



to receive notice of 'Hot Job' postings

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

Job Leads for week ending 09/09/16

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Tuesday, September 27			<p>NEW LOCAL RESTAURANT OPENING IN KEWANEE!</p> <p>HIRING EVENT Tuesday, September 27, 9:00 a.m. – 4:00 p.m. At 404 East 3rd St. Kewanee Sponsored by Partners in Job Training and Placement</p>	<p>Hiring for: Cooks Prep Cooks Cashiers Bartenders Maintenance</p>	<p>Call 309-852-6544 for more information.</p> <p>Bring your resume and dress appropriately for an interview.</p>
Friday, September 30			<p>Illinois Job Link Workshop At PJTP/IDES Outpost 500 42nd St., Ste. 4 Rock Island On Friday, September 30 10:30-11:30 a.m.</p>		<p>Attend this workshop to learn how to sign up for IL Job Link – a requirement for those receiving Unemployment Benefits.</p>
Thursday, October 6			<p>HOPE CREEK CARE CENTER HIRING EVENT</p>		<p>Attend this event to speak with a representative from the Hope Creek</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Thursday, October 6 9:00 – Noon At PJTP/IDES Outpost 500 42 nd St., Ste. 4 Rock Island		Care Center in East Moline re: job opportunities.
Thursday, October 13			HIRING EVENT 1. Alpha & Omega Transit Network 2. Mediacom 3. Mississippi Valley Regional Blood Center 4. XPAC Thursday, October 13 9 – 11:00 a.m. At PJTP/IDES Outpost 500 42 nd St., Ste. 4 Rock Island	Alpha & Omega Transit Network Para-Transit Drivers JO # 4416339 Mediacom Customer Sales & Service Representative JO # 4225465 Direct Sales Representative JO # 4092994 Broadband Specialist I JO # 4093007 Mississippi Valley Regional Blood Center Charge, Mobile Blood Drives JO # 4419134 Component	All applicants must be registered with www.IllinoisJobLink.com For assistance contact Melissa at 309-794-3664 or attend our IllinoisJobLink.com workshops on Friday mornings at 10:30 a.m. at the PJTP/IDES Outpost. Job information may also be viewed by going to www.IllinoisJobLink.com and entering the Job Order number in the “Search” box at the top of the website page. Dress appropriately Be prepared for interviews Bring resumes



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>	
				Processing Technician JO # 4419188 Laboratory Tech, Bench Tech I 3rd Shift JO # 4419153 Donor Scheduler JO # 4419128 Phlebotomist/CDL Driver JO # 4419162 Donor Center Recruiter JO # 4419183 XPAC General Laborers JO # 4416721 Packers JO # 4416729 Fork Lift Drivers JO # 4416741		
Janitor Mon. – Fri. 3 p.m. – 11:30 p.m.	City of Moline	\$14.89 Hourly	Under general supervision of the municipal services operations manager, performs repetitive routine cleaning tasks. Specific instructions	•High school diploma or GED equivalent; 1 year building cleaning experience; or any equivalent combination of training and	Apply online at www.moline.il.us Deadline: 9/29/16 at 5 p.m. For questions, please call (309) 524-2069 8:00 am – 5:00 pm	

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			<p>are given on each new or unusual assignment and work is occasionally reviewed by inspection.</p>	<p>experience which provides the required knowledge, skills</p> <ul style="list-style-type: none"> •Excellent knowledge of building cleaning practices, supplies and equipment; knowledge of occupational hazards and safety precautions of the trade. •Valid Illinois driver's license or equivalent required. 	<p>Monday – Friday</p>
<p>TRiO/Foundation Administrative Assistant I</p>	<p>Scott Community College</p>		<p>Under the direction of the Director, TRiO Program this position will be responsible for:</p> <p>Prepare professional general correspondence, memos, charts, tables, business plans, graphs, etc. as needed.</p>	<p>Qualifications will include: Associates degree or Administrative Office Support diploma required. Two years' administrative assistant experience with proven increasing levels of responsibility.</p>	<p>Review of applications will begin Monday, September 26, 2016 and continue until the position is filled.</p> <p>For consideration please send resume and cover letter to: e-mail EICC-HR@eicc.edu or Human Resources Dept., Eastern Iowa Community Colleges, 306 West River Drive, Davenport IA 52801-1221</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			<p>Schedules meetings for department and make all necessary arrangements. Supports the maintenance of departmental finance. Work with the financial aid department to determine grant aid awards. Processes District forms including leave requests, travel reimbursements, etc. and maintains files. Prepare and maintain reports, spreadsheets, and electronic files as needed. Inventories and orders department supplies. Is committed to providing quality service that meets</p>	<p>Must have intermediate skill set using Microsoft Office Suite. Must have excellent verbal and written communication skills. Must be able to work independently. Must possess and exhibit the ability to ensure confidentiality. Must have the ability to work with a diverse student population, staff, and external constituents. Successful candidate must be skilled in maintaining effective relations with students, administration, instructional personnel, and the general public.</p>	

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			or exceeds the expectations of internal and external customers.		
Grounds Manager Fulltime	Augustana College, Rock Island		Reporting to the Director of Facilities, the Grounds Manager supports the mission of the department and the college, overseeing and coordinating the work of a grounds staff of 7+ individuals responsible for the maintenance and upkeep of the campus grounds, athletic fields and college vehicles. Oversees snow and ice removal. Determines, develops, recommends and implements solutions that may impact several functional areas.	Education: High School diploma or GED required. Associates or Bachelor's degree highly preferred. Five or more years of experience managing a department that maintains the grounds of a large institutional facility, golf course or municipal park. Experience overseeing snow and ice removal. Experience at an institution of higher education is a plus. Experience managing and working collaboratively with a diverse community of	Application Instructions: Interested applicants should submit a cover letter with salary requirements and resume to humanresources@augustana.edu no later than September 26, 2016 for full consideration. Education: High School diploma or GED required. Associates or Bachelor's degree highly preferred.

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				<p>employees and other campus constituents. Strong interpersonal skills Basic computer skills including proficiency with Microsoft Office programs and a work order system. Additional certifications (ISA Arborist) and/or member of APPA, PGMS or similar professional associations is a preferred.</p>	
<p>Dish Machine Operator</p> <p>Full-time, 9-month schedule, additional summer work may be available</p>	<p>Augustana College, Rock Island</p>		<p>Under supervision, washes, cleans and sanitizes all small wares, dishes and other items in a timely manner. Provides light cleaning and stocking of the dining center.</p>	<p>Education: High School diploma or GED.</p> <p>Skills & Experience: 1-3 years of demonstrated experience in a commercial setting or equivalent food service experience.</p>	<p>Application Instructions: Interested applicants should send a resume and cover letter with wage requirements to humanresources@augustana.edu no later than September 30, 2016. This is our preferred method of application.</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				<p>Ability to work with limited supervision and in collaboration with other employees. Ability to work quickly and efficiently in a high volume, customer oriented environment. Outstanding service orientation and the ability to create immediate rapport with a wide variety of personalities.</p>	
<p>Custodian Part-time All positions will be scheduled 25 - 27 hours per week.</p>	<p>Black Hawk College There are currently 3 part-time positions open. 2 positions are at Quad - Cities Campus in Moline, IL. The hours are 10:30pm - 3:30am. The other position is</p>	<p>\$10.00 / Hour</p>	<p>The part-time Custodian is responsible for keeping assigned areas as clean as possible with the machines and equipment available, performing all duties necessary to clean and take care of any floor at the College.</p>	<p>High school diploma or recognized equivalent required. Six months of previous experience operating and maintaining machines inherent to the job (e.g. floor scrubber, buffer) required. Includes keeping machines cleaned.</p>	<p>Candidates are encouraged to attach a cover letter and resume to the online application. Closing Date/Time: Wed. 09/28/16 11:59 PM Central Time</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
	<p>located at the Outreach Center in East Moline, IL. The hours are 4:00pm - 9:30pm</p>			<p>Six months of previous experience in similar work assignments desired. Ability to occasionally lift up to 50 pounds required. Physically capable of completing major responsibilities listed above. Ability to read and write English. Must be dependable and punctual in reporting to and leaving work. Ability to make decisions and implement them after they are made, and fulfill requirements to complete assignments. Ability to maintain effective working relationships with others.</p>	

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
<p>Office Assistant I</p> <p>This is a part-time, hourly, UAW position. Work hours are typically Monday - Friday and can be scheduled mornings or afternoons. 25 hours per week.</p>	<p>Black Hawk College,</p>	<p>\$8.25 - \$11.00 hourly</p>	<p>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, disseminates information appropriately; provides assistance to all members of the ESL department as well as ESL students.</p>	<p>High school diploma or recognized equivalent required. Associate's degree and/or 120 hours of college credit preferred. Minimum of basic level ability in Microsoft Word, Outlook, Access, and Excel required. Ability to learn the College's ERP student system and other job related programs required. Ability to maintain confidential records and information required. Ability to work effectively with diverse populations required. Previous experience as a receptionist or providing clerical support in an office preferred.</p>	<p>Closing Date/Time: Mon. 09/26/16 11:59 PM Central Time</p> <p>Applicants are encouraged to attach a cover letter and resume with the online application. You'll be prompted to upload these documents when completing the application.</p> <p>Black Hawk College does not sponsor employment visas</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Telesales Representatives	Firehouse Promotions, Moline	\$9.00 per hour plus commission (potential to earn up to \$1500 per week)	To cold call, business-to-business, throughout the United States. Work hours are Monday – Friday, 8:00 a.m. – 3:30 p.m. Paid weekly, including commission	Bilingual ability preferred. Position requires lots of energy, competitive nature, and ability to follow directions.	For consideration, please call Gino at 309-277-0893
Para-Transit Drivers JO # 4416339	Alpha & Omega Transit Network,		Transport patients to dialysis, physical therapy or routine doctor's appointments. Deliver specimens, durable medical equipment, and home medical equipment. Provide non-emergency transportation for worker's compensation patients.	Must be at least 25 years old	Please log into www.IllinoisJobLink.com to find more information regarding this job and how to apply.

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Grocery Team Member	Target, Moline		<p>Provide fast, fun and friendly service. Maintain a clean, great-looking store. Train new team members. Deliver accurate product placement, pricing and labels. Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment. Target merchandise discount. Competitive pay. Flexible scheduling.</p>	<p>Learn new technology. Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Cross train and work in other areas of store as needed. Quickly and accurately scan and bag all items and collect payment.</p>	<p>Apply online at www.target.com</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Apparel Team Member	Target, Moline		Provide fast, fun and friendly service. Maintain a clean, great-looking store. Deliver accurate product placement, pricing and labels. * Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Target merchandise discount Competitive pay Flexible scheduling	Neatly arrange items on shelves. Move merchandise using proper equipment and techniques. Act quickly to resolve guest concerns. Target merchandise discount Competitive pay Flexible scheduling	Apply online at www.target.com
Facilities Manager	Dohrn Transfer Company, Rock Island		The ideal candidate will have a proven record of success in Facilities Maintenance Management role, as well as a strong	Desired Skills and Experience: Maintenance & Repair Leadership	If this description fits you, apply today and join us on our journey to becoming the Best in the Midwest! To apply for this position, go to www.dohrn.com , click on Careers,

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			technical background. He or she must also possess excellent interpersonal, verbal and written communication skills, be proficient in using Microsoft Office, Excel and the Internet, and have strong problem solving, negotiation, cost analysis, and time management skills. This role also requires the flexibility to travel to other locations in the Midwest.	Continuous Improvement Building Maintenance Cost Analysis Vendor Management Problem Solving Negotiation	Apply Now, and choose the Rock Island, IL location.
Community Organizer Part-time	Community Caring Conference		Community Caring Conference seeks an enthusiastic, qualified individual to lead this organization in continuing its mission to create block clubs in Rock Island.		Submit resume to: rockislandccc@gmail.com or mail to: CCC 1114 12th Street Rock Island, IL 61201. Or call 309-278-3285. Deadline is October 10.

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Customer Service Representatives	MetroLink, Moline	Starting pay \$10.18	to answer incoming calls and respond to public inquiries about bus route and schedule information.	<ul style="list-style-type: none"> • H.S. Diploma or equivalent • Excellent verbal communication and listening skills • Knowledge of the general metropolitan area • Ability to read and interpret maps and give directions • Previous customer service experience and bi-lingual in Spanish strongly preferred. • Previous customer service 	To apply go to: www.gogreenmetro.com . Questions please contact Human Resources at 309-786-3024.
Product Photographer We are looking to fill a second shift position, 4 p.m. to 1 a.m., Monday thru Friday - some overtime and weekend work is required.	Rock Island Auction Company, Rock Island	Starting wage is \$13.50 an hour plus benefits .	Subject material to include but is not limited to collectible antique and modern firearms as well as historical military memorabilia. Training will involve all aspects of this specialized photography. Our outstanding	A minimum of one year of experience or an associate or bachelor degree in Graphics, Videography, Art or similar field is required. If you have an interest in history and firearms you will truly	Send resume with cover letter via email to hr@rockislandauction.com or mail to Human Resources Rock Island Auction Company 7819 42nd St. W. Rock Island, IL 61201. Prior to applying, learn more about us at www.rockislandauction.com No phone calls please.

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Training will take place on first shift, 8 a.m. to 5 p.m., for approximately 6 - 8 weeks.			catalogs are well known throughout the industry largely due to our outstanding photography and understanding that the photography is secondary, the product comes first and that the perfect shot will entice the potential buyer.	appreciate being a part of our team. When you work for Rock Island Auction Company you will enjoy our new facility with comfortable employee amenities including a state-of-the-art fitness room.	
Warehouse/ Shipping Part-time	Rock Island Auction Company, Rock Island	Salary per hour based on experience	Duties will include, but are not limited to, packing items for shipping, handling collectibles, moving inventory within the warehouse, auction setup, previous carpentry experience necessary as custom crate building will be needed. This is a part-time position; hours will fluctuate depending on work flow and	Must be 18 or older. Experience with hand tools a must. Various other duties related to the auction process and general work as assigned. This is detail oriented work. Must be able to lift 50 lbs. and stand for extended periods. If you are dependable, hard-working and like variety, this may be the perfect job for you!	Send resume via email to hr@rockislandauction.com or stop by Rock Island Auction Company 7819 42nd St. W. Rock Island, IL 61201 to fill out an application. Prior to applying, learn more about us at www.rockislandauction.com No phone calls please.

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Company needs. Hours will average 20 to 30 per week and vary between 8 a.m. to 5 p.m. with some weekend or evening work possible. Must be able to work auction weekends five times a year.		
<p>Customer Service Representative</p> <p>This is a full-time position with benefits. Hours are 8 a.m. to 5 pm with some overtime and weekend work.</p>	<p>Rock Island Auction Company, Rock Island</p>	<p>Starting salary is \$12.50 per hr.</p>	<p>We are a unique, rapidly growing company seeking outgoing customer oriented people to join our exceptional Customer Service Department.</p> <p>Duties to consist of, but not limited to, reaching out to our clients regarding various auction services, i.e., catalog purchasing, placing bids, winning bids, arranging shipping, resolving issues and</p>	<p>If you enjoy dealing with some of the nicest people around, then working for the #1 firearms auction house in the World might be the job for you! Proven call center or customer service experience is required. Must be proficient with Word and Outlook, Access is a plus.</p>	<p>Send resume with cover letter via email to hr@rockislandauction.com or mail to Human Resources Rock Island Auction Company 7819 42nd St. W. Rock Island, IL 61201</p> <p>Prior to applying, learn more about us at www.rockislandauction.com</p> <p>No phone calls please.</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			overall providing excellent customer service and customer satisfaction.		
<p>Acquisitions Associate</p> <p>Hours are 8 a.m. to 5 p.m., with some weekend and overtime required.</p>	<p>Rock Island Auction Company, Rock Island</p>	<p>Starting salary is \$14 per hour.</p>	<p>In this role you will devote a minimum of two weeks of travel per year to further business relations by attending trade shows and nationwide appointments.</p> <p>This is full time position with benefits and room for advancement. Hours are 8 a.m. to 5 p.m., with some weekend and overtime required.</p>	<p>A successful Acquisitions Associate will be highly motivated, dependable and professional. Requirements necessary for this position include firearms knowledge and sales experience along with great communication and closing skills. Experience in marketing and customer service is beneficial to excelling in this position. Additional requirements as an Acquisitions Associate include: experience with</p>	<p>Send resume with cover letter via email to hr@rockislandauction.com or mail to Human Resources Rock Island Auction Company 7819 42nd St. W. Rock Island, IL 61201</p> <p>Prior to applying, learn more about us at www.rockislandauction.com</p> <p>No phone calls please.</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				Microsoft Office programs, answering a multi-line phone system, the ability to type 50 wpm and to lift a minimum of 50 lbs.	
Quality Inspector - 2nd Shift Assembly Verification Inspector - 1st & 2nd Shifts	Lewis Machine & Tool, Milan			Overall, candidates must have experience with firearms, assembly and disassembly, as well as a background in inspecting components using precision measuring equipment, granite plate, and optical comparators. Other requirements include having experience in SPC, Gage calibration, GD&T, blueprint interpretation, Microsoft Office, and excellent math skills, knowledge of CMM operation and	Apply in person at: Lewis Machine & Tool 1305 11th Street West Milan, IL 61264 Or e-mail resume and cover letter to: ateam@imtdefense.com No phone calls.



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				program maintenance (Measuremax and Modus) a plus.	
RN LPN CNA	Good Samaritan Society - Geneseo Village!	Sign-On Bonus: \$1000-\$2000	Join the team of Good Samaritan Society - Geneseo Village! Part Time & Full Time Jobs Available!		Apply online at: www.good-sam.com/geneseo
Project Construction Manager/Estimator	Blaze Restoration, Moline	Salary position with competitive benefits	Individual will: - Manage residential/commercial insurance claims through entire reconstruction process -Complete projects within contractual requirements within budget, on-time and with a high level of customer satisfaction -Create detailed and descriptive work estimate/order -Provide leadership while working with	Experience required, Management background, Construction management degree preferred, Ability to organize and manage multiple priorities in a fast paced environment, Self-motivated with attention to detail.	Please submit qualifications and resume to: mail@blazeinc.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			families and insurance companies in a professional, compassionate manner to ease the stress of difficult situations.		
Police Telecommunicator (911 Dispatcher) 2 nd and 3 rd shift	City of Silvis, Police Department		The City of Silvis is now accepting applications for the position of 2nd and 3rd shift Police Telecommunicator (911 Dispatcher). There is a one-year probationary period.	Applicant requirements: high school graduate or possess a GED, pass written examination(s) and other tests as required, type accurately 40 words per minute, ability to maintain accurate records, type reports, work with the public, ability to think and act quickly and calmly in emergency situations, and work independently with a minimum amount of supervision.	Applications are available at the Silvis Police Department 1040 1st Avenue Silvis, IL or online at www.silvsil.org Completed applications must be submitted to the Silvis Police Department no later than 5 p.m. October 7th, 2016. Applicants will be notified of testing dates and locations.
Insulation Installers	CSI Insulation, Orion		Residential and commercial.		Call CSI Insulation 309-314-4805

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Great pay and great benefits.		
School Cook Needed 20-25 hours a week	Our Lady of Grace Catholic Academy, East Moline	Pay based on experience.		Should have experience and be able to follow oral and written directions. Must have a food service sanitation license.	Contact Bernadette Lake, 309.755.9771.
Paratransit Driver	Coordinated Transportation Development, Rock Island		Coordinated Transportation Development needs a driver to transport clients in the Illinois Quad Cities.	No CDL required. Background checks, DOT physical, drug and alcohol screens, and weekends are required.	Call 309-786-8397 or apply in person at: 2103 Fifth Avenue Rock Island, IL
Logistics Team Member	Target, Galesburg		Deliver a great-looking, fully-stocked sales floor. Offer a fast, fun and friendly guest experience. Maintain a clean, clutter-free work area. Quickly respond to all team member requests.	Lift 40 pounds repetitively and assist with heavy merchandise lifts. Move merchandise safely using the proper equipment. Use technology to read instructions and enter information. Work independently. Drive sales by	Apply online at www.target.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				quickly and accurately placing items on store shelves. Use excellent planning, organizational and numerical skills.	
Upholstery Technician	HSGI, Inc., Moline		Upholstery Technician Very Urgent Job Opportunity! Serious and experienced Upholstery Technicians! Sewing experience is an immediate hire! Dassault Falcon Jet, Gulfstream, Citation, Bombardier, Lear Jet, Hawker Beechcraft, Embraer, Airbus, Boeing, BBJ, etc. Experience is an Immediate Hire!	HS diploma or equivalent. Must be able to read and understand drawings. Must have experience working with wire pin saw, band saw, hand-held foam cutters, sanders. Must have experience working with adhesives used for bonding foams and for various materials used in floor and panel coverings. Majority of work experience must be in aviation industry	Please send an updated copy of your resume in a Word Document along with an introduction type paragraph or two outlining your skills and experience relative to the job description. Please include expected compensation and we can set up interviews immediately! Please send resumes to dave@hsgi-inc.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Only Serious Candidates Need to Apply! This position is responsible for making and applying foam coverings to seating structures and for making and applying panel and floor coverings.		
Paint Preppers	HSGI, Inc., Moline			Masking and prepping Aircraft experience. Lifting: Routinely up to 50 lbs.; occasionally up to 75 lbs. Attendance: Regularly scheduled attendance required Tolerates working in confined spaces, extreme temperatures, heights above six feet, noisy environments, and flying	Apply online at www.jsfirm.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
				Reading small print and identifying colors.	
Loader II Day Shift Monday thru Friday	Airgas, Davenport		The Loader II is responsible for loading and unloading cylinders from trucks, palletizing cylinders, determining shipment of low inventory, completing truck manifests, may do pre-fill inspections, follow all SOP's, and may be required to weigh cylinders and/or fill cylinders. Please see website for additional details.	High School Diploma or equivalent is preferred Ability to perform very heavy work -- routinely lifts 25 - 75 lbs., occasionally lift 76 to greater than 100 lbs. Ability to perform work during prolonged standing up to 8 hours Please see website for additional details.	Apply online at www.airgas.com
Grooming Salon – Apprentice	Petco, Moline		The position is designed to assess partners that want move into the Pet Stylist Apprentice Program. In this position the	A qualified applicant to this position will demonstrate basic knowledge in the grooming industry, and either a high school diploma or	Apply online at www.petco.com



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			<p>incumbent will provide basic salon services, customer service and administrative tasks as necessary. This job is composed of tasks that are covered by operational guidelines, and while individual judgment may occasionally be required in order to complete assigned tasks, most questions are directed to either the Grooming Salon Manager, General Manager or Pet Stylist. This position is to prepare you for Petco's Pet Stylist Apprentice position, where you will be taught a skill in the art of professional pet styling.</p>	<p>its equivalent (GED) is preferred.</p>	

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Seasonal Engraver - Will Train	Things Remembered, Davenport		The Teammate will be trained to be a member of a work group. The work group is responsible for engraving, quality inspecting, re-packaging, gift wrapping and shipping customer's orders.	Demonstrated ability to meet goals in a fast-paced environment High School Diploma or General Education Degree (GED) Ability to read English, write legibly and communicate effectively with others Good spelling and grammar skills required Basic Windows operating system knowledge	Apply online at www.thingsremembered.com
Seasonal Sales Associate	Things Remembered, Davenport		The Sales Associate represents Things Remembered to our customer. This position has primary responsibility for customer satisfaction, generating sales, engraving, housekeeping,	Demonstrated ability to meet goals in a fast-paced environment High School Diploma or General Education Degree (GED) Ability to read English, write legibly and communicate	Apply online at www.thingsremembered.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			merchandising, POS operations and loss prevention, in adherence with all company/store standards.	effectively with others Good spelling and grammar skills required Basic Windows operating system knowledge	
Marketing Coordinator	Rock Valley Physical Therapy, Moline		Responsible for implementing Rock Valley Physical Therapy's marketing strategy and plan. Specific functions include the ability to: Create shareable content that attracts a qualified audience to Rock Valley Manage inbound marketing content through Rock Valley's media presence including up-to-date web content, social media platforms, and email marketing campaigns	Ability to travel to all Rock Valley regions (up to 200 miles) 20% of time Engage like-minded community partners & specific networks targeted by Rock Valley Loves people, willing to invest & build relationships Excellent written and verbal communication skills Creative thinker Strong organizer and planner Communication, marketing, or customer service experience desired	Apply online at www.indeed.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Manage the development and distribution of printed sales and marketing collateral Assist in the execution of an annual marketing calendar including seasonal campaign messages and community events	Healthcare knowledge a plus but not required Bachelor Degree in Communications or related field	
Release and Restraints Assembler	Cobham, Davenport		Assembles and disassembles Releases & Restraints related products, in any state, from partial to complete Read blueprints, assembly drawings, sketches, and analysis sheets, to determine the status of units and/or their components Replaces malfunctioning parts and or sub-assemblies, as necessary	Experience or training in mechanical or electrical assembly Experience reading blueprints, assembly drawings, and work instructions Experience or training in diagnosing and troubleshooting units Experience in the use of power tools, jigs and fixtures This position requires access to	To be considered you must apply by going to www.cobham.com/careers.com



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			<p>Diagnoses, troubleshoots and reworks non-conforming units in order to return them to acceptable status Uses a variety of hand and power tools, jigs, fixtures, gauges, and measuring and test equipment to produce finished Releases & Restraints units that meet all stated requirements</p>	<p>technology, materials, software or hardware that is controlled by export laws of the US. In order to be eligible you must be either a US Citizen or Permanent Resident</p>	
<p>Building/Code Enforcement Official</p>	<p>City of Walcott</p>	<p>Salary is DOQ.</p>	<p>The City of Walcott, Iowa (pop. 1,629) is seeking qualified candidates for the position of full-time Building/Code Enforcement Official. The position includes: performing inspections on new and existing residential, commercial, and industrial</p>	<p>Valid driver's license, knowledge of Microsoft Office, 3-5 years of experience related to building construction, ICC Commercial & Residential Electrical Inspection and Commercial or Residential Building Inspection certifications.</p>	<p>Application form and job description are available online at www.cityofwalcott.com or can be requested at Walcott City Hall. Send application and resume to City of Walcott, Attn: Building Official Position, PO Box 247, Walcott, IA 52773 by October 12, 2016.</p>

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			construction, reviewing structural plans, issuing permits and maintaining property files; inspecting rental housing units & performing investigative and enforcement duties regarding city codes.		
Grants Manager	Humility of Mary Shelter, Inc., Davenport		Humility of Mary Shelter, Inc. & Humility of Mary Housing, Inc. are seeking a full-time Grants Manager responsible for the following tasks: grant writing, grant reporting, grant reimbursement preparation, and grant compliance monitoring.	Qualified candidates will have a high school diploma or GED (two or four-year college degree preferred) & at least three years of experience in grant management, including federal funding. Strong organizational skills and familiarity with QuickBooks also required.	Apply online at www.monster.com
2nd Shift E-Commerce Associate	Von Maur, Davenport		A 2nd Shift E-Commerce Associate processes and	Must be available to work 3:00 p.m. - 11:00 p.m.	Apply online at www.vonmaur.com



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
3:00 - 11:00 p.m.			<p>fulfills merchandise orders for the Von Maur website. Primary responsibilities of a 2nd Shift E-Commerce Associate include the following:</p> <ul style="list-style-type: none"> -Pulls customer orders by utilizing our internal inventory system. -Gift wraps and packages orders to be shipped to customers. -Processing orders for shipment. 		
E-Commerce Customer Service Associate	Von Maur, Davenport		<p>An E-Commerce Customer Service Associate handles all customer service aspects of the Von Maur website. Primary job responsibilities of an E-Commerce Customer Service Associate are:</p>		Apply online at www.vonmaur.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			Please see website for specific duties.		
Merchandise Processor	Von Maur, Davenport		<p>A Merchandise Processor processes newly received merchandise. Primary job responsibilities of a Merchandise Processor include the following:</p> <ul style="list-style-type: none"> -Match cartons with the proper paperwork. -Verify quantity, style numbers, price, size and quality. -Ticket merchandise. -Check merchandise for damage. -Perform all duties while standing or walking. -Lift & carry boxes of new merchandise to the line to be processed. Use a 		Apply online at www.vonmaur.com



Job Leads for week ending 09/09/16

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			two-wheel handcart, pallet jack, or a coworker for assistance with heavy loads.		
Merchandising Data Entry Associate	Von Maur, Davenport		<p>A Merchandising Data Entry Associate assists buyers with preparing and keying purchase orders. Primary job responsibilities of a Merchandising Data Entry Associate include the following:</p> <ul style="list-style-type: none"> -Prepares and keys orders into the computer. -Matches vendor UPC's to Von Maur SKU's using the internet website and other Von Maur screens. -Creates Von Maur SKU's for merchandise. -Investigates problems with 		Apply online at www.vonmaur.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
Registered Nurse Part-time	Knox County Health Department,		approving purchase orders. Currently seeking a RN for the position of a part-time Public Health Nurse to work in the Family Health Division.	Individual must possess the ability to prioritize & complete multiple tasks, following oral & written directions in detail. The position requires a keen interest in community health issues, knowledge of professional nursing theory & practice, & an Illinois license as a Registered Nurse.	Interested candidates should send a letter of interest and a resume to Kathy Crafton Director of Human Resources: kcrafton@knoxcountyhealth.org Please also see a complete job description on our website at: www.knoxcountyhealth.org
General Laborer Will be required to work hours other than those considered "normal" to meet seasonal demands	Gold Star FS, Reynolds, IL		The purpose for this position is to assist in daily operational duties at the facility. Responsible for maintaining operations at retail supply location Follows maintenance schedule of facility and equipment	Normally requires a high school diploma or the equivalent thereof, & 1 or more years of retail related work experience to demonstrate knowledge of basic business principles of inventory management & mechanics	Apply online at www.monster.com

<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
			<p>Responsible for inventory and distribution of products Drives and delivers miscellaneous products as requested Stocks and moves warehouse product and material Assists both fill-time and part-time operations personnel Maintains the facility and equipment image Assists in obtaining goals by improving efficiency and reducing costs Provides excellent customer service Works with location manager on all safety and compliance issues</p>	<p>Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making & skill development Must be able to obtain & maintain a valid driver's license & satisfactory driving record Must be able to obtain & maintain a valid CDL A or B with Hazmat Frequently required to lift 51-70 pounds as needed Ability & willingness to participate in required training that may include education on Gold Star's policies & additional training as it relates to the requirements of the position</p>	



<u>Job Title</u>	<u>Employer Name</u>	<u>Pay {if known}</u>	<u>Job Duties</u>	<u>Requirements</u>	<u>To Apply</u>
------------------	----------------------	-----------------------	-------------------	---------------------	-----------------

Partners in Job Training & Placement



- **QCO:** www.qconline.com
- **IND:** www.indeed.com
- **IWN:** www.illinoisworknet.com
- **QCEM:** www.qcemploye.com
- **WAQC:** www.weareqc.com
- **BHC:** www.bhc.edu
- **CB:** www.careerbuilder.com
- **CCN:** www.studentcentral.com
- **ARJ:** www.allretailjobs.com
- **UHC:** www.unitedhealthgroup.com
- **QCT:** www.qctimes.com

Job Leads Key

- **CL:** www.craigslist.com
- **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