



Checker (Warehouse Traffic) - Niles, IL / 2nd shift

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037152

Full or Part Time : Regular Employee FT

Position Description

Responsible for accurately documenting inbound / outbound activities and controlling dock traffic.

- Ensure load accuracy at check in and check out by physically counting.
- Coordinate staging of built pallets
- Maintain required records.
- Maintain inventory data
- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).
- Oversee safety of dock area

- High school diploma or GED required.
- Associate's degree preferred.
- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience strongly preferred.
- Ability to trouble shoot and problem solve
- Good analytical, planning, organizational, and interpersonal skills
- Proficient with PC systems and software applications

- Strong leadership skills or previous warehouse supervisor experience strongly preferred
- Strong math skills.
- Basic computer skills.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/checker-warehouse-traffic-niles-il-2nd-shift-niles-illinois-job-1-5806939>

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Maintenance Supervisor, Controls

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035389

Full or Part Time : Regular Employee FT

Position Description

Responsible for first line supervision for mechanics and electricians who maintain equipment within the production facility. Assists in establishing methods, controls and standards for the actual execution of maintenance work.

- Staff, train, supervise, evaluate and develop team members.
- Maintain equipment to ensure line efficiencies, improve key performance indicators and to eliminate down time.
- Service and repair equipment on a continual basis, adhering to established preventative maintenance schedule.
- Ensure that working conditions are safe at all times.
- Maintain safe work environment by holding regular safety meetings to communicate safety awareness and policies.
- Manage within labor and OPEX budget.
- Maintain an accurate parts inventory at all times.
- Ensure compliance with good manufacturing practices and safety standards.
- Create, plan and execute preventative maintenance programs.
- High school diploma or GED required.
- Bachelor's Degree preferred.
- 2+ years of manufacturing equipment related experience required; previous experience programming and/or troubleshooting PLCs highly desired.
- Prior supervisory experience preferred.
- Strong technical knowledge of manufacturing environment and high-speed production equipment.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-supervisor-controls-niles-illinois-job-1-5650033>

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Inventory Planner - (3rd shift) - Niles, IL

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037641

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required. - Count and reconcile daily inventory.

- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports. - Prepare and file reports.
- Other duties as assigned by management.
- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred.
- Familiar with WMS or EIM systems preferred.
- Strong analytical and thinking skills. - Ability to learn new skills.
- Possess a sense of urgency and attention to detail.
- Need to be flexible with hours.
- APICS – CPIM Certification is a plus.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-3rd-shift-niles-il-niles-illinois-job-1-5872328>

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General Laborer

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00037071

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.

- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-illinois-job-1-5782378>

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Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.

- Secure company assets.
- Manage within labor and OPEX budget.
- High school diploma or GED required.

- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.

- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035087

Full or Part Time : Seasonal/Casual FT

Position Description

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

Operate industrial power equipment
Restock and replenish as appropriate.

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

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

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

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

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

Forklift certification is a plus.

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

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Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
 - 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
 - Strong computer and database skills.
- Strong math skills.
 - Ability to read and follow directions.
- Ability to work with minimal supervision.
 - Forklift certification is preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035321

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines - Remain aware of and trained on all technical advances within the area of responsibility - Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment - High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Coca-Cola requires applicants to undergo a background verification process prior to commencing employment with the company. Employment with Coca-Cola is contingent on the satisfactory completion of a pre-employment background check.

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Janitor-Projects - MAL0000594

CITY COLLEGES OF CHICAGO - MALCOLM X

RESPONSIBILITIES

Cleaning tasks include: Cleanup in connection with construction, painting and repair. Heavy trash removal. Removal of old carpeting. High level work twelve feet and over from floor level. Removal of tile affixed to floor. Moving and storing of construction material and equipment. Loading and unloading of trucks. Operation of floor scrubbers. Stripping and refinishing of the floors. Operation of carpet scrubbers & extraction equipment. Shampooing & extraction of carpets and upholstery. Furniture crating and uncrating. Snow removal. Dust all ledges, counter tops, files, office equipment, desk and walls. Dust mop all hard surfaces. Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions. Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal. Dismantling and cleaning of light fixtures. Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming). Policing of facility and grounds (inside & outside). Washing of exterior walls. Scraping of gum and other objects form hard surfaces and carpet. Spot cleaning furniture or carpet, but not more than 2 hours per day. Setting up and /or take down of chairs and tables. Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers. Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.)

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

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

Job: Janitorial

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Oct 27, 2015, 9:36:03 AM

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

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College Financial Aid Adv II - MAL0000588
MALCOLM X COLLEGE-CITY COLLEGES OF CHICAGO
COLLEGE FINANCIAL AID ADVISOR II-FULL TIME

DUTIES & RESPONSIBILITIES:

Supervises staff engaged in interviewing college applicants and other interested parties requesting information and assistance in applying for student financial aid. Oversees the processing of financial aid awards and the preparation of student financial packages/budgets. Conducts orientation sessions to provide information regarding the types of financial aid programs available and the eligibility requirements. Assists in designing intra-office forms and procedures for the efficient administration of grants, loans and work/study awarded to students. Provides technical advice to staff members engaged in the interviewing and processing of applicants for financial aid. Interprets and explains regulations governing Federal, State and college based financial aid programs. Prepares financial reports to governmental agencies regarding funds received and disbursed to students. Maintains and oversees the maintenance of permanent records and files documenting financial aid awards received by students. Assists in evaluating and approving work sites and employers for work/study program. Adheres to CCC Customer Service Excellence Standards. Perform other duties as assigned.

Qualifications

An Associate of Arts degree from an accredited junior college supplemented by two years of progressively responsible experience in administering student financial aid programs; or an equivalent combination of training and experience. Knowledge of various financial aid programs available to college students and knowledge of eligibility requirements of available financial aid programs. Knowledge of regulations governing State, Federal and college based financial aid programs. Ability to plan, direct and review the work of a subordinate staff and the ability to perform arithmetic calculations and prepare student financial packages. Good verbal and written communication skills and skill in developing effective working relationships with staff.

Excellent Benefits include investment plans, retirement plan, generous vacation, holidays, personal and sick days, tuition reimbursement. For a more detailed overview of benefits please visit our benefits page at <http://www.ccc.edu/departments/Pages/Benefits.aspx>

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

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

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Career Services Advisor - MAL0000586

City Colleges of Chicago-Malcolm X College

Career Services Advisor – College to Careers

Qualifications

- Bachelor's degree in Sociology, Personnel or Business supplemented by two (2) years of progressively responsible experience in student/career services in higher education is required.
- Master's degree preferred.
- Demonstrated track record of successful management and leadership.
- Previous experience in training and development. Excellent written, verbal and presentation skills.
- Ability to work well as a team player.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District.
- Must be able to meet deadlines in a timely manner.
- Must be computer proficient with knowledge of a variety of software programs.
- Availability to work some evenings and weekends.
- Travel in and out of the District may be required.

Excellent benefits at a low cost include investment plans, retirement plan, generous vacation, holidays, personal and sick days, tuition reimbursement. For a more detailed overview of benefits please visit our benefits page

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

Job: Career Services

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Oct 21, 2015, 9:35:17 AM

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

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College Receptionist II - MAL0000587

MALCOLM X COLLEGE-CITY COLLEGES OF CHICAGO

COLLEGE RECEPTIONIST II-FULL TIME

DUTIES & RESPONSIBILITIES:

Answers calls and makes the appropriate connections and requested extensions. Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence.

Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.

Receives and sorts mail and interoffice correspondence.

Trains new or temporary employees on the use of telephone console.

Types a variety of routine letters and memoranda.

Adheres to CCC Customer Service Excellence standards.

Performs other general duties as assigned.

Qualifications

- Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Knowledge of proper telephone communications and courtesy.
- Knowledge of office practices and procedures.
- Some knowledge of the operation of a multiple service telephone console. Ability to communicate with the public in a courteous and effective manner. Ability to type a minimum of thirty words per minute.
- Ability to perform routine clerical tasks.
- Good customer relations and oral communication skills.
- Skill in basic filing.

Job: Academic Advising

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 21, 2015, 9:32:47 AM

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College Clerical Assistant II - HAR0000413

CITY COLLEGES OF CHICAGO - HAROLD WASHINGTON COLLEGE

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

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs.

Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Ability to operate a personal computer. Ability to keyboard 45 words per minute.

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

Job: Other

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Oct 21, 2015, 5:44:12 PM

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College Advisor - HAR0000396

City Colleges of Chicago - Harold Washington College - College Advisor - Full-Time

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce. Advises students on establishing academic and career goals; identifies the educational and career options appropriate for each student; and assists with the analysis of each option, including possible outcomes and their implications. Establishes an action plan for students to explore alternative careers and related majors. Identifies options for students to satisfy degree requirements; evaluates and make Performs related duties as required.

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirement: Availability to work some evenings and weekends.

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

Job: Academic Advising
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1600Profes
Job Posting: Oct 21, 2015, 5:42:57 PM

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College Clerical Asst I - PT - Tutoring Center - HAR0000412

CITY COLLEGES OF CHICAGO'S HAROLD WASHINGTON COLLEGE IS LOOKING FOR A COLLEGE CLERICAL ASSISTANT - PART TIME - TUTORING CENTER

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

DUTIES & RESPONSIBILITIES:

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Adheres to CCC Customer Service Excellence standards. Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Oct 21, 2015, 11:15:30 AM

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Job Title: Administrative Assistant I - Opt A1

Agency: Human Services

Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-56-93484

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction. serves as staff assistant performing a variety confidential and sensitive functions; serves as correspondence control manager for the office; researches and compiles information and prepares special reports for the Superintendent. Serves as lead worker to lower level staff.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Division of Rehabilitation Services
Bureau of Blind Services
Illinois Center for Rehabilitation and Education-Wood
1151 South Wood Street, Chicago

Hours of work: 8:30am to 5:00pm

How to Apply: Please submit applications to: Contractual Rights Hiring Unit
Bureau of Employee Services, 100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762
FAX: 217-524-2116

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 A1 - Dept Agriculture

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Job Title: Educator - Opt C

Agency: Juvenile Justice

Closing Date/Time: Continuous

Salary: \$4,311.00 - \$7,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: IDJJ27-10-15-0007 / 0013

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Principal (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

Minimum Requirements: Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Learning Behavior Specialist I (LBS I) endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Mon thru Fri; DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, IL 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, IL 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply: CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION; CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE; AND BID FORM IF A CURRENT STATE OF ILLINOIS EMPLOYEE TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE. See instructions listed above.

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

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Job Title: Office Associate - Opt 2

Agency: Lottery
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: LOT 11399

Minimum Requirements:

Option 2 - ability to type accurately 45 w.p.m. Requires valid class A Drivers License. Requires lifting of 25-50 pounds. Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires extensive knowledge of office practices, procedures and programs; requires working knowledge of basic mathematics, requires element knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: Illinois Department of the Lottery
Finance/Des Plaines Checkwriting Center
9511 Harrison Street, Des Plaines, IL , Cook County

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-93661

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Englewood FCRC, 5323 S. Western Ave., Chicago, IL 60609

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services

Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762

217-557-0347 FAX: 217-524-2116

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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Part-Time Service Agent (Car Detailer) - Evanston

Job ID 2015-155403

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 1810 Maple Ave., Evanston, IL 60202

Benefits included with this position are:

- *Fun and friendly environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service) Finish

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$10.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday: 7:00am-6:00pm

Wednesday: 7:00am-6:00pm

Friday: 7:00am-6:00pm

Apply online at <https://us-erac.icims.com/jobs/155403/part-time-service-agent-%28car-detailer%29---evanston/job>

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