



Job Title: Building/Grounds Maintenance Worker

Agency: Central Management Services
Closing Date/Time: Mon. 11/23/15 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: CMS 11437

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school plus one year of maintenance work experience preferably associated with the building and mechanical trades and/or heavy equipment operation. Requires ability to use hand and power tools, operate heavy equipment or perform semiskilled manual work in a safe manner. Requires working knowledge of construction and maintenance tools, equipment and building materials, Requires ability to follow written and oral instructions including blueprints and other diagrams. Requires ability to lift up to 75 lbs. Requires a valid, appropriate driver's license and the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Illinois Department of Central Management Services
Property Management/Facilities Management/Northern & Chicago Region
Rockford & Other Facilities/Rockford/Sterling/Elgin/LaSalle-Elgin ISP Office
777 S. State St., Elgin, IL – Kane County

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-9993 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).

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Thu. 11/19/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: DeKalb County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1531019-311089

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions. Performs rotating Receptionist duties for the DeKalb Field Office.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM
LOCATION: DCFS DeKalb Office, 760 Peace Road, DeKalb, IL 60115
SUPERVISOR: M. Ford
CONTACT: LORA BUSSE-FLECK / DCFS NORTHERN REGION PERSONNEL
8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506
PHONE: (630) 801-3575 FAX: (630) 801-3530
Email: Lora.Busse-Fleck@Illinois.gov

How to Apply:

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

Option 2 – Typing

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Job Title: Public Service Administrator - Opt 3N

Agency: Central Management Services

Closing Date/Time: Mon. 11/23/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly Job Type: Full-Time

Location: Kankakee County, Illinois Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: CMS 10496

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college with course work in technology management, computer engineering, computer science or directly related fields. Requires prior experience equivalent to three years of professional experience in telecommunications or related field. Requires the ability to develop and maintain cooperative working relationships Cisco CCNAJCCDA Certification (routing & switching) Cisco Qualified Specialist Certification (Video, VoIP, Security, Wireless, Optical) preferred. Requires a valid, appropriate driver's license and/or the ability to travel. Requires the ability to utilize agency supplied materials/equipment (e.g., pager, cell phone, blackberry, etc.).

Specialize Skills: Requires education/experience as outlined above in the following: network hardware/software; TCP/IP, Routing Protocol Design (ISIS, OSPF, BGPv4, MP-BGP, MBGP), IP Multicast Design (MSDP, Anycast RP, PIM-SM), DiffServ QoS Architecture, Network Diagnostic Tool Integration (Packet Sniffers, IPERF, SLA Enforcement), MPLS (LDP, LSP Troubleshooting, RFC 2547 VPNs, Pseudowires, MPLS Traffic Engineering), IPSEC VPNs, OO Programming, Perl, Network Management tool creation and integration. Extensive WAN design experience and capacity planning; Telco circuits (OC48, OC12 OC3 DS3 Ti EI ISDN 56K Pots and Fiber Optical Services) Project Planning, Project Management, Management of high visibility, customer design, support, and presentation skills, strategic planning, and vendor relation management.

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

Work Location: Illinois Department of Central Management Services

BCCS-Customer & Account Management/Field Operations/

Regional Technology Centers III & IV, 253 North Schuyler Ave, Kankakee, IL –Agency

Contact: A & R Shared Services Center

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

217-782-9993 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 3N - Wide Area Networks

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Job Title: Senior Public Service Administrator - Opt 7

Agency: Juvenile Justice

Closing Date/Time: Mon. 11/23/15 4:00 PM Central Time

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

Location: DuPage County, Illinois Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IDJJ-27-42-2015-0010

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Superintendent (Sr. Public Service Admin.) serves as the Asst. Superintendent of Operations in planning, directing and managing the Operations' functions including security, food service, maintenance and grounds keeping; implements policies and procedures; manages institution during the Superintendent's absence; assists in the development and implementation of policies and procedures; supervises staff.

Minimum Requirements: Requires a bachelor's or advanced degree from an accredited college or university with a specialization in: criminal justice, education, psychology, social work or a closely related social science. Requires four years of management experience in juvenile justice settings with two years of responsibility for facility management. Requires thorough knowledge of public and business administration; principles and practices. Requires thorough knowledge of juvenile justice agency programming, standards of care and national standards related to conditions of confinement and institutional operations, service objectives and management systems. Requires thorough knowledge of employee management and labor relations

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm Monday through Friday (Saturday/Sunday off)

Work Location: IYC Warrenville, 30W200 Ferry Road, Warrenville, IL 60555

Agency Contact: Kelly Meeks, HR/GIR

Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed above.

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 7 - Law Enforcement/Corr

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Job Title: Storekeeper III

Agency: Human Services
Closing Date/Time: Fri. 11/20/15 4:00 PM Central Time
Salary: \$3,713.00 - \$5,387.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-70-15-0056

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as lead worker to lower level staff in operation of Facility's store; coordinates the receipt, storage, distribution and delivery of merchandise, supplies, and equipment; maintains Commodity Control System, receipts and records; conducts inventories.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years high school. Requires two years lead worker experience in keeping of stores records.

Requires knowledge of storekeeping and warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods. Requires knowledge in purchasing and requisitioning procedures and uses of grading for different types of merchandise. Requires ability to maintain inventory records and instruct lower level staff. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact:

Hours of work: Monday - Friday 7:00am - 3:00pm

Contact: Dawn English, Human Resources

Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085

FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) to Kiley Center (fax above) and CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application to Kiley Center and CMS (as mentioned above) to obtain a qualifying grade. Bids MUST be received by COB on last day of posting.

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Packing Machine Attendant-1507085

Responsibilities may include (but are NOT limited to) operating all direct and indirect processing equipment, managing inventory to satisfy scheduling and equipment demands, testing and documentation for quality control purposes, line housekeeping and sanitation, troubleshooting and communication of line / equipment issues, operating a pallet jack, loading supplies into production machinery, lifting, stacking and/or throwing boxes, understanding and compliance with Plant Rules, Safety and Good Manufacturing Practices. Naperville Plant is a multi-skilled environment requiring Operators that take ownership and make contributions to business goals. It is expected that team members are accountable and strive for Continuous Improvement. This position is Full Time and flexibility is a must given the dynamics of our environment. Applicants should be available to work any shift, overtime and weekends as needed.

MINIMUM QUALIFICATIONS

High School Diploma or General Education degree (GED)
Ability to successfully take on new challenges
Able to learn and apply Continuous Improvement tools (IL6S)
Exceptional communication skills and ability to work with management and employees
Capable of working effectively as part of a High Performance Team
Acts like an owner by being reliable, dependable, and flexible
Excellent at Process Management
Ability to problem solve and help with practical solutions

PHYSICAL DEMANDS

Ability to stand for 8-10 hours. Must be willing to work in an environment that is not climate controlled. Must be willing to work off shifts, overtime, weekends
Must be able to lift up to 50 lbs. Duties may include repetitive bending, twisting, repetitive use of arms, shoulders, hands. Must be able to speak and understand English

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Manufacturing / Conversion
Primary Location : NA-US-IL-Naperville

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Nabisco Part Time Merchandiser - Western Springs/Hickory Hills, IL-1508090

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

Qualifications

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job : Field Sales

Primary Location : NA-US-IL-LaGrange

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Nabisco Part Time Merchandiser - Chicago - West Side-1508041

Description

This Seasonal/Temporary Mondelez Global Sales Service Representative (merchandiser/SSR) role is designed to fulfill our business needs during the peak volume timeframes. This position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelez Sales Management.

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
- A flexible work schedule is required, including availability to work weekends and holidays.
- High School Diploma or GED is preferred
- Retail and /or Grocery experience is preferred
- Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
- Effective communication skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
- Successful completion of drug test, MVR check, and general background check.

Mondelez International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job: Field Sales

Primary Location: NA-US-IL-Chicago

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Journey Person Mechanic-1507567

PURPOSE OF JOB: Perform preventive maintenance on plant equipment to keep in good running order. Troubleshoot problems, recommend and perform mechanical repairs to minimize downtime.

MINIMUM QUALIFICATIONS

High School Diploma or general education degree (GED)
Served and satisfactorily completed an approved Apprenticeship or Training
At least 2 years manufacturing experience
Ability to work any shift, weekends, and holidays as required
Ability to work well in a team-based environment with limited supervision

PHYSICAL DEMANDS

The following physical demands are examples of duties that may be performed:

Climb steps

Lift 50 pounds and maintain balance

Ability to perform duties in extreme varying temperatures

Crawl over, under and into equipment as necessary to perform job duties

Work from ladders and lifts

Anyone seeking a Position with the Naperville Plant must be able to work 1st, 2nd and 3rd shifts plus Weekends and Daily Overtime as necessary. Flexibility is a must given the dynamics of our environment. Applications are not given on site. All interested Candidates should apply at www.mondelezinternational.com/careers to be considered.

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Job : Manufacturing / Conversion

Primary Location : NA-US-IL-Naperville

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmndlz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Software Engineer, Content Engineering

As an engineer you will work on a team to help build out the platform that will allow us to ingest 300,000 tracks a month. If you are interested in working in a fast paced agile environment where building amazing products that reach tens of millions of users is important, this is a great place to be. We are highly focused on using the right tools for the job, building decoupled, flexible architectures, and giving ownership and responsibility to autonomous teams. You will be joining this effort from the ground up and effectively data pipelining, which will flow downstream and be utilized by multiple teams across the technology organization.

Responsibilities: Design, develop, test and deploy scalable media ingestion services for music, video, and other content using python, SQL, Elastic, and much more. Contribute to our message based ingestion platform that makes millions of products available to millions of listeners. Collaborate with software engineering, data engineering, content processing and product teams. Be part of designing and developing real time content publication systems. Determine the right tools and frameworks for each task. Perform system design reviews and code reviews.

Requirements:

3+ years Python development experience, preferably with a focus on Python 3x and at least one other programming language

Strong experience designing and implementing decoupled, message based architectures utilizing brokers such as Kafka, Kinesis, SQS, SNS, RabbitMQ, etc.

Strong analytic skills with an ability to translate complex content relations into simple visual terms.

Passion for writing creatively simple, well-documented, testable code with judicious use of data structures, algorithms, and design patterns.

Interaction with SQL/NOSQL systems such as MongoDB, Cassandra, Postgres, etc.

Strong Linux skills and experience working with large scale distributed Linux applications.

Proven Experience in continuous deployment and debugging and testing methodologies.

Excellent written and verbal communication skills.

Bachelor's degree in Computer Science or equivalent.

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Apply online at <http://jobs.iheart.com/job/software-engineer-content-engineering.html>

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Cosmetics Retail Beauty Advisor Full Time: Bloomingdale's N. Michigan Ave, IL
Bloomingdales Chicago, IL 11/4/2015

Job Description

As a Cosmetics Beauty Advisor at Bloomingdale's your primary focus is to build and maintain relationships with our customers. You are the most critical link in ensuring that our customers' experience in our store is nothing other than OUTSTANDING. You will become a part of a dynamic selling environment where your fashion sense and selling experience will make you an important part of our team. Your responsibilities will include but are not limited to demonstrating OUTSTANDING customer service, building and maintaining a loyal client base, providing clients with product knowledge, calling clients for events and the arrival of new merchandise and working as part of a team to meet individual, department and store objectives.

Skill Summary

Friendly and outgoing personality
Superior customer services skills including strong phone skills
Possesses drive, is goal-oriented, has an entrepreneurial outlook
Enjoy meeting and interacting with customers; demonstrates an energetic and positive attitude
Ability to work in a fast-paced environment, handle multiple priorities and learn new procedures
A team player who possesses the ability to work in a learning environment
Ability to communicate effectively with customers, peers and management
Experience in Cosmetics Salles preferred

Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Employment Type Full-Time
Job Type Customer Service, Retail, Sales
Education Not Specified
Experience Not Specified
Manages Others Not Specified
Industry Retail
Required Travel Not Specified
Job ID BLM26121

Apply online at www.bloomingdales.com

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Job Title: BAKER-Dietary Patient Food Service

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Food Service

Job Number: 2015-2530

Position Highlights:

Performs baking duties as assigned; ensures food service sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Requirements

High School Diploma or GED required; Associate Degree or Certificate of Completion in Culinary Arts/Baking preferred

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire

Minimum of two years baking experience in a large volume operation

Ability to read, write and speak English

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures

Organizational skills

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151109154752&

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Job Title: Administrative Manager-Rush Health

Department: Rush Health

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2477

Position Highlights:

The Manager of Administrative Support plays a key role in the success of Rush Health, an organization whose members include Rush University Medical Center, Rush Oak Park Hospital, Rush-Copley Medical Center, Riverside Medical Center and approximately 1100 physicians who are on the medical staff of its hospital members. This person will manage all aspects of the day-to-day administrative needs, including providing administrative support to the departments, managing the team of administrative staff, organizing and staffing the Board of Directors and sub-committees of the Board meetings, and continually improving administrative support. This person will communicate effectively with Department leaders to ensure administrative needs are met. This person will have a presence at both Rush Health locations: Chicago and Oakbrook Terrace, IL. Rush Health is a dynamic and innovative team work environment. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures

Required Education and Skills:

Associates or Bachelors degree in business, administration or related area is preferred
Minimum of 3 years in an administrative support role and 3 years in a supervisory or team leader role

Experience using Microsoft Office required: specifically Word, Excel and PowerPoint (candidates will be tested)

Excellent oral and written communication skills required

Previous executive minute-writing experience preferred (candidates will be assessed)

Experience in healthcare, financial, managed care or physician practice management is preferred

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Apply online at

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Job Title: Administrative Assistant I

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Neurosurgery

Job Number: 2015-2442

Position Highlights:

An administrative assistant is responsible for providing direct administrative support for the Department including research, clinical and teaching efforts of the physicians. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Performance Areas/Behaviors: Customer First

Goes the extra mile to identify, fulfill and exceed customer needs. Promotes customer rights and ensures confidentiality and privacy at all times.

Continuously looks for, suggest and works on better ways to conduct work. Is open to new ideas and changes; encourages other to do the same. Plans for change by involving all those who may be impacted from the start.

Treats each employee as an equal and valued member of the team: works cooperatively with other employees to complete the work. Willingly flexes to meet changing workload demands and priorities. Helps make Rush University Medical Center a great place to work by promoting positives and committing to resolve problems.

Position Qualifications Include:

Associates degree required. Bachelor's degree is preferred.

Proficient experience with Excel is required.

Must have strong interpersonal skills and the ability to manage multiple tasks

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Job Title: Environmental Technician - 1st Shift Full-Time

Department: Environmental Services

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2384

Job Description:

Are you an experienced EVS Tech, Rush Medical Center is seeking a full-time Environmental Technician – 1st Shift?

If so, you may be the right candidate for our part-time Environmental Tech position at Rush!

Position Highlights:

Under the general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout RUMC. This person exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, and with the Rush University Medical Center Customer Service and Performance Standards.

Position Requirements:

High school graduate or equivalent required

Ability to understand written English and oral instructions required

Prior cleaning experience preferred

Prior HealthCare Environmental Services highly desired

Ability to stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers

Must demonstrate good interpersonal skills and a neat personal appearance

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Job Title: Patient Access Coordinator (Call Center)

Department: Admitting Department

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Registration

Job Number: 2015-1362

Job Description:

We are seeking a Patient Access Coordinator to join our Patient Access team!

*** This is a 2nd shift position, 10:30 a.m. – 7:00 p.m. with rotating weekends***

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers.

Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team.

Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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Job Title: Patient Access Coordinator Part-time

Department: Admitting Department

Shift: 3rd

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Registration

Job Number: 2015-1692

Job Description:

We are seeking a Patient Access Coordinator to join our Patient Access team!

*** This is a 3rd shift position, 11:00 p.m. – 7:00 a.m. with rotating weekends***

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers.

Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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Cashiers (Various 24 hour Satellite Locations)

Various cashiering duties at the City of Chicago Auto Pound and Airport locations. Accurately collects payments and enters transaction information, balances shift work daily to ensure accuracy, prepares daily deposits, cooperates with City of Chicago Department of Finance personnel and responds thoroughly to transaction requirements. High school diploma or GED equivalent with basic computer skills. Cashier/Cash-handling experience required. Must be flexible and able to travel.

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (Chicago Locations)

Accepts and processes deposits and withdrawals on all account types, loan payments, and utility payments. Issues checks and money orders and other teller related duties as assigned. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (O'Hare Airport Branch)

Provide quality service to customers, process transactions, and balance cash drawer daily. Will also process foreign currency transactions. Bilingual skills are a plus. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

For all career opportunities, please send resume to HR@seawaybank.us.

Personal Banker

Open and closes personal and business accounts, cross sells products. Explain to customers the various types of accounts available. Customer Service experience of 1-2 years is a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

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Payroll Administrator

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees.

Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, serves as petty cash custodian and back up receptionist as needed. Other duties as assigned.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

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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

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