**Top Jobs**

Is hiring too time-consuming? Having trouble finding the right fit for your team? Don't have enough staff to keep up with business demands?

Express Employment Professionals has candidates, skilled and qualified in a variety of areas, ready to go to work for you right now!

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**Office Services**

# Office Manager

**Job Summary:** Do you love numbers and people? We are looking for an Office Manager to join a growing team. The responsibilities are payroll, billing, AP, AR, answer phones and other office­ related tasks as assigned. We are looking for someone who has AR/AP and office admin experience.

**Location:** Alton, IL

**Position type:** Full Time, Evaluation Hire

**Pay:** up to $23/hr, BOE

**Qualifications:** Successful candidates will have **4** years of AP/AR experience. QuickBooks experience is preferred but not required. High energy, a customer service mindset, and excellent verbal & written communication skills will be required. Must love numbers & have an analytic mindset.

**Benefits Available to Express Associates:**

PTO (earn up to 5 days per year) Medical Plan

Dental Plan

401(k) Retirement Savings Plan

**Apply Now**

# Receptionist

**Job Summary:** We are looking for a Receptionist to join a growing team! The Receptionist responsibilities include but are not limited to: filing, data entry, phone lines & customer service. Once you are hired on by the business, you most likely will have a job for life! They have an extremely low turnover rate, corporate benefits and plenty of opportunity for growth! We are looking for someone who is a set-starter, a go-getter, someone who is looking to grow wihin the company, plenty of room for advancement!

**Location:** Alton, IL

**Position type:** Full Time, Evaluation Hire

**Pay:** up to $19/hr, BOE

**Qualifications:** Telephone Skills, Verbal Communication, Microsoft Office Suite, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure & Phone Skills

**Benefits Available to Express Associates:**

PTO (earn up to 5 days per year) Medical Plan

Dental Plan

401(k) Retirement Savings Plan

**Apply Now**

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**Skilled Trades**

# Machinist

We are looking for a skilled Machinist to operate a variety of machines to perform assigned tasks. You will produce or repair precision parts using both manual and automated equipment and accurate measurements. A great machinist needs to possess manual dexterity and an eye for detail. They must have knowledge of mathematics and mechanics as well as respect for safety precautions. The goal is to ensure effective production operations and optimize procedures.

**Pay: up to $35/H**

**Responsibilities**

Review samples, drawings or instructions to understand specifications of output Plan the sequence of necessary actions for the completion of a job

Take measurements and mark material for cutting or shaping

Select appropriate machines (e.g. lathes) and position or load material for a job Determine and program size of batches, speed of machine etc.

Monitor machine while working to adjust the feed, maintain temperature and identify issues Check output to ensure consistency with specifications and discard defects

Keep records of approved and defective units or final products Perform routine machine maintenance and repair minor damages

**Skills**

Proven experience as machinist

Experience in using and/or programming manual, semi-automated or automated tools and machines (lathes, grinders etc.)

Ability to use precision tools (e.g. calipers) to take accurate measurements Knowledge of the properties of metal and other material

Ability to read blueprints, schematics and manuals Good at math with analytical abilities

Physical stamina and strength to lift heavy items

High school diploma or equivalent; completion of vocational training or an apprenticeship will be an asset

**Apply Now**

# Maintenance Mechanic

We are looking for a Maintenance Technician to join a growing team. The Maintenance Technician will be assisting with the repairs within the facility and maintenance of machinery/mechanical equipment such as motors, pneumatic tools, conveyor systems, production machines and electronic equipment by performing the following duties:

Machine maintenance processes including: electronic, electrical, and mechanical installations, as well as repairs and preventative maintenance.

Maintaining plant safety, housekeeping standards, and quality checks within a manufacturing environment.

Disassembling and reassembling of machinery.

Read and interpret schematics and process control diagrams.

Troubleshooting and calibrating level, pressure, temperature, and flow measuring instruments. Working with electronic controls and circuits, hard wiring relay logic systems and process instrumentation.

Reading blueprints and equipment manuals.

**Position type:** Full Time, Evaluation Hire

**Pay:** Up to $35/hr, BOE

**Benefits provided by Client (once hired on):** Health/DentalNision Insurance, Group Term Life, Short-term/long-term Disability, 401k, Paid Vacation & Holiday Pay

**Qualifications:**

1-3 years of experience

Associates Degree Preferred or Trade School Certificate Proficient with Microsoft applications (i.e. Excel, Word, Outlook)

Ability to communicate both orally and in writing to all levels of the organization Superb organizational skills and ability to multi-task

Ability to work and thrive in a fast-paced manufacturing and team-oriented environment Knowledge of OSHA regulations

Can safely lift up to 75Ibs

**Apply Now**

# Welder

We are looking for a skilled Welder to cut and join metals and other materials at our facilities or construction sites. You will operate appropriate equipment to put together mechanical structures or

parts with a great deal of precision. Your job is important as it provides the foundation for strong infrastructure. A welder must be competent in using potentially dangerous equipment following all safety precautions. The ideal candidate will have a steady hand and great attention to detail.

Knowledge of different kinds of metal and their properties is essential.

## Pay up to $27/H Responsibilities

Read blueprints and drawings and take or read measurements to plan layout and procedures Determine the appropriate welding equipment or method based on requirements

Set up components for welding according to specifications (e.g. cut material with powered saws to match measurements)

Operate angle grinders to prepare the parts that must be welded Align components using calipers, rulers etc. and clamp pieces

Weld components using manual or semi-automatic welding equipment in various positions (vertical, horizontal or overhead)

Repair machinery and other components by welding pieces and filling gaps Test and inspect welded surfaces and structure to discover flaws

Maintain equipment in a condition that does not compromise safety

## Skills

Proven experience as welder

Experience using a variety of welding equipment and procedures (TIG, MMA etc.) Experience in using electrical or manual tools (saws, squares, calipers etc.) Ability to read and interpret technical documents and drawings

Knowledge of relative safety standards and willingness to use protective clothing (face-shield, gloves etc.)

Deftness and attention to detail Proficient in English

Successful completion of a relevant apprenticeship program is required Professional Certification (e.g. an AWS welding certificate) will be a plus

**Apply Now**

**Landscaper**

We are looking for some Landscapers to join a growing team. The Landscapers will be responsible for building retaining walls, brick paper patios, laying sod, grating, and maintaining property as needed, they may also be running heavy equipment. Will work with zero-turn mowers and other lawn equipment.

**Location:** Madison County, IL **Position type:** Full-time, seasonal **Pay:** Up to $21/hr, BOE

**Qualifications:** Successful candidates will have experience using a zero-turn mower as well as other lawn equipment. Must have reliable transportation and a valid driver's license, a flexible schedule and a good work ethic.

**Benefits Available to Express Associates:**

5 PTO days Medical Plan Dental Plan

401(k) Retirement Savings Plan

**Apply Now**

**For more information, please contact:**

**Nate Smithl Marketing and Recruting Manager**

# Nate.Smith@ExpressPros.com (618) 288-8011

Bonita (Bonnie) Forker

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**From:** Brooke A. Andrews <baandrews@madisoncountyil.gov>

**Sent:** Monday, September 30, 2024 12:59 PM

**Subject:** Madison County Available Job Opportunities!

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