



## Job List – Week of November 9, 2025

**CDL drivers needed!!! \$1800 - \$2400 every week !!! Great Bonuses (Naperville area).** AMERICAN EXPRESS FREIGHT INC  
1\* 2 YEARS EXPERIENCE REQUIRED CLEAN RECORD \* CALL or text TJ 708-420-4504 \* Looking for responsible CDL drivers with good driving records for our trucks, reefers and van \* Our drivers are our TOP priority \* Great bonuses available (\$\$\$) \* Safety bonuses for each clean DOT inspection \* Great dispatch team available 24/7.

**Lead Carpenter / Site Supervisor - Home Remodeling (Aurora).** J&J Construction has been remodeling homes in the Chicagoland suburbs for over 30 years. We're a growing, family-oriented company looking to add a skilled, reliable Lead Carpenter/Job Site Supervisor to our team. This is for full-time work in a permanent, year-round position. Workdays are Monday - Friday and occasional Saturdays with advance notice. Start time typically begins between 7:00 AM - 8:00 AM. What We're Looking For: • 10 years of hands-on home remodeling experience with heavy experience in home additions, kitchens and bathrooms • Proficiency in all major trades (especially in kitchen/bath renovations) • English fluency required • Work Ethic: On time, dependable, understands the importance of completing projects on time, and respectful of homeowners' spaces • Physical Capability: Able to lift up to 50 lbs and stay active throughout the day • Skills: Know how to use hand/power tools, read blueprints, and complete quality work • Problem-Solver: Able to handle field issues and communicate clearly with office staff • Transportation: Reliable vehicle, valid driver's license, and clean driving record are required • Software skills: Experience using construction project management software/apps, especially Buildtrend • Professionalism: Clean-cut appearance, no smoking, interact with clients in a professional and courteous manner • Must be able to pass a background check and drug test in addition to having a clean driving record. • Must be able to provide references. Call 630-904-8500 for more information.

**SNOW POSITIONS (Downers Grove, Oakbrook Area).** DMD Snow & Ice. We are looking to fill several seasonal positions. All work is in the Westmont, Downers Grove and Oak Brook area. \*\*\*This is NOT a full-time job. You only work when it snows. \*\*\*\* Plow Truck Driver/ Skid Steer Operator - \$35 per hour. Sidewalk Crew - \$25 per hour, Crew Leader with Pick-Up to transport Crew \$30.00 per hour, plus gas and vehicle \$\$ allowance. ATV or Sidewalk Machine Operators \$30.00 + per hour. Sidewalk Crew member must have the following: -Must have 24/7 availability -Must be Available from 11/15/2025 - 4/1/2026 -Experience with snow blowers a plus/actual shovel work required -Must have reliable communication (cell phone/schedule updates are often texted) -Must have reliable transportation (public transportation not an option). Valid driver's License A big plus, but not necessary. Plow Truck Driver/ Skid Steer Operator: -Minimum of 3 years Plow experience is required. -Must have 24/7 availability and be Available from 11/15/2025 - 4/1/2026 -You must hold a valid driver's license (CDL is not required). -Must be able to follow instructions. Call Dan at (708) 372-2822.

**MISSION BBQ Now Hiring – Managers (Naperville).** MISSION BBQ is a Team of Great People, preparing Great Food and providing Great Service. We are a casual, family friendly BBQ Restaurant and Proudly Serve Those Who SERVE. We are looking for Great People to join our team. We want You! If you have a strong character, sincerely care and are: ~ Hardworking and Dependable ~ Selfless with a desire to Serve ~ Disciplined and Detailed Oriented ~ Committed to producing Great Food ~ Passionate about providing Great Service ~ Selfless and willing to humbly Serve. We are currently hiring the following Leadership Positions: ~ Hourly Managers ~ Kitchen Managers ~ Salaried Managers ~ Catering Managers ~ General Managers. Please apply at <https://www.mission-bbq.com/join-our-team>

**HIRING 2 Clerical Assistant (Carol Stream).** COM2 Recycling Solutions. Join our mission-driven electronic recycling company as a Clerical Assistant. You'll support office operations, accounts, and shipping logistics while delivering excellent customer service and administrative support. Qualifications: Proficient in Microsoft Office/Outlook, Strong organizational and time management skills, Experience in clerical, accounts, or shipping roles, Bilingual abilities are a plus. Call [630-653-2662](tel:630-653-2662) for more information or reply via email to [ee5db64cce4931489d793bc7567269d4@job.craigslist.org](mailto:ee5db64cce4931489d793bc7567269d4@job.craigslist.org)

**Five Guys - Shift Manager (Bolingbrook).** Shift managers are trained to perform all of the duties preformed by the Crew Members and Shift Leaders, with additional responsibility for directing the daily operations of a restaurant in the General Manager's absence: ensuring compliance with company standards in all areas of operation including product prep and delivery, customer relations, restaurant maintenance, team and inventory management, and other duties as required or assigned. **What are we looking for?**\* You have 1-2 years of supervisory experience in a food service or retail environment preferred \* You are all about creating a great place to

## **Hope's Front Door Job List – Week of November 9, 2025, cont.**

work for your team. \* You want to make your customer's day and it shows in the way you are fanatical about serving amazing food with a big smile. \* You are -- honest, energetic, motivational and fun. \* You set high standards for yourself and for your team. Apply online: [https://careers.fiveguys.com/us/en/job/FGFFGKUSSHIFT012102EXTERNALENUS/Shift-Manager-0540?utm\\_source=Craigslist&utm\\_campaign=Jobssplice&utm\\_medium=Sponsored&utm\\_source=linktracking](https://careers.fiveguys.com/us/en/job/FGFFGKUSSHIFT012102EXTERNALENUS/Shift-Manager-0540?utm_source=Craigslist&utm_campaign=Jobssplice&utm_medium=Sponsored&utm_source=linktracking)

**Dental Laboratory Technician (Elmhurst).** Quas Dental Laboratory in Elmhurst is seeking a detail-oriented technician who will be responsible for 3Shape CAD design. Ideal employee will need to have experience designing restorations on 3Shape. Prospective employee will have the opportunity to buy the business from the owner if they're interested. Workplace is an open, bright office where employee will work independently. Friendly, easy-going work environment but work quality must be excellent, and candidate must be highly dependable. Hourly rate dependent on prior related work experience. Vacation time and IRA are available after one year of full-time employment. Call 630-530-4483 for more information or send email to [eric@quasdentallab.com](mailto:eric@quasdentallab.com)

**Aesthetician – Atelier Esthetique (Naperville).** Join our team at our brand-new spa and cosmetic store (Name: Atelier Esthetique) in Naperville! We're looking for a passionate and skilled Full-Time Aesthetician to grow with us. Requirements: 1–2 years of experience; Skilled in Microdermabrasion , Hydrafacials, and basic aesthetic treatments; Passionate about skincare and client care. Email your resume to [cecilia@linkedhelpers.com](mailto:cecilia@linkedhelpers.com) and make sure you have experience in hydrafacials, microdermabrasion, and other basic treatments!

**Part-Time Laboratory Courier (Carol Stream, IL).** IEH Laboratories, a Leader in Food Safety, is now accepting applications for a Part-Time Laboratory Courier position at its facility in Carol Stream, IL. Ideal candidates will possess the following: • A high school diploma or GED (required); an associate degree in Biology or related field (preferred) • Proficiency with data entry and computer applications • Ability to multitask and work in a fast-paced environment • Strong attention to detail • Strong written and verbal communication skills • Strong understanding of aseptic technique in the laboratory • Ability to regularly lift up to 30lbs above waist level • Ability to occasionally lift up to 50lbs above waist level • A valid US driver's license and clean driving record (including, at minimum, no accidents in the last 5 years) that meets/continues to meet motor vehicle risk standards, as verified through ongoing MVR monitoring. Due to exposure to various food allergens in the laboratory environment, applicants with moderate-to-severe food allergies are discouraged from applying. To apply for this position please access the company's job posting at: <https://apps.iehlabs.com/applyatieh.html#68dd7ecbe1439714bd58ff5a> After navigating to the URL listed above, you will be asked to complete optional self-identification surveys and submit your cover letter, resume and references in a combined, single PDF.

**HVAC Full Time Position Needed in South Naperville Apartment Complex (Naperville).** WGA. We are seeking an experienced full-time HVAC contractor to handle maintenance and service in the South Naperville area. This is a full-time, on-site position offering competitive compensation. The role includes responsibility for HVAC maintenance, repairs, and ensuring system efficiency. Applicants should have a valid HVAC certification, relevant experience, strong troubleshooting and communication skills, and a professional, reliable work ethic. If you're interested, please call 630-416-1118 to apply or request more information.

**Outdoor Power Equipment Service Mechanic (Carol Stream).** Carol Stream Lawn & Power. We are seeking an experienced Small Engine Mechanic to join our team. The ideal candidate will have a strong background in repairing and maintaining a variety of small engines, including commercial and residential lawnmowers, chainsaws, generators, and other outdoor power equipment.  
\*\*Requirements:\*\* - Proven experience as a Small Engine Technician - Strong mechanical aptitude and troubleshooting skills - Knowledge of small engine systems and components - Ability to work independently and as part of a team - Excellent communication and customer service skills - Certification or formal training in small engine repair is a plus. If you have a passion for small engines and enjoy working in a dynamic environment, we want to hear from you! Please submit your resume and cover letter to [cslawnpower@gmail.com](mailto:cslawnpower@gmail.com) .

**Receiving Clerk/Data Entry/ Administrator Temp to Hire! First Shift! (Elmhurst).** We are looking for a candidate with experience as a Receiving Clerk (Administrator), but the role is primarily data entry. They would take the paperwork from the drivers and enter the received goods into the system. This job is for a major manufacturing company in Elmhurst with top notch office environment and positive work culture of teamwork and respect for each employee. TEMP TO HIRE JOB!! (Future benefits are outstanding) Great location too! Full Time - Monday-Friday (40 hours – 7:30am-4:30pm. We can allow for slight flexibility in scheduling +/- 30 minutes). This is very detailed job and past similar experience is desired along with great work ethic and pride in doing your job very well!! Great support systems and training at this company as we've placed many other talented people here who were hired and grateful to be part

## **Hope's Front Door Job List – Week of November 9, 2025, cont.**

of this company! Superior Staffing's local Addison office is taking applications and please call for appointment to give you the time and attention you deserve. Job will be starting as soon as we get the right candidate for this opportunity! Call 630-516-3505.

**Administrative Assistant (Carol Stream).** Covenant Living at Windsor Park is part of a nationwide family of Continuing Care Retirement Communities and is seeking an Administrative Assistant. This position is responsible for providing a wide variety of administrative duties to support the campus. *The ideal candidate will have:* High school education or equivalent. One year of related office experience providing clerical or administrative support. Experience in healthcare setting. Highly organized, detail oriented with excellent interpersonal and communication skills both verbal and written in English. Ability to remain calm in an emergency situation. Complete confidentiality when circulating general information. Proficient in Microsoft Office Suite. Must be able to deal tactfully with staff, residents, family members, visitors and general public and have an interest in and desire to work with older adults. For more information and to apply: [https://crc.wd1.myworkdayjobs.com/en-US/CLEExternal/details/Administrative-Assistant\\_R0027153-2025?locations=349bfd2a32ee01e3b8c72ebbef8baa5a](https://crc.wd1.myworkdayjobs.com/en-US/CLEExternal/details/Administrative-Assistant_R0027153-2025?locations=349bfd2a32ee01e3b8c72ebbef8baa5a)

**Recruitment Assistant (Naperville).** The City of Naperville is looking for a highly organized administrative professional to provide administrative support for the Human Resource's Recruitment team. This position will play a key role in keeping the hiring process running smoothly by scheduling interviews, communicating with applicants, preparing documentation, assisting with new employee orientation, and providing exceptional service to applicants and staff. Qualifications Required: Minimum of three years' administrative experience in a professional office setting. Associate's degree in business, Human Resources, or a related field. Equivalent combinations of education and experience may be substituted. Strong organizational skills and the ability to manage multiple priorities. Excellent verbal and written communication skills. Proficiency in Microsoft Office, specifically Word and Outlook. Valid State of Illinois driver's license. Preferred: Experience using an Applicant Tracking System (ATS), such as NeoGov. For more information and to apply: <https://www.governmentjobs.com/careers/napervilleil/jobs/5135604/recruitment-assistant?pagetype=jobOpportunitiesJobs>

**Utility Billing Specialist (Fiscal Assistant 1) (Woodridge).** The Village of Woodridge is seeking applications for the position of Fiscal Assistant I – Water Billing. This position is responsible for all water billing related duties and is one of two full-time water billing positions that report to the Fiscal Operations Manager within the Finance Department. Typical Qualifications: High school diploma or GED equivalent. Advanced education is a plus. Three (3) years increasingly responsible related experience in computerized billing, accounts receivable, accounting, or any equivalent combination of education and experience. Excellent communication and interpersonal skills; ability to maintain confidential information. Good organization, follow- through, and time management skills; excellent attention to detail, ability to multi-task; also proactively troubleshoot, problem solve, and make sound judgements. Proficiency in Microsoft Office, specifically Excel, Word, and Outlook; knowledge of Tyler Munis software a plus. Bilingual skills are desirable. For more information and to apply: <https://www.governmentjobs.com/careers/woodridgeil/jobs/5124006/utility-billing-specialist-fiscal-assistant-i?pagetype=jobOpportunitiesJobs>

**Production Operator – Material Handler (Aurora).** Join MAPEI Corporation, a global leader in the manufacturing of construction chemicals and building materials, including adhesives, sealants, and specialty products used in flooring, tile, and concrete restoration. As a Production Material Handler, you will be an essential part of the production process, responsible for handling, transferring, and organizing raw materials and finished products within the facility. This role requires precision, a strong commitment to safety, and effective coordination to ensure a smooth and efficient workflow that supports MAPEI's commitment to quality and reliability in the construction chemicals industry. Qualifications: Hands-on work willingness and mechanical inclination. Manufacturing/process experience; forklift certification is a plus. High school diploma or GED required. Strong communication skills. Ability to lift up to 55 lbs independently; and up to 100 lbs. with assistance. Able to stand for extended periods of time. Flexibility for overtime and shift hours required. For more information and to apply: <https://fa-elhu-saasfaprod1.fa.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/job/3871?latitude=41.79017&longitude=-88.0837&mode=zipcode&radius=25&radiusUnit=MI&workLocationCountryCode=US&zipcode=60532>

**Hotel Arista Front Desk Agent (Naperville).** Personal Hosts function in a multi-capacity traditional role of Bell Person, Welcome Agent, and Concierge. Personal Hosts are the primary liaison between the guests and all other hotel services, and they are responsible for the consistent delivery of guest requests. Handoffs are minimized to the degree that a guest's only hotel contact may be his/her Personal Host. Minimum Qualifications: Education: High school diploma or equivalent education. Experience: Background in a luxury hospitality environment or a related field is strongly preferred, but willingness to learn the aspects of personalized and luxury service is more important. Skills: Excellent verbal and written skills Neat and clean appearance. Ability to follow through impeccably on details. Great enthusiasm and passion for making people happy. Ability to work in a team environment. Must have a flexible schedule

## Hope's Front Door Job List – Week of November 9, 2025, cont.

and be available to work nights weekends, and holidays. Must possess a valid Driver's License and a clear motor vehicle record. For more information and to apply:

<https://recruitingbypaycor.com/career/JobIntroduction.action?clientId=8a7883d07dc02468017e4f6a66c1411a&id=8a78879e9a5b2ff4019a5f1baf3b5562&source=&lang=en>

**CNC Operator – 2<sup>nd</sup> Shift (Glendale Heights).** HYDAC is a family-owned and operated business with a vibrant and rewarding working environment for our employees across the country. The CNC Operator – 2nd Shift is responsible for monitoring and performing set-ups on a CNC machine. Will make adjustments to the G-code programs as needed plus troubleshoot CNC alarms, prepare tooling and fixturing for upcoming work. To be considered for the CNC Operator – 2nd Shift role, you must have the following minimum qualifications: Have experience on 4-axis machines. Have experience with FANUC controls. Must be proficient in the following: Set-Up machine with little to no help; Do simple programming and edits; Tool offset and work shifts; Able to observe safety rules. Proficient in understanding HYDAC Quality Policy and quality objectives as related to this position. Proficient in reading and interpreting production, BOM's and quality plans. Experience machining aluminum and Ductile Iron. Able to use inspection instruments and inspect parts to drawing. Use SPC inspection programs. Troubleshoot problems, respond to alarm, retrace program to locate problem(s), and make necessary corrections. Education and Experience: High School diploma or GED is required. 1 to 3 years' experience in manufacturing is a plus. Safety and Personal Protective Equipment: Must adhere to all safety rules in force for the location you are in while performing your job responsibilities. This includes at a customer or supplier location. Must meet requirements for PPE in specific manufacturing areas when you are in those areas including safety shoes and safety glasses. For more information and to apply: <https://recruiting.paylocity.com/recruiting/jobs/Details/3007188/HYDAC/CNC-Operator-2nd-Shift>

\*\*\*\*\* JOB OR CAREER FAIRS \*\*\*\*\*

NONE THIS WEEK

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Many job search sites require online applications. These types of jobs are not posted in this job list. To search these postings go directly to their sites which have many job listings that can be applied for immediately online:<http://www.jobs2careers.com/> <http://www.indeed.com/> <http://www.careerbuilder.com/> <http://www.snagajob.com/> <http://www.elitestaffinginc.com/> <http://www.simplyhired.com/> <http://www.beyond.com/> <http://jobs.advocatehealth.com/downers-grove-jobs> <http://www.jobtonic.com/> <http://towniejobs.com/> <http://www.worknetdupage.org/jobs/dupage-county-jobs.html> <http://www.linkup.com/> <http://dupagecountyjobs.org/>