



JOB: MAINTENANCE ENGINEER
WLS

Job Description:

ABC 7 Chicago has an opening for a Maintenance Engineer.

Responsibilities:

Candidate must be a self starter.

He or she must also exhibit an ability to work with Engineering and News personnel in a demanding environment.

Applicant must be comfortable working in an IT - intensive environment. Job hours may involve nights and weekends. Salary is per NABET/ABC Agreement.

Basic Qualifications:

Ideal applicant has a strong technical background in HD and SD digital video and audio systems, with a minimum of 5 years technical maintenance experience in TV technical facilities maintenance and computer based control systems.

RF and Transmitter experience a must.

Preferred Qualifications:

Autocad and IT experience is a plus. College education in corresponding technical field preferred.

Additional Information:

Interested applicants should upload a cover letter and resume online at www.disneycareers.com

Requisition ID # 304747BR

Equal Opportunity Employer - Female/Minority/Veteran/Disability/Sexual Orientation/Gender Identity

Reporting Location - Chicago, IL

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



JOB: TV PROGRAM COORDINATOR
WLS

Job Description:

WLS-TV/ABC 7, the #1 television station in Chicago is looking for a TV Program Coordinator. This position acts as a liaison between program providers and internal departments to ensure programming is properly scheduled and airs in accordance with FCC guidelines. This position reports to the Vice President of Program Acquisition and Research.

Job Responsibilities:

Duties include creating, maintaining and issuing program schedules and grids for multiple television channels, coordinating network program information, writing procedures for live sports and specials, scheduling children's make good ID's and crawls, working with listing services, monitoring closed captioning and generating syndicator contracts.

Basic Qualifications:

The ideal candidate must be a proactive problem solver. Must be extremely detail oriented and be able to manage multiple recurring deadlines. Must possess excellent communication skills.

Preferred Qualifications:

Two years prior television program experience preferred.

Required Education:

Bachelor's Degree or equivalent experience

Additional Information:

Interested applicants should upload a cover letter and resume online at www.disneycareers.com

Requisition ID # 301152BR

No phone calls please.

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Equal Opportunity Employer - Female/Minority/Veteran/Disability/Sexual Orientation/Gender Identity

Reporting Location - Chicago, IL

<http://abc7chicago.com/careers/job-tv-program-coordinator/991104/>

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JOB: SUPERVISING PRODUCER, WINDY CITY LIVE
WLS

Job Description:

Disney's WLS-TV, the number one television station in Chicago, is looking for a Supervising Producer for our daily talk show Windy City LIVE. Working closely with our Executive Producer, the candidate has the opportunity to showcase Chicago every day with a one hour, live talk show.

Job Responsibilities:

The Supervising Producer will take the lead in managing the day-to-day operations of WCL, as well as coordinating, writing, and organizing scripts, stories and social media efforts.

Basic Qualifications:

The Supervising Producer must have extensive live television experience and a great familiarity with sales with an expertise with integrations.

This will include working closely with the Executive producer, sales and local clients to both develop and execute client messaging within WCL.

Preferred Qualifications:

A deep knowledge and experience in the Chicago market is strongly preferred.

Additional Information:

Interested applicants should upload a cover letter and resume online at www.disneycareers.com

Requisition ID # 293675BR

No phone calls please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability/Sexual Orientation/Gender Identity

Reporting Location - Chicago, IL

<http://abc7chicago.com/careers/job-supervising-producer-windy-city-live-/930267/>

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JOB: DIGITAL ACCOUNT EXECUTIVE
WLS

Responsibilities: Identify and Develop new client relationships and prospects to increase new business. Generating revenue through various digital platforms. Growing existing accounts and build relationships with clients. Performs necessary analysis and planning to assure that the objectives and priorities for each sales call are established and met in time frames acceptable to the client. Develops or coordinates the development of sales presentations to clients and potential clients. Addresses clients' concerns, questions and objections; works to close sales with each targeted client. Keeps sales management apprised of progress toward established revenue goals and of the progress in closing identified prospects. Leads the development of proposals, the negotiating of deals and the conduct of post-deal analyses. Negotiate advertising rates, create digital presentations and generate new sales packages. Manage existing client base - optimization of campaigns, recap presentations, creative trafficking. Meet and exceed aggressive revenue goals

Basic Qualifications:

3-5 years digital and/or media experience
Has established, high level local agency / client contacts
Proven background in developing, closing and maintaining strategic advertising accounts. Thorough understanding of digital media platforms and trends
Excellent communication and presentation skills
Ability to develop deals that attract and keep strategic customers
Ability to work effectively as part of a team of multimedia Account Executives and collaborate with the progressive, creative Marketing Department
Proficient in Excel, PowerPoint or Keynote

Preferred Qualifications:

Bachelor's degree preferred or relevant work experience; IAB Certified preferred

Additional Information: Interested applicants should upload a cover letter and resume online at www.disneycareers.com Requisition ID #304751BR

Equal Opportunity Employer - Female/Minority/Veteran/Disability/Sexual Orientation/Gender Identity

Reporting Location - Chicago, IL

<http://abc7chicago.com/careers/job-digital-account-executive/1023692/>

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TITLE Commercial Driver - Part-time Only / PEP BOYS

DESCRIPTION

The Pep Express Driver is responsible for the safe and efficient delivery of parts to commercial customers.

Assist store management in support of the effective operation of the store and service center and ensure delivery vehicles are operated under safe conditions in compliance with established policies and procedures as well as applicable municipal and state regulations.

POSITION REQUIREMENTS

The qualified candidate will have a current, valid driver's license issued in the state of employment, a clean driving record (no DUI's ever, no major violations to include any accidents or moving violations within the past 36 months), and Driver Safety Certification.

***This position drives a small truck and does NOT require a CDL

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS

Apply online at

https://www.isg1.net/app/MainInfoReq.asp?R_ID=20721&Lo_ID=5654&B_ID=34

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TITLE Loop Coordinator / PEP BOYS

DESCRIPTION: The Loop Coordinator will be the primary solutions provider regarding the transfer of parts to other Pep Boys Stores. A successful Loop Coordinator will provide superior customer service by ensuring telephone calls and in-person inquiries are answered promptly and accurately. A Loop Coordinator will help to deliver expected sales and customer service results through in-store execution of programs and standards and acting as a front-line resource in building successful relationships with other PBY stores. Furthermore, Loop Coordinators will have the opportunity to increase sales by participating in driver duties and responsibilities when necessary.

POSITION REQUIREMENTS

High School diploma or automotive repair experience is preferred.

Apply online at

https://www.isg1.net/app/MainInfoReq.asp?R_ID=824589&Lo_ID=5656&B_ID=34

Floor Finisher- Environmental Services- Saint Joseph Hospital Chicago

Date: Nov 9, 2015

Company: Presence Health

Requisition ID: 6454

Location Address: 2900 North Lake Shore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Employment Status: PRN / Registry

Employment Type: Regular

Shift: Evening

FLSA: N

Position Summary: Performs a variety of tasks related to floor care, carpet care, moving furniture, setting up meetings and EVS Workers job as needed.

Essential Duties and Responsibilities: 1.Performs floor stripping and waxing according to department procedure. 2.Performs carpet cleaning techniques according to department procedure. 3.Removes trash and operates compactor. 4.Washes walls and removes and installs cubicle curtains and window curtains. 5.Operates automatic floor machines, large vacuums, wet vacs, buffers, scrubbers, carpet extractor, exchanges and transports infectious waste and transports chemical waste. 6.Attend required In-services and department meetings. High School diploma or equivalent preferred 1-3 years or experience preferred

Apply online at <https://jobs.presencehealth.org/job/Chicago-Floor-Finisher-Environmental-Services-Saint-Joseph-Hospital-Chicago-IL-60657/308559400/>

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PATIENT SERVICES REP

Date: Nov 10, 2015

Location: Chicago, IL, US, 60622

Company: Presence Health

Requisition ID: 6348

Location: Presence St Elizabeth Hosp

Location Address:

1431 North Western Avenue, Chicago, IL 60622 United States (US)

Daily Hours: 8

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

Patient Service Rep

Greets, instructs and directs patients and visitors. Handles incoming calls and schedules patient's appointments in an efficient and timely manner. Files, locates, retrieves and delivers medical records as assigned. Registers patients upon arrival.

Performs a variety of clerical functions along with limited medical triaging under the direction of a physician.

Responsible for ensuring smooth patient flow. Responsible for working within the reception area.

Essential Job Duties include, but not limited to:

Answers the telephones, schedules appointments, triages telephone calls and obtains patient demographic and insurance information. Greets patients and collects co-pays and personal balances.

Requirements:

Minimum 1 year experience of working at the front desk of a physician's practice is required (1 to 3 years' experience preferred). Must be friendly and out-going with strong communication and customer service skills. Should be comfortable working in a fast paced environment. High School diploma or equivalent is required.

Apply online at <https://jobs.presencehealth.org/job/Chicago-PATIENT-SERVICES-REP-IL-60622/308713700/>

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Job Title: Janitor C - Thurs-Mon 2nd shift

Job Function: Maintenance

Location: Chicago, IL

Employment Type: Full Time

Regents Park is hiring a custodial Janitor C for 2nd shift to join our team and help maintain the standards set for an exemplary living experience on Lake Shore Drive here in Hyde Park! This position is responsible for maintaining the exterior and interior physical condition of all residential buildings common areas. The Janitor C reports directly to the Maintenance Manager.

The schedule for this role is Thursday-Monday with days of Tuesday/Wednesday, 3:30pm-12:00am (2nd shift). If this schedule does not work please wait to apply for other roles or review the other roles we have open at this time. You will be required to join the union and take the Janitor C Trainee classes if you do not already have your Janitor C certification at this time.

Qualifications:

High school diploma or equivalent (GED) required.

2-3 years of janitorial experience, preferably in an apartment setting.

Ability to identify cleaning and chemical supplies.

Ability to perform basic arithmetic skills such as measurement, addition, subtraction, multiplication and division in order to do basic calculations and analysis such as estimating, determining averages and percentages, and totals.

Ability to occasionally operate general office equipment such as, but not limited to, personal computer, telephone, photo coping machine, facsimile machine and postage machine.

Ability to frequently handle and use chemicals and general cleaning supplies.

Ability to frequently transport up to 60 pounds variable distances, the mobility and flexibility to use required equipment, access and work in restricted spaces or at heights in excess of 8-9 feet.

Ability to frequently operate industrial carpet shampoo machine.

Ability to frequently stand, walk, stoop, kneel, crouch or crawl, and climb (stairs, ladders, etc.).

Apply online at

http://maccareers.force.com/ts2_JobDetails?jobId=a0Ko00000063muMEAQ&tSource=a0eo0000000f7xFAQ

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Job Title: Environmental Tech

Company Name: Little Company of Mary Hospital and Health Care Centers
Employment Type: Part Time (benefited)
Location: EVERGREEN PARK, IL, United States
Salary: Highly Competitive
Shift Hours/ Days: 40 Hours per pay period - Second Shift
Shift Details: Second Shift/Weekends/Holidays
Hours/Pay Period: 40
Degree Required: High School/GED
Job ID: 2015-002055-7112P5
Date Posted: Oct 28, 2015
Years Experience: 1

Complete Description: Grammar school or equivalent; must be able to read and able to follow directions. Performs a variety of custodial duties throughout the hospital complex, as assigned, to ensure clean, sanitary, orderly and safe conditions are maintained. Additional Information: Weekend and/or Holiday Rotation may be required. Rotating Shifts may be required.

Apply online at

<http://lcm.jobscience.com/JsrApp/index.cfm?cmd=showPositionDetail&cobrandId=2006&masterId=LCM001&positionId=491393&prodApp=cc153c84-af0b-4f17-a32a-75aec3b65159>

Cardiac Cath Tech-1505033245

Description:

Performs a variety of technical tasks involved in operating radiographic/x-ray equipment and making radiographs of designated parts of the body. Assists in all invasive procedures performed in the Cardiac Cath Lab and/or Special Procedures Electrophysiology lab. The staff in this position will work as part of a team with physician, registered nurses, and cardiovascular technicians. MWW

Qualifications:

BLS, Current Licensure in the State of Illinois, and Current Registration by ARRT are required. ACLS and ECG are preferred. Job: Imaging and Radiology
Primary Location: IL-Oak Park Hospital/Facility: West Suburban Medical Center
Job Type: PT2Y Shift Type: Rotating

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Unit Secretary-Obstetrics Gyne Unit- Saint Joseph Hospital Chicago

Date: Nov 9, 2015

Location: Chicago, IL, US, 60657

Company: Presence Health

Requisition ID: 6442

Location: Presence St Joseph Chicago

Location Address:

2900 North Lake Shore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

ESSENTIAL DUTIES AND RESPONSIBILITIES: Greets and receives visitors. Provides assistance or refers individuals to the appropriate source. Handles all incoming telephone calls while maintaining confidentiality and determining the urgency or nature of the calls. Directs the calls to the appropriate personnel. Performs typing, transcribing, scanning, photocopying, faxing and filing of information for office operations. Promotes a safe environment by addressing call lights in a timely manner and follows through with the appropriate nursing staff to ensure patients' needs are met. Identifies and reports deviations from safety. Adheres to guidelines of electrical safety and infection control.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or equivalent required. Previous Unit Secretary experience preferred. Ability to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manuals, etc.

Apply online at <https://jobs.presencehealth.org/job/Chicago-Unit-Secretary-Obstetrics-Gyne-Unit-Saint-Joseph-Hospital-Chicago-IL-60657/308561700/>

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 8pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - 6am to 9pm

Thu - 6am to 9pm

Fri - 6am to 8pm

Sat - 6am to 9pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=160260&mode=

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Custodial Service Representative

SBM Management - North Chicago, IL

\$9 an hour

Custodial Customer Service Representative (CSR)

SBM Site Services is looking for a CSR to help them shine! We need a CSR at our facility in North Chicago that wants to deliver exceptional customer satisfaction. We look for team members that take pride in making sure our customers commercial and office spaces represent them with the highest level of quality.

Our innovative employee programs, supportive management structure, and extensive career advancement opportunities make SBM a great place to work. As a result, our turnover rate is one-fourth the national average. We respect and promote the professional and personal growth of our employees and are committed to the success of one another. Teamwork, integrity and compassion are core values of our company, and we go to great lengths to ensure that our employees are satisfied and rewarded for the work that they do.

CORE DUTIES AND RESPONSIBILITIES

- Perform any housekeeping tasks as needed
- Clean and maintain restrooms - including restocking of paper products and soap
- Set-up and clean Conference and Board Rooms
- Clean dishes, coffee cups, coffee urns, refrigerators, ice machines, etc.
- Prepare or restock beverages and related supplies
- Maintain supply inventories
- Present a professional appearance and conduct
- Understand and provide customer service
- Support shift lead in completing punch-list items
- Fill-in during staff shortage

SKILLS AND QUALIFICATIONS: 1-2 years of custodial experience is preferred

A pre-employment background screening and drug test will be required

Available shift: Monday-Friday 5:00AM-1:30PM

COMPENSATION: The starting wage for this position is \$9.00 per hour.

APPLICATION INSTRUCTIONS: For immediate consideration, please apply online.

<http://www.indeed.com/viewjob?jk=5621299df051fad2&q=Custodial&l=Chicago%2C+IL&tk=1a3p39apf1a4t3es&from=web>

SBM is an EEO Employer.

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Salon Front Desk- Receptionist/ Personal Assistant

Salon/Spa - Chicago, IL

We are seeking a highly detail oriented individual with at-least 2 years experience as a receptionist, personal assistant with social media guru skills.

Are you...?

organized

social media savvy

positive

like black clothing (spa code)

proactive

friendly demeanor

love of fashion- hair

experience with e-blast

Instagram - Facebook Post

Professional Business Email Skills.

Loves to network

Looking for a place to grow

Salon owner needs a right hand kind of person. Must be able to multi-task with ease and have the ability to anticipate what needs to be done in a timely fashion.

If this sounds like you, please email your resume and of why you think you would be a great fit for this position.

Job Type: Full-time

Local candidates only:

Chicago, IL 60657

Required experience:

Front Desk, Receptionist, Personal Assistant, Social Media: 2 years

Apply online at

<http://www.indeed.com/viewjob?cmp=salon%2Fspa&t=Salon+Front+Desk&jk=05bcbe f85b2ec90d&sdu=QwrRXKrqZ3CNX5W-09jEvSadrqQ33lg9mGtYiOGTFZ4YPvOEkiQJ-dZL8X3dxLER-aIhZFfOiiCrI9QNA8JD5I9CMa4pQz-y8GbVNP0qk-uAzsivEAVLuiDjjHPizer&pub=pub-indeed>

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Job Title: Storekeeper I

Agency: Children & Family Services
Closing Date/Time: Tue. 11/24/15 5:00 PM Central Time
Salary: \$3,217.00 - \$4,529.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1500008-002321

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs duties involved in the operation of Central Stores for the Region; maintains automated commodity system; receives deliveries to central stores; informs supervisor of substandard materials; provides input into the operation of property control for the Region; receives, sorts, and delivers mail; prepares and maintains a variety of records.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records; requires possession of an appropriate valid driver's license; requires physical ability to lift and transport supplies, equipment, etc.

Work Hours & Location/Agency Contact: Work Hours: M-F 8:30am to 5:00pm
Location: 100 N Western Chicago, IL

Submit application and bid form to: Kara Bandelow
406 E. Monroe, Station #373
Springfield, Illinois 62701
Fax: 217-524-3970
Phone: 217-557-1757
Email: Kara.Bandelow@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).

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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: Corrections Supply Supervisor I

Agency: Juvenile Justice
Closing Date/Time: Tue. 11/24/15 4:00 PM Central Time
Salary: \$3,994.00 - \$5,955.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDJJ-27-42-2015-1000

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school or completion of an approved training course; requires two years experience in the keeping of stores and store records; requires thorough knowledge of institutional rules, regulations and requirements for the control of youth; requires working knowledge of storekeeping and warehousing methods and procedures; requires working knowledge of inventory and other control methods and procedures; requires working knowledge of transportation agencies and of shipping, purchasing and requisitioning methods and procedures; requires completion of approved course in guard training within six months of employment; requires ability to enforce disciplinary, safety, security and custodial measures for the control of residents; requires physical ability to carry out duties assigned.

Work Hours & Location/Agency Contact:

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

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

Agency Contact: Kelly Meeks, HR/GIR

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 Assistant - Opt 2

Agency: Corrections
Closing Date/Time: Tue. 11/24/15 4:00 PM Central Time
Salary: \$2,889.00 - \$3,933.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 01
Plan/BU: RC014
Bid ID#: IDOC-28-82-15-0655

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Office Administrator III, performs a variety of clerical related duties in receiving, sorting and distributing mail for the Reception & Classification Center; operates a variety of office equipment; posts incoming and outgoing mail; performs routine typing functions for the mailroom ; types cash sheets for incoming checks.

30010-29-82-200-10-02

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs, grammar, spelling and punctuation; basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 a.m. to 4:00 p.m.
Monday through Friday, Days Off Saturday and Sunday,
LOCATION/AGENCY: IDOC/Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434
CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434 (815)727-3607 ext. 5693 Fax # (815)727-0838 e-mail [Jamille Kent@idoc.illinois.gov](mailto:JamilleKent@idoc.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: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Tue. 11/24/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 11435

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hours: Possible rotating shifts/days off; Shifts are 6:00am-2:00pm, 7:30am-4:00pm, 2:00pm-10:00pm, and 10:00pm-6:00am
Work Location: CMS, Property Management/Facilities Management/Northern Region
Elgin Mental Health Center, 750 S. State Street, Elgin, IL (Kane County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Secretary\Receptionist Chatham Chicago IL Full Time / FRESINIUS

Job ID: 15000N6J

Job Location: 8710 S HOLLAND RD, CHICAGO, IL 60620

Administrative Secretary

Here is an outstanding opportunity to contribute to the success of a leading healthcare organization. The professional we select will handle general office and secretarial duties for our Regional AR Manager, as well as billing groups. This individual will perform secretarial duties, such as typing correspondence and reports; completing forms; answering and directing phone calls; sorting/distributing mail; making copies; preparing reports; maintaining files and personnel records; and arranging meetings, travel, and conferences.

EDUCATION:

High School Diploma or equivalent

Secretarial or Business school preferred.

EXPERIENCE AND REQUIRED SKILLS:

Minimum of 1 year in administrative secretarial work.

Proficient in the use of computers and related software such as Microsoft Office (Word & Excel)

Familiar with business and technical vocabulary.

Knowledge of organizational operations and procedures.

Ability to employ basic reasoning skills.

Good communication skills – verbal and written.

EO/AA Employer: Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity

Apply online at http://jobs.fmcna.com/us/chicago/admin/jobid8824557-secretary_receptionist-chatham-chicago-il-full-time

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TITLE Coordinator, STEM Teen Programs

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

DESCRIPTION

The Coordinator will work in the Citizen Science department at the Adler Planetarium as part of the Teen Programs team to develop and coordinate Adler's innovative youth programs. In conjunction with team members, you will develop, implement, and assess Adler teen programs emphasizing technology skills including but not limited to web-making workshops, Girls Do Hack, HackLabs, and Random Hacks of Kindness Jr. You'll liaise with the local tech and STEM education communities to identify resources and collaborations for new programming initiatives.

Regular weekend and evening hours may be required; workweek will be adjusted when needed.

Bonus points if you have experience with developing STEM youth programs Python or a similar programming language using hardware in educational settings (e.g. Arduino programming, robotics. etc)

Benefits

Full-time position available immediately
Competitive salary and comprehensive benefits package

Perks

On average, one conference each year
Flexible work schedule
Free entrance to local Chicago area museums and cultural institutions (via your Adler ID badge)

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>. For consideration, please provide a cover letter and resume.

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