



T. J. MAXX IS HIRING NOW!!

Merchandise Associate

Number of openings: 5

PT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Part-time

Responsible for assisting in the daily operations of the Store. Assigned to work in various areas of the store, including merchandise presentation, processing, markdowns, cashier, customer service, dressing room (if applicable) and layaway (if applicable). Greets, interacts with and thanks customers on a regular basis. Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned. (Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills
- Energetic and enthusiastic
- Professional appearance
- Ability to stand for extended periods of time
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Willingness to work as part of a team
- Responsible, dependable and honest

For Community Partner Use Only:

To obtain employment status, please include applicant name and last 4 digits of the applicant's social security number below and either email workforce.services@ey.com or fax 866-831-0865 this information to EY. EY will respond with employment status. Note: EY does not process or screen applications for The TJX Companies, Inc. or have any control over employment decisions. Each applicant must submit an application in person at the store or facility.

Please contact EY at 866-834-5115 with any questions. Thank you for your assistance. We appreciate you sending qualified applicants to our stores and facilities.

This Job Posting will expire in 10 days.

Apply in person at store location or distribution center.

Salary will always start at no less than the state minimum wage.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Passenger Engineer Trainee - 90129435 - Chicago, IL

Date: Sep 27, 2014

Location: Chicago, IL, US, 60607

PREFERRED EDUCATION: Some college or vocational training.

OTHER REQUIREMENTS: •Although a driver's license is not required, applicants with a driver's license must provide a certified copy of motor vehicle driving record from the chief of the state driver's licensing agency in which the applicant was last issued a license and any license(s) issued or reissued from other state(s) within the preceding 60 months. Motor vehicle records must be void of any drug and alcohol violations within the previous 36 months. •Must have a motor vehicle driving record void of any convictions or state action canceling, revoking, suspending or denying a driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance within the last 36 months or a record of refusal to undergo such testing as required by state law within the last 36 months. •Must sign a release of records authorizing all previous railroad employers to provide Amtrak with background information, if applicable. In accordance with FRA regulations, previous railroad service records must be void of any drug and alcohol violations within the previous 60 months.

ADDITIONAL JOB REQUIREMENTS:

If selected, incumbent will be required to successfully complete Engineer Training as follows: Individuals not previously certified as Class 1 Train Service Engineers: 7-10 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE; followed by extensive qualifying and on-the-job training associated with the Crew Base for which hired; paid at the student training rate until incumbent achieves certification as a Class 1 Train Service Engineer. Individuals currently certified as Class 1 Train Service Engineers: 9-12 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE, followed by additional qualifying associated with the Crew Base for which hired; paid at the rate determined by the agreement schedule. Incumbents are subject to periodic medical examinations including random drug and alcohol screenings. **COMMUNICATION AND INTERPERSONAL SKILLS:** Must have excellent verbal and written communication skills.

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <http://jobs.amtrak.com/job/Chicago-Passenger-Engineer-Trainee-90129435-Chicago%2C-IL-IL-60607/215405800/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



OBS Trainee-Illinois - 90128708 - Chicago

Date: Oct 4, 2014

Location: Chicago, IL, US, 60607

WORK EXPERIENCE: Must have some experience in a customer service or similar public contact role exhibiting responsibility, initiative, physical coordination, problem solving, creativity, and leadership characteristics. Work experience must demonstrate strong, clear and effective verbal communication and interpersonal skills, professionalism, and a customer-friendly demeanor. Must have satisfactory attendance and safe work record.

PREFERRED WORK EXPERIENCE: • Prior experience working in a team service environment. • Some experience in a food/beverage environment, cash Restaurant and/or Travel, Hospitality industries.

OTHER REQUIREMENTS:

Applicants for the position of LSA must: Successfully complete background-screening checks related to previous employment, credit history, and criminal background checks. Successfully complete a customer service aptitude & integrity test instrument. Successfully complete drug screening and pre-employment medical exam. Must be 21 years of age. Be able to lift 50lbs. Be able to work while standing for long periods of time. Be able to work a variety of hours and days off, including up to six to eight days away from home crew base. Demonstrate a friendly, outgoing, and courteous disposition. Must have prior satisfactory work performance. **This position requires candidates to complete and satisfactorily pass a physical capacity assessment.**

Requisition ID:4801

Posting Location(s):Illinois

Job Family/Function: Transportation

Education Requirements: High School/GED

Travel Requirements: Up to 100%

Employment Experience Requirements: Under 1 year of experience

We proudly support and encourage U.S. Veterans to apply for Amtrak job opportunities. All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <http://jobs.amtrak.com/job/Chicago-OBS-Trainee-Illinois-90128708-Chicago-IL-60607/216867400/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Men's Associate

Location: Chicago, IL
Requisition ID: 850948
Posting Date: 10/6/2014
Shift: Flexible
Status: Part Time

To support our holiday business, we have the following position available: SEASONAL SALES ASSOCIATE.

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION: Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise. Communicate customer requests to management. Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

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

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/mens-associate-chicago-illinois-job-4814423>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Cashiers Associate

Location: Chicago, IL

Requisition ID: 850938

Posting Date: 10/6/2014

Shift: Flexible

Status: part-time

To support our holiday business, we are looking for people to join our SEASONAL CASHIER TEAM.

GENERAL PURPOSE OF POSITION:

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

FOCUS OF POSITION: Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

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

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

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4814390>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Lay Away Runner

Location: Chicago, IL

Requisition ID: 557-850005

Posting Date: 10/5/2014

Shift: Flexible

Status: Seasonal

GENERAL PURPOSE OF POSITION: The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

FOCUS OF POSITION:

Positively demonstrate the Company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all task
Deliver excellent customer service and demonstrate a high degree of professionalism.

SKILLS & COMPETENCIES:

Ability to provide outstanding customer service. Ability to process information/merchandise through register system. Ability to adjust priorities and manage time wisely in a fast-paced environment. Ability to function effectively in a team environment. Ability to communicate in a clear, concise, understandable manner and listen attentively to others. Ability to reach, count, and write to accurately complete all documentation. Ability to operate all equipment necessary to perform the job. Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above.

REQUIREMENTS: Previous retail customer service experience within a Bix Box or Specialty environment preferred. Availability to meet minimum scheduling requirements including weeknights and weekend hours. Strong interpersonal, communication, organization and follow-through skills.

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

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

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/lay-away-runner-chicago-illinois-job-4812771>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Receiving Associate

Location: Chicago, IL
Requisition ID: 838-844349
Posting Date: 9/18/2014
Shift: Flexible
Status: Seasonal

GENERAL PURPOSE OF POSITION: As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

FOCUS OF POSITION: Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas
Ensure the truck is unloaded. Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products
PROCESSING ASSOCIATE
Take unprocessed garments from Line Handler. Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex
Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4772895>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Building Concierge/Security - Part time/Full Time
River North Management - Chicago, IL

The position of Concierge/Security plays a critical role in the exceptional service our tenants expect and ensuring the safety and operability of the buildings.

Welcome Tenants & Guests
Control Access Points

Patrol Building Interior
Rove Exterior Walkways

Monitor Cameras
Write Daily Reports & Incident Reports

Report to Supervisor
Notify Maintenance Personnel
Request Assistance from Police, Fire, and EMS

REQUIRED:

Person must be Outgoing & Energetic

Previous Security/Loss Prevention work

HS Diploma/GED

Minimum 20 years of age

Pass Criminal background investigation

Pre-employment drug screen

Training will be provided

Starting pay \$9.50 - \$10.50 per hour
EOE

Apply online at <http://www.indeed.com/cmp/River-North-Management/jobs/Building-Concierge-Security-b524533da68ad29c>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Security Officer / Driver

Employee Type: Part-Time

Location: Chicago, IL

Job Type: Health Care, Transportation

Experience: Not Specified

Date Posted: 10/2/2014

Part-time Casual position (3p-11p every weekend)

Patrols and maintains surveillance of the Hospital, both internally and externally, to ensure the physical safety of our employees and the patients we serve.

Serves patients, visitors, and staff through verbal interaction and vehicular transportation.

The percentage of time spent in each capacity varies according to days and shifts worked, as well as shuttle and transportation needs.

Job Requirements

Customer Service background required.

Two years experience as a Security Officer in healthcare environment preferred

20-hour basic Security Training Program Certification required.

Previous experience as a State or Federal Police Officer desired.

Valid State Driver's License - No major driving violations in past year required.

Knowledge of basic security operation required.

Apply online at http://www.jobs.net/jobs/larabida/en-us/job/United-States/Security-OfficerDriver/J3H8HR5XK4PSCCG336Z/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Security Assistant Part-Time - DIS0000483

Duties and Responsibilities

The District office is seeking a Part Time Security Assistant.

These are unarmed positions that support Security Officers and the activities of the OSS. Performs related duties as required.

Provides a uniformed presence at an assigned college or the District Office, monitoring access and entry to buildings for the safety and security of students, employees and the general public. Patrols on foot and in a vehicle to provide security and watch for unusual or suspicious activities, and monitors activities in campus buildings and surrounding grounds to guard against crime, theft and vandalism.

Notifies supervisor and Security Officers on duty of disturbances and/or irregularities. Contacts emergency responders such as police, fire, and/or ambulance personnel, as required. Issues student identification cards, verifying student information and uses an ID Badging system with printer to create student identification cards.

Provides security escort services as needed to and from buildings and parking areas on campus. Responds to service calls and alarms and takes appropriate actions.

Informs and warns violators of any City Colleges of Chicago policy violations as appropriate. Provides public assistance to students, faculty and the general public, providing information such as directions, office locations, and general campus information. Operates two-way radio equipment to maintain communications with supervisors and other security personnel.

Updates operations and incident logs to record activities during assigned shift.

Assists Security Officers in carrying out security and safety duties as directed.

Qualifications

Associate's Degree from an accredited college. Degree or studies in criminal justice preferred. Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred.

Valid State of Illinois driver's license is required.

Must pass a criminal background check and fingerprint screen.

We are an equal opportunity and affirmative action employer.

Job: Security/Police

Primary Location: District Office

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Oct 6, 2014, 4:44:04 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=59080>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Retail Sales Consultant Downtown Chicago North Stores

Location: Chicago, Illinois

AT&T: So Much More of What You Work For

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

GENERAL ESSENTIAL FUNCTIONS WHICH ARE NORMALLY REQUIRED:

Possess a competitive spirit and desire to meet and exceed sales goals

Stay up-to-date on the latest data/entertainment technology and devices, such as Wi-Fi, data devices, TV entertainment tools

Understand customers' needs and help them discover how our products meet those needs. Multi-task in a fast paced team environment

Educate and engage customers through product demonstrations

Interact with customers and provide prompt and courteous customer service to all customers

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations within 15 miles as the needs of the business dictate may be required. Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis.

Assists with inventory maintenance. May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1449771

Apply online at <http://connect.att.jobs/united-states/retail/jobid5507720-retail-sales-consultant-downtown-chicago-north-stores-jobs>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Retail Brand Ambassador Michigan Avenue Flagship Store

Location: Chicago, Illinois

AT&T

Required Qualifications:

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations as the needs of the business dictate may be required.

Complete all aspects of opening and closing the store in accordance with written procedures. Submit all transaction journals on a daily basis.

Assists with inventory maintenance

Willingness to handle rejection from customers

May be required to wear a uniform

Desired Qualifications:

Outstanding communication, presentation and interpersonal skills

Strong organizational skills with attention to detail

Familiarity with wireless terminology and AT&T Mobility systems preferred

Interest in any of the following areas:

Health & Fitness, Photography, Digital Life, Entertainment, Music, or Automotive

Demonstrates the following personality traits:

Proactively initiates conversation with others; does not wait to be approached to start interactions. Proactively probes customers to discover interests and needs.

Requisition ID: 1452386

Apply online at <http://connect.att.jobs/united-states/retail/jobid5582893-retail-brand-ambassador-michigan-avenue-flagship-store-jobs>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part Time Retail Sales Consultant Chicago Southgate Market (28+ HRS)

Location: Chicago, Illinois

AT&T

Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals.

Our top sellers earn an average of \$55,521 per year.

Add a full benefits package, including medical, dental, vision, 401(k), tuition reimbursement, paid time off, work/life resources and discounts on AT&T products and services

GENERAL DUTIES

The essential functions listed below are representative of duties performed by this job title. Duties generally include but are not limited to the following:

The successful candidate will be able to perform the following with or without reasonable accommodation:

Ability to work flexible hours, including evenings, weekends and holidays

Ability to stand for long periods of time

Ability to complete all paperwork completely, accurately, in a timely manner

Ability to lift up to 25 pounds

Ability to operate a personal computer, wireless equipment, copier and fax

Ability to work in other locations as the needs of the business dictate may be required.

Complete all aspects of opening and closing the store in accordance with written procedures.

Submit all transaction journals on a daily basis.

Assists with inventory maintenance

May be required to wear a uniform

Desired Qualifications:

1-3 years retail/customer facing/sales experience preferred.

Retail Sales Consultants are paid a competitive hourly rate and can earn additional monthly commission dollars by meeting and/or exceeding sales objectives!

Provisions listed in these job descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1452074

Apply online at [http://connect.att.jobs/united-states/retail/jobid5771763-part-time-retail-sales-consultant-chicago-southgate-market-\(28+-hrs\)-jobs](http://connect.att.jobs/united-states/retail/jobid5771763-part-time-retail-sales-consultant-chicago-southgate-market-(28+-hrs)-jobs)

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Front Office Receptionist

Midwest Family Wellness - Chicago, IL

Midwest Family Wellness founded on the belief that patients deserve to be treated like old friends, not case numbers. Before medicine became an impersonal nine-to-five business, doctors were not only healers but trusted family friends and counselors as well. This tradition is alive and well at Midwest Family Wellness, where our patients take precedence over profit margins and individuals are treated with respect and care.

The medical front desk receptionist is responsible for administrative intake of initial information for patients and visitors to the clinical sites. This position includes registration, setting follow up appointments, collecting copays, and other administrative tasks.

Essential Duties and Responsibilities

Welcome patients as they contact the center personally or by telephone, and explain the services available, payment categories, and billing procedures.

Schedule appointments; direct walk-in patients and pre-booked patients
Register all patients per registration protocols and collect all documentation.

Review and verify patient coverage of insurance or other agencies
Collect deposits or co-pays/deductibles prior to the patient being seen by the provider per established policies and procedures. Inform patient of their outstanding balance, collect said balance, and issue cash receipt when monies are collected

Minimum Required Education, Experience and Skills

High school graduate/GED.

Formal training from a vocational school in lieu of the above.

One year of experience administrative setting.

Ability to relate to patients, through familiarity with medical terminology and triage procedure.

Must believe in health care with dignity for all.

Ability to communicate with people and understand their problems.

Apply online at <http://www.indeed.com/cmp/Midwest-Family-Wellness/jobs/Front-Office-Receptionist-a0d7e657b88df736>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Appointment Clerk - TMC

Chicago, IL

Company: C.H. Robinson

Job Type: Full Time

Education: High School / GED

Experience: 6 months - 2 years

Reference: ILOQE30rMM

Position Description

The primary role of an Appointment Clerk is to schedule pick-up and delivery appointments. This includes communicating with customers via phone, fax, email, and Internet. The Appointment Clerk serves as the link between our operations personnel, customers, and carriers. Responsibilities include working with our account teams to address problems with loads, make changes to existing loads as needed, and in general, supporting the account teams in their daily challenges.

Responsibilities

Appointment Scheduling. Expectation is to schedule on average 12.5 to 15 Appointments per Hour. Assist Operations Personnel in Rescheduling Appointments
Customer Interaction via Telephone, Email, etc.
Minor Problem Solving Surrounding Appointment Scheduling
Assist in Training New Employees; Assist accounts in Data Entry
Support Account Teams to Achieve Account Goals
Willingness to work on more than one account when there is a business need

Preferred Qualifications

Knowledge of Microsoft Applications
Typing skills. Excellent written and oral communication skills
Ability to work in a stressful, fast-paced environment
Detail Oriented. Ability to multi-task
Positive Attitude. Ability to work independently, as well as a member of a team
Excellent work ethic

Shift: Monday - Friday

7AM - 4PM with one hour Lunch break OR 8AM - 5PM with one hour Lunch break

Equal Opportunity Employer

C.H. Robinson - Affirmative Action Employer/EOE/M/F/Disabled/Veteran

Apply online at <http://www.jobsinlogistics.com/cgi-local/search.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=4791771&from=indeed&Source=indeed-sponsored>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



RECEPTIONIST

October 7, 2014

Seeking a part-time receptionist to work weekday evenings, weekends and some holidays. Responsibilities include but are not limited to answering phones, scheduling appointments, typing and filing.

Position Requirements

Cheerful and friendly personality. Excellent communication skills and writing skills.

Facility Information:

Alden Village North 7464 N. Sheridan Road Chicago, IL 60626

How to Apply

Either Online or In Person

Christy Czajka

773-338-0200

vladministrator@thealdennetwork.com

Line Cook

Italian Village Restaurants

71 W Monroe St., Chicago, IL

The Loop

Job ID: 8666855

Job Type: Part Time

Shift Type: Afternoon, Night

Compensation: competitive salary

Experience: 1-3 Years

References: Preferred

Job Description

A Chicago tradition since 1927 !!The Italian Village is located in the heart of the theatre and financial district. Now hiring line cooks. Individuals must have prior high volume restaurant experience and be able to work nights and weekends. Knowledge of Italian cuisine a definite plus.

Requirements & Skills: Able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/chicago/il/line-cook-job-openings-at-italian-village-restaurants-8666855>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Administrative Assistant Float

Tracking Code 3602-177

Job Description

General Summary of Position Responsibility:

The clerical float pool provides administrative support for departments during peak workloads, the absence of staff and the vacancy of a position. Individuals must be flexible to participate in the clerical float pool. Floaters will work in various departments throughout the hospital on an on-call basis with no guaranteed hours.

Essential Job Functions:

Composes routine correspondence.

Screens callers and directs to the appropriate party.

Schedules appointments, coordinates meetings, makes travel arrangements and maintains calendars. Maintains files and records for the department.

Schedules appointments and conferences, assembles material for reports and meetings, and distributes material to appropriate parties.

Gathers and prepares information for meetings and presentations.

Order office supplies. Prepares document copies and facsimiles as requested and distributes to appropriate staff. Performs other related duties as assigned.

Knowledge, Skills and Abilities:

High school diploma or equivalent.

A minimum of two years of general office experience. Experience in an administrative or executive capacity is preferred.

Experience in medical terminology is preferred for medical departments.

Intermediate knowledge of Microsoft Word, Outlook. Typing 50wpm.

Must have the ability to handle multiple projects and appropriately prioritize tasks.

Must be accurate, detail-oriented, flexible, possess organizational skills, good verbal and written communication skills and be able to work with all levels of clinicians and staff.

Job Location: Chicago, Illinois, United States

Position Type: Temporary

FTE Status: 0(CONTINGENCY)

Work Days: Monday - Friday

Shift Hours: N/A

Shift: DAY

Apply online at

https://luriechildrens.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=3602&company_id=16177&version=1&jobBoardId=1112

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Executive Administrative Assistant

Location: Chicago, IL

Category: Administrative

Job Type: Direct Hire

Reference: US_EN_7_20737_41694565

Posted: October 07,2014

Salary: N/A

Executive Administrative Assistant Job in Chicago, IL

Our client, a stable consulting firm, is looking to fill an Executive Administrative Assistant job in Chicago, IL. The ideal candidate will have a minimum of four years of experience and have legal documentation experience. This person will confirm details and create itineraries, responsible for formatting/editing letters, reports, and correspondences. This person will be responsible for maintaining legal documents, calendar management, travel arrangements and expense reports. Competitive base pay.

Executive Administrative Assistant Job Responsibilities include:

- Prepare reports/presentations using Excel/Word/PowerPoint
- Manage domestic and international travel
- Responsible for expense reports
- Schedule appointments, events and meetings; closely maintains calendar
- Responsible for maintaining legal documents, service contracts and confidentiality agreements
- Main gatekeeper: screening calls and visitors
- Scheduling and ordering lunches or special events in the office

Qualifications:

- Minimum of four years of legal experience as an Executive Administrative Assistant
- Bachelor degree preferred
- Proficient with Microsoft Office, Quickbooks is a plus
- Strong analytical and problem solving skills
- Excellent interpersonal, organization and communication skills required

If you are interested in applying for this Executive Administrative Assistant Job in Chicago, IL or other exciting opportunities with Ajilon Professional Staffing please email your resume to Jennifer.Podolak@ajilon.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Part-Time / File Clerk / Automotive

Grossinger City Autoplex Chicago, IL

10/6/2014

JOB DESCRIPTION

Auto sales are increasing – and now is the perfect time to consider a part-time position as a Part-Time File Clerk with Grossinger City Autoplex.

Apply to be a member of our automotive office team today!

Job Description:

Automotive File Clerk works under the direction of the office manager to ensure the completion of daily tasks

Automotive File Clerk assists in maintaining and organizing dealership files

Other duties as assigned

Requirements

Comfortable working in all areas of an office

Excellent written and verbal communication skills

Computer proficient

Ability to work on a deadline

Excellent follow through

Must have a valid U.S. driver's license, willing to submit to a pre-employment background check

About Our Dealership:

We at Grossinger City Autoplex are committed to providing an exceptional consumer experience and we know that starts with our most valuable resource – our employees. Our office staff is currently looking for an Office Assistant to join our team! If you have experience working in a clerical or general office capacity within an automotive dealership, we want to hear from you!

Apply today at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=organic&siteid=cb001&job_id=JHQ5TG6NR4JBD67NQ1B&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Chic Hotel Needs Front Desk Agent

MileNorth, A Chicago Hotel

166 E Superior St Chicago, IL

Streeterville

Job ID: 8662691

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: 15.11/hr

Experience: 1-3 Years

Job Description

Located just steps off of Michigan Avenue, MileNorth Hotel brings a bit of personality to the downtown hotel scene.

We are not part of a big box brand, so our team members are free from the confines of scripted service.

On our team, you can let your true self shine, all while providing the best service in the industry.

We are looking for a full-time Front Desk Agent to join our team.

For the Front Desk, individuals must have open availability, including holidays and weekends.

Previous experience is preferred, but an amazing personality and a can-do attitude are required.

No walk-ins or phone calls will be considered. Please apply online

Apply online at <http://www.shiftgig.com/job/chicago/il/front-desk-clerks-job-openings-at-milenorth-chicago-hotel-8662691>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others