



## **Sales Associate**

Under the direction of Management, the Sales Associate's responsibilities include customer service, aisle maintenance, and product merchandising according to established department, store, and company policies and procedures.

### Primary Duties & Responsibilities:

#### I. Responsible for customer service

Greet every customer with a smile within 10 feet of entering front door and each department.

In aisles, ask customers open-ended questions.

Measure all kids.

Show customers at least 2 different styles.

When slow, serve customers more; when busy serve more customers.

Suggest a shoe care item to every customer.

Thank and ask every customer back.

#### II. Responsible for aisle maintenance

Ensures that floor and all seating sections are neat and orderly, free of clutter to ensure customer and associate safety and ease in shopping.

Organizes and straightens product on gondolas, shelves and endcaps.

Fills and straightens all displays.

Puts away merchandise left behind by customers in a timely manner.

Maintains adequate supply of measuring devices, shoe horns, pads, and try-on footies.

Researches mismates thoroughly before notifying department lead.

Advises management of loss prevention issues; utilizes customer service to deter shoplifting.

#### III. Responsible for product merchandising

Safely works shipments of new product onto shelving per Merchandise Flow Plan.

Assists in temporary promotional pricing and permanent markdown pricing of product.

Assists in transfers of merchandise in and out.

Assists in setting promotional displays and product statements.

IV. Responsible for following store policies and procedures and all management direction

Apply online at <https://mint.peopleanswers.com/pa/testPortalPositionsSelect.do>

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**TEAM MEMBER - CASHIER & FOOD PREP JOB**

Full Job Title: Taco Bell Team Member - Cashier & Food Prep

Job Number: 27319BR

Location: Cicero, IL

Date Posted: 9-23-2015

You enjoy people and providing friendly, accurate service to customers as well as your teammates and managers.

Key responsibilities include greeting customers in the restaurant or drive-thru, taking and ringing up orders, handling payment and thanking customers.

You'll also prepare and store food ingredients, assemble food and beverage orders, check to make sure they're correct, package products, and maintain a clean, safe work and dining environment.

Team Member behaviors include:

Being friendly and helpful to customers and co-workers.

Meeting customer needs and taking steps to solve food or service issues.

Working well with teammates and accepting coaching from management team.

Having a clean and tidy appearance and work habits.

Communicating with customers, teammates and managers in a positive manner.

This Summary Overview generally describes key job duties for Taco Bell Corporate employees.

It is not all-inclusive, and a similar job at other Brands, Franchise or License locations may be different.

Apply online at <http://jobs.tacobell.com/US/en-US/Job-Details/Team-Member-Cashier-Food-Prep-Job/Cicero-IL/XjdP-jf647-ct101993-jid27134520>

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**Part Time Seasonal Position  
(Job Number: 1400012A)**

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects.

Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=33580>

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## Temporary Warehouse Assistant

Meeting Tomorrow is a 10 year old company with a startup feel, with a team of 60 friendly employees, 2 dogs, headquartered in the Ravenswood corridor of Chicago. We service the event industry by providing technology services and equipment to enable live and virtual events nationwide. We have a need for a temporary Warehouse Assistant to help us for 2 months starting in October. We're looking for someone hard-working, organized and motivated to help us during our busy time.

### Key Responsibilities:

Wrapping cables

Preparing and packing AV equipment and technology for shipping, scanning items

Shipping and receiving as needed

### Skills & Experience:

Motivated and energetic; excels in high-support, low-direction environment

Friendly and well-liked by others

Able to do moderate to heavy lifting

Okay with repetitive tasks

Excellent communication skills

Efficient, fast-paced multitasker

Extremely detail-oriented and organized

### Application Instructions:

Please include:

Your resume.

A cover letter that explains why you'd be happy in this role and at Meeting Tomorrow, and why you'd be a good fit. Cover letters are an important way for us to get to know you and see what you're all about, which we know can be hard to express in a resume alone.

Meeting Tomorrow is an equal opportunity employer.

Apply online at <http://meetingtomorrow.com/careers/temporary-warehouse-assistant>

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**Departmental Job Title Stock Clerk I**

University of Chicago  
Requisition Number 099304  
Type of Position Staff  
Number of Positions Available 1  
Division Press  
Department 5674510-Press-Distribution Center

Unit Job Summary Stock Clerk I: Receive returns deliveries at the dock, load and place pallets, handle case quantity repacks, and assist in other areas as needed such as table loading, repair, and recycling of books.

Education High School diploma or equivalent required.

Experience 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 a part of a team; use or learn a range of position-related software applications. Ability to recognize, ability to read and calculate simple mathematical problems.

Ability to read required. Ability to lift up to 50 pounds required. Stockroom and 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 Regular

Benefits Eligible? Yes

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

Pay Grade C-6

Pay Range \$13.16-\$14.44

Pay Frequency Biweekly

Does this position require incumbent to operate a vehicle on the job? No

Is a Background Check Required? Yes

Is Drug Testing Required? No

Employee Referral Bonus Amount None

Posting Date 09-25-2015

Remove from posting on or before 03-25-2016

Apply online at

[https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails\\_css.jsp?postingId=643750](https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=643750)

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### **Warehouse Worker-Reach Truck**

Clearstaff, Inc Chicago, IL 9/24/2015

Base Pay \$11.50 - \$12.50 /Hour

Employment Type Full-Time

Job Type Warehouse, Manufacturing

Education Not Specified

Experience At least 1 year(s)

Manages Others Not Specified

Industry Manufacturing, Packaging

Required Travel Not Specified

TEMP - PERM POSITIONS (WAREHOUSE) • Operate material handling equipment with stand up type forklifts (Reach Truck) facilitate the movement of products and supplies • Perform all job tasks assigned by the leadership staff to achieve daily productivity and quality goals • Rotate through different departments and business channels to meet the demands of the business • Abide by the established dependability guidelines to maintain business productivity • Follow the loss prevention and security guidelines to minimize shrinkage and profit loss.

Physical Requirements • Loading and unloading trucks, utilizing RF scanner  
• Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, etc.  
• Ability to move and/or lift up to 50 lbs.

#### Experience

- Previous equipment operating experience 1 year minimum (A MUST)
- Reach Truck (Crown or Raymond experience a plus)

Additional Requirements • National background check • 5 - Panel Drug test

#### Hours

2nd Shift Mon - Fri \$11.50/hr (Reach Truck and Material Handler)

3rd Shift Sun - Thurs \$12.50/hr (Reach Truck and Material Handler)

Weekend Sun - Thurs \$12.50 Pay (Reach Truck and Material Handler)

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm\\_source=indeed.com&rx\\_source=indeed&utm\\_campaign=dma-stock-clerks-stockroom-warehouse-or-storage-yard&rx\\_campaign=indeed26&siteid=sep\\_cb001\\_43\\_5081\\_03&job\\_id=JYR73C748PF9JWHFLYH&rx\\_medium=cpc&showNewJDP=yes&utm\\_medium=aggregator&IPath=EXINDSEP\\_G](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=dma-stock-clerks-stockroom-warehouse-or-storage-yard&rx_campaign=indeed26&siteid=sep_cb001_43_5081_03&job_id=JYR73C748PF9JWHFLYH&rx_medium=cpc&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G)

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### **Part-time Bus Operators**

Location: Markham

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=77](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77)

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## **Customer Support Clerk**

Leggett & Platt Fashion Bed Group - Bedford Park, IL

Fashion Bed Group, a Leggett & Platt Company is seeking an energetic, highly organized and extremely detailed Customer Support Clerk to join our team in Bedford Park, Illinois. The Customer Support Clerk will be responsible for the set up and coordination of new customer accounts and provide support to our Sales and Customer Service team.

The Customer Support Clerk will have the following responsibilities:

Communication with Customer, Corporate Credit, Tax department, Rep and all internal personnel on all aspects of account set up.  
Ensures accuracy and maintenance of customer information  
Responsible for the upkeep of the Freight programs. Maintain changes on 3rd party freight account numbers and notify shipping personnel.  
Review CPI Audit lists and Intra Office Customer Data sheets daily to maintain accurate information in the customer master as required by the Corporate internal audit controls  
Maintain order entry and shipping notes in the 108 screen  
Generate credits and rebills for pricing corrections  
Assist Customer Service and Customer Support Departments with specialty projects  
Switchboard relief  
Perform other duties as assigned

### **QUALIFICATIONS:**

Proficient in Excel  
Basic math skills  
Good verbal and written communications.  
Well organized and detail minded  
Willingness to work overtime if needed  
High School degree or equivalent  
1 – 3 years' experience in an office environment

Equal Employment Opportunity/Affirmative Action/Veteran/Disability Employer

Job Type: Full-time

Required experience: Excel and 1 - 3 Years Office Experience: 1 year

Apply online at <http://www.indeed.com/cmp/Leggett-&-Platt-Global-Services/jobs/Customer-Support-Clerk-c2dff8e0a54da9b2?q=Data+Entry+Clerk>

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## **CLERK (A) INVOICE CONTROL**

Job Location: Bolingbrook, IL

Position Type: Administrative Jobs

### Description

- Processes ATF credits
- Research discrepancies from reports
- Reconcile delivery returns
- Other invoice and inventory functions
- Scan invoices and paperwork for daily deliveries
- Reconcile pages distributed to drivers to pages received from drivers at end of shift
- Report/log discrepancies and paperwork errors to supervisor
- Reconcile downstate delivery paperwork errors to supervisor
- Reconcile downstate delivery paperwork
- Reconcile driver collections-collection summaries only
- Deposit cash collections in safe
- Relieve switchboard when appropriate
- Assist other invoice control department employees with daily functions as needed

### Qualifications

- High School Diploma or GED equivalent
- Ability to work 10 hour shift Tuesday through Friday 9:30 AM to 8:00 PM with occasional modification to shift during peak periods and holidays.
- Experience with invoice and credit processing, use of scanning software, and general delivery paperwork.
- Experience with MS Office and general data entry skills.

Southern Wine & Spirits recruits and hires qualified candidates without regard to race, religion, color, sexual orientation, gender, gender identity, age, national origin, ancestry, citizenship, veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state and municipal laws. The Company prohibits discrimination on other bases such as ancestry, medical condition, or marital status under applicable laws. We make reasonable accommodations to meet our obligations under the Americans with Disabilities Act (ADA) and state disability laws. Candidates should possess the right to work in the United States, as it is not the general practice of Southern Wine & Spirits to sponsor individuals for work visas.

Apply online at [http://jobs.southernwine.com/us/illinois/administrative/jobid8378750-clerk-\(a\)-invoice-control?apstr=%26src%3DJB-10060](http://jobs.southernwine.com/us/illinois/administrative/jobid8378750-clerk-(a)-invoice-control?apstr=%26src%3DJB-10060)

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### **Lead Desk Clerk**

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60628

Property : Roseland Place

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Compensation : 12.00 Per Hour

Education : High School or equivalent

Category : Administrative/Clerical

### **JOB FUNCTIONS/RESPONSIBILITIES**

1. Keep accurate logs of all visitors to the complex by recording the full name of visitor(s). 2. Convey accurate information to the appropriate authorities as necessary. 3. Answer telephones and takes messages. 4. Conduct patrols of the entire complex and surroundings according to a schedule outlined by Site Manager and other appropriate supervisory staff and report malfunctioning equipment to maintenance staff. 5. Respond to emergency situations by calling the appropriate emergency service (e.g. police, fire department, ambulance, paramedics) and contact appropriate on-call staff if needed. 6. Enforce the appropriate building policies and house rules and the "No Loitering Policy" of the complex. 7. Keep front gate, front door, and lobby areas and elevator floor clean and neat. 8. Inform Site Manager of any unusual activity in a timely manner and submit Incident Reports as necessary. 9. Monitor Parking White Zone in front of building and enforce policy. 10. Attend staff meetings as scheduled. 11. Provide support with filing systems; create new files and archive old files. 12. Support staff with copying, faxing, and mailing as directed and assist in tenant data entry. 13. Distribute memos, notices, documents, and monthly newsletters to residents. 14. Check trash rooms to prevent safety and fire hazards. 15. Prepare weekly Desk Clerk schedule and arrange replacement if needed. Ensure that scheduling does not result in unauthorized overtime.

Job Requirements : Education: High school diploma or equivalent preferred.

Experience: General office experience including one year of experience as a Desk Clerk.

Abilities: • Answer telephone and greet residents and guests clearly. • Ensure that doors and gates are closed and locked. • Treat a variety of people with respect and compassion. • Maintain confidentiality. • Decide when an incident is an emergency and take appropriate action. • Provide coverage when no one else is available.  
• Write messages in a legible fashion.

Open Date : 09/25/15

Apply online at <https://mercyhousing.tms.hrdepartment.com/jobs/6219/Lead-Desk-ClerkChicago-IL?referrer=93>

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**Title • Airport Butler - Concierge**

Requisition Number • 15-0740

Post Date • 9/29/2015

City • Chicago

State/Province • IL

**Description**

Airport Butler is a premier Concierge company providing signature services to customers in Airports all over the United States and Canada. The offering is independent from airlines and customized for any customers, regardless of traveling class, who wishes personalized service and extra care when arriving, departing or connecting through an airport. We offer our services to executives, inexperienced travelers, families, Senior Citizens, celebrities and small group travel. Our clients buy these services via our website, reservation center and travel agencies.

Whether adding an extra touch of comfort, convenience, or sense of luxury, an Airport Butler exceeds our client's expectations by executing white glove service in a fast paced environment!

Pay: \$18.00 per hour, mostly part time – approximately 20-32 hours/week – located at the Chicago, O'Hare Airport.

**Requirements:**

- Possess at least a High School Diploma/GED equivalent and be 18 years of age and possess current authorization to work in the US
- Ability to work under pressure with a minimal supervision
- Must wear company uniform as prescribed and conform to all grooming standards
- Must be able to stand and walk for long periods of time and lift up to 70 lbs.
- Must, after training, be able to efficiently use Airport Butler's automated reservation system
- Must be able to work shift work including irregular shifts and overtime, holidays and weekends
- Must be flexible in work schedule to match the demand for services
- Airport and/or Airline hospitality service experience would be a strong asset

Airport Butler is a brand of Airport Terminal Services, Inc.

M/F Disabled and VET EEO/AA EMPLOYER

Apply online at

[https://rn22.ultipro.com/AIR1007/JobBoard/JobDetails.aspx?\\_ID=\\*7C44BAFAC99980F0](https://rn22.ultipro.com/AIR1007/JobBoard/JobDetails.aspx?_ID=*7C44BAFAC99980F0)

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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.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=556](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=556)

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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.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=693](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=693)

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### **Customer Service Representative - Hiring Immediately**

Assurance International - Chicago, IL

Due to our recent expansion Assurance International is hiring multiple customer service reps.

#### Job Responsibilities:

- ~ Managing existing client relationships
- ~ Developing new client relationships
- ~ Maintaining a high level of customer service
- ~ Potential to manage a team of people

#### Requirements:

- ~ Strong communication skills
- ~ Previous experience is a plus
- ~ Ability to work well with others

Experience in: Customer Service, Marketing, Advertising, Sales, Hospitality, Retail, Restaurants, Consulting, Management, Brand Ambassador, Business Development are all pluses!

Apply online at <http://www.indeed.com/cmp/Assurance/jobs/Customer-Service-Representative-c2c14b591736a627?q=customer+service>

### **Loan Specialist**

1st Loans Financial - Chicago, IL

\$11 an hour

PAY DAY LOANS

Open loans, Close loans, take payments, multitasking and comfortable with being on phone. Must be comfortable with being on the phone 75% of your day. Must be comfortable with standing 8-10 hours a day.

Job Type: Full-time

Salary: \$11.00 /hour

Required experience: Customer service and Cash handling: 3 years

Required education: High school or equivalent

Required language: Spanish

*Apply at store 1238 N Ashland Chicago IL 60622*

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CLIENT SUPPORT SPECIALIST - (6898)

Job Type Full Time

Career Level Experienced (Non-Manager)

Category Customer Support/Client Care

Education Bachelor's Degree

Location CHICAGO, IL US 60606 - CHICAGO, IL 60606 US (Primary)

DES MOINES, IA US 50301 - DES MOINES, IA 50301 US

INDIANAPOLIS, IN US 46204 - INDIANAPOLIS, IN 46204 US

MILWAUKEE, WI US 53202 - MILWAUKEE, WI 53202 US

MINNEAPOLIS, MN US 55414 - MINNEAPOLIS, MN 55414 US

SAINT LOUIS, MO US 63101 - SAINT LOUIS, MO 63101 US

Job Description

Who are we?

Ticketmaster, a proud division of Live Nation Entertainment, is the world's leading live event high tech ticketing company selling nearly 455 million tickets each year, supporting over 145,000 events and more than 12,000 clients in 21 countries worldwide. At Ticketmaster, we power the people who create culture through live events, connecting more passionate fans to those experiences than anyone else. We are innovators that embrace change and work hard to help others succeed. We believe in open communication and stress accountability, because fans and clients count on us every day. We strive for ease of use for our clients and fans while seeking out those who have a bias for action versus a desire for directives.

Why Ticketmaster?

A career at Ticketmaster will challenge and engage you. The pace here is fast, the atmosphere is fun and a passion for live events is a common thread that ties us together. As a global and growing business, we can truly offer a world of opportunities to expand your skills and develop your career. Visit any of our offices and you'll find a diverse mix of passionate employees, helping fans around the globe connect with the artists, teams and events they love. It truly is a unique and rewarding environment. See and hear more about why you should consider joining our rock-star team:

recruiting video

Who are you?

Passionate and motivated. Driven, with an entrepreneurial spirit. Resourceful, innovative, forward thinking and committed. At Live Nation Entertainment, our people embrace these qualities, so if this sounds like you then please read on!

Job Purpose:

This position delivers services to support the client's day-to-day needs related to the use of ticketing systems and products. The CSS will be responsible for maintaining agreed upon service levels. They will follow-up as needed with national teams to ensure we are providing timely problem resolution. Responsibilities will also include training, ticket printing, and general operational support including installs and upgrades.

Essential Duties and Responsibilities:

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
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## Client Service

Job Requirements

Qualifications:

1-4 years experience with the Ticketmaster System

Knowledge of AccessManager, PCI, REPGEN, and the season event creation process is preferred

Archtics experience is preferred

Strong Microsoft Word and Excel skills

Service oriented, with strong organizational and communication skills.

Able to successfully handle multiple priorities.

Certain degree of creativity, latitude, and problem solving is required

H.S. diploma or equivalent. BA/BS degree is preferred

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa.

### EQUAL EMPLOYMENT OPPORTUNITY

Live Nation Entertainment strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

If the above description sounds like you and fits your background, apply online at [www.ticketmaster.com/careersto](http://www.ticketmaster.com/careersto) join the Ticketmaster team today!

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### **Call Center Representative: Inbound Calls**

Chase Professionals - Chicago, IL

We are looking for a Call Center Representative to join the team of our client in downtown Chicago. The Call Center Representative is responsible for providing excellent customer service to clients in an inbound call center environment, posting payments, and some email correspondence.

"CHASE Professionals is an Equal Opportunity Employer with a drug-free workplace. All positions are subject to a 7 year criminal background and a pre-employment drug-screen."

Required experience:

Customer Service in a Call Center Environment: 3 years

Apply online at <http://www.indeed.com/cmp/Chase-Professionals/jobs/Call-Center-Representative-4d92df825fc5039f?q=customer+service>

### **Class C Delivery Driver**

Whitney Foods Inc - Chicago, IL

\$13 an hour

Looking for Class C license or higher only for milk delivery routes. Must have experience driving a 26 foot box truck. Hours are Monday-Friday from roughly 5:30 am - 2:30 pm. Serious inquiries only. Must have clean criminal and driving background.

Job Type: Full-time

Salary: \$13.00 /hour

Required experience:

Route Delivery, Class C CDL: 1 year

Required license or certification:

Class C CDL

Apply online at <http://www.indeed.com/cmp/Whitney-Foods-Inc/jobs/Class-C-Delivery-Driver-5c4749bb1423a1e2?q=drivers>

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## **Vehicle Return Associate / AVIS**

Requisition #: 252686

Chicago, IL

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following:

High school diploma or equivalent

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer

Minorities / Females / Protected Veterans / Disabled

Apply online at

<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action;jsessionid=99E7F9322E2828A3DDB413BD9162326D?PSUID=3b730bf2-061e-4bd9-af38-4da99d4bd563>

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## **DOT Shuttle Driver Trainer**

Address: Chicago, Illinois 60601

### Description

#### MAIN RESPONSIBILITIES

- Schedule and conduct new hire classroom training.
- Schedule and conduct all required refresher training.
- Schedule and conduct on the job driver training.
- Schedule and conduct driver evaluations.
- Complete new hire paperwork as necessary.
- Perform other DOT, HR, and Training tasks as assigned.

#### MINIMUM QUALIFICATIONS

- Great verbal and written communication skills
- Must demonstrate great employee relations
- Must be able to use Microsoft Word and Microsoft Excel
- Prefer experience with human resources
- Must be familiar with all DOT Federal rules and regulations
- License Requirement: Per DOT Regulations, you will be required to have and maintain a valid CDL Class A, B or C Driver's License depending on the location's hiring needs, with Passenger Endorsement if you will be responsible for operating shuttle buses with a passenger capacity of 15 passengers or more. Exceptions: A CDL license is not required if you will be responsible for operating shuttle buses with a maximum passenger capacity of 14 passengers or less.
- Must have a professional appearance
- Must be willing to have a flexible work schedule

### Additional Information (if applicable):

Salary Range: \$14.00/hr Special Shift Requirements May Include: Second and Weekends Req#:4329

SP+ is an equal opportunity employer committed in policy and practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran status, disability or other classes protected by federal or state law. SP+ does not tolerate harassment of or retaliation against any employee or applicant on the basis of these characteristics, or because the individual exercised his or her EEO rights.

### Apply online at

<https://pangea.geninfo.com/STANDARDPARKING/apply/JobDetails.aspx?CSQxEN2j7MQZYU0qY6PgZLEh13pPoF5sSYSqLflvHY1qWIBWxJm62Wn7cSgMetx09CCoPasIAVA=>

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School Foodservice Delivery Driver  
Gourmet Gorilla Inc., - Chicago, IL  
\$10 an hour

Looking for reliable delivery drivers for Chicago and surrounding suburbs for delivery routes. Must have valid drivers license. Ability to drive own vehicle optional.

#### Requirements

Must have a valid drivers license  
Clean driving record & background check  
Ability to driver own vehicle preferable  
Applicant must be reliable, punctual, presentable, as well as attention to detail and timeliness.

Knowledge of Chicagoland streets and geography  
Comfortable driving in and around the city  
Culinary and food prep experience preferable  
Knowledge of food safety and sanitation requirements preferable

Fluent in English (bi-lingual in Spanish a plus)  
Strong communication skills  
Applicant must have a clean driving record, reliable, presentable, can do attitude as well as attention to detail and timeliness .

Please inquire with resume and cover letter. Background checks are conducted.  
Immediate start, Full Time Position, Monday through Friday.

Salary: \$10.00 /hour

Local candidates only:

Chicago, IL 60607

Required experience:

Delivery driving: 1 year

Apply online at <http://www.indeed.com/cmp/Gourmet-Gorilla-Inc./jobs/School-Foodservice-Delivery-Driver-21f69bb1d473a56e?q=delivery+drivers>

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