

# JOBLINK



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"linking people & positions!"

February 8, 2010

The Society of St. Vincent de Paul  
#13 Vieux Carre, Suite 2

PO Box 3310 East St. Louis, IL 62203  
618-394-3568



## MEMORIAL HOSPITAL

### EMPLOYEE BENEFITS ADMINISTRATOR

#### FULL TIME

Looking for an experienced individual to coordinate the day to day administration of employee benefit programs (health, life, vision). Maintains the benefit records and documents.

COBRA and FLMA experience required. Familiarity with automated HR systems. Excellent computer skills. Interpersonal and problem solving skills plus the ability to multi-task. Associate degree required, bachelors degree is preferred. At least 2 -3 years experience is necessary.

Send resume in confidence to:

Personnel

Memorial Hospital

4500 Memorial Drive Belleville, IL 62226

Ph: 618-257-5230 Fax: 618-257-6911

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#### JANITORIAL/\$8.00 HR FAIRVIEW HEIGHTS

Early Morning Hours M-Sat.,

7hrs-Start 7AM Swansea

AM Shifts 3 days per wk/7 hours

Have clean Drv's Lic, And Dep. Auto

Call 618-277-7606

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**Full-time medical assistant** position in a fast paced Podiatry office.

Able to work in the O'Fallon, Belleville and Columbia offices.

Medical experience a bonus, will train.

Please send resumes to Drawer: 5460, Belleville News-Democrat, PO Box 427, Belleville, Illinois 62222.

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The City of Granite City will be accepting applications for **Firefighter/ Paramedic**. Info at: [www.granitecity.illinois.gov](http://www.granitecity.illinois.gov) or [bnd.com/jobs](http://bnd.com/jobs)

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#### Move-In Coordinator

Do you like to plan events? Are you a master at coordinating and managing details? Do you have outstanding customer service skills combined with a love for seniors and their families? Cambridge House of Maryville is currently accepting applications for Move-In Coordinator. This position is responsible for coordinating the application/compliance process with IHDA and IDPA and assisting with the resident move in process. The successful candidate will possess a strong emphasis in marketing and office management. Quality assurance and training background a plus. Must have excellent written and communication skills with strong attention to detail required. Experience with Word and Excel essential.

If interested please send your resume and salary requirements to:

administrator@ cambridgehouse-maryville-slf.com or fax to 618-288-2299.

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#### Part time entry level position at local pharmacy.

Driver's license required.

Must be available holidays and weekends.

\$8/hr.

Send resumes to SJL, PO Box 723, Collinsville, IL, 62234

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Working at Valvoline Instant Oil Change is not for everybody - but, if **you**:

- enjoy working face-to-face with customers
- desire growth and a challenge
- are energetic, enthusiastic and have a positive attitude
- are willing to work hard
- and enjoy being part of a team

- then this opportunity is for YOU!

**No Automotive Experience Necessary!**

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We provide the training - **you** provide the desire & ability to learn - so that **you** can confidently and competently interact and communicate with customers.

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**Notice of Apprenticeship Opportunity**

Applications for the Construction Craft Laborer Apprenticeship

Program will be made available as

follows:**APPLICATIONS MAY BE**

**OBTAINED AT**

**THE FOLLOWING OFFICE(S):**The First

Tuesday of each Month

Beginning March 2010

8:00 a.m. to 9:00 a.m. ONLY

LOCAL UNIONS:

Local #44 - Collinsville, IL

Local #196 - Waterloo, IL

Local #338 - Wood River, IL

Local #459 - Belleville, IL

Local #622 - Greenville, IL

Local #742 - Mascoutah, IL

Local #100 - East St. Louis, IL

Local #218 - Godfrey, IL

Local #397 - Edwardsville, IL

Local #581 - Carlyle, IL

Local #670 - OFallon, IL

Local #1084 - Hillsboro, IL

**QUALIFICATIONS FOR ACCEPTANCE IN PROGRAM:**

1. High school graduate or G.E.D.
2. Not less than 18 years of age.
3. Physically able to perform the work of the trade.

4. A reading, understanding, writing and communicating ability as would enable the applicant to perform the tasks of the construction craft laborer in a safe manner and comprehend the subject matter taught, in English only, in related instruction.

5. Have a valid drivers license.

6. Drug testing shall be required upon acceptance into Apprenticeship Program.

7. \$20.00 NON-REFUNDABLE administrative fee is required at time of orientation/aptitude testing.

Illinois Laborers and Contractors; Joint Apprenticeship and Training Program is an equal opportunity employer. Applications are given without regard to age, sex, religion, race, color or national origin.

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**ADVOCATES**

On-call position to work with runaway and locked out youth in the St. Clair county area. Work after hours & weekends, you pick your schedule.

Send resume to: HR, Children's Home + Aid, 2133 Johnson Rd, Granite City, IL 62040 or [careers@childrenshomeandaid.org](mailto:careers@childrenshomeandaid.org)

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**RNs/LPNs (eve shift)**

6277 Center Grove Rd Edwardsville, IL 62025

Fax # 618-659-0627

CNAs (f/t all shifts)

100 Rosewood Village Swansea, IL 62226

Fax # 618-236-9622 [www.rosewoodnursing.com](http://www.rosewoodnursing.com)

Each Rosewood Care Center is Independently owned & operated

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**Part-Time Program Aide.**

FASTT has an immediate opening for a part-time Program Aide.

Duties include assisting adults with autism with work activities, community outings, and activities of daily living.

Minimum requirements include a high school diploma/GED, clean criminal background, and a history of reliability and dependability.

Starting pay is \$8.25/hr for 20-25 weekday hrs per week.

Please apply at: F.A.S.T.T. c/o ICA 548 S. Ruby Lane Fairview Hts., IL 62208 618-398-7500 EOE

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**CAREGivers** needed in St. Clair/Monroe

Counties.

Flexible hours assisting the elderly with meals, housekeeping and errands.

Require DL and vehicle ins.

If you are caring and dependable. 234-4463

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**JANITORIAL**

\$8.00 HR Edwardsville AM/PM Hours

Have clean Drivers's License and Dependable

Auto

Call 618-277-7606 Leave Number, Adress, Phone

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**Plumber**

New construction and service. Experience needed.

Send resume to: 5903 Old Collinsville Rd, Fairview Hts., IL 62208

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**SECURITY OFFICERS** Hudson Services, a locally owned and operated Security Services provider is seeking individuals with: 1 3+ Years of Security Experience 1 Own Transportation 1 Must have own weapon 1 Computer Skills 1 Military Background (not required, but a plus) 1 GED or higher 1 Armed positions 1 Up to \$10.00/hr to start 1 Benefits Available

Apply in person Mon-Fri 9am-4pm 314 N. Jefferson, St. Louis

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**DRIVERS WANTED** Experienced Tractor Trailer Driver needed, dump exp. helpful, Class A CDL, local, full time. Call 618-337-4175

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**SECURITY OFFICERS** needed in Granite City IL. Full & Part Time.

Must have PERC Card & Pass Background Screen.

Call our 24hr Job line 877-688-0002 or fax resume to: 312-421-6891

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HELP WANTED Lebanon C.U.S.D. #9 is looking for a **High School Head Track Coach**

and **Head Soccer Coach**. If interested, please send cover letter and resume: Mr. Harry Cavanaugh, Supt.; 200 W. Schuetz Street, Lebanon, IL 62254.

Lebanon C.U.S.D. #9 is an Equal Employment Opportunity Employer.

Please respond by Feb. 12, 2010

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**CARPENTER** Experienced, min. 3yrs w/ well rounded skills. We work in winter. Must be 100% dependable. 618-578-8982

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**CNAs Columbia Convalescent Center** has an opening for CNAs on the day, evening and night shifts. Previous experience in a long term care facility is a plus. Apply in person or

Send resume to: Columbia Convalescent Center 253 Bradington Drive Columbia, IL 62236 618.281.6800

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**Senior Maintenance**

Full Time position requires high school diploma or equivalent, with minimum of 3-yrs. building maintenance experience including carpentry, plumbing and mechanical systems. Experience diagnosing and repairing HVAC systems required. Must possess good communication and customer service skills with minimum of 3-yrs. experience in lead role. Must be able to multi-task, plan and schedule work projects. Must be able lift and push a minimum of 50 lbs. Send resume or application to DEPT. D., #1064 50 Northgate Ind. Dr. Granite City, IL 62040

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