

Job Leads for week ending 10/24/14

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			CHECK OUT THE SEASONAL OPENINGS LISTED at www.indeed.com including Banana Republic Factory Store, Davenport; Barnes and Noble, Davenport; Carter's Retail, Bettendorf; Charming Charlie, Davenport; Dick's Sporting Goods, Davenport; Fedex Ground, Moline; Helzberg Diamonds, Moline; HON and Allsteel, Muscatine; K&B Transportation, Davenport; Kmart, Davenport, Moline and Rock Island; Lane Bryant, Davenport; Lowe's, Davenport; Old Navy, Davenport; Quad City International Airport, Moline; Sears, Davenport; Target, Davenport and Moline; Toys R Us/Babies R Us, Davenport and Moline; ULTA Salon, Davenport; UPS, DeWitt, IA and Milan; Younkers, Davenport and Moline; Yargers Delivery, Inc., Moline;		

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			<p>SATURDAY, October 25th, 2014 10 am to 2 pm</p> <p>APAC CUSTOMER SERVICES, INC. 250 E. 90TH STREET DAVENPORT, IA 52806</p>	<p>CUSTOMER SERVICE REPRESENTATIVES</p> <p>If you enjoy a friendly, laid back work environment. . . APAC is the place for you! All you would need to possess are the following to succeed: Provide customer services through inbound calls, emails, and online chats. Strong communication/problem-solving skills, computer keyboard and Internet proficiency, and the ability to succeed in a fast-paced environment required. Customer service experience strongly preferred but not limited to:</p> <p>Full time employment - you could make up to \$13+ per hour with bonus potential! Paid training program</p> <p>Great benefits -- medical, dental, vision, disability, and a 401(k) retirement plan Up to 15 days per year paid time off FUN at work!</p>	
			<p>Hiring event for Advantage Sales and Marketing</p> <p>When: Tuesday, October 28th 9 a.m. to 11:45 am</p>	<p>An Event Specialist generates excitement, brand awareness, & increases product sales through event sampling & promotions. The</p>	<p>All applicants must be registered with www.IllinoisJobLink.com</p>

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			<p>Where: Partners in Job Training and Placement Office / IDES Outpost 500 42nd Street, Suite 4 Rock Island, Illinois 61201</p> <p>This event is sponsored by the IDES, Partners in Job Training & Placement, and Advantage Sales and Marketing.</p>	<p>Event Specialist is responsible for set up & breakdown of their working area, preparing & sampling products on scheduled event days. This is a permanent Part-time position working up to 28 hours per week.</p>	<p>To see job description and how to apply, login to www.IllinoisJobLink.com (IJL), complete the resume creation process, search for jobs using the Advanced Job Search and the Job Order #2250072 and follow application instructions given. Attend this event to speak with the hiring representative.</p> <p>Dress appropriately Be prepared for interviews Bring resumes</p>
	Experience Works	Clerical (plus additional opportunities)		<p>Experience Works is seeking individuals who are age 55+, low income and seeking work. The types of work available include clerical but will vary according to the needs of the employing agency.</p>	<p>Interested individuals should submit a resume to the Partners in Job Training and Placement Administrative Office at 1504 3rd Ave. Rock Island, IL</p>
10/22	Industrial setting (East Moline)	On-Site Coordinator (3 rd shift – Sunday through Thursday, 10	<p>We are seeking a motivated, results-oriented individual who has the ability to work in a fast-paced environment and possesses excellent customer services skills.</p>	<p>Will be working in an industrial setting atmosphere, attending meetings, addressing safety issues, time keeping with Kronos, tracking attendance, write ups, along with administrative duties.</p>	<p>. Serious and qualified candidates can send resume to: mdipaolo@callos.com</p>

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		p.m. - 6:30 a.m., with some overtime)			
10/22	Moline company	Landscape/Hardscape Labor	Must have driver's license, transportation & neat appearance. Wage depends on experience.		Call for appointment, Mon.-Fri. 309-797-1947
10/22	WIAAA (Rock Island)	Program Coordinator	Requires: BA in social work or related field, two years of experience. Office Suite computer proficiency needed. Ability to travel overnight occasionally.	Full time position will oversee program management and technical assistance for the senior service provider agencies in our 10 county planning and service area.	Send resume by November 10, 2014, to: WIAAA 729 34th Avenue Rock Island, IL 61201-5950
10/22	Park Vista Living (East Moline)	Bus Driver	Must have excellent driving record and proof of auto insurance. Must love working with seniors.	Premier assisted living community seeking part-time Bus Drivers first shift. Includes every other weekend, variable hours during the week..	Please email resume to: lynn.morgan@parkvistaliving.org No phone calls please.
10/22	Carl Sandburg College (Galesburg)	Administrative Assistant to the Dean of Extension Services Fulltime \$19,220-20,340.00/year	High school diploma or GED required; some college preferred. Computer experience required. Two years of experience preferred. 2. Ability to communicate with students, faculty, and staff. 3. Ability to type 45-50 words per minute with a working knowledge of computer systems and software, include spreadsheets and word processing. 4. Valid driver's license required.	1. Responsible for all financial transactions, including processing payments or tuition and fees, making deposits, maintaining the local checking account and petty cash fund. 2. Maintains all financial transactions for the Carthage Branch Campus: initiating and tracking requisitions and purchase orders; processing requests for pay and travel reimbursement; developing blanket purchase orders and tracking expenditures, and receiving orders in Colleague. 3. General clerical support for the Dean	For more information about this position, and/or to apply, visit www.sandburg.edu and the CSC employment page

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			employment qualifier.	<p>of Extension Services.</p> <p>4. In the absence of the Administrative Assistant of the Branch Campus, serve as the first point of contact for customer/student services. This includes: dissemination of information, registration of students, processing payments and arranging the FACTS payment plan for students, answering enrollment questions, and making student appointments for counseling and testing.</p> <p>5. Maintains files for state compliance and testing for CNA courses.</p> <p>6. Monitors office and paper supplies for the Carthage Branch Campus.</p> <p>7. Supervise mail processing and distribution including faculty mailboxes, as needed.</p> <p>8. Other duties as assigned.</p>	
10/22	Mercer County Senior Center	Information and Referral Position (Aledo) Part-time 35 hrs./week		Duties include working with the Mercer County population by assisting clients with forms, documents and website applications.	Send a letter of interest and resume for a full job description to: MCSCenter@frontier.com
10/22	Black Hawk College Quad Cities Campus: Moline)	Office Specialist I (Part-time/ESL)		The Office Assistant I is responsible for performing general receptionist duties for the academic English as a Second Language (ESL) department; greets students and visitors, answers calls,	Fri. 10/31/14 11:59 PM Central Time

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		\$8.25 - \$11.37 hourly		disseminates information appropriately; provides assistance to all members of the ESL department as well as ESL students.	
10/22	Genesis health group: Silvis Pediatrics	Office receptionist Fulltime Monday-Friday, 8:30-5:30	Education: High school graduation or equivalent Special Training: Basic Life Support; Medical Office Procedures Training Preferred: Effective communication skills, medical terminology Experience: Less than 1 year experience required.	Purpose: To provide care and contribute to the welfare of patients and families through support of the standards and philosophies of Genesis. Greets, instructs, directs, and schedules patients and visitors. Manages the telephone, maintains office records and serves as a liaison between patient and medical support staff. Performs billing and accounting functions.	Apply online at www.genesishealth.com
10/22	Genesis Health Group Genesis Home Medical Equipment	Patient Account Rep Fulltime Monday-Friday, 8-4:30	Education: High school graduation or equivalent Special Training: Billing/Accounts receivable experience and/or collections experience. Customer service background and word processing with a minimum of 40 wpm. Training Preferred: Part B Billing/Reimbursement courses Experience: Less than 1 year experience required.	Purpose: The Patient Account Representative is responsible for charge entry of patient accounts, verification of data, and production of billing claims for third party payers and patients, and posting of remittances in accordance with agency policies and procedures. The Patient Account Representative will manage all incoming phone calls from patients, 3rd party insurance representatives and others related to the billing cycle. Patient Account Representatives will review applicable billings and remittances for compliance with managed care and self-pay contracts as well as researching and correcting denied patient claims. The Patient Account Representative is responsible for the follow-up and collection of patient accounts. Other duties as assigned.	Apply online at www.genesishealth.com
10/22	Genesis Health System: VNA	Hospice Social Worker II	Education: Master's Degree Field Of Study: Social Work	Purpose: To provide varied and ongoing social work services to Hospice patients and their families. This may include psychosocial evaluation, ongoing	Apply online at www.genesishealth.com

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	Hospice Program		<p>Special Training: Counseling or prior medical social work</p> <p>Licensure/Registration: Licensed in IA & IL as MSW, Valid Driver's License, and Auto Insurance-Genesis minimum limits required.</p> <p>Experience: More than 2 years of experience required.</p>	psychosocial counseling, direct casework services, bereavement services, community outreach and referral through collaboration with physicians, staff, families, community agencies and hospice leadership. Actively participate in quality monitoring and performance improvement activities.	
10/22	Genesis Health Group GHG Acct Receivable	<p>Specialist, Patient Accounts</p> <p>Fulltime</p> <p>Monday-Friday, 7- 4:00</p>	<p>Education: High school graduation or equivalent</p> <p>Special Training: Customer Service Experience; Word processing at 40 WPM.</p> <p>Training Preferred: ICD and CPT code knowledge. Medical front office, insurance/patient account payment posting. Customer service and friendly, outgoing personality along with the ability to handle stressful situations.</p> <p>Experience: No experience required.</p>	<p>Purpose: With a high degree of accuracy and patient satisfaction, aids patient's/guardians/guarantors in resolving balances that have been deemed to be past due according to the collection policy. Reviews accounts for billing and payment accuracy as well as notes of patient contacts prior to the account entering the "collection" tab in the practice software. Responsible for making contacts with patients/guardians/guarantors in a timely manner, documenting all contacts. Counsels patients/guardians/guarantors in setting up payment plans and applying for financial assistance. Reviews account for submission to the collection agency and prepares collection action requests to be sent to practitioners for review. Follows up with claims specialists/physicians offices to resolve any barriers that may be hindering account resolution. All other duties as assigned.</p>	<p>Apply online at www.genesishealth.com</p>
10/22	Genesis Health Group (Multiple openings)	<p>Sterile Processing Tech</p>	<p>Education: High school graduation or equivalent</p> <p>Field Of Study: N/A</p> <p>Special Training: N/A</p> <p>Training Preferred: Certified Registered Central</p>	<p>Purpose: Cleans, packages, and sterilizes all reusable patient care instruments and equipment for the hospital. Maintains all sterilization equipment and documentation.</p>	<p>Apply online at www.genesishealth.com</p>

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			Service Technician Licensure/Registration: N/A Experience: No experience required.		
10/22	EZ Pawn (Moline and Davenport)	Trainee	Job Requirements: <ul style="list-style-type: none"> • 18 years of age or older • HS diploma or GED required • Minimum 1 year sales and/or customer service experience in a sales driven environment with customer service goals and expectations • Required to pass thorough background check and drug screen 	Job Responsibilities: <ul style="list-style-type: none"> • Provides outstanding customer service through sales and lending activities. • Works under the supervision of store management while learning to be an effective Pawnbroker. • Understands and adheres to industry regulations and Company policies. • Prevents loss or damage to Company and customer assets. • Maintains a professional and productive work environment. 	Apply online at www.indeed.com
10/22	TAG	Accounting Assistant	An associate degree in accounting and 2 years of working experience in accounting, preferably in a service industry (e.g., advertising/marketing agency, law office, etc.) An equivalent combination of experience and education will be considered	TAG, we're it! It's fun to work in a company where people truly believe in what they're doing. At TAG, we're committed to bringing passion and customer focus to the business of marketing and digital applications. We work hard, and we're serious about what we do. But we like to have a good time, too. The TAG team is growing and we are currently hiring for the following position: Accounting Assistant We need a detail oriented, highly organized Accounting Assistant. This position is primarily responsible for client billing, accounts payable and job cost maintenance with some accounts	If you have the ability to work effectively in a team environment as well as independently then email Jennifer West at jenniferw@tagmarcom.com or apply online at www.tagmarcom/careers

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				receivable duties, administrative functions and special projects as directed.	
10/22	MidAmerican Energy	Welder Apprentice	<u>Qualifications</u> <ul style="list-style-type: none"> • CDL required • Pipeline/Highway alcohol and drug testing • High school diploma or equivalency required 	<p>Under general supervision, performs duties of Utility Operator and Journeyman-Gas. Must possess the qualifications and ability to produce welds in accordance with Company procedures meeting the Standards of acceptability of Office of Pipeline Safety (OPS)-192 (latest edition), Appendix C, Qualification for Welders of Low Stress Level Pipe. Re-qualification as required.</p> <p>Typical Duties</p> <ul style="list-style-type: none"> • Performs work in a safe manner. Complies with all applicable safety rules, regulations and procedures. Performs all work that they are qualified and trained to do in a manner to protect themselves, fellow employees and the public from injury. • Sets up, adjusts and operates welding equipment. Makes welded joints in pipeline and service installations and in meter and regulator sets. Makes fabrication or repair of metal parts and reinforcing or resurfacing of metal parts for structures or equipment. • Utilizes a thorough working knowledge of reactions of various metals to heat, fusion temperatures, proper types and size of welding rods, various types 	<p>Apply online at www.midamericanenergy.com</p>

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				<p>of joints and size beads to apply to each.</p> <ul style="list-style-type: none"> • Interprets drawings and symbols and performs necessary measurements and layout work in fabrication of piping systems, regulator or meter sets. Performs pipefitting to close tolerances. • Performs or leads in the welding of gas systems and equipment in accordance with welding requirements, including cutting and welding pipe, steel beams and other materials, beveling pipe, cutting, reinforcing and placing steel in vaults, tapping mains and services, including welding taps, making necessary tie-ins, and sleeves, as necessary in the performance of regular duties. • Performs welding of materials and equipment other than gas at designated locations. Operates main drilling, stopping and tapping equipment. • Performs or leads in laying out fabricating pipe and fittings, including fabrication of regulator stations and meter sets; makes off-sets, sags, tees, and bends to degrees as necessary. • Maintains work area in a neat, orderly and safe condition. • Leads, trains and instructs employees in their work. 	

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10/22	MidAmerican Energy (Davenport)	Manager, Bill Processing and Office Support	<p>Bachelor's degree in business administration or related field; or equivalent related work experience. (Typically six years of related, progressive work experience would be needed for candidates applying for this position that do not possess a bachelor's degree.)</p> <p>Four years of related experience, including supervisory/management responsibilities and technical knowledge of high-speed mainframe print systems, high-speed automated mail processes and systems.</p> <p>Advanced leadership skills to direct the activities of individuals and/or teams toward the accomplishment of goals. This position leads in an environment that includes represented employees working shifts.</p> <p>Management and administrative skills to develop, monitor and maintain fiscal responsibility and regulatory compliance within department guidelines.</p> <p>Excellent oral and written communication skills, including presentation skills to transmit information accurately and understandably.</p> <p>Effective interpersonal skills and leadership abilities.</p> <p>Effective analytical, problem-solving and decision-making skills.</p> <p>Project management planning skills to plan workflow, coordinate projects and resolve conflicting demands; ability to prioritize and</p>	The manager, bill processing and office support is responsible for plans and management of the bill processing and office support functions necessary to enable efficient and effective operations provided to MidAmerican Energy Company in the following areas: customer bill processing, high-speed mainframe and check printing, document production, engineering document management, mail and materials distribution, reception services and related miscellaneous functions. Other responsibilities include supervising direct reports, setting unit and individual performance goals, developing the annual budget, monitoring progress for all office support areas, union contract administration, instilling a safe work culture and ensuring compliance with safety policies and regulations.	Apply online at http://www.midamericanenergy.com

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			<p>handle multiple tasks and projects concurrently.</p> <p>Demonstrated proficiency in personal computer and IT skills; experience using Microsoft Office software products.</p> <p>Demonstrated professionalism and experience working with confidential information.</p> <p>Additional Qualifications Desired</p> <p>Bill processing software system experience preferred.</p> <p>Earned or working toward certified mail management certification.</p> <p>Employees must be able to perform the essential functions of the position, with or without an accommodation.</p>		
10/23	Aerotek (for a manufacturing company in Hillsdale, IL)	<p>Welder</p> <p>\$12-15.00/hour</p> <p>This position is Sunday - Thursday and more overtime on Friday.</p>	<p>Qualified candidates will have a strong welding background and be able to hit the ground running.</p>	<p>Aerotek is looking for a first and second shift MIG welder for a manufacturing company in Hillsdale, IL.</p> <p>Position is starting immediately!</p>	<p>Email or phone: Grant Jasper 563-823-3931 or hvnh6-4727824797@job.craigslist.org</p>
10/23	Company in East Moline	<p>Compliance Specialist</p> <p>\$16.00/hour</p>	<p>Minimum of a 2-year degree, two years of college completed or equivalent experience.</p> <p>Must have excellent communication skills (written and verbal), organizational skills, and be comfortable communicating details of a report/data to various levels in the organization</p>	<p>As a Compliance Specialist, you will be responsible for extracting and manipulating data from multiple systems across various departments to create statistical reports; analyzes department statistics, notes trends and makes recommendations to</p>	<p>Email d9s5f-4727789668@job.craigslist.org</p>

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			(managers, Engineers, Supply Management, etc.). Advanced user in Excel required and experience must be demonstrated on resume (macros, VLookup, formulas and grouping data) SharePoint and Access experience preferred	management; evaluates database effectiveness and reviews data for accuracy and trends; conducts training and provides technical support to database users; and researches and investigates data accuracy of reports and information.	
10/23	Key Auto Mall (Moline)	Parts Manager Wholesale Parts Manager Parts Counter Person Parts Delivery Drivers			Apply in person to Randy Allison, General Manager Or email resumes to rallison@keyautomall.com
10/23	Dispatch-Argus	Weekend Circulation Service Representative \$9.00/hour + quarterly performance bonus	You are an excellent candidate for this opening if you can communicate clearly, accurately and professionally by telephone and in person and have good general office skills. If you are dependable and can offer our customers the best service possible, we want to talk with you.	Expected work schedule: every weekend – early morning hours, 12-15 hours per weekend and holidays.	Please send a work history or resume with phone number to: Humanresources@QCOnline.com Subject line: Circulation
10/23	Truck Country (Davenport)	Parts Counter Salesperson	Previous truck or auto parts experience is a plus.	Duties include the retail sales of heavy-duty truck parts, meeting the needs of the service department, inventory control, delivering heavy-duty truck parts, if needed, and providing outstanding customer service. We are a leader in the industry and offer a career with a competitive wage and benefit package.	Call the dealership at 800-397-3399, ask for Frank.

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10/23	Truck Country (Davenport)	Service Foreman	If you are a diesel technician or service foreman looking for a change and interested in working for a growing and stable organization, contact us today	Responsibilities include supervising technicians, performing preventative maintenance, and general repairs on heavy-duty diesel trucks. We are a leader in the industry and offer a competitive wage and a generous benefits plan.	If you are a diesel technician or service foreman looking for a change and interested in working for a growing and stable organization, contact us today at: Truck Country of Davenport Attn: Frank Dalen 800-397-3399
10/23	NorthPark and SouthPark Malls	Assistant Manager Greeter Photographer Processor/Cashier compensation : \$7.50 - \$9.00 based on position and Mall	Most WWP locations require applicants to pass a drug screen/criminal background check/sex offender check as a requirement for hiring.	We are looking for enthusiastic upbeat people to work our Santa Photos this Christmas season. The season begins on November 7 and runs through December 24. Our goal is to have a great experience for each child and adult that comes to visit Santa. We want them to be smiling when they exit and remember our service as much as the photo. So, if you have a great smile and a great attitude, we can teach you how we do what we do. Plus, you get to work with Santa!	Apply online at www.wwponline.com Click the employment tab, enter your zip code, choose the location and then choose the position.
10/23	Temp Associates (@manufacturing company in Muscatine)	Machine Operator \$10.50/hr. (temp-to-hire)	No experience is needed.	Local manufacturing company of office furniture is seeking Machine Operators. 1st shift jobs available.	Please contact Katie for more details at 563-263-6589 or apply online at www.tempassociates.com
10/23	Chiropractic office (Milan)	Front Desk position	Candidate must be superior on the telephone and detail oriented, must also have valid driver's license and dependable transportation.	Chiropractic office needs a professional, energetic, dependable assistant. Part-time position involves organizing workload and handling reception area.	Email resume to: doughbisbydc@gmail.com . Please write: "Front Desk position" in the subject line.

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10/23	Community Health Care, Inc. (East Moline)	Appointment Scheduler (part-time)	Experience Required: -Previous medical reception experience is preferred. -Must possess excellent computer, organizational, and customer service skills. -Fluent in English and Spanish is preferred but not required. Position Level: Entry Level Education Required: High School or equivalent	Community Health Care, Inc. currently has an opening for a Part-Time Appointment Scheduler! This position will work M-F 7am-noon at our East Moline call center. Responsibilities include: 1) Schedules patients, while reviewing the account for accurate demographic information and ensures all required fields are completed. 2) Receives, sorts and transfers phone calls appropriately and schedules appointments according to established protocols. Reschedules appointments as necessary. 3) Explains the program and procedures regarding appointments, fees and verification, and available services. 4) Performs miscellaneous clerical duties as needed.	APPLY ONLINE AT: https://home.eease.adp.com/recruit/?id=271473 or send resume to BMoline@davchc.com
10/23	Personal Marketing Research (Davenport)	Interviewers	No selling. Knowledge of computer helpful. Typing skills helpful as well. No experience required, training will be provided. Hours can be flexible and we are willing to work with employees on accommodating their scheduling wants and needs. Interviewers work on call as needed. We are looking for reliable interviewers who are willing to work mostly evenings and weekends. Some day shifts available.	Seeking hard working interviewers to conduct phone research at our Davenport call center. Must be capable of speaking clearly over the phone while completing surveys. Detail oriented is a must. We need reliable interviewers (who conduct surveys with consumers about various topics/products/services.) from our call center.	You may print off an application from our website www.personalmarketingresearch.com and bring it in or come in and apply today at Personal Marketing Research: 322 Brady Street Davenport, IA 52801 Thank You
10/23	The Old Palace Tavern (East Moline)	Cook Compensation based on experience. Schedules will vary day, nights, and weekends.	Must be a team player and be self-motivated with a strong work ethic. Focus on quality and timeliness of orders while maintaining a clean work area is required as well	The Old Palace Tavern in downtown East Moline is looking for an experienced cook.	Apply in person Tues-Friday, 11-5. The Old Palace Tavern 701 15th St East Moline

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10/23	Trillium Construction	Mig Welders and Prototype Welders Pay is based on experience. If	Applicants must be able to pass a Mig welding test as well as a pre-employment drug screen.	Trillium Construction is now hiring experienced Mig welders and Prototype welders in Milan, IL	If interested and meet the qualifications please send resume to Stevie at sbanks@trilliumconstruction.net. You may also call 309-762-0045.
10/23	Bettendorf and Eldridge	Kennel Supervisor We offer 2 pay raises yearly. 36 hours weekly. Opportunities for advancement !!!	Must be very dependable, hard worker and care about animals. This is not a glamorous position. These pets depend on the kennel supervisor. We offer 2 pay raises yearly. 36 hours weekly. Opportunities for advancement !!!	We are currently hiring for kennel supervisor positions at our Bettendorf and Eldridge stores. Duties include making sure pet kennels are deep cleaned, pets are fed, medications are given, and dogs are safe and sound.	Call Randy at 563-210-2008 Or email m3nkp-4727861453@job.craigslist.org
10/23	Panera Bread (Quad Cities)	Overnight Baker compensation : \$10 per hour during training and move to \$11 after training	Must be able to work up to a 10 hour shift while standing or walking to perform essential functions. Will be required to lift up to fifty pounds during the course of a workday. Must be able to push or pull up to 150 lbs. in duration of shift. Will require bending, stooping, and occasional use of a ladder. Will work with ovens in high temperatures and also within the cooler during shift. Must be able to work at multiple locations during the same shift as needed. Will not have set days off and must be able to work between hours of 10:00 pm until 6:00 am. Must be able to communicate effectively with management and team members. Pre-employment Background Screening		Apply at: www.panera-iowa.com

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10/23	Apartment complexes (Moline and Rock Island)	Maintenance person \$12-\$15 per hour, full time	<p>We are looking for someone who is rock solid and dependable. We want someone who cares about the job and wants to make sure the apartment complexes look great and operate great at all times. If you're just looking for a paycheck, this isn't the job for you.</p> <p>Must have a valid photo ID and reliable transportation</p> <p>The types of things we will ask for your help with will run the spectrum. The above list is a sampling of the most prevalent work responsibilities.</p> <p>Also, the person we hire will be responsible for carrying the maintenance phone and needs to be on call after hours for maintenance emergencies. One more thing: we have vacant units, so if this person desires he/she can live in one of the units and we can give the first month's rent free. It's not required for you to live on site, but there is a major advantage at times when there is an after hours emergency.</p>	<p>We are in need of a full time maintenance person at our apartment complexes. We have a 48-unit apartment complex in Rock Island and a 24-unit apartment complex in Moline. This person would handle maintenance for both complexes</p> <p>The person we hire will be responsible for a large variety of things, such as:</p> <p>Apartment or unit turnovers -- All vacant units must be painted, thoroughly cleaned, repairs if needed</p> <p>General property maintenance</p> <p>Painting</p> <p>Basic Plumbing - Change out faucets, internal faucet repairs and toilets parts</p> <p>Basic Electrical - Changing outlets and light fixtures</p> <p>Basic Carpentry</p> <p>Drywall -- Patch/repair, cut, hang, mud and sand drywall</p> <p>Change out light bulbs</p> <p>Keeping common areas inside clean -- Vacuum, shake rugs and mop entry ways</p> <p>Laundry Rooms -- Take out trash, sweep and mop</p> <p>Grounds -- Pick up trash, change out trash bag in court yard trash, weed eat, mow and in the winter months shovel sidewalks and salt at both properties</p> <p>Install air conditioners</p>	<p>To apply for the position, please call 309-948-3980 and talk to Jennifer, explaining why you think you would be good for the job.</p>
10/23	Cobham (Davenport)	Assembler – Air to Air Refueling	<ul style="list-style-type: none"> • Must possess job-related math skills. • Must be able to read and evaluate various types of readouts and presentations including blueprints, assembly drawings, sketches, and analysis sheets, to determine the status of units and/or their 	<p>Cobham Mission Systems is seeking an Assembler for our growing Davenport, Iowa facility. This position is open due to an increase in staff. The qualified applicant will perform the following responsibilities within a dynamic team in a fast-paced,</p>	<p>Apply online at http://www.carletonls.com</p>

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			<p>components.</p> <ul style="list-style-type: none"> • Ability to diagnose and troubleshoot units, using appropriate equipment. • Must be skilled in the use of various kinds of power tools, jigs, fixtures, gauges, measuring and test equipment as required by the job. • Must be able to follow both oral and written instructions when performing job duties. • Must demonstrate good interpersonal skills and must be able to get along with co-workers. • Must be able to lift up to 50 lbs. without assistance. • Must be able to work with limited supervision. 	<p>aerospace and defense manufacturing environment.</p> <ul style="list-style-type: none"> • Assembles and disassembles Air Refueling/Tanks/Pods related products, in any state, from partial to complete • Replaces malfunctioning parts and or sub-assemblies, as necessary. • Diagnoses, troubleshoots and reworks non-conforming units in order to return them to acceptable status. • Performs drilling, countersinking, sanding, and deburring as required. • Uses a variety of hand and power tools (including drills, sanders, files, grinders, rivet guns, and paint equipment), jigs, fixtures, gauges, and measuring and test equipment to produce finished units that meet all stated requirements. 	
10/23	Cobham (Davenport)	Material Handler – Air to Air Refueling (2 nd shift)	<ul style="list-style-type: none"> • Must demonstrate proficiency in all job related math and records management skills. • Must be able to prepare finished materials and products for shipment, and must be able to check the accuracy of incoming and outgoing shipments • Must be able to use all hand trucking and weighing equipment as needed. • Must be able to use a PC and all job-related software necessary for the 	<p>Cobham Mission Systems is seeking a Material Handler for our growing Davenport, Iowa facility. This position is open due to an increase in staff. The qualified applicant will perform the following responsibilities within a dynamic team in a fast-paced, aerospace and defense manufacturing environment.</p> <ul style="list-style-type: none"> • Receives, records, stores, weighs, counts, packages, and prepares 	<p>Apply online at http://www.carletonls.com</p>

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			<p>performance of duties.</p> <ul style="list-style-type: none"> • Must demonstrate proficiency in the use of a variety of hand tools, scales, packaging/sealing machines, and miscellaneous handling equipment. • Must demonstrate good interpersonal skills and be able to get along with co-workers. • Must be able to work with limited supervision. • Must be able to lift 50 lbs. frequently. • Reports to Department Supervisor 	<p>for disbursement, all incoming and outgoing parts and materials that are routed through stocking areas.</p> <ul style="list-style-type: none"> • Checks materials and/or products to be shipped against a variety of documentation to including freight bills, packing slips, purchase orders, etc. • Packages, labels, and seals a variety of containers. • Uses a variety of hand trucking and weighing equipment as needed. • Maintains complete and accurate records of transactions. • Loads and unloads a variety of vehicles, as required. • Delivers parts and supplies to and from stocking areas. 	
10/23	Cobham (Davenport)	Spray painter – Air to Air Refueling (2 nd shift)	<ul style="list-style-type: none"> • Must demonstrate proficiency in job-related painting techniques. • Must be able to apply paints and other coatings to a variety of surfaces, using spray guns and/or brushes. • Must be able to obtain job specifications by reading blueprints, engineering specifications and written instructions. • Must demonstrate proficiency in correctly mixing various paints, lacquers, varnishes; plugging and masking work, and loading and unloading drying and baking ovens. • Must be able to use all tools and fixtures necessary for job completion. • Must be able to perform routine 	<p>Cobham Mission Systems is seeking a Spray Painter for our growing Davenport, Iowa facility. This position is open due to an increase in staff. The qualified applicant will perform the following responsibilities within a dynamic team in a fast-paced, aerospace and defense manufacturing environment.</p> <ul style="list-style-type: none"> • Sprays and/or brushes paints for all types of finishes; applies prime, semi-finish and finish coats using paints, lacquers, enamels, varnishes, undercoats, etc., on a variety of surfaces, checking painted/coated parts against job 	<p>Apply online at http://www.carletonls.com</p>

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			<p>maintenance on equipment.</p> <ul style="list-style-type: none"> • Must demonstrate good interpersonal skills and be able to get along well with co-workers. • Must be able to work with limited supervision. 	<p>specifications.</p> <ul style="list-style-type: none"> • Obtains job specifications from a variety of readouts and presentations including blueprints, engineering specs, and written and oral instructions. • Mixes paints, lacquers, and varnishes for correct viscosity. • Performs visual inspection of all material prior to painting. • Operates baking oven and monitors temperatures and bake cycle times. • Plugs and masks work as required. • Cleans brushes and spray guns. • Uses all tools and fixtures necessary for the performance of tasks. • Performs routine equipment maintenance. • Performs other routine duties as required. 	
10/23	Cobham (Davenport)	Training Support Specialist (Temporary)	<p><u>Required Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's Degree in Training & Development or related field, or equivalent experience. • 2+ years Training or Training Support experience. • Strong organizational skills. • Excellent writing capabilities. • Excellent presentation skills utilizing multiple media delivery methods. • Excellent Microsoft Office skills (Word, 	<p>Cobham Mission Systems in Davenport, Iowa is seeking a Training Support Specialist for a 6 to 9 month assignment working with the Training Manager to meet the learning and development goals for the facility.</p> <ul style="list-style-type: none"> • Assist with needs assessments to determine the training requirements for the facility. • Assist in the development of a skills matrix for Production OJT 	<p>Apply online at http://www.carletons.com</p>

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			<p>Excel, PowerPoint, and Outlook)</p> <p><u>Desired Qualifications</u></p> <ul style="list-style-type: none"> • Administrative or training experience within a manufacturing environment. • Project management skills. • Experience with Learning Management Systems. 	<p>requirements.</p> <ul style="list-style-type: none"> • Assist in evaluating effectiveness of current or recent training activities. • Assist with the training activities for internal trainers. • Research training related topics and materials. • Assist with updating and maintaining training records. • Assist in facilitating training assessment meetings. • Lead compliance training as needed. 	
10/23	Cobham (Davenport)	Welder – Air to Air Refueling (2 nd shift)	<ul style="list-style-type: none"> • Must demonstrate proficiency in welding techniques. • Must be knowledgeable in non-destructive testing methods and applications. • Must be able to obtain job specifications by reading blueprints, engineering specifications and written instructions. • Must be able to use all tools and fixtures necessary for job completion. • Must be able to perform routine maintenance on equipment. • Must be able to lift up to 50 pounds without assistance. • Must demonstrate good interpersonal skills and be able to get along well with co-workers. • Must be able to work with limited supervision. 	<p>Cobham Mission Systems is seeking a Welder for our growing Davenport, Iowa facility. This position is open due to an increase in staff. The qualified applicant will perform the following responsibilities within a dynamic team in a fast-paced, aerospace and defense manufacturing environment.</p> <ul style="list-style-type: none"> • Set-up and perform by hand or machine various types of close tolerance arc (such as TIG and MIG), acetylene, and spot welding; torch cutting; brazing; torch annealing; on such metals as alloy steels, precipitation hardening stainless steel, aluminum, and aluminum base alloys and titanium. • Manufacture and assemble prototypes of parts, sub-assemblies, and units to exact specifications according to prints, 	<p>Apply online at http://www.carletonls.com</p>

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				<p>analysis sheets, engineering drawings, etc.</p> <ul style="list-style-type: none"> • Use all necessary measuring equipment and hand tools necessary to complete jobs as assigned. • Performs work to meet the minimum requirements of ANSI/AWS D17.1:2001 (specification for fusion welding for Aerospace applications). • Perform cleaning and minor maintenance operations on own equipment. • Assign work and issue instructions to less skilled workers when such assistance is needed. • Performs all operations according to prescribed safety and environmental principles. • All other related duties as assigned. 	
10/23	State of IL Dept. of Military Affairs (Henry County)	<p>Building/Grounds maintenance Worker</p> <p>Fulltime</p> <p>Monday – Friday, 8:00AM- 4:30PM</p> <p>\$3,371-</p>	Requires knowledge, skills and mental development equivalent to the completion of high school plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools; operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral and/or written instructions including blue	<p>Under direct supervision, regularly performs a variety of performs semi-skilled labor or building mechanical work below the journeyman level and may directly assist skilled craftsmen; or operates vehicles and heavy equipment as required, in the maintenance of the facility and grounds</p>	<p>Apply online at www.work.illinois.gov</p> <p>Closing date Thursday, 10/30, 11:59 pm</p>

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		4,826.00 monthly	prints and other diagrams; ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents; requires possession of an appropriate valid driver's license in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.		
10/23	Olive Garden (Davenport)	Multiple positions		Bartender Host Line Cook Preparation/Production/Backup Server Assistant/Busser Server/Sales Person Utility/Dish Machine Operator	Apply online at www.olivegarden.com
10/23	NorthPark Mall Guest Services	Guest Services Representative	Experience Requirements: High School Diploma or higher, Guest Service skills, Customer Service Skills Computer skills including Microsoft Office and internet searching skills preferred Math skills a must	This position is responsible for serving as a sales agent for the Mall gift card and an information / customer service source, providing service to customers, mall employees, tenants and visitors. This position is the first stop for customers, tenants, mall employees and is the ambassador for NorthPark Mall. This position is part-time - days, nights and weekends.	Apply in Person

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10/23	United Health Group (Moline)	Provider Customer Service Representative	<p>Qualifications:</p> <ul style="list-style-type: none"> * 1 year of customer service experience analyzing and solving customer problems, OR 1 year of experience in an office setting environment using the telephone and computer as the primary instruments to perform job duties * Healthcare experience preferred * An education level of at least a high school diploma or GED OR 10 years of equivalent working experience * Authorization to work in the United States * Available to work 40 hours per week anytime within the operating hours of the site * Familiarity with computer and Windows PC applications, which includes the ability to learn new and complex computer system applications * Ability to navigate a computer while on the phone * Ability to multi-task, this includes ability to understand multiple products and multiple levels of benefits within each product * Ability to remain focused and productive each day though tasks may be repetitive 	<p>Primary Responsibilities:</p> <ul style="list-style-type: none"> * Answer incoming phone calls from health care providers (i.e. physician offices, clinics) and identify the type of assistance the provider needs (i.e. benefit and eligibility, billing and payments, authorizations for treatment and explanation of benefits (EOBs)) * Focus on resolving issues on the first call, navigate through the appropriate computer system(s) to identify the current status of the issue and provide appropriate response to caller * Deliver all information and questions in a positive, conversational and compassionate manner to facilitate developing a relationship with the provider, while providing the best customer service experience possible * Complete the documentation necessary to track provider issues and facilitate the reporting of overall trends * Meet the performance goals established for the position in the areas of: efficiency, call quality, provider satisfaction, first call resolution and attendance 	<p>Apply online at http://careers.unitedhealthgroup.com</p>
10/23	Saint-Gobain/ Norandex (Rock	Sales Representative	<p>Required Education, Experience and Skills</p> <ul style="list-style-type: none"> • A bachelor's degree in business administration or relevant discipline is preferred but not required. • 3 - 5 years' experience in direct sales/face-to- 	<p>We have an outstanding career opportunity at our Rock Island, IL branch for a Sales Representative to maximize sales and profits by continuously</p>	<p>Apply online at https://jobs.saint-gobain-experience.com</p>

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	island)		<p>face position.</p> <ul style="list-style-type: none"> • Building products industry experience is preferred but not required. • Able to demonstrate strong verbal communication, interpersonal skills and build relations with customers, suppliers and employees. • Must have a strong understanding of business drivers, planning and negotiations. 	<p>promoting and selling Norandex's products and services to existing and potential new customers. This position reports directly to a Branch Manager and is responsible for meeting sales goals, obtaining new accounts within an assigned geographic territory and maintaining a professional image.</p> <p>Duties & Responsibilities</p> <ul style="list-style-type: none"> • Fully participate in all aspects of the company selling and territory management programs. • Represent the company's product lines by calling on existing accounts of builders, remodelers, architects, exporters and contractors. • Seek to establish new accounts by calling on builders, remodelers, architects, exporters and contractors who are not yet our customers. • Explain products' features, systems, construction, pricing and installation. • Provide sound customer service by following up after the sale to ensure customer satisfaction on product quality, delivery, and installation. • Prepare customer quotes using 	

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				<p>predetermined guidelines on pricing.</p> <ul style="list-style-type: none"> • Conduct market research to determine trends in construction, competitor's products, and code requirements. Communicate results to location manager. • Assist builders by training them on calculation of window openings for different construction techniques. Also assist in measuring/estimating quantity of siding and soffit requirements and providing training as needed for other products. • Maintain an awareness of building code requirements on our products and advise our customers accordingly. • Evaluate field claims on product defects or installation and resolve as appropriate. • Assist the office staff on resolving billing and credit disputes with the sales representative's customers. • Represent the company's products and services at home shows and industry expositions. Coordinates and attends dealer meetings/training on products and programs. • Performs other duties and responsibilities as required. 	

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10/23	Home Depot (Davenport)	Freight Associates Overnight (9:00pm - 1:00am)	Are you committed to providing impeccable customer service? Do you rise to the challenge of solving a tough problem? Do you love to learn? If so, we want to hear from YOU.	Part Time Freight Associates Overnight (9:00pm - 1:00am) Freight Team Associates typically work overnight stocking merchandise on to shelves to remain in stock, organizing the sales floor to create a pleasant and safe shopping environment, and providing customer service as required by customer demand.	Apply online at http://careers.homedepot.com/
10/23	Universal Protection Service (Rock Island)	Security Officer	Security Officer applicants at Universal Protection Service should have an excellent work ethic and clean criminal background.	Universal Protection Service Security Officers enjoy a full range of benefits: - Medical, Dental, Vision - 401k - PTO and More! Security Officer duties include: Patrolling grounds, Enforcing rules, Assisting guests, Escorting residents, and Filing daily reports.	Apply online at www.simplyhired.com
10/23	Edgebrook Care Center (Davenport)	Housekeeping Assistant	<p>QUALIFICATIONS:</p> <p>Housekeeping Assistant</p> <p>To qualify for the Housekeeping Assistant, you must have effective communication skills and be able to work with individuals of all ages.</p> <p>Additional requirements of the Housekeeping Assistant include:</p> <p>Basic ability to measure and comprehend certain quantities.</p> <p>Must be able to communicate with residents and co-workers.</p> <p>Reaching, bending, and lifting is required.</p>	<p>As a Housekeeping Assistant you will be responsible for assisting with the maintenance of a clean, attractive, and sanitary facility. Will clean residents' rooms and public areas.</p> <p>Additional responsibilities of the Housekeeping Assistant include:</p> <p>Offering residents choices/options for times to have their room cleaned.</p> <p>Completing quality improvement audits and participating in facility task forces.</p> <p>Keeping chemicals secured in a locked area as per policy.</p> <p>Adhering to OSHA and CDC guidelines to</p>	Apply online at http://www.good-sam.com

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				minimize infections by following aseptic cleaning techniques.	
10/23	Cintas Corporation	Production Supervisor	<p>Qualifications</p> <ul style="list-style-type: none"> • High School Diploma or GED • A four year college degree or equivalent work experience preferred • The ability to handle physical requirements, including but not limited to, repeated bending, stretching, twisting, and lifting • Ability to set and prioritize goals • Availability to start within two weeks after offer made/accepted preferred 	<p>Cintas is currently looking for a Production Supervisor to lead and direct our Production team. Responsibilities include hiring, training and directing individuals who are performing entry level, factory work positions on one of our fast paced shifts. This is a management position, with hands-on responsibility and accountability for daily production flow and bottom line results.</p> <p>Additional duties include meeting daily productivity and quality requirements and maintaining inventory control. Maintaining safety in the plant is also a key responsibility - Production Supervisors are responsible to train partners on company safety policies, ensure compliance with OSHA standards and regulations, and emphasize a culture of safety at the location overall.</p>	<p>Apply online at http://careers.cintas.com</p>
10/23	Waste Connections (Rock Island)	Front End-Load Driver	<p>MINIMUM JOB REQUIREMENTS:</p> <ul style="list-style-type: none"> •Valid Class B CDL with air brakes endorsement as a minimum. •Ability to read, write, comprehend and communicate in English. High school diploma or equivalent preferred. •Minimum 1 year of experience that is directly related to the duties and responsibilities specified. •Basic knowledge of truck components in order to complete pre- and post-trip inspections. 	<p>We are looking for a safety conscience Front End Load Driver to join the team at our Hauling location in Rock Island, IA. Previous waste experience would be a huge plus!</p> <p>DUTIES AND RESPONSIBILITIES:</p> <p>Ability to safely operate a garbage truck on specified routes to collect solid waste. Waste experience preferred, but not</p>	<p>Apply online at www.simplyhired.com</p>

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				<p>required.</p> <ul style="list-style-type: none"> •Ability to read route sheets and service each customer identified on the sheet or assigned by the dispatcher. •Perform routine inspection and maintenance on vehicles such as checking fluids, safety equipment, and tires. •Ability to perform a physically demanding job, loading and unloading, at times with no helpers. •Operate hydraulic hand controls to lift/load refuse and dispose of trash at designated facilities. •Courteous interaction with our customers and perform other miscellaneous job-related duties as assigned. •A typical schedule for this position is Monday-Friday, with an occasional Saturday as needed, 45 hour work week. 	
10/23	Isle of Capri	MULTIPLE OPENINGS	Please see https://careers.isleofcapricasinos.com/careers.html for additional information re: each job opening.	<p>Attendant-Slot Banquet Bartender Banquet Cook Banquet Server Beverage Server-Casino Busser Clerk-Count Rooms Cook I Cook II Dealer F&B Server Farradays' Server Food & Beverage Coordinator GRA 1 Guest Service Center Representative Host/Hostess Houseperson Maintenance Tech I</p>	Apply online at https://careers.isleofcapricasinos.com/careers.html

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				Public Area Attendant Tradewinds Attendant	Security Officer Valet Attendant
10/23	Western District Library (Orion)	Library Director 106 hrs./ mo. Salary commensurate with experience.	Knowledge of all applicable laws and rules pertaining to public libraries. Proficiency in technology and electronic resources. Strong communication skills, as well as interpersonal and supervisory competency. Library experience and Library Science degree desirable.	Responsible for planning, directing and evaluating library programs and services. Responsible for developing and implementing policies and procedures. Budget and fiscal management experience preferred. Oversight of building, equipment and systems.	To apply email cover letter and resume to: westerndistrictlibrary@gmail.com Application contact: Jan Gustafson, Board President 1111 4th St., Orion, IL 61273 Open until position is filled.

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- **CB:** www.careerbuilder.com
- **CCN:** www.studentcentral.com
- **ARJ:** www.allretailjobs.com
- **UHC:** www.unitedhealthgroup.com
- **QCT:** www.qctimes.com

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- **LU:** www.linkup.com
- **QCC:** www.quadcitycareers.com
- **M:** www.monster.com
- **USJ:** www.us.jobs.com
- **SH:** www.simplyhired.com
- **WC:** www.womens-connection.org
- **QHW:** www.regionalhelpwanted.com
- **SAJ:** www.snagajob.com

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