chemistry, Microbiology and Serology. Lab Assistants key responsibilities include proper patient and specimen identification, adherence to testing policies and procedures, instrument use and trouble shooting and computer functions. Work closely with Phlebotomists, Medical Laboratory Technicians, Medical Technologists, Nursing and Physicians to provide patient care.</p>	<p>Apply online at: www.genesishealth.com</p>	Employer website
12/03/13	Unity Point Health – Trinity (Rock Island) Nutrition Services	Purchaser Fulltime Shift: days or as needed	<p>EDUCATION, TRAINING & EXPERIENCE: High School equivalent required. Advanced purchasing/business education preferred. Buying, purchasing, procurement, and/or inventory control experience required. KNOWLEDGE, ABILITIES & SKILLS: Must have strong communication skills and an ability to work independently with minimal supervision. Must have analytical ability to effectively manage supplies. Must be proficient and possess a high</p>	<p>Responsible for all tasks required to order and maintain the orderly flow of supplies from original request through delivery to user and documentation of all purchasing activities.</p>	<p>Apply online at: www.unitypoint.org</p>	Employer website

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			level of computer understanding. Must possess strong customer service skills, LICENSES, REGISTRATIONS AND CERTIFICATIONS: None			
12/03/13	Trinity Home Care Products 106 19 th Avenue Moline	Account Specialist	Qualifications/Experience: Above average communication and organizational skills required. Typing skills required, computer skills required. HME (home medical equipment) and/or medical billing experience preferred. HCPC and ICD-9 coding experience preferred CMN (Certificate of Medical Necessity) experience required. Six months to twelve months on-the-job training to learn specific job requirements.	Under the direction of the Trinity Home Care Products Billing and Coordinator, the individual will be required to perform diversified billing activities related to Trinity Regional Health Care Services, Inc.	Apply online at: www.unitypoint.org	Employer website
12/6/13	Family Care Solutions	Case Manager	Ideal candidate will have a Bachelor's degree in a Human Service Field and/or 2+ years of experience. Experience with individuals with special needs a plus. Candidate must have strong interpersonal skills, organizational skills, good written and verbal communication, dependability, tack, and be a fast learner. The position also requires satisfactory completion of background checks, valid driver's license with proof of insurance and the ability to work occasional evenings and weekends. The salary is negotiable depending on experience.	Family Care Solutions, a Home Health Care Agency located in Bettendorf is seeking full time entry level Case Manager. Case Managers provide management and coordination of service for a portfolio of intellectual and physically disabled waiver service consumers in accordance with the State of Iowa. Position may include, but is not limited to: Training and supervising staff including on call responsibilities, goal development and quality control, administrative duties and maintaining compliance with the state of Iowa regulations.	Interested applicants should submit a resume and cover letter including salary expectations no later than 11/15/13. Please submit these items to Lisa Baldwin at lbaldwin@fcsqc.com . If you would like further information on our company please visit our website at www.fcsqc.com .	
12/6/13	Community Health Care	Medical Assistant	Licensure Medical Assistant Certificate /Diploma Experience At least one year previous experience as a Medical	Obtains and documents medical and/or social history, vital signs and measurements. Assists with patient exams. Obtains and prepares specimens for processing. Performs lab tests and EKGs as directed by medical professional staff. Administers treatments, immunizations and medications correctly as directed by	www.chcqca.org	

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			Assistant required	<p>medical professional staff. Performs phlebotomy as needed. Cleans, prepares and stocks supplies in examination rooms. Maintains equipment and supplies; cleans and prepares instruments for sterilization. Maintains records and reports all data pertinent to patient care. Demonstrates an understanding that all patient interactions are to be documented in the patient record. Participates in internal meetings and in-service or e-learning training sessions. Performs appropriate patient follow up including, but not limited to, notification of diagnostic test and lab results, returning patient phone calls and managing prescription refills within the time frames outlined in CHC policies. Utilizes the skills and knowledge of their certificate/diploma to the fullest capability within their scope of practice, as defined by IA/IL State Law and CHC, to insure they are maximizing their role within the patient centered care team. Assists all coworkers in patient care or other tasks in order to maintain a smooth flow of patients and paperwork. Demonstrates an understanding of Medical Assistant scope of practice including NOT performing triage or patient assessment. Performs department specific competencies including, but not limited to, waived testing and medication administration.</p>		
12/6/13	Community Health Care - RI	Patient Intake Professional	<p>Experience</p> <p>One or more years of previous patient registration and/or billing experience in a hospital or medical office setting. High School diploma or general</p>	Analyze and maintain patient account information for accuracy in all aspects of the process. Performs a welcome session with all new patients educating them on the services offered by CHC and the patient's rights and responsibilities. Counsels all new patients	www.chcqca.org	

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			<p>education degree (GED) required.</p> <p>Knowledge, Skills, and Abilities</p> <p>Must have a proven working knowledge of medical office practices including, billing, collections, coding regulations and medical terminology. Strong computer and 10-key calculator skills required.</p> <p>Education Required</p> <p>High School or equivalent</p>	<p>regarding their financial responsibilities during the intake process. Verifies patients as needed for the sliding fee discount utilizing the Federal Poverty Guidelines and CHC procedure; while maintaining a 14-day tickler file tracking unverified patients. Take payments from patients and apply the payment to the patient's account according to procedure. Performs "end-of-day" procedures including prints cash bag reports and balancing the cash bag. Reviews next days schedule to identify patient intake needs. Functions as a Patient Service Professional as needed to ensure timely access to services for patients Demonstrates appropriate knowledge of the information system to process transactions and follow-up on patient accounts Calls insurance carriers to get benefit information and prior approval for procedures as directed by management</p>		
12/6/13	Community Health Care	Building & Grounds		<p>CHC seeks a Buildings & Grounds Attendant for part time starting at 20-25hrs/wk with the possibility of going full time. This person processes work orders for minor repairs, maintenance, and light housekeeping of buildings including, but not limited to:</p> <ol style="list-style-type: none"> 1. Cleanliness of Parking Lots, Sidewalks, Grounds including snow, ice, and other debris. 2. Rearrangement of Furniture and/or Equipment 3. Sweeping, Mopping, and Carpet cleaning as requested 4. Interior and Exterior Painting 5. Lawn Maintenance such as mowing, 	www.chcqca.org	

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				<p>edging, trimming, and pruning.</p> <p>The Building & Grounds Attendant travels to all clinic locations in Davenport, Rock Island, Moline, and East Moline. Valid Driver's License and reliable transportation are required. Position is Entry Level, Manual Labor, and some very basic knowledge of computers helpful.</p> <p>The B&G Attendant works outdoors daily, and will be exposed to all weather conditions regularly, and will lift, push, or pull up to 50lbs. or more frequently. Part Time position with shifts between 7:00am-5:00pm Monday-Friday. Occasional evening or weekends as required. Hours per week may fluctuate depending on seasonal needs.</p>		
12/6/13	University of Illinois Extension Office	Office Support Associate	Fiscal Secretary needed for full-time position (37.5 hours/ week) in the University of Illinois extension--Rock Island County Office located in Milan, IL.		Submit a completed online application and exam request for the specific vacancy at https://jobs.illinois.edu by December 19, 2013	
12/6/13	Thomas A. Blade Attorney	Legal Secretary	Clerical Experienced legal secretary Part time position.		Please send resume to: Thomas A. Blade Attorney At Law 620 - 17th Street Moline, IL 61265	
12/6/13	LayZBoy Furniture Galleries	Administrative Assistant	Must have strong computer skills and good math skills. Professional communication skills are a must due to frequency of customer interaction. Previous customer service experience preferred and must be highly organized. Knowledge of Microsoft Office required, QuickBooks preferred. A/P and POS experience a plus. Salary to commensurate with	Looking for individual to provide overall and necessary customer, clerical and organizational support to the sales and management staff. Responsible for answering incoming phone lines, support to sales staff and office manager, and customer service coordination.	Full-time 32-40 hrs p/week. Please email resume to mwilford@lazboyinfo.com	

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			skill level and experience.			
12/6/13	Augustana College	Cook/Prep Cook	Our cook position requires commercial experience with formal culinary training highly preferred. Our prep cooks need a strong work ethic and ability to serve in a variety of prep and serving roles. These full time jobs include a full benefit package with paid time off, holidays, insurance, tuition benefits and retirement.	We are seeking additional team members to assist in our new state-of-the-art dining facility	Apply by sending cover letter and resume to: humanresources@ augustana.edu by December 14, 2013, or by completing an Augustana application. Resume review and interviews will begin immediately. Full job descriptions for both positions are available at: www.augustana.edu/employment	
12/6/13	Black Hawk College	PT Receptionist - \$8.25/hr	a. High school diploma or equivalent required. b. One year office/receptionist experience preferred. c. Ability to operate copy and fax machines and basic computer literacy required. d. Good oral communication skills and ability to work with diverse populations in a pleasant manner required. e. Ability to work with confidential matters.	Performs general receptionist duties, including greeting clients/students and visitors, answering phone calls, taking and providing information. Provides clerical assistance to Adult Education instructors, Director of Economic Development, Coordinators and clients.	www.bhc.edu	
12/6/13	Unity Point Health	Marketing Communications Assistant	Qualifications/Experience: <ul style="list-style-type: none"> Proven ability in writing, planning and event coordination. Must have sound organizational, verbal and time management skills. Must be able 	The Marketing Communications Assistant provides administrative, writing and basic design support to the Marketing Communications Department staff. Draft, edit and assist in the preparation and dissemination of a variety of promotional and marketing materials; plan and coordinate	www.indeed.com	



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			<p>to effectively collaborate on projects with people inside and outside the organization.</p> <ul style="list-style-type: none"> • Must be proficient in the use of Microsoft Word, Excel, PowerPoint or other common office/word processing software packages. Uses word processing technology to accurately produce and correspondence, reports, and other printed materials in a consistent, attractive format. • Requires developed communication skills to effectively work with all levels of management throughout the UnityPoint Health, its subsidiaries and affiliates. • Excellent academic credentials with a track record of professional accomplishments, which demonstrate superior performance, leadership and vision. • Possesses excellent written and verbal communications. • Ability to work as a team member, creating and maintaining effective working relationships. • Ability to understand and apply guidelines, policies and procedures. <p>Education:</p> <p>Any combination of training, experience and/or education equivalent to graduation from a four year college or university with an emphasis in communication, marketing communications or public relations experience.</p>	<p>special projects and community related health fairs and special events.</p>		

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12/6/13	Unity Point Health	Admissions Representative	<p>Qualifications/Experience</p> <p>Must have excellent information processing skills and manage multiple tasks with accuracy. Effective verbal communication skills required. Awareness of transcultural health care values, learning environment, and institutional/program assessment. Knowledge of basic computer data entry and word processing required.</p> <p>Bachelor's Degree in related field preferred. Associate Degree required. Past experience in health care education recruitment and admissions beneficial.</p>	The Admissions Representative is responsible for the general recruitment of students to the College. The Admissions Representative complies with guidelines for education programs as set forth by the American Association of Collegiate Registrars and Admission Officers (AACRAO) for admission purposes.	www.indeed.com	
12/6/13	Allied Barton	Security Officer	<p>Security Officer Basic Qualifications: * Must be at least 18 years of age or older as required by applicable law or contractual requirements.</p> <ul style="list-style-type: none"> • Must have a high school diploma or GED, or at least 10 years of verifiable employment history. • At least one verifiable employer. • No criminal convictions as specified under Allied Barton guidelines. • Ability to communicate effectively both orally and in writing in the English language for the purpose of public interaction and report writing. 	<p>Job ID: 3655399 Allied Barton Security Services is the industry's premier provider of highly trained security personnel to many industries including commercial real estate, higher education, healthcare, residential communities, chemical/petrochemical, government, manufacturing and distribution, financial institutions, and shopping centers.</p> <p>Our more than 50,0 employees and 100 offices across the country service a client base of several thousand which includes approximately 200 Fortune 500 companies nationwide.</p> <p>Allied Barton is headquartered in Conshohocken, PA, and has been American</p>	www.indeed.com	



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			<ul style="list-style-type: none"> • Authorized to work in the United States. • Ability to perform essential functions of the position with or without reasonable accommodation. • Negative result on pre-employment drug screen. • Successful completion of Allied Barton's Security Officer Basic Course exam. • Ability to maintain satisfactory attendance and punctuality standard. • Neat and professional appearance. • Friendly and professional demeanor. • Ability to provide quality customer service. • Ability to handle typical and crisis situations efficiently and effectively at client site. We offer competitive compensation package including salary, comprehensive benefits, and opportunities for career advancement. We are the largest American-owned security company in the United States yet we recognize that any one individual can make a real difference. 	<p>owned and managed since 1957.</p> <p>As the first security services company selected as one of Training magazine's Top 125 training companies for six consecutive years, Allied Barton offers on-the-job, web-based, and ongoing training programs for all personnel from security officers through executive level management.</p> <p>Our commitment to training includes industry specific programs that are customized for the security challenges in several of the markets we serve. Allied Barton's focus on Human Capital Management moves employee growth and satisfaction to the forefront of all company initiatives.</p> <p>By utilizing employee retention programs and promotions from within, Allied Barton is able to foster a culture of quality security officers and continuous customer satisfaction. Allied Barton security officers adhere to quality standards designed to provide unparalleled service.</p> <p>Our security officers are proactive, responsive and ready to meet our client's needs. Patrol facility or man post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, client or employees at the site.</p> <p>Report all incidents, accidents or medical</p>		



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				emergencies. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.		
12/6/13	HCR Manor Care	Receptionist	<p>Educational Requirements: High School Diploma or GED.</p> <p>Position Requirements: Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently.</p> <p>Job Specific Details:</p> <p>EVENING SHIFT DURING THE WEEK AND EVERY WEEKEND DAY SHIFT</p> <p>Location: 617 - ManorCare of Utica Ridge, Davenport, Iowa</p>	<p>HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team.</p> <ul style="list-style-type: none"> ·Courteously greeting visitors and directing visitors appropriately. ·Operating switchboard and training others for relief purposes. ·Efficiently processing incoming and outgoing calls. ·Filing and copying documents as needed. ·Typing correspondence, written communication and reports from hard copy as needed. <p>In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.</p>	www.indeed.com	

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12/6/13	Schwan's	IL Coal Valley Route Driver Trainee	<ul style="list-style-type: none"> • Must be at least 21 years of age • No more than 1 moving violation in the past 12 months • No more than 3 moving violations in the past 36 months • No DUI, reckless driving or driving on a suspended or revoked license in the past 36 months • Must have active and valid driver license in state of residence 	<p>As a Route Sales Representative, you will drive the widely recognized SCHWAN'S® truck to sell and deliver more than 300 varieties of frozen foods to families around the area. Your drive and ambition can go a long way toward your ability to meet the needs of current customers, secure new customers, and in defining what you earn through the real earning potential of sales commissions.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Sells and delivers frozen food and other company products to up to 120 customer's homes or places of business daily. • Completes all assigned route and building days according to schedule determined by manager. • Addresses service complaints and works to resolve them. Communicates complaints and resolution to manager in a timely manner. • Follows guidelines of Good Sales Practices, including but not limited to; displaying products, calling on all customers, following up on missed/not at home customers, professional demeanor. • Informs customers of new products and special promotions. • Other duties consistent with sales and route positions. 	<p>Job ID: 13005061</p> <p>www.indeed.com</p>	
12/6/13	American Water	Utility Worker – 2 nd Shift	High School diploma or state recognized Educational Equivalency Certificate.	<p>Primary Role:</p> <p>Responsible for performing a variety of tasks</p>	www.indeed.com	



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			College degree desirable	including but not limited to locating, laying, repairing and extending underground water mains and distribution pipes and any other work as assigned by the supervisor. Key Accountabilities: Sets up barricades and places safety lights around work site to protect workers from street traffic. Breaks up asphalt and concrete, using pneumatic power tools for trenching and compaction. Manually digs of valve boxes and curb boxes using shovel and digging bar. Guides pipe sections, valves and fittings into position and holds pieces steady while works tightens connections. Taps into pressurized water mains. Flares and connects copper piping. Installs repair clamp on pressurized water mains and service lines Operates valves and fire hydrants. Investigates complaints and determines corrective action per Company		

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				<p>procedure.</p> <p>Operates pneumatic and/ or hydraulic boring equipment. Completes all necessary forms, sketches and field notes and be knowledgeable of usage of maps and records.</p> <p>Drives vehicles and/or trucks in performance of general job, including housekeeping of vehicles. Conducts work as assigned by the supervisor or crew leader and to assist other personnel as required.</p> <p>Work hours: 2pm-10pm</p>		
12/6/13	Elliott Aviation	Shipping and Receiving Associate	Forklift, Hazmat, Warehousing, Shipping Processes	<p>Receives items by unloading vehicles; accepting deliveries; unpacking containers.</p> <ul style="list-style-type: none"> • Verifies items received by inspecting condition of items; FAA compliance, comparing count/measure of items to purchase order and packing list; noting discrepancies. • Prepares product for shipment by identifying, pulling, verifying quantity and condition of items, packing, invoicing freight, and shipping. • Transfers orders received by invoicing, routing or delivering to requesting department. • Maintains shipping and receiving logs by recording details of all incoming and outgoing shipments. • Monitors and ensures all outgoing shipments, proper packaging, and Hazmat 	www.indeed.com	

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				shipping compliance. <ul style="list-style-type: none"> • Documents items shipped and received to ensure proper allocation of freight charges. • Determines method of shipment by examining items to be shipped, destination, route, rate, and time of shipment. • Documents items received by recording identifying information in the computer system. • Assist with inventory cycle counts and other warehouse duties. • Maintain knowledge of other positions in the department and be available to fill in when necessary. 		
12/6/13	HCR Manor Care	Medical Records Clerk	Educational Requirements: High school diploma required; Associates degree in Medical Record Technology preferred; Completion of classes in medical terminology, ICD-9-CM coding and personal computers desirable. Position Requirements: One to two years previous experience in medical records; previous office experience preferred.	HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Medical Records Clerk maintains the medical records in accordance with State and Federal Regulations as well as professional standards of practice and facility policies and procedures to ensure complete, timely, and accurate medical records. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.	www.indeed.com	
12/6/13	RK Dixon	Driver /Warehouse Clerk	Requirements: <ul style="list-style-type: none"> • Heavy lifting and carrying, bending, reaching and stooping. • Ability to move equipment in and out of vehicles weighing from 10-900 pounds. • Valid driver's license with a Chauffer's license or CDL. • Good driving record. • Ability to communicate clearly and concisely with 	Now in our third decade of growth, RK Dixon has become a leading provider of copiers, printers, managed print services, IT solutions and pure water drinking systems in each of the business communities it serves. During our history, RK Dixon has grown steadily and continued to offer advanced technologies to our customers.	www.indeed.com	

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			<p>internal and external customers.</p> <ul style="list-style-type: none"> • Must have strong work ethics and work well as a team. • Ability to adapt and learn quickly in a changing environment. • Ability to work independently, be self motivated and handle stress well. • High school diploma or equivalent. • Minimum of 2 years experience in a driver / warehouse role. 	<p>We service 80 counties in Iowa, Illinois and Wisconsin with office locations in Davenport, Bloomington, Cedar Rapids, Champaign, Peoria, Rockford and Springfield. As we have grown, our commitment to our customers has never changed. We employ approximately 200 people dedicated to providing the highest level of service to our customers.</p> <p>We are looking for an experienced Driver and warehouse clerk that is detail oriented and organized to join our Davenport office. A team player who has a pleasant, professional demeanor and works well with other people will be successful in this role. This position will have responsibility for delivery of equipment and warehouse functions in the greater Quad Cities area.</p>		
12/6/13	Unity Point Health	Cleaning Tech. III	Environmental Service training and / or experience in a patient setting preferred.	Performs work of routine difficulty in a variety of cleaning tasks that involve use of hazardous chemicals, heavy lifting, and exposure to patients (including blood and body fluids). Daily cleaning of patient rooms (plus transfer and discharge), and isolation precaution room cleaning, completes a variety of set-ups and special events per departmental requests.	www.indeed.com	
12/6/13	SunLoan Company	Assistant Manager	<p>Superior customer service skills</p> <p>Retail/restaurant supervisor or management experience preferred</p> <p>Valid driver's license and acceptable driving record</p> <p>Ability to pass a criminal background check</p>	<p>If you're ready to take your customer service, retail or restaurant experience in a bold new direction, we're ready to help make it happen.</p> <p>At Sun Loan, our business is based entirely on taking care of our customers' financial needs. Providing outstanding customer service is the foundation of everything we do. Our Assistant Managers work hand-in-hand with the Manager to ensure every customer receives our very best. The work can be challenging. The hours can be long – late nights and</p>	www.indeed.com	



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				<p>Saturdays are part of the job because it's part of our commitment to serving our customers. No wonder some of our most successful Managers come from retail and restaurant backgrounds.</p> <p>Of course we make sure that we reward your efforts with competitive pay, a monthly bonus, up to \$400 depending on the success of the branch and comprehensive benefits including a 401k. Even better, you can actually build a career at Sun Loan. We invest in your future with great training and real advancement opportunities. If you're ready to take the next step in your career, this entry-level opportunity can really take you places.</p>		
12/6/13	Wells Fargo	Teller – PT	Demonstrated skill in use of computers. Demonstrated ability to achieve individual and team goals. Positive approach in interactions with customers and team members. Reliable attendance. Good communication skills. Ability to work a schedule that includes working weekends and some holidays.	<p>Tellers introduce customers to new products and services, and generate leads for other members of the sales team to close. Every teller has her/his own scorecard with goals. Our best tellers constantly go the extra mile to greet customers, make them feel welcome and also engage customers to learn about their financial needs. An excellent teller processes between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures.</p> <p>Every teller is responsible for maintaining and balancing a cash drawer. Under direct supervision, processes customer transactions within established guidelines. Identifies and makes sales referrals, recommends alternate channels, cross-sells bank services and products for Wells Fargo partners, provides</p>	www.indeed.com	



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				<p>excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop.</p> <p>External certifications (such as the National Career Readiness Certificate) are a plus.</p>		

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