



We are now hiring a part-time **Accounting Assistant**. We are looking for an enthusiastic person with accounting skills to join our team and assist with accounting operations.

Essential job duties and responsibilities:

- Accounts Receivable and Accounts Payable
- Run monthly and quarterly reports.
- Understand and run credit card processing.
- Answer inbound phone calls and assist customers.
- Responsible for general accounting functions: cash management, reconciliation, Chart of Accounts and Financial Statements
- Provide administrative assistance to management team.
- Organize and maintain records and enter information into computer databases.
- Other office tasks and projects as needed (replenish office supplies, troubleshoot printer or other technology, distribute mail, etc)

Qualifications & Skills

- Education: Minimum of Associate's Degree in Accounting or related field and 1-3 years of relevant experience.
- Previous experience in bookkeeping and/or office administration and/or standard accounting procedures.
- Must be proficient in QuickBooks, Epicor and Microsoft Office.
- Must have ability to prioritize and meet deadlines.
- Must be able to multi-task, stay organized, and have great time management skills.
- Strong organizational skills and attention to detail
- Must have good customer service skills as well as excellent verbal and written communication skills.

Physical Requirements:

- Must be able to lift 15 pounds at times.
- Must be able to stand for a long duration of the workday.

Pay type:

- Hourly pay \$20-\$26 (depends on experience)
- Part-time 20-30 hours a week

Please send resume to Penny – penny@desplainesmaterial.com or call 847-626-5754

All qualified applicants will receive consideration without regard to race, age, color, sex (including pregnancy), religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.



Please send resume to Penny – penny@desplainesmaterial.com or call 847-626-5754

Des Plaines Material & Supply, founded in 2004, is a leading supplier of landscaping materials, sewer, and water supplies, and on-site concrete in the Chicagoland area. We are a fast-growing company that has grown exponentially throughout the years. We pride ourselves on great customer service and we make our customers' complex projects simple and successful. We are looking for a self-motivated individual with an entrepreneurial spirit to join our team. We offer a competitive package with excellent benefits.

We are hiring a full-time bilingual **Yard Worker**. We are looking for an enthusiastic person with outstanding communication skills to join our team and give exemplary customer service to our customers. **Basic knowledge of water and sewer supplies along with hardscape materials Preferred!**

Essential job duties and responsibilities:

- Proficient with basic knowledge of water and sewer supplies along with hardscape materials Documenting and maintaining inventory and ensuring production areas are clean and organized.
- Expected to perform other common duties such as lifting, bending, operating small tools, cleaning and maintaining equipment.
- Operate a forklift, front loader, drive pickup/small trucks.
- Filing customer orders.
- Create will call orders for customers.
- Must be able to read, understand, follow detailed instructions for preparing customers' orders.
- Ability to work outside and tolerate Chicago daily weather.
- Ability to work in muddy and/or dusty areas.
- Maintain the yard areas clean and organized when down time.
- Must be able to work Saturdays 7am – 1pm.
- Performs other duties as assigned.

Qualifications:

- Education: High School or GED required or 1-3 years of relevant experience.
- Must be a team player, self-motivated, and able to work efficiently in a fast-paced environment and adapt to various situations.
- Demonstrate effective communication skills (oral and written).
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Good attendance and a positive attitude are a must.
- Proficient with typing and computer as well as willingness to learn other projects during
- Proficient with basic knowledge of water and sewer supplies along with hardscape materials Preferred.
- Bilingual Preferred.

Physical Requirements:

- Must be able to lift 15 pounds at times.
- Must be able to stand for a long duration of the workday.

Pay type:

- Starting pay from \$16 - \$22 /hour (depends on experience)

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We are now hiring a full-time **Boom Truck / Crane Truck / Semi Dump Truck Driver**. The CDL (Class A) driver is responsible for operating boom trucks (including knuckle-boom), crane trucks, and semi dump trucks / tractor trailers to transport water and sewer materials, pipe, construction materials, tools, equipment, and concrete manholes to and from construction sites.

Essential job duties and responsibilities:

- Prepare, receive, and provide appropriate delivery or pickup documentation to ensure timely service.
- Load, secure, and unload cargo.
- Maintain radio and cellular contact with dispatch for delivery or pickup instructions and schedule changes.
- Perform light vehicle maintenance and daily inspections, and maintain vehicle presentation.
- Follow instructions and pre-established guidelines to perform job functions.
- Demonstrate proven ability to operate boom trucks (including knuckle-boom) and semi dump trucks.
- Assist with pulling Tool Orders.
- Perform other duties as assigned.

Qualifications:

- Drive safely and plan delivery routes.
- Use navigation tools such as onboard GPS and smartphone apps.
- Maintain basic logs and records.
- Carry out a series of instructions without constant supervision.
- Remain professional and courteous at all times.
- Work effectively and efficiently under pressure and adjust to changing situations.
- Show initiative, great attention to detail and accuracy, and the ability to prioritize and multi-task.
- Have excellent interpersonal and customer service skills; maintain a positive attitude while dealing professionally with co-workers, clients, and vendors.
- Work independently with limited supervision while still being a team player.
- Be dependable, organized, and self-motivated.

Requirements:

- Boom Truck Certification - REQUIRED
- Crane Truck experience and Semi Dump Truck experience.
- Class A CDL License.

Physical Requirements:

- Lift/Carry up to 55 pounds frequently.

Pay type:

- Starting at \$28.50 / hour

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We are now hiring a full-time **Diesel Mechanic**. The individual needs to be highly organized and communicate effectively. The primary duties include performing diagnostic testing to find faults, analyze results, repair/replace engine, steering, transmission, braking, lighting systems and other related components.

Essential job duties and responsibilities:

- Analyze/troubleshoot and repair diesel vehicles, commercial motor vehicles and equipment
- Perform preventative maintenance on diesel vehicles, commercial motor vehicles and equipment
- Maintain parts & inventory
- Maintain detailed records of serviced vehicles
- Test drive vehicles to gauge performance
- Adhere to an inspection procedure checklist (Annual DOT Inspection) on Commercial Motor Vehicles
- Ensure cleanliness of the shop
- Supervise other shop mechanics
- Regular attendance and physical presence at work is an essential function of this position
- Other duties as assigned

Qualifications:

- Extensive knowledge of all aspects of diesel vehicles maintenance and repair.
- Proficient with related computer diagnostic equipment and software.
- Excellent analytical and problem-solving skills.
- Ability to visually diagnose mechanical issues.
- Ability to read service and repair manuals.
- Ability to read work orders.
- Ability to perform repairs in a timely fashion.
- Proficiency with maintenance and repair tools
- Highly organized and able to multitask
- Attention to detail

Certifications:

- Certified Diesel Tech preferred
- A/C Certified preferred
- DOT Air Brakes Certified preferred
- Knowledge of diagnostic testing on diesel vehicles and engines
- Electrical (wiring) knowledge preferred.
- Aptitude for mathematics and science
- Advanced knowledge of diesel engine components
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Physical Requirements:

- Lift/Carry up to 55 pounds frequently.
- Lift up to 100 pounds occasionally

Pay type:

- Starting pay at \$50,000/year-

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We are now hiring a full-time **Parts Runner / Stocking Associate**. The individual needs to be highly organized and communicate effectively. The primary duties include pick up and deliver truck parts to our warehouse, stocking, organizing, maintaining inventory in the warehouse and tracking of parts and supplies.

Essential job duties and responsibilities:

- Pick up and deliver truck parts and equipment to our warehouse.
- Assist in stocking, organizing, and maintaining inventory in our warehouse.
- Ensure accurate tracking of parts and supplies.
- Communicate with mechanics and office staff to ensure timely deliveries.
- Regular attendance and physical presence at work is an essential function of this position.
- Other duties as assigned.

Qualifications:

- Prior experience as a Mechanic or Automotive Parts Runner is highly desirable.
- Proficiency in English language skills.
- Highly organized and able to multitask.
- Attention to detail.

Physical Requirements:

- Lift/Carry up to 55 pounds frequently.
- Lift up to 100 pounds occasionally.

Pay type:

- Starting pay at \$18/hr

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