



Payroll Clerk

Job Locations US-IL-Chicago
Category Accounting/Finance
Type Regular Full-Time

Job Description:

We are actively seeking a Payroll Clerk to support the corporate finance and human resource team in processing payroll including but not limited to calculating pay and deductions and issuing payments. The ideal candidate will have strong administrative skills and experience working in a fast paced office environment for a high growth company.

Shiftgig was founded on the simple premise that many people want flexible work opportunities that fit into the rest of their lives, so we build technology that is focused on one thing: connecting people who want temporary work right now with businesses who need them.

We're fulfilling our mission of connecting millions of people with millions of shifts via our mobile apps and platform. Our apps make it easy for businesses to post gigs and for qualified and skilled workers to claim them. Our platform handles shift fulfillment, and handles all the messy bits associated with labor management.

Qualifications:

Knowledge, Skills and Abilities
2-3 years' experience in a similar role and environment
Strong proficiency with PC and/or MAC platforms
Willingness to work in a fast-moving, dynamic company culture and industry
Excellent teamwork and communication skills
Ability to analyze information thoroughly with attention to detail
Strong data entry skills
General math skills and a finance related mindset
Organized with strong verbal and written communication skills
Team player who can build internal and external relationships at all levels
Can thrive in an ambiguous environment with constant change
Tech savvy
Honest and ethical, with good judgment
Results orientated

Apply online at <https://corporate-shiftgig.icims.com/jobs/1297/payroll-clerk/job>

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Office Manager

Job Locations US-IL-Chicago

Category Administrative/Clerical

Type W-2 Employee

Job Description:

We are actively seeking an Office Manager to support the Chicago Corporate Office located in the River North neighborhood. The ideal candidate will have strong administrative skills and experience working in a fast paced office environment for a high growth company.

Human Resources

Performance of general HR functions, including tracking of hours and paid time off, and communications regarding policy and procedure, compensation, and benefits to corporate employees. Ordering/distribution/inventory of all Shiftgig swag (shirts/pens/posters etc.) Ordering all thank you/sympathy baskets or other gifts for employees, clients, consultants etc. Assist department employees as needed with general office needs and administrative questions. Support administrative departments with data entry needs (Payroll, Hiring, Invoicing, Reconciliation etc.)

Accounting: Auditing and processing all internal expense reports. Daily distribution of incoming office mail. Managing outgoing mail and shipping including budget controls and supplies. Responding to mail based requests such as employment verifications, IWO's and similar basic requests. Managing access cards and security system activation and deactivation. Ordering business card, office employment posters, Shiftgig communication posters and other printed materials

Qualifications: Knowledge, Skills and Abilities

2-3 years' experience in a similar role and environment

Strong proficiency with PC and/or MAC platforms

Willingness to work in a fast-moving, dynamic company culture and industry

Excellent teamwork and communication skills

Opportunistic, innovative and creative – entrepreneurial mindset with can-do mentality

Focused with keen ability and drive to execute in a fast-paced, ever changing

environment. Team player who can build internal and external relationships at all levels

Can thrive in an ambiguous environment with constant change

Tech savvy. Honest and ethical, with good judgment

Results orientated

Apply for this job online at <https://corporate-shiftgig.icims.com/jobs/1296/office-manager/job>

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TITLE Guest & Member Services Representative

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.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have a position available on our Guest and Member Services Team for an individual interested in providing memorable customer service to Adler guests. This role functions as a cashier at the box office and provides customer service related to all forms of ticket and membership sales; coat check services and greeting and checking in the groups that visit our museum. The Representative should enjoy interacting with and assisting the Adler visitors making them feel welcome as they enter our museum.

Duties and Responsibilities:

Greet visitors and guests with an outgoing and friendly demeanor.
Assist visitors with making admissions and show decisions, informing guests of Adler ticket packages, memberships, and other offerings.
Provide exceptional customer service to all museum guests.
Conduct transactions accurately and timely and reconcile daily reports accurately and timely. Reconcile cash drawer and receipts with end-of-day reports.
Respond to internal museum requests, manage will call requests, and answer telephones when necessary.

Education and Experience:

Experience working with the public and delivering quality customer service.
High school diploma or equivalent is required.
Experience in customer service with cash handling responsibilities
Must be available both weekdays and weekends.
The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Part-Time

REQ NUMBER GUE-15-00006

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Facilities Support

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.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have a part-time position available in our Operations department on the Facilities Support Team. This team assists in the operation of the museum through set up and breakdown for events, hanging and positioning items such as banners and holiday decor, coordinating deliveries, and snow removal/groundskeeping. Other duties include mail handling/distribution, and freight handling. This team may also be called upon to assist with exhibit projects (non-skilled work) and operations projects (non-skilled work) on an as needed basis. Work hours dependent on facility needs. Much of the work will occur in the evening or on weekends.

Education and Experience:

High school diploma or equivalent

Prefer prior experience with catering/events operation, custodial work, and/or building maintenance

Able to carry and handle loads of up to 50lbs, move furniture and carts

Able to use a ladder and/or lift with appropriate training

Capable of working outdoor in various weather conditions

Holiday, weekend and evening availability is required

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For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Part-Time

REQ NUMBER OPE-15-00003

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE MUSEUM ATTENDANT GUARD

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.

DESCRIPTION: Join us in inspiring exploration and understanding of the Universe! We currently have part-time positions available on our Operations team with the Safety and Security group for Museum Attendant Guards. This position is serves as an ambassador to the museum as visitors enter and leave the building. This highly customer service oriented position is responsible for securing the premises, ensuring the safety of staff and visitors by patrolling the 145,500 square foot building. The Guard is responsible for the monitoring exhibits and galleries to prevent loss or damage due to theft, vandalism, fire, etc. The Guard reports to the Operations Manager of any suspicious individuals and activities, unattended packages or other cases requiring additional help or authority. This position may also work outside the building directing traffic and provide way-finding for guests arriving to the museum. This position must be able to assist visitors and staff with fire safety and building evacuation protocols.

*Holiday, weekend and evening availability is required.

Education and Experience:

High school diploma or equivalent. Customer service background.
Ability to respond to emergency and safety concerns, crowd control, etc.
Strong communication skills and ability to provide exceptional customer service to visitors and staff. Maintain professional appearance and interaction with visitors and staff. First Aid, CPR and AED certified preferred
Ability to use two-way radio, telephone, and Public Address System
Ability to perform tasks requiring physical strength for duties listed above and able to be on your feet for extended periods of time as well as stoop, kneel, crouch, climb, balance, and carry up to 30lbs and assist with moving tables and chairs.
The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Part-Time

REQ NUMBER OPE-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Sky Show Operator

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 Adler Planetarium (Chicago, IL) has an opportunity available in our Theaters department for a Sky Show Operator. The Sky Show Operator presents both live and pre-recorded programs in the Adler theaters.

Duties and Responsibilities:

Deliver live astronomy presentations in the Grainger Sky Theater, Definiti Space Theater and the S.C, Johnson Family Star Theater. Deliver pre-recorded astronomy presentations in Adler Theaters Monitor condition of Adler Theaters, theater logs, and reports to Technicians on theater conditions as well as participate in presentation training and development activities. Interact with theater guests in a friendly and informative manner to create a positive experience of their visit to the Adler.

Education and Experience: High School Diploma or equivalent required, some college preferred. Theater or improv training is desirable. Public speaking experience required. Customer service experience required. Some college course work or understanding of Space Science preferred. AV and media aptitude desired

*Weekend and evening availability is required.

FULL-TIME/PART-TIME Part-Time

REQ NUMBER THE-15-00005

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1109929&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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The John Callaway Excellence in Online Journalism Paid Fellowship

JOB TYPE: Internship

Want a PAID full-time internship with one of the best names in Chicago news? Join the editorial team of WTTW11's nightly, hour-long, news, culture and arts program: Chicago Tonight.

The John Callaway Excellence in Online Journalism Fellowship offers a recent graduate the opportunity for hands-on work in research, writing, and producing content for the Chicago Tonight website: www.wttw.com/chicagotonight.

This is a paid fellowship that runs for six months.

The fellow will work with award-winning television producers and web staff, producing both unique and supplemental content, including text, video, audio, photographic and interactive features.

The fellow will also be responsible for sending out the daily e-alerts and promoting show and web content through social networking

PLEASE NOTE: This fellowship mirrors a 40-hour work week.

Application Process

Interested applicants should submit their resume, along with a 300-500 word statement on why you want the fellowship and how you think you could contribute to Chicago Tonight online.

Please include specifics about the kind of work you want to pursue and your interest in online journalism.

All application materials should be sent to: jobs@wttw.com. Please reference "CALLAWAY FELLOWSHIP/ATTN: Rebecca Palmore" in the subject line of all correspondence to ensure proper routing.

Candidates who are believed to be a good match will then be invited to complete an application and come in for an interview.

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Sheetmetal Worker Journeyman - 90023250 – Chicago / AMTRAK

Date: Nov 9, 2015

Location: Chicago, IL, US, 60607

Requisition ID:17805

Posting Location(s):Illinois

Job Family/Function:Mechanical

Relocation Offered:No

Education Requirements:High School/GED

Travel Requirements:None

Employment Experience Requirements:1 - 3 years of experience

SUMMARY OF DUTIES: Responsible for inspection, testing and maintenance of plumbing, hydraulic and pneumatic systems on rolling stock equipment and components in accordance with FRA and Amtrak standards and guidelines.

PREFERRED EDUCATION:

Completion of technical school or apprenticeship program.

WORK EXPERIENCE: •Experience in troubleshooting, repair, replacement and rebuilding of mechanic equipment and systems. •Experience in testing equipment and repairs to water and sanitation systems. •Knowledge of mechanical, hydraulic and pneumatic systems. •Ability to read mechanical drawings. •Knowledge and skill in the use of specialized tools, equipment and measurements necessary to meet established standards. •Some computer skills.

PREFERRED WORK EXPERIENCE:

•Experience in the maintenance of railroad equipment.

SUPERVISORY RESPONSIBILITIES: No

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 <https://jobs.amtrak.com/job/Chicago-Sheetmetal-Worker-Journeyman-90023250-Chicago-IL-60607/308440800/>

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Machinist Journeyman (includes training) - 90164984 - Chicago

Date: Nov 6, 2015

Location: Chicago, IL, US, 60607

SUMMARY OF DUTIES:

Responsible for inspection, testing and maintenance of locomotives and rolling stock equipment in accordance with FRA and Amtrak standards and guidelines.

WORK EXPERIENCE:

- Experience in troubleshooting, repair, replacement or rebuilding mechanical equipment and systems
- Prefer welding and cutting experience
- Knowledge of mechanical, hydraulic and pneumatic systems
- Ability to read mechanical drawings
- Knowledge and skill in the use of electrical tools, equipment and the measurements necessary to meet established standards
- Some computer skills
- Ability to read, write and communicate proficiently

PREFERRED WORK EXPERIENCE:

- Experience in the maintenance of railroad equipment.

PREFERRED EDUCATION: • Completion of technical school or apprenticeship program.

COMMUNICATION AND INTERPERSONAL SKILLS:

Must have excellent verbal and written communication skills.

Requisition ID:17809

Posting Location(s):Illinois

Job Family/Function:Mechanical

Relocation Offered:No

Education Requirements:High School/GED

Travel Requirements:None

Employment Experience Requirements:1 - 3 years of experience

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Apply online at <https://jobs.amtrak.com/job/Chicago-Machinist-Journeyman-%28includes-training%29-90164984-Chicago-IL-60607/308033800/>

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Administrative Assistant-Urology / Ann & Robert Lurie Children's Hospital of Chicago

Tracking Code 4683-177

General Summary of Position Responsibility:

Provides administrative clerical support to a Director (reporting to Administrator) and/or Physician (non-division/department head) and their respective staff.

Essential Job Functions: Prepares and compose routine correspondence, memoranda, reports, etc. Screens telephone calls and visitors, and resolves routine and some complex inquires. Schedules and maintains calendars, meeting and travel itineraries. Interviews patients by phone to obtain demographic and insurance information for registration process. Schedules outpatient and inpatient services. Schedules and coordinates various other diagnostic tests. Creates medical charts, obtaining medical information (medical records, dictations, etc) and diagnostic records prior to patient consultation with the physician. Primary responsibility for managing the Urology fellowship and residency programs in conjunction with the Fellowship Director. Performs job functions adhering to service principles with customer service focus of innovation, service excellence and teamwork to provide the highest quality care and service to our patients, families, co-workers and others.

Knowledge, Skills and Abilities: High school diploma or equivalent required. Additional post-high school education/training in secretarial, general business preferred. Two years general office or secretarial experience required. Hospital or physician office experience preferred. Experience working with Microsoft applications such as Microsoft Word, Excel, and PowerPoint with the ability to operate standard office equipment (examples: photocopy machine, facsimile machine, calculator, etc.). Ability to type at least 40 wpm is preferred. Must have excellent organizational and prioritization skills to effectively manage priorities of multiple team members. Experience with EPIC Ability to provide high level of quality customer service to team members, employees, management staff, in addition to external customers.

Job Location Chicago, Illinois, United States

Position Type Full-Time/Regular

FTE Status 1.0

Work Days Monday-Friday

Shift Hours 8:00am-4:30pm

Shift DAY

Apply online at

https://luriechildrens.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=4683&company_id=16177&version=1&jobBoardId=1112

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Job Title: Administrative Assistant I / Rush University Medical Center

Shift: 1st

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

Specialty: Neurosurgery

Job Number: 2015-2442

Position Responsibilities:

Provide administrative support to the department chairperson and management team
Responsible for patient correspondence as well as maintaining slide presentations, lectures and published manuscripts.

Acts as the liaison for the physicians in relation to administrative and clinical issues.

Manages the physician's daily calendar, including all appointments, internal and external meetings, and lectures, depositions for patients, investigators, and speaking /presentation engagements.

Updates and maintains physicians' folders, i.e. licenses, promotions, reference, CV's, grants, abstracts, etc.

Completes travel arrangements, process & track all departmental invoices and physician travel documents.

Responds to written or verbal requests for charts to be copied, faxed or mailed to other doctors, attorneys, social security, disability or patients.

Responsible for updating the secretarial staff manual of all policies and procedures as they relate to changes in: patient related initiatives, academic and travel functions in the Medical Center.

Prepares power point slides for physicians, including submitting the same to Computer Graphics or Photography for completion.

Creation of ad hoc reports for the management team

Other duties as assigned

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

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=20151110104343&

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Electrician Journeyman - 90074855 – Chicago / AMTRAK

Date: Nov 6, 2015

Location: Chicago, IL, US, 60607

SUMMARY OF DUTIES: Responsible for inspection, testing and maintenance of electrical, electronic and HVAC systems on rolling stock equipment and components in accordance with FRA and Amtrak standards and guidelines. Works on electrical systems and components with AC and DC voltage.

WORK EXPERIENCE:

- Completion of technical school or apprenticeship program preferred
- Experience in electrical repairs, and testing advanced electrical/electronic systems and reading, drafting, and interpreting circuit diagrams, schematics and mechanical drawings
- Experience in both A/C and D/C electrical systems
- Must successfully complete training and attain/retain certifications applicable to assigned job
- Knowledge of mechanical and electrical systems
- Ability to troubleshoot using schematics and multimeters
- Knowledge and skill in the use of electrical tools, equipment and the measurements necessary to meet established standards.
- Some computer skills
- Ability to read, write and communicate proficiently

PREFERRED WORK EXPERIENCE: • Experience in the maintenance of railroad equipment preferred

Requisition ID:17807

Posting Location(s):Illinois

Job Family/Function:Mechanical

Relocation Offered:No

Education Requirements:High School/GED

Travel Requirements:None

Employment Experience Requirements:1 - 3 years of experience

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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 <https://jobs.amtrak.com/job/Chicago-Electrician-Journeyman-90074855-Chicago-IL-60607/307972600/>

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OBS Trainee* (Train/Service Attendant) - 90194490 – Chicago / AMTRAK

Date: Nov 3, 2015

Location: Chicago, IL, US, 60607

PREFERRED EDUCATION:

Some college, food service industry or transportation related training.

WORK EXPERIENCE: •Food and beverage handling experience. •Cash handling and customer contact experience. •Experience in housekeeping.

OTHER REQUIREMENTS: Must be at least 21 years of age upon completion of classroom training (due to service of alcoholic beverages). Successfully complete a customer service aptitude testing instrument. Successfully complete drug screening and pre-employment medical exam. Must be able to lift heavy items. Must be able to work while standing for long periods of time.

Must be able to work a variety of hours and days off, including up to eight days away from home crew base. Demonstrate a friendly, outgoing, and courteous disposition. Must wear company provided uniform, comply with company grooming policies.

Additionally, you may be required to pass various technical and/or cultural fit assessments relevant to this position.

COMMUNICATION AND INTERPERSONAL SKILLS:

Must have excellent verbal and written communication skills.

Requisition ID:17751

Posting Location(s):Illinois

Job Family/Function:Transportation

Education Requirements:High School/GED

Travel Requirements:Up to 100%

Employment Experience Requirements:1 - 3 years of experience

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Apply online at <https://jobs.amtrak.com/job/Chicago-OBS-Trainee-%28TrainService-Attendant%29-90194490-Chicago-IL-60607/307202000/>

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Courier - Chicago, IL

Job ID #: 4467

Position Type: Regular Full-Time

Education Required: High School Diploma

Experience Required: 1 - 3 Years

Relocation Provided: No Relocation Offered

Position Description

The Courier will be responsible for driving to customer locations to deliver/retrieve items that require secure, environmentally controlled storage.

Requirements:

- High school education or equivalent
- Must be at least 21 years of age
- Maintain a valid, commercial Class "C" driver's license
- Maintain eligibility for appropriate company insurance coverage
- Maintain DOT-required medical certification
- Comply withal Company safety rules and regulations
- Must be able to read, write and communicate in English
- Ability to calculate figures to reconcile container amounts with paperwork
- Ability to apply concepts of basic accounting (counting)
- Ability to solve practical problems and deal with a variety of concrete variables
- Ability to interpret a variety of instructions furnished in written, oral or schedule form
- Must be computer literate
- Required to sit – 3 to 6 hours per day
- Use hands/fingers to handle controls and talk or hear – 6 to 8 hours a day
- Reach with hands and arms – 3 to 6 hours per day
- Stand, walk and stoop 0 to 3 hours per day
- Regularly lift and/or move up to 50 pounds

Valued Experience: • Industry experience • Logistics (movement of people and customer property) • Property/vehicle management

Recall is an EEO employer. Diverse candidates are encouraged and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

Apply online at

http://careers.peopleclick.com/careerscp/client_recall/external/en/gateway.do?functionName=viewFromLink&jobPostId=13154&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE

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Greyhound Driver-Chicago IL (2596)

The Greyhound driver's mission is to make enjoyable travel possible for everyone, providing the opportunity for anyone to travel in North America with safety, dignity and convenience.

As a Professional motorcoach operator, you will transport our passengers and packages safely nationwide.

If you are a professional, enthusiastic and dedicated individual interested in driving for a North American icon, we'd love to hear from you. We offer free training and you earn money while you learn.

Greyhound Driver Benefits

Offering major medical plans, dental, vision, free travel, 401K with company match and more.

To qualify, you must:

- Be at least 22 years of age
 - Pass a DOT physical, criminal background check and drug screening
 - Have a valid driver's license
 - Have a good driving record
 - Successfully complete Greyhound's driver training program
 - Be able to report to work location within two hours to apply for any hiring location.
- To learn more about Greyhound's Driver Requirement and Driver Training School,

Please watch Greyhound's Driver Recruiting video:

https://www.youtube.com/watch?v=D_mZDe_0S2M

The online application should take around 30 minutes to fill out if you have all of your information gathered before you begin.

Before beginning the online application, please make sure you know your 10 year residence addresses and date history and 10 year employment history including dates of employment gaps (unemployed periods).

Apply online at https://apply.firstgroupcareers.com/vacancy/greyhound-driver-chicago-il-2596/2622/description/?_channelid=18

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Trust & Fund Services Analyst ~ Chicago, IL / Bank of America

Chicago, IL, United States

Job number: 1500064164

Job description

Responsible for reconciliation, validation & data analysis of reporting data received from clients.

Ensures accurate, efficient, and timely preparation of outbound reports for all loans within the servicing portfolio on a periodic or ad hoc basis for investors and/or internal business partners.

This position requires the ability to apply analytical skills and sound judgment, focusing on key areas of servicer and investor impact to ensure accurate management and administration of the portfolios.

Qualifications

Required Skills:

- Must have strong analytical and organizational skills
- Driven, motivated and ability to meet tight deadlines
- Must have attention to detail
- Must have flexibility to work different duties as needed
- Proficient in all MS Office applications
- Advanced Excel skills (working knowledge/usage of complex formulas, pivot table, Vlook-ups)
- Bachelor degree or equivalent work experience preferred
- Investor reporting and/or default management experience.

Posting Date: 11/09/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: Mon to Fri 8:00 am to 5:00 pm

Apply online at <http://careers.bankofamerica.com/job-detail/1500064164/united-states/us/trust-and-fund-services-analyst-~chicago-il>

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Mortgage Loan Officer - St. Charles, IL

Saint Charles, IL, United States

Job number: 1500069742

Job description

The Mortgage Loan Officer (MLO) proactively solicits new residential mortgage business and sells Bank of America mortgage products to meet established loan quality and production goals.

Qualifications Required Skills:

- Two to three years of experience in a loan origination experience
- Knowledge of conventional and/or government guidelines
- Knowledge of processing underwriting and/or closing procedures/federal lending regulations governing real estate lending
- Ability to manage a heavy pipeline of 50 plus loans
- Strong written and verbal communications skills
- Teamwork and customer service skills a must
- Self-motivated and highly organized
- Ability to prioritize multiple competing task

Desired Skills

- Familiar with FHA and HUD guidelines
- Strong computer skills including MS applications and previous experience utilizing laptop technology for communication purposes including accessing rate, credit and loan status information. Solid time management skills and the ability to organize, prioritize and perform multiple tasks simultaneously. Ability to communicate clearly and effectively, both verbally and in writing, across a variety of audiences
- Ability to analyze and comprehend complex financial data and provide financial alternatives. Professional and effective interpersonal skills
- Polish or Spanish Language Preferred

Posting Date: 11/09/2015

Location: US-IL-Saint Charles

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500069742/united-states/us/mortgage-loan-officer-st-charles-il>

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South Suburban - Financial Ctr Mgr II - 83rd & Princeton

Chicago, IL, United States

Job number: 1500068799

Qualifications

Required Skills

A minimum of three years recent experience building, leading, managing and coaching a team

Proven results exceeding goals in a customer-centric, results-driven environment

Demonstrated ability to influence and collaborate with others outside of reporting authority to achieve shared goals

Proven customer service skills and the ability to resolve problems independently or escalate as needed to promote customer satisfaction

Strong financial and business acumen including experience in leading managers and interpreting financial reports to drive profitability

Proven record of balancing risk and making sound decisions while achieving business goals

Strong interpersonal skills, including the ability to easily engage others in dialogue, convey sincere interest in building/deepening relationships, and demonstrate a commitment to providing personalized service

Strong organizational skills including the ability to manage multiple responsibilities, prioritize and delegate while delivering results

Strong communication skills (including verbal, non-verbal, written and presentation) and active listening skills

Proficiency in computer skills and professional programs (for example, Microsoft Office)

Ability to pass pre-employment assessments and compliance requirements

Availability to work weekends and/or extended hours as required to run the business

Desired Skills

Undergraduate degree: Bilingual (fluent verbal and written). Experience in the following industries: Consumer banking/financial services, mortgage, retail or hospitality

Posting Date: 11/06/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: M-S

Apply online at <http://careers.bankofamerica.com/job-detail/1500068799/united-states/us/south-suburban-financial-ctr-mgr-ii-83rd-and-princeton>

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**Chicago Metro - Part Time Teller - Humboldt Park Financial - Chicago, IL
(Spanish Bilingual Preferred)**

Chicago, IL, United States
Job number: 1500065923

Qualifications

Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment

Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections

Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services

Ability to respond and assist customers with inquiries and/or problem resolution

Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills

Careful attention to detail and time management

Proficiency in basic computer skills

Pass pre-employment assessment

Desired Skills:

Minimum of six months cash handling experience

Spanish Bilingual

Posting Date: 11/06/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Parttime

Hours Per Week: 20.00

Shift: 1st Shift

Weekly Schedule: Tues, Thurs, Fri 12-6pm; Rotating Saturdays 8:30am-1pm

Apply online at <http://careers.bankofamerica.com/job-detail/1500065923/united-states/us/chicago-metro-part-time-teller-humboldt-park-financial-chicago-il-spanish-bilingual-preferred>

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Chicago Metro -Teller - Garfield Ridge Financial Center - Chicago, IL

Chicago, IL, United States

Job number: 1500068289

Qualifications Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment

Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products

Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections

Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services

Ability to respond and assist customers with inquiries and/or problem resolution

Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills

Careful attention to detail and time management

Proficiency in basic computer skills

Pass pre-employment assessment

Desired Skills: Minimum of six months cash handling experience

Bilingual Spanish or Polish

Posting Date: 11/06/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: Mon-Wed 8:30-5:30, Fri- 8:30-6:30, Sat 8:30-1:30

Apply online at <http://careers.bankofamerica.com/job-detail/1500068289/united-states/us/chicago-metro--teller-garfield-ridge-financial-center-chicago-il>

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