



Manager of Paratransit Contracted Bus Operations

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

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Operations Administrator II

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description: Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

Qualifications: Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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Payroll Administrator

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees. Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, serves as petty cash custodian and back up receptionist as needed. Other duties as assigned.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

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Sr. Inventory Controller

Location: Melrose Park

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management will be responsible for maintaining all records utilizing the Oracle system, responsible for coordinating activities of the second and third shift Inventory Controllers, along with training and further development, Fuel Force and Fleetwatch, handling incoming and outgoing shipments, issuing parts to mechanics, evaluating parts usage from equipment repair orders, handling bus down situations, reviewing stock levels, preparing reorder notices to replenish and maintain inventory levels, monitoring scrap status, verifying cycle counts, preparing requisitions, preparing and issuing transfers, maintaining MRO inventory balances, maintaining fluid levels, monitoring gas readings and maintaining a clean and organized stockroom.

Developing and maintaining good written and verbal communications and a good rapport with the Superintendent of Maintenance, maintenance staff, Materials Management personnel, vendors, Buyer Planners, Accounts Payable and mechanics. Responsible for coordinating traveling to various locations for parts pick up on an as needed basis. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least two (2) years of experience in materials, stockroom operations, inventory control or related field, progressive responsible transit experience, and possess typing/word processing skills equivalent to the level of a Senior Inventory Controller.

Must have experience with the Oracle system, be proficient in personal computer, word processing and spreadsheets and have good verbal and written communications skills. Must possess the ability to lift 75 lbs. and possess or be able to obtain Forklift certification and be at least twenty-one (21) years old and possess a valid Illinois Drivers License. Must be able to work independently and maintain a high level of confidentiality. Qualified candidate must have a good work history.

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Chicago Central - Personal Banker Harlem/Foster Area - Chicago, IL

Chicago, IL, United States

Job number: 1500062904

Qualifications

Required skills

Minimum of one year sales experience in a salary plus incentive environment with individual sales goals where you routinely met or exceeded defined goals and accountabilities

Minimum of one year of customer service experience

Skilled in assessing customer/client needs, providing solid advice/recommendations, and building customer relationships based on mutual trust to optimize sales opportunities with new and existing customers/clients

Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration

Ability to apply strong critical thinking and problem solving skills to meet customer's needs

Ability to demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements

Excellent oral and written communication skills with strong influencing skills

Pass personal banker pre-employment assessment

Desired skills

Demonstrates leadership and assertiveness

Bilingual (fluent verbal and written) skills

Experience in financial services and prior knowledge of financial services industry, products and solutions

Posting Date: 10/07/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500062904/united-states/us/chicago-central-personal-banker-harlem-foster-area-chicago-il>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 969400
Posting Date: 10/9/2015
Shift: Flexible
Status: Seasonal

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

RESPONSIBILITIES:

- ◆ Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service
- ◆ Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service
- ◆ Maintain an awareness of all promotions and advertisements
- ◆ Accurately and efficiently ring on registers and maintain all cash and media at the registers
- ◆ Communicate customer requests to management
- ◆ Enter all media from register into the tally program
- ◆ Maintain orderly appearance of register area and supplies stocked
- ◆ Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5157454>

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Janitor - TRU0000503

Duties and Responsibilities

CITY COLLEGES OF CHICAGO'S TRUMAN COLLEGE IS LOOKING FOR A JANITOR- FULL-TIME

Primary Objective: Perform all traditional janitorial work in and around the buildings. Dust all ledges, counter tops, files, office equipment, desk and walls. Dust mop all hard surfaces.

Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.

Thorough cleaning of all bathroom fixtures and partitions.

Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal.

Dismantling and cleaning of light fixtures. Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming). Policing of facility and grounds (inside & outside). Washing of exterior walls. Scraping of gum and other objects form hard surfaces and carpet.

Spot cleaning furniture or carpet, but not more than 2 hours per day. Setting up and /or take down of chairs and tables. Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers. Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.). Performs other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.

Preference will be given to current temporary janitors at City Colleges of Chicago.

Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Oct 9, 2015, 9:31:11 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant II - Registrar Department - WIL0000525

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

Qualifications: Graduation from high school supplemented by one year of clerical and typing/keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient with MS Office Suite (Word, Excel, Outlook, etc.) and related software programs. Ability to type 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping, attention to detail and operations of a variety of office machines.

Wilbur Wright College, 4300 N. Narragansett Ave, Chicago, IL 60634
Chicago residency is required for all full-time employees within 6 months of hire.
We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries
Primary Location: Wilbur Wright College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Oct 7, 2015, 11:36:41 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Coordinator, Facilities Part-Time - WIL0000524

Wright College
4300 N. Narragansett

Primary Objective: Initiates efficient methods to address the logistical needs for facility usage on the campus. Coordinates facility usage for both internal and external community organizations as well as internal college activities. Responsible for technical equipment set-up and operation and coordinating maintenance and security for specified events.

Coordinating with internal and external groups and/or agencies to efficiently address logistical issues concerning the uses of campus facility resources. This includes scheduling rooms and providing security/maintenance/audio-visual and hospitality support. Responsible for space layouts, equipment needs, and staff requirements for all campus events. Completing all duties associated with facilities management. Responsible for assessing facility usage fees and creating and tracking facility agreements for all outside groups that use space on campus. Creating and distributing monthly calendar of events on campus, , issuing appropriate forms, forwarding notices to groups/agencies and relevant campus departments, maintaining equipment inventory and ensuring repair and/or replacement of all audio/visual technical equipment. Perform hospitality duties which include being physically present on campus at all events/activities sponsored by the campus and/or outside groups. Assure that special set-up requests are completed in a timely manner. Performs other duties as assigned.

Qualifications

An Associate's Degree (Bachelor's preferred) Previous experience in facility management. Excellent verbal and written communication skills and computer proficiency. Excellent organizational skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Facility/Operations

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Oct 5, 2015, 4:34:44 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Janitor - OLI0000414

CITY COLLEGES OF CHICAGO'S OLIVE-HARVEY COLLEGE IS LOOKING FOR TWO JANITORS - FULL TIME

This is an exciting time in the history of City Colleges of Chicago (CCC), the largest community college system in Illinois and among the largest in the nation. CCC has launched Reinvention, a nationally recognized initiative to ensure even greater student success and outcomes across the system.

Primary Objective: Perform all traditional janitorial work in and around the buildings. Dust all ledges, counter tops, files, office equipment, desk and walls. Dust mop all hard surfaces. Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions. Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal. Dismantling and cleaning of light fixtures. Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming). Policing of facility and grounds (inside & outside). Washing of exterior walls. Scraping of gum and other objects form hard surfaces and carpet. Spot cleaning furniture or carpet, but not more than 2 hours per day. Setting up and /or take down of chairs and tables. Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers. Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Qualifications

Completion of a high school diploma or the equivalent preferred.
Preference will be given to current temporary janitors at City Colleges of Chicago.
Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.
We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Olive-Harvey College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Oct 1, 2015, 5:05:57 PM

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College Clerical Asst II (Recruiting and Admissions) - 2 Part Time Positions - WIL0000516 *Wilbur Wright College, 4300 N. Narragansett Ave., Chicago, IL 60634*

Overview of the position: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries
Primary Location: Wilbur Wright College
Employee Type: Part Time | Regular
Union Code: 1708 - PT
Job Posting: Oct 1, 2015, 4:00:52 PM

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Junior Buyer

Melrose Park, IL

Full-time

Company Description

Design Pac is a premier provider of gourmet, handcrafted Gift Baskets to major retailers throughout North America. We create distinct, hand-made gift baskets filled with the finest gourmet foods and exceptional wines. We design and handcraft each one of our gift baskets, so your customers will always find the perfect gift basket for every occasion, and everyone, at every price. We're passionate about connecting people through thoughtful gift giving, and building your business.

Upcoming year samples following up: revision, detailed specifications as per designer's needs.

Tracking for all baskets and other hard goods' on time delivery for gifts development and sales presentation.

Enter product's Delivery Duty Paid price into Costing System.

Work on strategic projects with vendors as directed by buyers

Track vendors on time production, booking & delivery.

Work with the logistic department on incoming ocean and air shipments

Manage QC process with QA/QC Manager for shipments received

Manage QC inspection process in China

Payments follow up

Perform other duties as assigned.

Qualifications

Associate/ Bachelor's degree in Merchandising, Supply Chain or related field.

2+ years' experience in a Purchasing-related role.

Must be highly proficient in Microsoft Excel. Prior experience with ERP systems a plus.

Ideal candidate will be detail-oriented, possess strong analytical and problem-solving skills.

Must be able to communicate effectively with others and in a team-oriented approach is required.

Must be professional and ethical in all interactions with vendors.

Apply online at <https://www.smartrecruiters.com/1-800-flowers/83964250-junior-packaging-buyer>

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Info Tech Services Assoc PT - ART0000133

Duties and Responsibilities

The basic function of this position is to support the computer hardware and software used by students, administrators, faculty and staff in a variety of academic settings and to achieve student success. Provides computer hardware and software technical support both in person and remotely to students, administrators, faculty and staff. Maintains, installs and tests software applications on computer hardware throughout the college. Submits help desk tickets to assist students, administrators, faculty and staff with technology related issues. Protects physical technology assets in public areas and other settings, through ongoing equipment refresh, planning maintenance, installation, configuration, troubleshooting, and asset inventory management. Manages, tracks, and protects equipment that is designated for use by students, administrators, faculty and staff. Facilitates use of equipment for various internal and external events. Assembles and disassembles equipment on site before and after classes. Provides limited training to audio-visual/multi-media equipment users. Performs other duties as assigned, including, but not limited to, adherence to after hours, emergency, holiday and/or on-call schedule.

Qualifications

Associate's degree in Information Technology, Computer Science, Data Processing or related area, or an equivalent combination of education and experience, with a history of progressively increasing responsibility and accomplishments, preferably, in a college or comparable academic setting. Minimum of two years of related work experience. Knowledge and experience with supporting both Windows and Macintosh platforms. Knowledge of all current versions of Microsoft Windows (XP, Windows 7), all current internet browsers (IE, Chrome, Safari) including networking concepts and general technical troubleshooting skills. Sound verbal and written communication skills. Great team player and self-starter.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Network/Telecomm

Primary Location: Arturo Velasquez Institute

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Oct 5, 2015, 1:31:51 PM

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**Account Executive III - Kmart and Independent Grocers Alliance (IGA)
(Chicago)**

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00037938

Full or Part Time : Regular Employee FT

Job Grade: 12

CAPABILITIES & TECHNICAL SKILLS:

- Planning and Organization expertise
- Demonstrated customer management skills
- Customer planning experience; execution bias for action
- Brand Acumen – positioning, role, occasions, vision
- Knowledge in the Collaborating For Value, or similar, selling process and tools
- Collaboration across all key functions
- Systematically employs and supports process for gathering internal and external feedback
- Effectively communicates & builds relationships with internal and external leaders at the highest levels of any organization
- Knowledge in consumer / shopper insights and trends
- Ability to influence and align senior leadership on strategic planning and actions
- Organizational effectiveness
- Financial stewardship ... Allocation and expenditure of resources
- Innovation plans and implementation
- Optimal approach to effective consumer and customer activation
- Provides feedback to the stakeholders regarding the effectiveness of customer programs

Education: Minimum Required: BS/BA (or equivalent) Preferred Level: MS/MA/MBA (or equivalent) Experience: Minimum Required: •5-7 years progressive customer management and sales leadership experience

Preferred Level: •8-10 years progressive customer management and sales leadership experience (including people leadership and international experience) •1-2 years cross-functional experience outside of Sales (e.g., Commercial Leadership, Supply Chain, Field Execution)

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General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035087

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment
Restock and replenish as appropriate.

Perform general maintenance.
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.
High School Diploma Preferred.

0 - 1 year of general work experience.
Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.
Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-niles-illinois-job-1-5605868>

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Ecommerce Merchandising Manager (Online Retail)

Melrose Park, IL

Full-time

Company Description

At 1800Baskets.com each one of our gift baskets is expertly designed by our talented team of Product, Basket and Gift Designers. Great care and consideration is given to finding exactly the right combination of materials and color for a beautiful presentation.

1800Baskets.com is part of the 1-800-Flowers.com Family of Brands (www.1800flowers.com).

Job Description

The Web Merchant will work closely with the Director of Merchandising and other merchandising peers to deliver a world class product presentation and shopping experience through website merchandising and site optimization. The Web Merchant will also work cross-functionally with Marketing, Operations, and Product Development to further deliver the product strategy via a broad range of mediums such as online, print, phone, radio, TV, and email. The Web Merchant will drive sales, conversion, margin, inventory turn, site optimization, and manage web KPIs.

Qualifications

Bachelor's degree required (Concentration in Marketing, Merchandising, or Buying a plus)

Minimum of 2 years' experience in Buying, Planning, Marketing, and/or E-Commerce /Retail Merchandising required.

Strong analytical & reasoning skills required. Experience with Coremetrics or Google Analytics a plus but not imperative.

Excellent Oral and Written communication skills a must.

High comfort level with Microsoft Office- Excel, PowerPoint, Word

Familiarity with image manipulation (Illustrator, Photoshop, InDesign or the like

Reasonable understanding of how customers shop online and in what ways that differs from their in-store shopping experience and habits.

Ability to work collaboratively across functional groups, yet willing to challenge merchandising decisions that do not align with e-commerce strategy.

Excellent time management skills and strong sense of urgency, with ability to multitask and work autonomously.

Apply online at <https://www.smartrecruiters.com/1-800-flowers/85122301-web-merchant>

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Purchasing Cost Assistant

Melrose Park, IL

Contract

DesignPac is part of the 1-800-Flowers.com Family of Brands (www.1800flowers.com).

Job Description

Purchasing Cost Assistant – 35 hours per week

- Update landed cost in cost system for all sold items
- Update budgeted cost in BAAN each time PO is placed
- Maintain spreadsheets
 - o Artwork Proofs approvals
 - o Canada Bilingual products
 - o Organic products
 - o Gluten Free products
 - o Secondary Food Spreadsheet – Entering new products
- Administrative
 - o Creating new vendor files
 - o Filing of pricing forms
 - o Matching and filing BOMs
 - o Create files for Show flyers
- Updating BAAN
 - o Update BAAN components with product class, product line and buyer. Assist with both REU and FOD teams with updating this information
- Sample Room management
 - o Enters new products into secondary spreadsheet
 - o Reviews aisles to identify old food items and triggers new sample orders
- Assists REU team with data entry as needed – For BAAN, as well as their own spreadsheets and landed costs in the cost system
- Sample management – Counting, dating and follow up on needed samples
 - o for Costco multiple samples
 - o Sams pallet samples
 - o Easter samples
- Assists with special projects as needed

Qualifications

Excellent typing skills

Proficient in Excel

Previous purchasing experience preferred but not required

Apply online at <https://www.smartrecruiters.com/1-800-flowers/85706450-purchasing-cost-assistant>

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Job Title: Bus Mechanic / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title: Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles.

Must possess a comprehensive knowledge of pertinent state and municipal traffic laws.

Must possess the skills necessary to accurately read and interpret bus schedules.

Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner.

Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

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Warehouse Associate

Quirch Foods - Chicago, IL

Job Description (Warehouse / Forklift Operator)

Responsibilities:

Timely and accurate loading and unloading of tractor-trailer trucks per ticket requirements

Maintain the integrity of products through proper handling and storage

Maintain accurate inventories

Ensure safe operation of a forklift

Ensure facility maintenance through housekeeping, keeping product and facility secure

Timely and accurate slotting of products in rack system.

Requirements & Physical Demands:

Forklift experience preferred

Must be able to lift, push and/or pull up to 90 pounds on occasion. Team lifting encouraged.

Must be able to stoop, kneel, crouch on occasion.

Ability to follow oral and written instructions

Ability to work in refrigerated and freezer environment (PPE provided)

Ability to solve problems in independent and team setting

Safety commitment

Must be able to remain standing for long periods of time on and off machinery.

Job Type: Full-time

Required experience:

Warehouse, Forklift & Electric Pallet Jack: 1 year

Required education:

High school or equivalent

Apply online at <http://www.indeed.com/cmp/Quirch-Foods/jobs/Warehouse-Associate-a04333713980e631?q=warehouse>

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