

JOBLINK



"linking people & positions!"

February 26, 2010

The Society of St. Vincent de Paul
#13 Vieux Carre, Suite 2
PO Box 3310 East St. Louis, IL 62203
618-394-3568



Sheet Metal/ Setup and Operator

Contact Lynn Lampros fax 314-291-8585

Sauget IL

Work Environment

- Air Conditioned Shop, very clean.
- (4) 10 Hour shifts per week, starting at 6:30 am until 5:00 pm, Monday through Thursday.
- Overtime on Fridays is possible but not very often.
- Non-Union shop.

Requirements

Turret Press / Press Brake Setup & Operator

- Setup and run Strippit 1250XP Turret Press. 20 Station - 20 Ton Turret Press.
- Material is light gauge aluminum, .032" to .063" thick.
- Sharpen tooling when needed.
- Run finished parts through a Time-Saver de-burring sander.
- Setup and operate Accur-Press 6 Ft. x 60 Ton Press Brake.
- Using Wilson American Standard precision tooling.
- Parts are medium to small in size with tolerances of +/- .015"
- Average parts per job are (200) pieces. We have a job shop type setup

The BeamTeam Shelf Assembler and Stocker Apply Online

Placing manufacturer products on shelves, information, signage, stickers or other required materials within retail establishments in a neat and orderly manner in strict accordance to specifications, Plan-O-Grams, pictures or other instructions provided.

Ability to move shelving beams in their bays, use pallet jacks, pricing labels and drill.

Determination of specific issues such as missing products, incorrect products, or any circumstance which would not allow timely completion of work activity according to plan.

Completing appropriate records of activity, which may be required including but not limited to Sign Offs, pictures, reports, and other paperwork as may be required.

Demonstrates ability to interact with customers and other team members in a professional manner.

Requirements Job Requirements:

- Clean and neat appearance at all times with presentable clothing. For safety, the wearing of jewelry will be minimized.
- Able to do repetitive bending, standing, and walking positions and will be required to pull, push, and lift manufacturer materials up to 70 pounds without assistance from other persons.
- The ability to work nights and weekends will be necessary.
- Having reliable transportation available to get to work locations on time is essential.

Monday thru Thursday from 9:00 pm to 6:00 am

Pay Rate \$11 Hourly

Prairie Farms Maintenance Planner

Fax 618-451-5623

Prairie Farms Dairy is currently seeking a Full-time Maintenance Planner.

Individual must have 3-5 years related experience and minimum of Associates Degree with technical emphasis.

Food/Dairy industry experience, Technical Bachelors Degree are a plus.

The primary role of the Maintenance Planner is to improve work force productivity and work quality by anticipating and eliminating potential delays through planning and coordination of labor, parts and materials, tools and equipment, required permits, specialized documentation and equipment access.

Candidates must have advanced technical and working knowledge of computerized maintenance programs (MP2 preferred) and be adept in the use of personal computers and software applications such as Excel, Word and internet software; must be knowledgeable of preventative maintenance techniques and have the ability to develop preventative maintenance programs from vendor manuals; must have excellent verbal and written communication skills; must have strong knowledge of manufacturing equipment such as, pumps, conveyors, motors, electrical controls, combustion, pneumatics, hydraulics; must be able to interface with different levels of management and other departments to plan and schedule maintenance work; and must have working knowledge of OSHA and GMP requirements as they pertain to maintenance activities at a food processing facility and excellent safety record and adherence to safe work practices.

Must have excellent attendance record and adherence to company policy. We offer excellent benefits package.

fax 618-451-5623

or mail

1800 Adams

Granite City, IL 62040

TruGreen – Collinsville, IL

ESSENTIAL DUTIES AND

RESPONSIBILITIES: The essential duties and responsibilities are listed below. Other duties may be assigned.

- Applies fertilizers and pesticides to lawns according to schedule, safety procedures, and label instructions.
- Drives company vehicle to commercial customer location.

- Responds on a timely basis to customer requests for telephone and in-person service calls.
 - Completes required production forms and customer instructions.
 - Assists in sales to current customers through contact on route and telemarketing.
 - Measures the lawn of potential customers to provide them with an accurate cost of TruGreen's lawn care service.
 - Performs a daily three-minute, 360 degree inspection of truck and equipment before taking the vehicle out on the road and upon return.
 - Completes production reports, new sales forms, customer invoice forms, daily vehicle inspection report, and cancel/skip notices as required daily.
 - Maintains vehicle and equipment through cleanliness, safety, and general maintenance.
 - Assists in maintaining cleanliness of facility.
- EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

SpeedCo Management, Troy, IL

Speedco is a fast-paced, aggressive mid-sized company that has shown consistent revenue growth year after year. The mission of the organization is to consistently exceed client's expectations. Speedco is growing its nationwide coverage with new stores, lube and tire lanes and even more capabilities to serve customers. As our nationwide presence expands with new stores, we'll remain focused on providing our customers with efficient, quality PM service.

Speedco offers flexible benefits and compensation packages that allow employees to make choices that fit their individual performance, dental, medical, vision and prescription drug coverage, disability insurance, uniforms flexible hours and paid vacations.

Requirements

Three years retail management experience desired. Experience with semi-tractor trailer oil lubrication requirements highly desirable. High School graduate. Excellent human relations skills. Supervisory experience.

Knowledge of OSHA standards/regulations.
Experience in handling customer service complaints.
Experience in interviewing/hiring potential job applicants.

A valid driver's license is required.

This position requires a drug screen and a background/credit check.

Call Center Agent,
Vatterott Educational Centers, Inc

Call to apply

This position is responsible for contacting all prospective students who inquired about attending any Programs offered by Vatterott Educational Centers and coordinating the admissions process in accordance to all accreditations, regulatory requirements and standards. Specific

Requirements

This position requires an Associate's Degree plus 3-5 years of experience in Education, Customer Service, and Recruiting. This representative will be required to be on the phone a majority of the shift. A Bachelor's Degree is a plus. The position requires personal computer skills (Microsoft Office, inclusive of Word, Excel, and Outlook). Excellent spelling and grammar skills with the ability to communicate in a courteous, tactful and concise manner, is essential.

HIM Coding Specialist –
Gateway Regional Medical Center

The coding specialist is responsible for reviewing Inpatient or Outpatient records to determine diagnoses/procedures, assign ICD-9-CM codes and CPT (if applicable) - according to AHA and AMA rules, abstract patient information from the record for statistical and quality improvement purposes, and the coordination of proper reimbursement with the patient accounts department.

Completes job in a timely, efficient manner, with attention to detail.

- Education:High School graduate or equivalent. Requires 2 years of experience in ICD-9-CM and CPT coding with knowledge of reimbursement issues (including DRG assignment). RHIA/RHIT or CCS required. Experience in keyboarding/data entry required. Good customer services skills required.
- Experience:2 years experience in ICD-9-CM and CPT coding with knowledge of reimbursement issues (including DRG assignment).
- Licenses/Certificates:RHIT/RHIA or CCS required.
- Mandatory overtime required as needed.

Job: Health Information Management Services

Employee Status: Full-time

Shift: Day Shift

HOSPICE OF SOUTHERN
ILLINOIS POSITIONS

We have the following opportunities available with our Relais Bonne Eau Hospice Residence Home, Edwardsville (Evening Shift) Belleville Location (F-T)

HOSPICE AIDES

Requires an Illinois certification and two years experience in a hospital, long term care facility or home health, prefer hospice experience. Reliable transportation with proof of auto insurance is necessary. Benefits package included. (EOE)

To apply forward resume to:

Hospice of Southern Illinois, Inc.
305 S. Illinois St. - Belleville, IL
62220

Fax 1-618-235-3130

CITY OF EAST ST. LOUIS

• **NOW HIRING** -Community Development Manager

Under the direct supervision of the Director of Community Development, this candidate will coordinate all Community Development and housing programs in targeted neighborhoods throughout the City. Candidate must have knowledge of the East St. Louis Community and have prolific skills to work with various neighborhood stakeholders and organizations. Position requires a Bachelors Degree in Urban Planning, Social Sciences, Public Administration, Business Administration, or a closely-related field.

Applications must be received by the close of business of Friday, February 26, 2010. No phone calls please. Apply in person between 8:30 a.m. - 4:00 p.m.. Monday thru Friday. For more information, please visit www.cesl.us.

The City of East St. Louis is an Equal Opportunity Employer and encourages all persons regardless of race, gender, color, religion, national origin or ancestry to apply for positions with the City of East St. Louis.

Deletra Hudson,
Interim City Manager
c/o Jamie Morrison, Personnel
City of East St. Louis
Office of Employment Services
301 River Park Drive
East St. Louis, IL 62201

SAFETY
MANAGEMENT

A manufacturing facility located in Centralia, Illinois, is seeking a Safety Manager who can contribute to the compliance of our entire safety program. 10+ years' experience in the safety and environmental area is required.

The successful candidate will have a working knowledge of State and Federal regulations, specifically with OSHA guidelines, good verbal and

written communication skills, the ability to organize and prioritize tasks with strong attention to detail . A Bachelor's Degree in a related field is preferred.

If interested and qualified, send your resume with salary requirements to:

Drawer 5465
Belleville News-Democrat
P.O. Box 427
Belleville, IL 62222

Activity Assistant/ Driver

Must enjoy working with elderly, have an excellent driving record and be willing to work various hours.

St. Paul's Home 1021 West "E" St Belleville, IL 62220 EOE Email: [sfranklin@ standrews1.com](mailto:sfranklin@standrews1.com)

CUSTODIAN

Hiring individual with previous custodial experience to clean office building and carpets, change lights, furnace filters & general maintenance.

Part-Time Hours (Alternating Weeks):
Week 1 - Wed., Thurs., Fri. 6am - 2:30 pm
Week 2 - Thurs., Fri. 6am - 2:30 pm

Please send resume to Wilke Window & Door Co., Attn: JM, 3500 Lebanon Ave., Belleville, IL 62221

Tractor Trailer Inspector Mechanic

Background in truck driving/trailer repair. Will train. 6501 St. Clair Ave, East St. Louis, IL 618-394-1059

Bookkeeping Office Operations

Start \$10/hr, 30hrs/wk
Working use of QuickBooks Pro, payroll prep, accts pay/rec., filing, etc.

Casual work place, local Belleville office.

Send resume to: P.O. Box 24302, Belleville, IL 62223

2 TEMP Farm Workers needed

3/22/10 - 10/31/10.

Workers will cultivate, prune, thin, & pick peaches; workers will cultivate, harvest & grade a variety of produce.

Guaranteed 3/4 of contract hours.

Tools provided at no cost.

Free housing provided for non-commuting workers.

Transportation & subsistence reimbursed to worker upon completion of 50% of contract.

\$9.06/hr.

Worksites in St Clair Co IL. Report or send a resume to nearest local Illinois Department of Employment Security office & reference JO # IL 451483. Scharf Farm

Dollar General's Hiring Event lets you just walk right in and tell us why YOU are the ideal candidate. We are hiring Store Managers with a minimum of 1 year retail supervisory experience. If you are experienced in retail supervision and can create a motivating, positive and productive environment for employees and customers, come to our hiring event! Our company is growing by hundreds of stores yearly, and we're looking for top talent right now! Please note: Dollar General Field Managers will be here to meet you in person. Resumes submitted online might not reach the intended party in time for you to be considered for an open position. Bring your resume and come fill out an application at the Dollar General Hiring Event!

Date and Time: March 2, 2010 From 10am - 4pm

Location: Dollar General Store

SHOP & SAVE 790 CARLYLE AVE
BELLEVILLE, IL 62221

Child Welfare Case Aide

Part-time-Belleville.

Provide direct & indirect case aide services, working with children and families (mothers and fathers) to link with community resources and assist the case worker.

Requires minimum H.S. diploma/GED, good driving record & access to a vehicle with valid insurance.

Must pass background check in accordance with DCFS regulations & be able to work a flexible schedule.

Experience desired.

Fax resumes to 618-234-0218

Looking for full time **Day Care Teacher.**

Must be State certified.

Interviews will be taken Tuesday, Feb. 23 between the hours of Noon-2pm. Bring resume & 3 references. Toddler University Day Care, 9500 Suite B Collinsville Rd, Collinsville, IL

COOK

Must be experience in all aspects of cooking.

APPLY AT: Fischer's Restaurant 2100 W. Main St. Belleville, IL 62223

Laborer Wanted

Must have painting & bobcat experience.

40+ hours a week. \$10/hr great benefits.

Fax resume to 618-332-2248

SECRETARY Must have computer skills. Job details such as answering phones & filing. Must have 3yrs exp. Good Pay/ Good Benefits. Fax resume to: 618-332-2248

COUNTERTOP INSTALLER

K&D Counter Tops is currently seeking candidates to fill the position of Countertop Installer.

Candidates should have a background in construction trade, be dependable, have good communication skills and be able to work on their own.

Compensation package includes full benefits program. Mandatory drug screening/background check.

Apply at 7 North Lincoln Street, Trenton, IL
