



## **Finance / Operations Internship - Summer 2016**

Finance | Chicago, IL, United States

Pangea Real Estate is searching for talented, ambitious, and entrepreneurial candidates to work with our organization during our 10-week Summer Internship Program.

Successful candidates will be motivated and excited to work at a fast-growing company with room for growth.

Our business has gone from 0 employees to over 400 with the majority of promotions sourced from within.

We are now seeking to recruit and develop exceptional young talent to be the future of our company and provide them with the tools to be successful.

Potential job functions:

FP&A

Reporting

Develop technical skills in order to become an expert in business software(Excel, SQL)

Create and own operational and financial reporting, including ad hoc analysis

Qualifications:

Pursuing a Bachelor's degree from top 50 undergraduate university

Finance/economics, accounting, entrepreneurship, or related major preferred

Minimum 3.5 GPA

Rising Senior, expected Spring 2017 graduation date

Microsoft Office skills are a huge plus

Must be able to communicate effectively to all departments and levels of the organization

Must have the ability and willingness to work both independently and cooperatively in a team environment

Strong desire to learn and take on responsibility quickly

Must be able to adapt quickly to changing business needs and dynamics

Compensation and Benefits:

Competitive pay

Casual work environment and dress code

Headquartered in Chicago's River North neighborhood

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

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## **Operations Analyst**

Operations | Chicago, IL, United States

### Responsibilities

Process Improvement and Development

Roll out new marketing and operational initiatives to cut cycle time, improve efficiency, or increase customer satisfaction

Develop project plans and scope of work. Coordinate the prioritization, development, testing and implementation for each project

Constantly identify areas of improvement in the process and suggest/implement improvements. Ability to diagnose, research, and resolve technical issues independently or as a part of a team.

### Analytical

Create, prepare, and edit daily, weekly, monthly analytics to drive decision making

Use a data-backed approach to answer questions and trends

Run ad hoc projects/analysis to create strategic recommendations based on data analysis. Measures performance against process requirements, aligning improvement projects to close performance shortfalls

### Managerial

Meet service level targets through planning, hiring, scheduling, and quality control to deliver on our core values

Prepare reports for management defining problem, evaluation, and possible solution

### Qualifications / Minimum Skills to Apply:

4-year degree from top 50 university

1 year minimum work experience in Fortune 500, successful start-up, consulting, or finance. Excellent written and oral communication skills

Demonstrate organizational and prioritization skills

An understanding of business process & application of technology in achieving business objectives

Leadership experience and maturity must be demonstrated

Advanced Excel and handling data

Analytical skills, leadership skills, and hands-on implementation and execution skills

Demonstrated experience in working with broad cross-functional teams

### Compensation and Benefits:

Depending on experience

Matching 401K, Medical, Dental, Vision, and more!

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## **Manager**

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages  
Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards  
Ensuring proper staffing in each area of the theatre  
Performing daily opening and closing operational duties  
Reviewing financial numbers on a regular basis and make operations adjustments, as necessary  
Overseeing an individual theatre department, as assigned by theatre General Manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

Receptive to training and personal development  
Effective written and oral communication skills along with strong analytical skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors  
Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager>. You could end up working in show business.

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### **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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### **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

- Ensure all menu items are fresh, appetizing and properly prepared
- Provide service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Follow recipes to ensure consistent food quality and presentation
- Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality
- Update prep lists to ensure proper amounts of products are always available
- Communicate with cooks to ensure proper assembly of orders within average ticket time
- Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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## **Supervisor /Dispatcher**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including but not limited to: Investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations.

Maintains appropriate dispatch paperwork. Answers phones and field calls. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=89](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=89)

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**Job Title: Office Coordinator - Opt 2**

Agency: Workers Compensation Commission

Closing Date/Time: Thu. 11/05/15 11:59 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: IWCC-50-15-0023

**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. Requires skill in keyboarding. Requires extensive knowledge of office practices, procedures and programs. Requires working knowledge of the logic of computer programs. Requires the ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission

100 W Randolph, 8th Floor. Chicago, Illinois 60601

How to Apply: Send Applications to: Illinois workers' Compensation Commission  
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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](http://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](mailto: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: Financial Institutions Examiner III**

Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 11/04/15 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DFPR 11371

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs complex technical functions in conducting exams or financial audits of title insurance companies and title insurance agents regulated by the Title Insurance Division. Performs review, analysis and evaluations of completed exams reports.

**Minimum Requirements:**

Must possess a Bachelors Degree or the equivalent. Must also have at least 6 years of experience auditing a financial institution or the equivalent. Must have complete and thorough knowledge of State and Federal Regulations relating to licensees regulated by the Title Insurance Division. Requires familiarity with general accepted accounting principles (GAAAP) and auditing standards, statutory accounting and financial statements, Illinois and Federal statutes including the Real Estate Settlement Procedures Act (RESPA) and Regulations.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Financial & Professional Regulation  
Financial Institutions, 100 West Randolph 9th Floor, Chicago, IL, Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702  
217-558-0987 217-782-9925 Fax

**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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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

Location: Melrose Park

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=145](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145)

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**Communications Operator (Part-Time) (Job Number: HOT023U6)**

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

A Telephone Operator with Hilton Hotels and Resorts is responsible for answering and responding to internal and external calls in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected.

From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

What will I be doing?

As a Telephone Operator, you would be responsible for answering and responding to internal and external calls in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Respond to guest inquiries and requests and resolve issues via telephone in a timely, friendly and efficient manner

Provide information and demonstrate knowledge of all hotel facilities and services

Respond to emergencies and document and relay comprehensive, accurate information to proper parties in emergency situations

Accept and deliver all messages promptly and accurately, utilizing proper grammar and spelling

Operate office equipment including, but not limited to, computers, PBX system, fax machine, e-mail, etc.

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=696368&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=696368&src=JB-11960)

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**Dining Room Manager - Bubba Gump Shrimp Co.**

Job Category: Restaurant Management

Location: IL, Chicago - BG

**Description**

Bubba Gump Shrimp Co. located in Chicago, IL is seeking an experienced Restaurant Front Manager to join their team!!!

Highly Competitive Salary with Excellent Benefits! Full health, dental, and vision benefits, 401(k) with a discretionary match, paid vacation, discount dining and retail program and so much more!

The Front of the House Manager is responsible for :

- Ensuring excellence in guest satisfaction through effective training of staff and maintaining a positive and committed " Do Whatever It Takes" attitude. .
- Responsible for scheduling, and meeting or exceeding budgeted labor and other cost center expectations

**Qualifications:**

- The candidate must have at least 2+ years of full service high volume Restaurant Management experience
- Must exhibit a hands-on, lead by example management style.

EOE

**Job Requirements**

The candidate must have at least 2+ years of full service high volume Restaurant Management experience. Must have upbeat energetic "Can Do" attitude. Must be versed in writing schedules and meeting or beating budgeted labor cost through effective management. Must possess skills to motivate and develop staff.

Apply online at

<https://chc.tbe.taleo.net/chc02/ats/careers/requisition.jsp?org=BUBBA&cws=10&rid=16111&source=Indeed.com>

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## **Administrative Assistant IV**

FLSA Exempt

Position Information

Position Status: Full Time

If part time, hours per week

Position Type Regular-(permanent) Position

Campus: Chicago

### Required Qualifications

Bachelor's degree required.

Minimum 3 years experience in education, policy or research setting

Demonstrated skill in MS Office, web and social media.

Project management experience.

An understanding of the University system.

An understanding of K-12 education and/or educator preparation is preferred.

### Responsibilities

The Assistant to the Dean will conduct background research and develop summary information for Dean and senior officials regarding key issues pertaining to the College and its programs as well as in preparation for meetings and external (legislative, foundation, media) activities. Provides project management support and prioritization of work in the Dean's Office (including work of the Deans, Leadership Cabinet, and oversight of graduate assistants when applicable). Supports the ongoing management and execution of College and University projects such as strategic planning, program development and special projects.

Supports communications and outreach efforts through development of draft materials, including presentations, information for distribution through print or electronic means and for internal use.

Assists in provision of day-to-day support for Office of the Dean, including meeting coordination and agenda setting, correspondence, email and telephone. Supports communication efforts, ie. Maintaining list of external conferences, costs, deadlines, etc. Coordinates with Deans on participation in conferences. Provides assistance for planning and execution of events. Supports NCE Advisory Council, agenda, meetings and correspondence.

Maintains a knowledge of NLU systems and personnel in order to direct internal and external questions and work to the appropriate places.

### Posting Detail Information

Posting Number STA216

Apply online at <https://jobs.nl.edu/postings/1527>

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**Job Title: Office Clerk - Opt 1**

Agency: Workers Compensation Commission

Closing Date/Time: Thu. 11/05/15 11:59 PM Central Time

Salary: \$2,636.00 - \$3,557.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC014

Bid ID#: IWCC-50-15-0022

**Minimum Requirements:**

Requires ability to bend, stoop, reach above shoulder level, lift, carry, push and pull. Requires ability to move and manipulate up to 500 lbs. of boxes with issued office equipment. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires working knowledge, skill, and mental development equivalent to completion of high school. Requires working knowledge of office practices and procedures, indexing, scanning, and filing. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of electronic tracking system, wireless and tethered scanner, input of data into database system.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission  
100 W Randolph, 8th Floor, Chicago, Illinois 60601

**How to Apply: Send Applications to:**

Illinois workers' Compensation Commission  
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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**Option 1 – General**

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**Job Title: Residential Care Worker Trainee**

Agency: Human Services  
Closing Date/Time: Mon. 11/02/15 11:59 PM Central Time  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 3  
Plan/BU: RC009  
Bid ID#: 10-44-ICRE-93253, 93254, 93255

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision for a period of three to twelve months, carries out the activities of a unit engaged in the care, treatment and development of physically handicapped children; trains children in recreational, occupational and daily living activities; works closely with supervisory staff as well as other professional staff in making a coordinated with effective treatment program for each child. Require on-going training on policies, procedures and child care and school philosophies.

**Minimum Requirements:**

Requires knowledge, skills and mental development equivalent to an Associates degree in child care, sociology, or human services or requires two years of experience in the care and supervision of children as could be gained in a daycare facility or a Head Start Program.

Work Hours & Location/Agency Contact: Shift Varies

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, IL 60608  
ATTN: Benjamin Davis  
312/433-3147 - Voice  
312/433-3056 - Fax

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Executive Assistant/Receptionist**

Requisition #: 10532  
Location: Chicago - Downtown  
Department: Global Marketing/ 8535  
Employment Category: Full Time Regular  
Shift: 1st  
# of openings: 1

**BASIC FUNCTION:**

This position is responsible for answering incoming phone calls, greeting customers and providing administrative support to members of the Management Team when required. This position will report to the BIS Program Director but will support two other executive as well. The role requires a high level of professionalism, confidentiality and enthusiasm. Assume special projects from management team with minimal supervision when required.

**MINIMUM REQUIREMENTS FOR POSITION:**

Require High School education or equivalent  
Advanced experience in Microsoft office; Word, Excel and Access and Power point

**PREFERRED REQUIREMENTS FOR POSITION:**

Excellent interpersonal, verbal and written communication, including strong listening skills  
Strong organizational skills; assumes ownership of work  
Ability to exercise independent judgment and discretion  
Attention to detail. Ability to multi-task and stay on task with regular interruptions  
Self motivated to manage time and meet tight deadlines

It is the policy of John Crane to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, color, religion, gender, sex, sexual orientation, genetic information, marital status, status with regard to public assistance, veteran status or any other characteristic protected by federal, state or local law. In addition, John Crane will provide reasonable accommodations for qualified individuals with disabilities.

Apply online at

<http://chk.tbe.taleo.net/chk02/ats/careers/requisition.jsp?org=JOHNCRANE&cws=38&id=10532&source=Indeed>

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**Job Title: Senior Public Service Administrator - Opt 2**

Agency: Insurance

Closing Date/Time: Wed. 11/04/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1 Bid ID#: DOI 11312

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with 21 semester hours of course work in accounting with additional coursework preferably in computer science, economics, management, finance or other related Subjects. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires five years of progressively responsible professional insurance auditing or accounting experience and certification as an Accredited Financial Examiner or Certified Financial Examiner, or six years of progressively responsible professional insurance auditing or related accounting experience. Requires thorough knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; staff utilization and employee motivation; labor and employment development. Requires extensive knowledge of agency policies and procedures. Requires ability to develop and manage a major agency program; analyze administrative programs and adopt an effective course of action; develop, install, and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures; estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services; develop and maintain cooperative working relationships. Requires possession of a valid driver's license. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Financial Regulation/Financial Examination/P&C Company Examination

122 S. Michigan Ave, Chicago, IL – Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-9993 Phone 217-782-9925 Fax

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 2 - Fiscal Mgt/Acct-Insur---

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**Job Title: Paralegal Assistant**

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Thu. 11/05/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Bid ID#: 30860-50-70-211-10-02

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision of a licensed attorney, writes legal memoranda or other documents for review and approval by licensed legal staff; obtains legal materials for staff; analyzes transcripts of hearings; excerpts pertinent information; has direct legal contact with clients; assumes no independent responsibility for legal validity of work performed; performs special projects and/or prepares statistical reports. Conducts legal research and reviews, reconstructs and prepares legal memoranda, decisions and opinions based on factual evidence presented during hearings under the direct supervision of licensed attorney which do not involve interpretations of matters of law; edits, proofreads, collates and distributes material affecting changes in statutes.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.

Work Hours & Location/Agency Contact: Chicago General Office  
160 N. LaSalle, Ste. 500 Chicago, IL 60606 Hours 8:30am - 5pm

Please send bids and applications to: Bobbie Fox, Director of Human Resources  
[bobbie.fox@Illinois.gov](mailto:bobbie.fox@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Administrative Assistant I - Opt J3**

Agency: Juvenile Justice  
Closing Date/Time: Tue. 11/03/15 3:30 PM Central Time  
Salary: \$4,159.00 - \$6,500.00 monthly  
\$49,908.00 - \$78,000.00 annually  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028 Bid ID#: IDJJ-27-15-15-0436

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Superintendent (SPSA), serves as assistant to the Superintendent; researches, gathers information and independently performs special projects and studies; analyzes and interprets data; develops and prepares special reports; provides guidance and direction to staff and inmates in resolving problems in the administrative office; coordinates audit assignments to assess and make recommendations for improvements based on system testing and analysis. Serves as liaison with facility management regarding the audits in assigned area. Develops summaries and reports on completed audits for Superintendent's review.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)  
Illinois Youth Center-St. Charles, 3825 Campton Hills Rd, St. Charles, IL 60175  
Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax)  
[susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option J3 - Dept Of Juvenile Justice

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### **Sr. Network Applications Spec.**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

**Job Description:** Under the direction of the LAN/Client Services Section Manager, or designee, is responsible for configuration planning, installing, and supporting local area network systems and equipment. Leads staff in local area network administration functions, maintaining LAN operating system software, physical security for LAN resources, Active Directory and LAN documentation. Ensures compliance with standards and conventions in system design, implementation, and subsequent use of Paces local area network, client servers, Internet, and the administration of Oracle E-Business Suite. Provides counsel and guidance to Systems and Procedures staff with regard to the quality and reliability of computer applications involving Paces network infrastructure, including local area networks, client workstations, client servers, wide area network, Internet servers. Participates in post implementation audits of specified implemented systems. May be called upon as a resource for an applications development effort in the study, design, implementation, and/or operation of specified new network oriented systems. Has the responsibility for a variety of tasks relating to all aspect of microcomputers and networks as well as some minicomputer activities.

**Qualifications:** Qualified candidate must have a Bachelor's Degree in Computer Science, or its equivalent, and have at least two years of actual intense work experience in a Windows local area network environment, or equivalent work and academic experience. Qualified candidate must have working knowledge of client/server technology, the Internet and data communications equipment. Must have working experience with microcomputer and local area network installations and configurations. At least one year of actual intense work experience in a Windows local area network environment using Active Directory is preferred. Experience with popular PC software packages including Windows, Microsoft Office, Adobe Acrobat, Act!, SPSS products and other tools is essential. Detailed knowledge and understanding of automated systems and database concepts, including relational database structure and databases, data base management systems such as MS SQL, Oracle, and SYBASE are desired. Strong analytical and problems solving skills. Must be able to work overtime hours as needed and must be able to work flexible work schedule, including occasional evenings and weekends. Will be on call for problems. Travel to Pace Divisions and other remote locations required. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history.

Apply online at

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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.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=382](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=382)

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