



Departmental Job Title Stock Clerk II

Requisition Number 099348

Type of Position Staff

Number of Positions Available 1

Division Press

Department 5674510-Press-Distribution Center

***Standard Summary**

Education High School diploma or equivalent required.

Class C Driver's License required.

Experience Forklift experience and permit certification required.

Stockroom and receiving experience preferred.

Competencies Candidates must demonstrate the following competencies: manage interpersonal relationships and interact/communicate with clarity, tact and courtesy with patrons, patients, staff, faculty, students and others; communicate effectively in English, both orally and in writing; identify priorities; recognize and resolve or refer problems; work effectively with supervision and as part of a team; use or learn a range of position-related software applications; Class C Driver's License required; Forklift experience and permit certification required; familiarity with CRT terminal preferred; ability to type preferred; ability to read and calculate simple mathematical problems required; stockroom/receiving experience preferred.

Work Location 11030 S. Langley

Work Schedule Full-Time

Hours/Week 40

If other than regular hours (M-F, 8:30-5:00) please detail 8:00am - 5:00pm

Benefits Eligible? Yes

Union (If applicable): 024-Local 743, I.B.T. Clerical

Pay Grade C-7 Pay Range \$14.04 - \$16.22

Pay Frequency Biweekly

Does this position require incumbent to operate a vehicle on the job? Yes

Is a Background Check Required? Yes

Is Drug Testing Required? No

Employee Referral Bonus Amount None

Posting Date 10-05-2015

Remove from posting on or before 04-06-2016

Apply online at

https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=644707

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Position: Receiver

Company: Forman Mills
Job Location Address: 122 West 79th Street,
Loc #0603 Next to CTA Bus Terminal
Chicago, IL, 60620, US
Department: Retail-Store
Req #: 114515
Status: Temporary / Seasonal
Shift: First / Day Second / Afternoon Third / Night

Receivers unload trucks, lift, carry and maneuver cartons weighing up to 60 pounds. Receivers must be able to use a cutting knife safely to open cartons, read packing lists, count items to insure accurate receipt of merchandise, ticket merchandise and place on hangers. Physical requirements include continuous standing and walking throughout the day, reaching, bending, stooping, pushing, pulling racks, and climbing a ladder is required on occasion. Use of hands and fingers is a continuous and repetitive activity; wrist and body turning will occur on a continuous basis.

Apply online at https://secure.jobappnetwork.com/apply/c_for/en/Receiver-job-Chicago-IL-US-114515.html?src=indeed&dt=1015

Patient Care Technician

Date: Oct 14, 2015
Location: Des Plaines, IL, US, 60016
Company: Presence Health
Requisition ID: 1273
Location: Presence Holy Family Med Ctr
Location Address: 100 N River Road, Des Plaines, IL 60016 United States (US)
Daily Hours: 8
Standard Hours: 40 - rotate 1st & 2nd shift, some 12 hrs days
Employment Status: Full-time
Employment Type: Regular
Shift: Day
FLSA: Non-Exempt

The Patient Care Technician under the direction and supervision of a registered professional nurse (RN) performs duties to assist in providing high quality patient care. All duties are carried out in accordance with established policies and procedures.

Apply online at <https://jobs.presencehealth.org/job/Des-Plaines-Patient-Care-Technician-IL-60016/288180000/>

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Title: Forklift Operator - FT/Evenings (SEASONAL)*

Description

Unloads transport trucks delivering finished products to the warehouse and stores it in its designated warehouse space. Loads empty pallets and plastic storage flats/shells for the transport truck to return to the manufacturing location. Position loads pre-made, multi-product pallets on to local delivery trucks. Position will likely have housekeeping duties such as recycling plastic, mopping/sweeping, and ensuring cleanliness standards). Must be able to pass Forklift Driving Skills test. This position requires lifting cases weighing from 20-45 pounds repeatedly throughout a long work period. Also requires carrying and lifting cases while reaching, bending, climbing, walking/standing to move product through warehouse. Position may include periodic weekend and/or holiday work.

PRIMARY ACCOUNTABILITIES:* Operate a forklift in a safe and orderly manner * Receive and store incoming items according to warehouse standards* Maintain a safe and orderly storage arrangement for all items handled* Maintain cleanliness in assigned area (e.g. yard and warehouse)* Reload route trucks promptly and safely* Sort and store partial cases of products returned on route trucks* Maintain records of daily check list (pre-trip inspections)* Comply with GOOD MANUFACTURING PRACTICES, safety, audit and food safety standards* May be required to work with production equipment and associated technologies* Meet performance / productivity standards * Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- * 18 years or older; 21 years or older if CDL Required
- * Pass the drug test / physical capabilities test (if applicable)
- * Pass the background check
- * Must be able to pass Forklift Driving Skills test
- * Valid CDL license (if required)
- * Pass DOT physical and DOT Road Test (if applicable)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Type Full-time
Shift Evenings
Location IL, Chicago

Apply online at

<https://www.candidatecare.com/srccsh/RTI.home?r=5000058732710&d=pepsi.candidatecare.com&rb=INDEED>

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Feeder/ Packer / Sorter 2 positions available 1 1 (61746)

Req Id 61746 - Posted 10/13/2015 - Hourly Production - IL - Chicago (Northwest Suburbs)

Job Purpose Statement: The person who occupies this position is responsible for assuming all duties performed by feeder (feed flat cartons into gluing/paneling machines), catcher (remove product from press and pack into cases) and sorter (quality checks on cartons). This person rotates between these positions throughout working shift.

Job Functions: The following is a list of specific duties which are considered the essential functions of this job. The list is not exhaustive, as all positions at the Company are dynamic. The employee who occupies this position is expected to assume any/all duties assigned by management irrespective of whether such duties are specifically included in this list.

Job Qualification Requirements

Knowledge: Must be able to speak, read and write English. High School Diploma or GED required.

Other: Must be flexible; willing to work any shift, overtime and weekends.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this job. This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will.

Graphic Packaging is an Equal Opportunity Employer. All candidates will be evaluated on the basis of their qualifications for the job in question. We do not base our employment decision on an employee's or applicant's race, color, sex, age, religion, national origin, sexual orientation, citizenship, handicap, or disability, marital status, veteran status or any other basis prohibited by local, state, or federal law.

Apply online at

https://career4.successfactors.com/career?company=Graphicpkg&career_ns=job_listing&navBarLevel=JOB_SEARCH&s.crb=RxYBz8jDZYCSSUfOqQ%2bXwnABZQc%3d&career_job_req_id=61746&jobPipeline=Indeed

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Administrative Assistant/Customer Service Representative

An emerging Chicago Beauty - Skin Care Company - Chicago, IL \$12 an hour

Jack of all trades needed for a start-up company in beauty industry. Must have incredible, diplomatic phone skills and be fluent in Microsoft Office. Full time customer service assistant will answer phones while completing administrative needs for the office and three executives. The right candidate for the job will have the potential to thrive into a larger role as the company grows. Strong communication and organizational skills are critical.

Location: Chicago – Downtown/Loop

Responsibilities:

Answer incoming calls from customers; resolving inquiries or complaints while following scripted literature on beauty product

Coordinate shipments of freight between overseas warehouse and national vendors

Liaison with vendors

Book local and international travel arrangements for executives

Complete urgent ad-hoc requests from owner

Maintain records for all claims; perform data entry

Assist in resolving any administrative problems

Special projects as assigned

Requirements:

High school diploma/GED; College preferred

Previous administrative or customer service experience

Must be able to work Monday to Friday, 8 a.m. to 5 p.m.

Attention to detail

Excellent verbal communication skills

Strong organizational and planning skills

Ability to multi-task and prioritize work

Cheerful but thick-skinned personality to handle customer complaints

Flexibility to handle ad-hoc tasks outside of administrative needs

Starting at \$12.00+ an hour. Negotiable pending experience.

Job Type: Full-time

Local candidates only: Chicago, IL

Required experience: Customer Service or Administrative Assistant: 3 years

Required education: Bachelor's

Apply online at <http://www.indeed.com/cmp/DERMAFLASH/jobs/Administrative-Assistant-Customer-Service-Representative-f498c61440db7808?q=warehouse>

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Office Support Services Floater

Chicago, IL, USA

Hourly Full Time

Key Responsibilities:

Handle all materials received in the Mail Center [receive, review, receipt, document, process, prepare, identify, separate, deliver, transport, etc.]. Deliver, pickup, and transport materials within, between, to, and from various departments. Deliver office supplies and copy paper. Replace copy and fax toner, correcting copy paper jams and performing light copier maintenance. Inspect deliveries for suspicious or threatening items. Pickup outbound boxes and packages from internal customer locations. Ability to sort items into categories according to established methods. Prepare items for processing, shipment or transportation. Enter activity data in logs, maintain records. Ensure all safety procedures are followed at all times. Handle work order service requests into applicable format. Prepare and process outbound courier shipments using computer or service provider's equipment [such as UPS]. Receptionist coverage for breaks, lunch, vacation and sick time. Process invoices related to the services including invoice verification. Ability to enter data accurately. Maintains data entry requirements by following data program techniques and procedures. Maintains customer confidence and protects operations by keeping information confidential. Understanding of work unit business and procedures. Ability to cross train on other roles within department; responsible for carrying out other duties as appropriate due to staff absences or at the discretion of management. Cover multiple sites throughout the area. Be available to move from one site to another on short notice. Other duties as assigned by manager.

Qualifications:

High School diploma or equivalent (GED).

Minimum of 2-5 years Mail/Print services related experience preferred with knowledge of commonly used Office Services procedures.

1 to 2 years data entry experience preferred

1-3 years' experience with Microsoft Office Software (Word, Excel, etc.).

Excellent customer service skills; must possess a "can do" attitude.

Excellent communication skills both verbal and written.

Ability to effectively work individually or in a team environment.

Competency in performing multiple functional tasks.

Attention to detail.

Ability to handle mail or hand cart, as well as flatbed.

Must be able to lift up to 50 pounds.

Valid driver's license with a clean driving record and reliable transportation.

Apply online at <https://tmgofficeservices.applicantpro.com/jobs/286925-39735.html>

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School Clerk Assistant - 2015-2016 School Year Job ID: 399

Date Posted: 10/13/2015

Location: Chicago, IL

The Academy for Urban School Leadership (AUSL) For more information about our schools, visit www.auslchicago.org.

Our schools are seeking experienced full-time Main Office Assistants who are professional and poised in clerical work, and use sound judgment in evaluating situations. Under the direction of the school principal and the School Clerk, the Main Office Assistant will assist in establishing and maintaining relationships with students, parents, staff and community stakeholders to create a professional, friendly, and safe office environment. Salary and compensation will be paid according to the Chicago Teachers Union collective bargaining agreement. All school staff in an AUSL-managed schools are selected for the challenge of ensuring rapid transformation of a struggling school into a school of excellence, and ensuring a positive, welcoming and safe school atmosphere.

Qualifications:

High school diploma (or G.E.D. equivalent)

Previous clerical experience in a Chicago Public School (preferred, but not required)

Reside within the city of Chicago

May not be in debt to the city of Chicago

Successfully pass pre-employment drug and alcohol screening and background check

Able to lift up to 10 pounds (sedentary work)

Type 35 words per minute with fewer than 10 errors

Mastery in the skill of multi-tasking several high priorities simultaneously

In order to be considered for a position or an interview, applicants must:

- Permit one or more interviews by a school leaders/selection committee

Legal Statement (Title IX): It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, sexual orientation, age, disability or sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972 and the regulations promulgated thereunder concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 125 S. Clark St., Chicago, Illinois 60603, 773-553-2688 (TTY-773-553-2699).

Inquire online at

<http://www.applitrack.com/ausl/onlineapp/jobpostings/view.asp?all=1&AppliTrackJobId=399&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1&ref=indeed.com>

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

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

Position Summary

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

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.

PHYSICAL REQUIREMENTS

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus.

Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl. Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor.

Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

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

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Job Title Senior Administrator, Procurement

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Purchasing

Position Summary

SALARY TARGET IS \$69,500.00. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, handles all purchasing and related contract administration activities within an area of the department, procuring the goods and services necessary for the daily operations of the Authority, maintenance of its rolling stock and physical plant, and design and construction of its capital projects.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Business Administration or Engineering, plus five (5) years of experience in procurement and/or purchasing, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

Applicants, if hired, must comply with CTA's residency ordinance.

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Accounting Clerk

Treasure Island Foods - Chicago, IL

Primary Responsibilities:

Enter product transfers between departments and stores weekly (approx.700-900)
Review store cash paid out classifications and locate needed support documentation;
import and post daily store reconciliation files, making any necessary changes; track EFT Cash and EFT Food monthly totals
Prepare reconciliation spreadsheets for store accounts and main account; clear checks and transactions from main account
Reconciles processed work by verifying entries and comparing system reports to balances.
Enter invoices weekly; verify accuracy of ACH payments to beer vendors; verify all return credits are received; check monthly or quarterly statements; communicate with vendors about payment status, skipped invoices, and credits for returned or refused product; scan invoices into digital filing system
Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
Verifies vendor accounts by reconciling monthly statements and related transactions.
Maintains historical records by filing documents.
Protects organization's value by keeping information confidential.
Accomplishes accounting and organization mission by completing related results as needed.
Answer phone calls on main line and AP department line; help with administrative projects as needed (updating contacts, filing, stuffing envelopes, creating spreadsheets, etc.)

Qualifications:

Courteous, professional customer service
Problem solving skills
Multi-tasking
Attention to details and accuracy
Knowledgeable of Microsoft Office Products, Quickbooks and/or Sage1000 experience a plus.
Minimum 2-3 years experience in accounting.
Job Type: Full-time
Required experience: Accounting: 2 years

Apply online at <http://www.indeed.com/cmp/Treasure-Island-Foods/jobs/Accounting-Clerk-6450918cfaed8d44?q=office+clerk>

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Finance Clerk/ Accounts Receivable - ICC - Country Club Hills, IL
ICC | International Code Council - Chicago, IL

The Accounting Clerk will perform a variety of accounts receivable/collection functions which may include billing and other transaction processing, recordkeeping, collection of past due invoices, payment application and organization of tax exemption certificates.

Essential Duties & Responsibilities

Prints billing invoices daily and mails to customers. Process other special billing as required.

Reviews aged trial balance for unpaid balances. Make collection calls and maintain follow-up on customers' past due transactions.

Research customer deductions and pursue repayment if deductions are deemed invalid. Establish relationships with customers and communicate with them regarding their account and resolves account problems in a positive manner.

Maintains complete, accurate and current account records and collection activities in the Financial System. Review, document and prepare/process credit memos, debit memos, and return paperwork. Receives checks/cash and prepare deposit slips (when applicable) and remotely deposits checks to the bank.

Post payments to appropriate accounts.

Compile, organize and maintain tax exemption information both electronic and hard copy. Perform other accounting duties as requested.

Education and Experience:

Bachelors degree or equivalent experience and education

3 - 5 years prior collection/billing experience

Experience with Avector/Avila

Microsoft Office Suite

Microsoft GP

Candidate should be detail oriented with strong communication and organizational skills. Must be able to prioritize tasks at hand and identify and solve problems timely. Should be able to gather and analyze information.

Demonstrate accuracy, thoroughness and be mindful of department deadlines.

Works well in group as well as independently.

Is respectful of others, acts responsibly and is willing to assist others in this department of other departments as needed.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Apply online at

<http://www.indeed.com/viewjob?jk=7a39058590fb53ad&q=office+clerk&l=chicago&tk=1a1jgkcf9a3e3dg9&from=web>

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Public Safety Officer

Chicago, Illinois
Moody Bible Institute
820 N. LaSalle Boulevard
Chicago, IL 60610
Phone: 312-329-4237
E-mail: hresources@moody.edu
Website: www.moodyglobal.org/careers/
Salary: \$28,000 - \$33,000
Population: 2,500
Application Deadline: 10/31/15

Objective:

Function under the supervision of the Deputy Chief of Public Safety to perform duties related to the security of Moody Bible Institute's Chicago campus.

Minimum Requirements:

A college degree or two years of job related experience
A valid driver's license
Basic computer proficiency
21 years of age

Preferred Requirements:

Physically fit
Criminal Justice Degree
Illinois PERC
Illinois FOID
Be able to control a fire, medical and crime related scene
Sufficient writing skills to prepare incident reports
Sufficient human relation skills to resolve confrontation, affect behavior of others, assert oneself, and convey a positive image of the Department

Work Environment/Conditions:

A college campus in downtown Chicago
Primarily outdoors
On foot, on bike, in vehicles and some desk responsibilities

Apply online at <http://www.theblueline.com/feature/ILmoody4.html>

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Armed Off-Duty Security

(Part-Time)

Chicago and Northern Illinois

American Heritage Protective Services, Inc.

5100 W. 127th Street

Alsip, IL 60803

Phone: 708-388-7900

Fax: 708-597-8935

E-mail: policedivision@ahpservices.com

Website: www.ahpservices.com

Salary: \$19.00/hour

Application Deadline: NA

American Heritage Protective Services, Inc is currently hiring active duty and retired law enforcement for part-time, long term work.

We have ongoing sites in Chicagoland and throughout Northern Illinois.

Our management team has provided Fortune 500 companies with armed security for over 20 years.

All shifts are available and this is a plain clothes detail.

We ONLY hire Active Duty and Retired Law Enforcement. Armed civilians may NOT apply.

Pay: \$19 per hour with most sites paying mileage

To apply, please complete an application at our office located at:

5100 W. 127th Street

Alsip, IL

Monday, Wednesday or Friday between the hours of 10 AM - 4 PM

Ask for Jim Timmel

If you have any questions, please call: 708-388-7900

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Delivery Driver/Sandwich slinger (Bar shift)

Jimmy John's Gourmet Sandwiches - Chicago, IL

Delivery Drivers:

We need energetic, outgoing people who have a great work ethic, have the ability to move and learn quickly, thrive on interacting with people, and have a great attitude.

Drivers take home Ca\$h every day!

Evening and bar shifts available.

Sandwich Slinger:

We need people who have an upbeat attitude, readiness to smile and the desire to kick some a\$\$ and take names, or at least, sandwich orders!

In-Shop Sandwich Makers are responsible for the successful execution of fast, accurate sandwiches and world-class customer service while maintaining a clean, organized shift.

Evening and bar shifts available.

Requirements:

Position requires bending, reaching, stooping, climbing, repetitive motions, cognitive skills, lifting up to 50 pounds, standing and moving about the unit the entire work day

Must be at least 18 years of age

Delivery drivers must be willing to deliver on bicycle

Apply online at <http://www.indeed.com/cmp/Jimmy-John's-Gourmet-Sandwiches/jobs/Delivery-Driver-Sandwich-Slinger-bb8958453504c770?q=delivery+drivers>

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Job Title: Human Resources Associate - Opt 1

Agency: Corrections
Closing Date/Time: Fri. 10/23/15 4:00 PM Central Time
Salary: \$3,371.00 - \$4,793.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-82-150030A

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Human Resource Representative, performs highly complex and confidential para-professional duties for the Stateville Reception & Classification Center; prepares and submits personnel transactions and documents; answers questions, compiles information and data for statistical reports; maintains personnel files; processes and submits insurance transactions to Central Management Services.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program; requires extensive knowledge of office practices and procedures; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of arithmetic computations; working knowledge of human resources programs, rules and regulations.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 a.m. to 3:00 p.m., Monday through Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815)727-3607 ext. 5693 fax# (815)727-0838 e-mail

Jamille.Kent@idoc.illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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Job Title: Office Assistant - Opt 1

Agency: Corrections
Closing Date/Time: Fri. 10/23/15 4:00 PM Central Time
Salary: \$2,889.00 - \$3,933.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC-29-82-15-0655

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Office Administrator III, performs a variety of clerical related duties in receiving, sorting and distributing mail for the Reception & Classification Center; operates a variety of office equipment; posts incoming and outgoing mail; performs routine typing functions for the mailroom ; types cash sheets for incoming checks.
30010-29-82-200-10-02

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs, grammar, spelling and punctuation; basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 a.m. to 4:00 p.m.
Monday through Friday, Days Off Saturday and Sunday,
LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434
CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434 (815)727-3607 ext. 5693 Fax # (815)727-0838 e-mail Jamille.Kent@idoc.illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Assistant - Opt 2

Agency: Veterans Affairs
Closing Date/Time: Mon. 10/26/15 4:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 34-115-16-03

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type accurately at 35 words per minute.

Work Hours & Location/Agency Contact:

Monday - Friday 8:00am - 4:00pm with a 1/2 hour lunch

Chicago VA Regional Office
2122 West Taylor Avenue
Suite 127
Chicago, Illinois 60612

Contact:

IL Department of Veterans' Affairs
Human Resources
Springfield, IL 62794
Phone: (217) 785-1788
Fax: (217) 557-7235

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Coordinator - Opt 2 (Stvl Record Office)

Agency: Corrections
Closing Date/Time: Fri. 10/23/15 11:59 PM Central Time
Salary: \$3,151.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014 Bid ID#: IDOC29-82-15-0419

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Executive II, provides complex, specialized office functions to the Record Office; gathers data for various daily/weekly/monthly reports; Performs technical office support functions including the calculation of Program Sentence Credits, encompassing knowledge of applicable statutes, appellate mandates, and how time increments are awarded; serves back-up to Record office positions including vacancies; resets Offender Tracking System (OTS) passwords; sends weekly letters to Illinois Department of Law Enforcement and Chicago Police Department; sends reports to Clinical Services staff pertaining to Prison Review Board (PRB); records sanctions form Prison Review Board in OTS; keeps and records on master file docket cards.

Position Number: 30025-29-82-240-20-02

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience, or two years of independent business experience. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60435

CONTACT: Diana Wysocki, Human Resources Representative,
Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Email: Diana.wysocki@doc.illinois.gov

Phone: (815) 727-3607 Fax: (815) 727-0838

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Furniture Home Delivery Driver
RDI Logistics - Chicago, IL

RDI is currently seeking Independent Contractors to join our team. This unique business opportunity is ideal for someone that has experience in the home delivery and moving industry and someone that has the desire to own and operate their own truck.

As an Independent Contractor for RDI you will run a two person crew providing high quality home deliveries and showing extraordinary care, respect, and courtesy to our customers. You will operate a 26 foot box truck and provide installation of household appliances and furnishings.

Requirements:

- Must have a clean and valid driver's license and Chauffeur's License
- Must be able to meet the appropriate DOT qualifications
- NO CDL required (License and DOT Medical Card are required)
- Should have at least one year of experience operating a straight truck
- Established US DOT number helpful but not required
- Be able to lift, move, and carry and assemble furniture in customers' homes
- Have a basic set of hand tools for installation
- Must possess and demonstrate good customer service and communication skills
- Must have a Phone for pre-calling customers and to perform delivery updates

Compensation / Benefits:

- Settlement Earning paid weekly
- High annual gross earnings
- Uniform program
- Year round stable work
- Business start-up assistance potential
- Business expansion opportunities
- Local deliveries

Required experience:

Home Delivery: 1 year

Apply online at <http://www.indeed.com/cmp/RDI-Logistics/jobs/Furniture-Home-Delivery-Driver-034c87bc90c1ca5e?q=delivery+drivers>

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