

JOBLINK



"linking people & positions!"

February 13, 2010

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

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



Night Auditor/Front Desk Clerk

We have an opening for a Third shift Front Desk Clerk for a Hotel in the Collinsville, Illinois area. 1 year of hotel experience and strong customer service experience and cash handling experience is required. This position will be full time and can lead to a permanent position with the company. Business casual attire is required. Shift is from 10pm till 6am and will include every weekend.

Must have at least one year of experience in the hotel industry. Ideal candidate should have strong math and cash handling skills, able to handle high volume of calls, and be able to resolve customer complaints. Strong computer skills are required. Must be able to stand on your feet for an 8-hour shift and be able to lift 30 pounds.

Manpower is an Equal Opportunity Employer

Phone: 618-624-5000

Drury Hotels- Housekeeping Services

Will provide a variety of housekeeping services to maintain clean and sanitary public areas in the hotel according to established standards.

Assists guests whenever possible by providing information as requested.

What you Get!

- A Team-Oriented Work Atmosphere

- Excellence in Customer Service & Hospitality
- A Comprehensive Training & Orientation Program
- A Competitive Salary
- Benefits Package which includes:
 - Medical/Life Insurance
 - Dental Insurance
 - Short-Term Disability
 - 401(k) Savings Plan
 - Profit Sharing
- Paid Vacation, Personal Days and Holidays
- Discounts at all Hotels

You can apply in person at a Drury Hotel near you!

Job Requirements

Requires knowledge, skill and mental ability equivalent to completion of 2 years of high school. Previous experience in cleaning helpful, but not required.

Requires ability to walk and stand during entire work shift. Requires ability to push vacuum, reach and stretch in routine daily work activities.

Requires ability to lift 25 - 35 pounds intermittently during the work day.

OFFICE HELP

Phones, filing, computer knowledge, misc.

Email resume to: ptoofficehelp1@ yahoo.com

Part time Janitorial for East St.Louis

Edwardsville, Granite City & Maryville locations.

No phone calls

Apply in person 118 S. Seminary, Collinsville, IL.

Receptionist/ Cashier Truck Centers,Inc., a

Freightliner dealership located in Troy, IL is recruiting for a: Receptionist/ Cashier

We are looking for outstanding customer service skills. Responsibilities include answering phones, PC knowledge & cash mgmt skills.

Hours are: Tues/Wed/ Thurs 2-6 pm. Vacation coverage as needed.

Excellent opportunity for a student/ candidate.

Firestone Complete Auto Care, a division of **Bridgestone Retail Operations, LLC**) employs over 22,000 associates in North America. BFRC consists of more than 2,300 company-owned consumer and commercial stores in the United States and Canada and operates its own credit services and marketing operations. The store channels include Firestone Complete Auto Care, Tires Plus, Expert Tire, Mark Morris, Commercial and Farm Stores and GCR Tire Centers.

With 2,300 locations across America and over \$2 billion in tire and auto service sales, Firestone Complete Auto Care is the right place to build a career. **Join us!!**

As a Technician, you will diagnose and repair automotive systems.

Major activities include:

- Assisting (not training) technician mechanics in performing technical activities.
- Diagnoses and repairs to specifications – brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems.
- Adequately explains technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis.
- Continuously learns new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology.
- Keeps store management aware of mechanical repair problems as they occur.
- Maintains an organized and neat bay.

Job Requirements

Senior Mechanic / Automotive Technician

- At least 2-3 years of strong automotive mechanical diagnosis, problem-solving and repair experience.
- 3 ASE certifications are required for this position.
- You'll also need a high level of motivation, energy and a customer-focused attitude.

Lead Mechanic / Master Technician

- 5+ years of automotive mechanical diagnosis, problem- solving and repair experience as you mentor and teach associates while discussing problems with customers.
- You will also need 5 ASE certifications, strong leadership skills and a customer-focused attitude to go along with a high level of motivation and energy.

Pre-employment drug test/physical/ background check will help assure we build teams of people who can best work with others and serve customer needs.

Please visit our website at **www.FirestoneCompleteAutoCare.com** to learn more about our organization and locations.

Cedar Ridge Health & Rehab Center
CNAs

2nd Shift & Weekends
Come work at the CCI facility of the year. Cedar Ridge is looking for those who want to truly make a difference in the lives of our residents!

APPLY IN PERSON -
One Perryman Lane - Lebanon, IL
or online at:

www.cedarridgehealthcare.com

Freeburg Care Center is hiring CNAs, full time evenings.

Please apply in person 746 Urbanna Dr., Freeburg, IL.

No Phone Calls Please

ADMINISTRATIVE ASSISTANT needed for domestic violence program.

Responsible for a broad range of clerical and reception duties.

HighSchool Diploma/GED plus 4 years of related experience required.

Send cover letter and resume to: VPC, PO Box 831, Belleville, IL 62222, fax 618-235-9521

Dedicated Utility Driver

Need CDL-A & 2 yrs exp Call Hogan Dedicated immediately: 800-444-6042

LABORER/OUTSIDE CONSTRUCTION

Ability to work off ladders is a must.
Painting skills & experience helpful.
Apply in person: Champion Waterproofing, #1 Rebel Parkway, Belleville, IL 618-235-0582

Illinois Distributing Co. a large Metro-east beverage delivery company, is accepting applications for part time **Delivery Drivers**. To be considered Applicants MUST possess a Class A Commercial Driver's License, Applicants MUST possess a clean MVR & MUST be able to pass background check & drug testing. Applicants MUST be capable of repetitive heavy lifting. Please

Send resume to: Illinois Distributing Co., 1 Busch Blvd. Belleville, IL 62223 or Call 618-538-9491

Experienced Medical Assistant-

Full Time and Part Time
Fax Resume To: 618-355-0881

MECHANIC

LTI Trucking Services is seeking a full time truck/trailer mechanic for evening shift. Reefer experience a plus. Must be a self starter and able to work unsupervised at times. Must be able to move / back equipment in and out of shop with tractor. Pay depends on experience level. EOE Please respond by mail @ P.O. Box 170, Madison, IL 62060

Lawn Care-O'Fallon, IL lawn care co. seeking FullTime or PartTime crew members. Duties include mowing, trimming, & yard cleanup. Good work ethic & clean driving record required.

Weekend Caregiver,

approx. 14 hrs. per wk, no CNA required.
Apply in person at. Grand Court, 201 S. Belt West, Belleville

Area Agency on Aging of SW IL
Receptionist/ Data Entry Position.

(Full-Time-hourly) Required:
High School Diploma Responsible for greeting and answering a high volume of calls. Accurate in Computer Skills in Microsoft Office program such as Word, Excel, Access, and Internet, and ability to learn other Data-base Programs. Accurate Data entry for Information & Assistance Programs. Operating a variety of standard office machines. Balancing monthly bank statements.

Must be able to effectively prioritize and multi-task. Hours 8:00 - 4:00 Starting salary low 20,000 Generous Benefits package: Health/life, Dental, 401k. No calls please. Send your resume by February 19, 2010 to 2365 Country Road, Belleville, IL 62221 or email at ask@answersonaging.com EOE

HOUSING SPECIALISTS

Full Time position, Mon-Fri, 3-11:30 pm in residential setting serving individuals with severe mental illnesses and/or co-occurring disorders. Must be supportive of working in recovery-oriented environ. Must possess clinical case management skills, work from team approach, have evidence of displaying positive interactions w/ colleagues and other community reps. High School diploma w/ min. 5 yrs human service exp., or HS diploma + 2 yrs mental health exp. and Cert. of Psych. Rehab. from DHS-approved prog., or Cert. Recovery Support Spec.(CRSS) in good standing w/ State of IL, plus 1 year exp. in providing mental health services, or bachelors degree in helping prof. w/ relevant exp. req. Current/former consumers of mental health or co-occurring services strongly encouraged to apply. Valid drivers license req.

Send cover letter and resume to DEPT. H., #1069 50 Northgate Ind. Dr. Granite City, IL 62040

Part time Day Attendant

12 hr shift Sunday 6am-6pm
Part time Evening Attendant 12 hr shift Sunday
6pm-6am

Excellent opportunity for the right individual.
Outstanding and competitive salary based on
experience.

Assisting residence in our beautiful assisted living
residence. Relaxed atmosphere with friendly
resident and co-workers. Seeking to fill these
positions with caring & compassionate people
who wants to make a difference in the life of
others.

Call Tori 618-476-1440 or stop by & complete an
application at 208 South Kossuth St., Millstadt, IL
62260

The Ridge Golf Course & Country Club
Waiters, Waitresses, Cooks & Prep Cooks.
618-939-4646.

**PRESS OPERATOR IN DRY CLEANING
STORE**

Apply in person 306 S. Lincoln, O'Fallon, IL

**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

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 Leave name, address and
phone