



Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CS3223

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 WPM. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm

Location: Division of Child Support Services

Downstate Operations (55)

Aurora Regional Office, 227A North Genesee, Waukegan, IL 60085 (Lake County)

Agency Contact: Leslie Guennewig

509 South 6th Street

Springfield, IL 62701

(217) 557-3900

(217) 524-3960 - Fax

How to Apply:

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

Option 2 - Typing

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Bus Groomer

Cabin Agent

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Delivery Agent

Dispatcher

Electric Cart Driver

Guide

Janitorial

Lavatory Service Agent

Lobby Agent

Matron

Mechanic

Passenger Service Assistant (Wheelchair)

Security Sweeper

Shuttle Driver*

Skycap

Ticket Verification Agent

Traffic Control

Tug Driver

Unaccompanied Minor Agent

Warehouse Agent

Widget Driver

Widget Guard

Apply online at http://www.airservcorp.com/job_descriptions.php

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Front Desk Customer Service

All times are in Central Standard Time.

Job ID 2015-7536

Center South Side

Address 6330 S. Stony Island

Positions 1

City Chicago

Category Sales/Membership Services

State IL

Type Hidden (2050)

Hours per Week 15-29

Variable Schedule Monday - Sunday

Job Summary

The Front Desk Customer Service staff will interact with the members and uphold the member experience standards. They will be the daily point of contact for members, determining their needs and offering solutions to meet these needs. They will be responsible for providing a high level of customer service to Y members, program participants and guest.

Requirements:

Must have high school diploma or GED.

One year of member relations or customer service.

Must be a problem solver and a proven track record of complaint resolution.

Strong interpersonal skills with the ability to build rapport and credibility quickly.

Entrepreneurial spirit with the ability to work in highly flexible, rapidly changing and ambiguous work environment

Must have excellent written and verbal communications skills.

Must be able to work a variety of hours including holidays and at least one weekend and one evening per month.

Must be able to work a minimum of 15 hours per week with a minimum of 4 hour shifts between the hours of 8 am to 8 pm Monday - Friday and 10 am to 4 pm on Saturday and Sunday.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/7536/front-desk-customer-service/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false&jan1offset=-360&jun1offset=-300>

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Receptionist/Front Desk Coordinator

Found Chicago - Chicago, IL

Position

Reporting to the Director of Operations (DO), the Front Desk Coordinator (FDC) handles front office reception and administration duties and operates as the organization's gatekeeper as most everything crosses his/her desk first.

Responsibilities

Ensure reception area is tidy.

Handle the day-to-day communications for the DD

Collect and distribute parcels and other mail as well as manage its distribution.

Keep the office organized and running efficient, oversee office supplies — ordering them as needed — keeps track of inventory.

Assist in special event projects as needed.

Process all daycare and boarding reservations thru Kennel Connections.

Schedule dog evaluations and training classes for trainers.

Monitor and respond to general email inquiries and phone calls regarding services offered, taking messages when needed and routing emails and calls to appropriate people.

Handle daycare and boarding reservations as well as assist checking daycare and boarding dog's in/out.

Responsible for creating, maintaining and updating Constant Contact and eTapestry databases as directed by DD and DO.

Manage and maintain Found Chicago dog records including maintaining all vaccine records in Kennel Connections.

Job Type: Full-time

Apply online at <http://www.indeed.com/cmp/Found-Chicago/jobs/Receptionist-Front-Desk-Coordinator-5e239d809e759f3d?q=receptionist>

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Receptionist/Office Assistant

Continental Nursing & Rehabilitation Center - Chicago, IL

Continental Nursing & Rehabilitation Center is seeking a to fill a Full-Time and Part-Time Receptionist position.

The selected candidate will possess highly developed customer relation and customer service skills.

The receptionist may be the first point of contact for visitors, family and others contacting or entering the center or telephone, and is the face and voice of the center during those interactions.

The receptionist will also be have some clerical duties assigned as determined by the facility administrator.

Excellent customer service skills.

Exhibits highly developed language and communication skills

Good basic math skills.

Excellent time management skills.

Ability to work under instances of stress and problem solve.

Knowledge of basic clerical and administrative support duties.

Excellent attendance

Previous experience in Long Term Care preferred.

One (1) year receptionist experience required.

Required experience: Receptionist: 1 year

Apply online at <http://www.indeed.com/cmp/Momence-Meadows-Nursing-&-Rehabilitation-Center/jobs/Receptionist-Office-Assistant-62db42b64eaefc56?q=receptionist>

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Clerical Admin

Global Credit & Collection Corp - Chicago, IL

\$14 an hour

We are Global Credit and Collections Corp – a talented management and employee base with vision and full commitment to your success. This is a fast paced environment where successful candidates must be able to multi-task and reach targets. Our Client Services department is in need of Clerical staff for our Chicago location.

Position Summary

Serves as front-line interface with public both in-person and telephonically by greeting visitors, answering telephones, receiving walk-in payments, and directing all to the appropriate destination. While in this role, provides secondary administrative/clerical support via multi-tasking while in primary role. Understanding FDCPA helpful, but not required. Maintain confidentiality of secure and sensitive information. Reporting, logging and documentation. Documenting and distributing faxes and priority correspondence in a timely basis. Scanning and attaching correspondence received by consumers to our Latitude system. Creating, faxing and mailing consumer letters. Able to handle heavy call volume. Maintains security infraction logs, UPS, and issuance of temp badge ID logs. Receives stores, distributes, and sends various documents, material and mail.

Required Qualifications:

Ability to solve problems independently and multi-task while working in a fast-paced, energetic team environment.

Demonstrated platform skills including, but not limited to, proficiency in:

- written and verbal communication skills (effective memorandums to negotiations skills)
- communication skills
- typing skills
- interpersonal skills
- Microsoft Outlook, Excel, Word

Ability to deal with all levels of personnel in a courteous and efficient manner and exercise discretion on confidential matters.

Job Type: Full-time

Salary: \$14.00 /hour

Local candidates only: Chicago, IL

Required experience: Office exp, including proficiency in Microsoft Word, Excel &

Outlook: 2 years

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/Global-Credit-&-Collection-Corp/jobs/Clerical-Admin-0fc6b719169c18e0?q=receptionist>

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Job Title: Office Assistant / Concierge - Law Firm Environment

POSITION PROFILE

Provides operations functions in one or all of the following areas: operates high volume duplicating equipment, performs associated copying tasks, operates high volume document scanning equipment, operate high volume mail processing equipment.

Ships and receives product and supplies, sorts, distributes and handles incoming and outgoing mail/faxes, as well as applies necessary postage.

Provides copier maintenance and/or repair of customer site equipment. May also perform one of the following at entry level: bindery, QC and final check, housekeeping, file services, call center representative, etc.

This position reports directly to the Site Manager, Site Supervisor or Assistant Site Manager, depending on site personnel configuration.

QUALIFICATIONS (Education, Experience, and Certifications)

Typically Required:

Requires high school diploma, GED, or equivalent work experience. Some related copy job experience is preferred. May require a valid driver's license and minimum levels of auto insurance coverage per Ricoh policy. Demonstrated competency in basic computer skills including proficiency in MS Office Suite.

Ricoh is an EEO/Affirmative Action Employer -- Minorities/Women/Protected Veterans/Disabled.

Requirements

Legal Background
High quality customer service
Ability to work independently
City: Chicago
State: IL
Req Number: 15-08540

Apply online at

<https://www.recruitacommunity.com/srctcb/RTI.home?t=127364&r=5000066572910&rb=INDEED>

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Executive Administrative Assistant
Computing Incorporated - Chicago, IL

Job Description: Summary: Receptionist. Coordinate meetings for the advisor, contact facilities for client valet parking, catering, and vendor scheduling, internal meeting scheduling, general filing and potentially process Travel and Expense reports.

Also, any ad hoc requests by management due to resources issues. Provide high-level administrative support by conducting research, handling information requests and performing clerical functions.

Please list your TOP 3 required skills that candidates must have

- 1.) Proficient in Microsoft application
- 2.) Effective communicator
- 3.) Extremely professional

Education/Experience

o High School Diploma or GED required

Skills and Competencies:

o Verbal and written communication skills, multi-tasking, customer service skills and interpersonal skills
o Ability to work independently and manage one's time
o Ability to keep information organized and confidential
o Previous experience with computer applications, such as Microsoft Word, Excel and PowerPoint

Major Job Duties and Responsibilities:

o Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
o Prepare invoices, reports, memos, letters, financial statements, and other documents
o File and retrieve corporate documents, records, and reports

o Open, sort and distribute incoming correspondence, including faxes and emails
o Prepare responses to correspondence containing routing inquiries
o Perform other duties as assigned

Required experience: administrative: 1 year

Apply online at <http://www.indeed.com/cmp/Computing-Incorporated/jobs/Executive-Administrative-Assistant-832746b8b77de59a?q=Valet+Parking>

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Valet/Parking Attendant

Saint Anthony Hospital Chicago, IL 11/17/2015

Position Purpose:

Provide a personal vehicle parking and retrieval service for Hospital guests while offering exceptional guest service and a quick "hustle" that is necessary to run from one area of the Valet/Parking Operations to another.

Job Requirements

High school degree or GED preferred.

Valid Illinois Driver's License required.

Clean driving record required.

Drive vehicles with both standard and automatic transmissions.

Ability to work in a fast paced environment

Possess customer services skills

Possess organizational skills

Employment Type Full-Time

Job Type Health Care

Education High School

Experience 1 to 3 years

Manages Others Not Specified

Industry Healthcare - Health Services

Required Travel None

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=organic&siteid=cb001&job_id=JHQ4QM6XW3X1LVBFBWK&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G

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Job Title: Wage Claims Specialist - Opt SS
Agency: Department of Labor
Closing Date/Time: Wed. 12/02/15 11:59 PM Central Time
Salary: \$3,096.00 - \$3,930.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 48770 15 2

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the manager of wage claims processing, manages an assigned caseload of wage claims, performing complex technical actions and making determinations relevant to the proper processing of individual wage claims. Updates file information, using a computer or manual process, to reflect correspondence or actions taken to complete each case and collect back wages. Prepares cases for hearing or issuance of wage payment demands. Initiates contact with parties, responds to technical inquires related to content and interpretation of the Wage Payment and Collection Act.

Minimum Requirements: Requires high school diploma or equivalent, two years of personnel, payroll or comparable work experience or one year of wage claim experience. Requires extensive knowledge of English, speech, arithmetic, and use of clerical/office equipment, and ability to record and maintain accurate case file information. Requires ability to establish and maintain satisfactory working relationships with claimants, employer and general public.

Work Hours & Location/Agency Contact: Hours: 8:30 - 5:00
Work Location: 160 N. LaSalle Street, C-1300, Chicago, IL 60601
Contact: Illinois Department of Labor
Attention: Ann Pufundt, 900 South Spring Street, Springfield, IL 62704
Fax (217) 782-0596

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 SS - Spanish Speaking

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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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Administrative Coordinator

Location: Chicago , IL

Duties and Responsibilities

Assist the Director with development, planning and coordination of Research Center strategies, initiatives, and activities

Assist the Director with budget planning and management of Center funds
Provide calendar, meeting and administrative support to Director
Assist the Research Center leadership team with administration of Center policies and protocols

Serve as Secretary for Seminar Series Committee – coordinate travel, reimbursements for speakers, and prepare schedule for seminar speakers

Serve as Assistant to the Managing Editor of Fieldiana
Serve as Secretary for Research Leadership Team – coordinate meetings, take notes and prepare minutes

Provide administrative support to Section Heads of the Research Center
Provide administrative support to Research Center staff

Provide support for Research Center events and special projects as requested
Maintain calendar for Zoology Classroom and Research Center Conference Room

Daily mail pickup and package pick-up for appropriate Quadrant of S&E
Maintain supplies and office equipment for appropriate Quadrant

Qualifications

Bachelor's Degree (sciences preferred but not necessary)
3-5 years of prior experience working in an relevant role
Candidates should possess excellent communication, and organizational skills
Must be a self starter with the ability to manage multiple projects with little supervision
Proficient in Microsoft Office Suite

Apply online at <https://www.fieldmuseum.org/about/careers>

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Craftsperson II - Part Time

Location: Chicago, IL

Duties of the Craftsperson II include a variety of repairs and installations to the facility which is not limited to one craft.

Under the direction of Facility management, the Craftsperson candidate is responsible for repair and preventive maintenance duties throughout the museum including:

care of artifacts

live specimens and a variety of routine tasks ranging from building cleanliness to assistance of higher level maintenance craftsperson in performance of maintenance duties.

Qualifications

Vocational / technical high school diploma or equivalent required

One or more years of related specialty experience is essential

Museum, gallery, industrial experience a plus.

Mechanical aptitude desirable.

Ability to work in various interior and/or exterior settings such as: office space, construction zones, exhibition halls, roof, tunnels and etc.

Ability to engage in activities such as lifting, pushing, pulling, reaching upward/downward, grasping, walking, standing, stooping, kneeling, crouching, sitting, and standing

Apply online at <https://www.fieldmuseum.org/about/careers>

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Finance Accountant

Location: Chicago, IL

Recruiters, do not contact the Field Museum with unsolicited services or offers.

The accountant is responsible for preparing journal entries, reviewing expense transfers and preparing monthly account reconciliations.

The accountant works with Development Services to track pledges and contributions.

Special projects are assigned as required and may include investigation and resolution of accounting issues, being a backup resource to account specialists, and responding to financial requests from outside agencies

Duties and Responsibilities

Process Expense Transfers requested by outside departments

Preparation of monthly account analysis and journal entries for contributions and pledges

Review Special Event journal entries, verifying related deposit and receivable balances

Process misc. monthly journal entries and oversee monthly close

Maintain Journal Entry records and fund paperwork

Maintain General Ledger system accounts

Account reconciliations between General Ledger and

Other duties and special projects as assigned

Qualifications

BS/BA in Accounting, and 3 to 5 years general ledger/financial statement accounting experience.

Proficient in Financial Edge, or able to learn the system quickly;

Proficient in Excel

Organized and able to meet daily, weekly, and monthly deadlines;

Strong analytical, critical thinking and problem solving skills;

Familiar with fund accounting and not-for-profit GAAP;

Eager to interact with Finance and other Museum staff;

Able to communicate positively with auditors, bankers and other external agencies.

Apply online at <https://www.fieldmuseum.org/about/careers>

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Grants Specialist

Location: Chicago, IL

The Grants Specialist facilitates all Museum post-award grants activities under the supervision of the Grants Compliance Director. The Grants Specialist is responsible for the integrity and accuracy of all grants data in the financial software and regularly enters, updates, and maintains grants data. Establishes, monitors and revises grant budgets in a manner consistent with grantor requirements and Museum procedures. Creates comprehensive reports in the software to disseminate grant budget and expenditure data to principal investigators. Uses grants data in the software, reports, spreadsheets, and other management tools to exercise regular oversight over grant requirements. Maintains the relationships between, builds, revises and regularly reconciles these grants management tools. Exercises independent judgment to identify compliance needs and takes appropriate actions to communicate with principal investigators and the Director. Prepares accurate grant billings and reports for submission to grantors by accurately completing financial calculations to determine correct billing and reporting amounts for grant & cost share expenditures. Schedules grant set-up meetings and corresponding with principal investigators and grantors. Reviews all grant and cost share expenditures to determine compliance with federal, state and local procurement laws and regulations. Communicates with and prepares grants reports & notifications to assist principal investigators in meeting compliance requirements. Closes-out grants. In consultation with the Director, builds and revises content for grants website, organizes electronic grants files, writes grant policies, operational procedures and checklists, builds indirect cost rate proposals, and federal property inventories. Supports the Director during audits, and with periodic federal, state and local grants compliance submissions. Additional duties and responsibilities include: creating grant files, maintaining electronic and hard copy filing systems, filing, and maintaining closed grant files.

Qualifications: The position requires an individual with independent judgment, excellent analytical and communication skills, an ability to correctly interpret grant agreements and government regulations, and strong mathematical skills for performing accurate calculations. Attention to detail, outstanding organizational, work-flow and time management skills paired with excellent verbal and written communication skills are necessary qualities. Work experience in grants administration is essential. The Grants Specialist must possess solid computer literacy skills, including the ability to build, update and maintain the grants website, proficiency in Microsoft Excel, Microsoft Word and Google Mail & Calendar. Experience using financial management software such as Blackbaud's Financial Edge is preferred. Solid work experience in grants administration and an undergraduate degree are required. Experience in a not-for-profit setting and coursework in Grants Management, Public Administration, Finance, Accounting, or Business Administration are preferred.

Apply online at <https://www.fieldmuseum.org/about/careers>

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Groundskeeper

Location: Chicago , IL

The Groundskeeper is tasked with maintaining the grounds around the iconic Field Museum, including skilled landscaping and manual work necessary to maintain museum grounds. Work is accomplished within established procedures and as directed by team leader, manager or director.

Duties and Responsibilities

Maintain landscaping by means of: mowing, trimming, weeding, pruning and watering lawn, bushes, shrubs, and plants.

Maintain clean and hazard free sidewalks, staircases, pathways, lawns, flowerbeds, parking lot and emergency exits from trash, debris, snow, ice, and etc.
Remove debris and flush drainage systems.

Use and maintain hand tools and equipment such as: mowers, blowers, chainsaws, bob cat, museum truck and etc.

During times of inclement weather or down time, other duties may be performed at the discretion of supervisor or manager.

Qualifications

Ability to operate hand tools, landscaping equipment and driving / steering functions.

Must be self-motivated and able to work with little or no supervision.

Ability to learn and utilize maintenance software.

Must have adequate verbal and written communication skills, and the ability to comprehend written and verbal instructions.

Maintain safe working environment and practices at all times.

Must be willing to work flexible hours, weekends and holidays

Must possess valid IL driver's license

High school diploma or equivalent required

One or more years of related work experience

Able and willing to work in all weather conditions, including windy, wet, cold and hot temperatures.

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Intern, Stewardship Field

Location: Chicago, IL

Term: One-two days per week from December 2015 February 2016, with the possibility of extension into spring 2016. Please submit a cover letter and resume via our online application.

The Stewardship Intern will work with Keller Science Action Center's Calumet Region team to coordinate and implement ecological restoration projects with high-school students and adult volunteers. Some of this work will occur in partnership with the Calumet Stewardship Initiative (CSI), a consortium of over 40 organizations which engage partner organizations and residents of southeast Chicago and northwest Indiana in nature education, ecological stewardship, scientific discovery, and cultural understanding.

Responsibilities

General support of volunteer stewardship program tasks, as assigned

Assist with volunteer trainings for stewardship volunteers

Work with CSI to promote events and other partnership activities to the public

Assisting with work-day follow up cleaning up tools, and following up with volunteers

Posting volunteer day information through various channels including social media, websites, emails, direct flyers to neighbors, etc.

Assisting with workday planning posting signs, making phone calls, organizing tools and supplies

Co-lead volunteer stewardship workdays at natural areas in the Calumet region, primarily on the southeast-side of Chicago.

Qualifications

Familiarity with the Calumet Region preferred

Ability to travel extensively in the Calumet region

Availability on Saturdays

Strong verbal and written communication skills

Experience with outreach through social media, websites, etc.

Previous direct experience in the ecological restoration of Midwestern natural communities prairies, savannas, and wetlands.

Interest in community-based conservation and working with diverse communities

Must be in school or have graduated within the past 6 months of the start of the internship

Apply online at <https://www.fieldmuseum.org/about/careers>

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Cashiers Associate

Location: Chicago, IL

Requisition ID: 838-975225

Shift: Flexible

Status: On Call

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

RESPONSIBILITIES:

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

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

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

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5176032>

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Markdown Associate

Location: Chicago, IL
Requisition ID: 838-975227
Shift: Flexible
Status: Seasonal

FOCUS OF POSITION:

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

RESPONSIBILITIES:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
Ensure merchandise pricing is complete and accurate
Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/markdown-associate-chicago-illinois-job-5176008>

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Stock Merchandise Flow Associate

Location: Chicago, IL

Requisition ID: 976307

Shift: Flexible

Status: Seasonal

At Burlington, we know you're looking for a unique and rewarding work experience, one where you can feel like you make a difference. When joining our stores' team, you will be making that difference to your customers, your community and your career! Each one of our associates matters and we recognize each colleague's contributions in a variety of meaningful ways. Our Stocking & Receiving associates can learn new skills and work a flexible schedule which is typically Monday through Friday early mornings. As a Burlington Associate, you will have the opportunity to have fun and work with other dedicated team members while providing a great shopping experience to our customers! Our associates are important to us and are the reason for our success. To support our holiday business, we are looking for people to join our SEASONAL Stock & Merchandise Flow TEAM.

GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards. Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area. In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

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

If you are interested in a seasonal opportunity in retail, come join our team. You're going to like it here!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5175825>

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