



Title: Administrative Assistant II

Requisition #: 147683

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division: Retail

Posted Date: 11/24/2014

Grade: 08

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Performs a wide range of administrative duties of a highly responsible and complex nature generally for one or more upper level managers. Administers programs, projects, and/or processes specific to the operating unit served. May serve as a liaison with others within and outside the company regarding administrative issues related to purchasing, personnel, facilities, and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: * Provides optimum support to the manager(s) by remaining aware of departmental goals, providing ongoing communication and organizing priorities to meet deadlines. * Coordinates manager's schedule, makes appointments, and arranges and coordinates travel schedules. * Answers and screen manager's calls. Arranges conference calls.* Answers routine question inquires and determines which items are to be handled by manager's subordinates and forwards appropriate items to manager. * Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.* Prepares a variety of special and recurring reports containing highly confidential information following manager's general directions.* Types letters and reports from rough drafts, making changes in grammar, punctuation or spelling as needed.* Organizes and maintains confidential file system and files correspondence and other records.* Orders office supplies and arranges for equipment maintenance.

SUPERVISORY RESPONSIBILITIES: None.

MINIMUM KNOWLEDGE & SKILLS REQUIRED: * Requires ability to properly read and write well enough to type, edit, and proof general business correspondence and prepare reports as normally acquired through completion of a high school education. * Requires an in depth understanding of company policies, procedures, and operations in order to assume a variety of administrative details usually acquired in four years of secretarial experience, including at least two years of related experience with the Company.

* Experience with Microsoft office products, such as Word and Excel is necessary.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=147683&szReturnToSearch=1&szWordsToHighlight=&referralid=ind

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Server-Room Service-140021FS

Job: Food and Beverage Services

Primary Location: USA-IL-Chicago-JW Marriott Chicago

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Full-time

Job Summary

Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, recook orders, and product availability. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Record transaction in MICROS system at time of order. Check in with guests to ensure satisfaction with each food course and/or beverages. Pick-up trays and clean tables as needed to ensure a clean dining area. Maintain cleanliness of work areas, china, glass, etc., throughout the day. Maintain cleanliness of work and guest areas by clearing, collecting and returning food and beverage items to proper area. Complete closing duties, including restocking items, turning off lights, etc. Present physical and accurate check to guest and process payment.

Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and objects in excess of 50 pounds with assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.

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IN-HOUSE REGISTRY NURSE-MATERNAL CHILD-PEDIATRIC NICU-STROGER-SHIFT: 7:00AM-3:00PM

Job Number: 00115945

Job Posting: Nov 24, 2014, 3:04:24 PM Closing Date: Dec 8, 2014, 11:59:00 PM

Part-time: Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

Collective Bargaining Unit: NNOC Nurses NNOC Nurses

Posting Salary: STARTING SALARY:\$37.50

Organization: Health and Hospital Systems

JOB SUMMARY

The In-House Registry Nurse is a professional care provider responsible and accountable for coordinating and providing safe, effective individualized nursing care to patients and supportive care to significant others. Assesses patient's needs and plan, implement and evaluate nursing care according to established standards. These activities require nursing judgment based on application of scientific principles of nursing, problem solving and teaching/learning. May also supervise and assign duties to others when assigned as Charge Nurse or Team Leader.

MINIMUM QUALIFICATIONS

Must be licensed as a Registered Nurse in the State of Illinois. Minimum three (3) years of nursing experience in pediatrics. Must be certified in Neonatal Resuscitation Program (NPR). (Must provide proof at time of interview). Must be certified in Basic Life Support (BLS). (Must provide proof at time of interview). Must be certified in Pediatric Advanced Life Support (PALS). (Must provide proof at time of interview). Must be certified in Advanced Cardiovascular Life Support (ACLS) certification or be able to obtain one within 6 months of hire.

PREFERRED QUALIFICATIONS

Bachelors of Science in Nursing (BSN) from a college or university. Three (3) years of current level 2 or 3 PICU experience. Bilingual in English/Spanish.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service

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CLINICAL NURSE I - PEDIATRIC EMERGENCY MEDICINE

SHIFT: 3:00 PM - 11:00 PM

Job Number: 00114931

Job Posting: Nov 24, 2014, 1:36:38 PM Closing Date: Dec 8, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: NNOC Nurses

Posting Salary: \$27.11-HOURLY

Organization: Health and Hospital Systems

PLEASE BE ADVISED that this position is covered by the collective bargaining agreement between Cook County and the National Nurses Organizing Committee. Pursuant to the collective bargaining agreement, Cook County will exhaust internal eligible applicants prior to considering external applicants. Cook County is assembling a list of qualified candidates for this position that will be considered should the position not be filled with internal eligible applicants.

JOB SUMMARY: The Pediatric Emergency Department Clinical Nurse I is a registered professional nurse provider responsible and accountable for providing safe patient-centered nursing care of Pediatric Emergency Department patients. The Clinical Nurse I applies knowledge of the nursing process to implement nursing practice and perform technical skills for patient care delivery. Competent nursing practice is accomplished through his/her application of scientific principles of nursing, problem solving skills and demonstrated teaching/learning experiences. **MULTIPLE VACANCIES**

MINIMUM QUALIFICATIONS: Must be licensed as a Registered Professional Nurse in the State of Illinois. (Must provide proof at time of interview) Must be a graduate of an approved school of nursing. One (1) year of Emergency Room, Critical Care, Pediatric Intensive Care Unit or Pediatric experience as a Registered Professional Nurse is required. Must possess an active CPR card. (Must provide proof at time of interview) Must be certified in Advanced Cardiovascular Life Support (ACLS). (Must provide proof at time of interview) Must be certified in Pediatric Advanced Life Support (PALS). (Must provide proof at time of interview) Emergency Communication Radio Nurse (ECRN) certification required within six (6) months of hire, required.

PREFERRED QUALIFICATIONS: Bachelor of Science in Nursing (BSN) is preferred. **MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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CLERK V-ACHN-SPECIALITY CARE CENTER-SHIFT: 11:00am to 7:00pm

Job Number: 00116810

Job Posting: Nov 24, 2014, 11:42:38 AM Closing Date: Dec 8, 2014, 11:59:00 PM

Full-time Shift Start Time: 11:00 A.M. Shift End Time: 7:00 P.M.

Collective Bargaining Unit: AFSCME 1111 Health and Hospital Systems

Posting Salary: STARTING SALARY:\$15.82

Organization: Health and Hospital Systems

JOB SUMMARY

Under general supervision, this position performs a variety of clerical functions requiring discretion and independent judgment. These duties include patient registration, scheduling, discharge and filing. Will answer all calls and route them appropriately. Contacts patients for follow up as needed. May act as the lead worker or act as an interpreter, when indicated. All duties are performed in a highly confidential manner. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

Must possess a High School Diploma or GED (Must provide proof at time of interview).

A Minimum of two (2) years of clerical work experience is required.

Ability to type at a rate of 25 words per minute. (a typing test will be administered)

PREFERRED QUALIFICATIONS Basic computer skills. Knowledge of patient registration. Hospital registration experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated ability in the use of word processing and database software.

Knowledge of standard office practices and procedures.

Ability to utilize standard office equipment.

Excellent verbal and written communication skills.

Ability to communicate with a diverse environment and communicate with tact and courtesy. Ability to understand and follow oral and written instructions.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

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Job Title: ITS Deployment Engineer

Opening Date/Time: Thu. 11/20/14 12:00 AM Central Time

Closing Date/Time: Fri. 12/05/14 11:59 PM Central Time

Salary: \$85,000.00 - \$91,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Description Benefits Supplemental Questions

The incumbent will assist the Traffic Operations Manager and other Engineering staff in developing conceptual designs and cost estimates for potential projects. This includes researching existing or emerging technologies in the traffic management industry, arranging vendor demonstrations and tests, and preparation of technical memoranda discussing results and recommendations. Based on recommended technologies, the incumbent may develop new technical specifications and design details, or work with design consultants to develop this documentation.

The incumbent will directly oversee the operation and maintenance of the system once deployed and accepted. This includes following established procedures, or developing new procedures, to routinely verify proper operation of ITS equipment and validate the quality of sensor data and video. The incumbent will be responsible for coordinating with Tollway maintenance technicians in other departments or units to implement repairs as necessary. The incumbent will also be responsible for managing ITS support and maintenance contracts.

The incumbent will coordinate with other Tollway departments and units as necessary during the design, deployment, operations, and maintenance phases. This includes the Administration and Inspector General Departments, which, in conjunction with Engineering, operate video systems, the IT Department, which provides communications and networking support; and the Business Systems Department, which provides traffic data through the IPASS system.

Typical Qualifications:

- A Bachelor of Science degree in civil or electrical engineering is required for this position.
- Registration as a professional engineer is requires with 8-10 years' experience in Engineering Design and / or Construction Fields.
- Direct experience with ITS deployment is desired.
- Excellent written and oral communications skills.

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Job Title: Maintenance Section Manager

Opening Date/Time: Tue. 11/18/14 12:00 AM Central Time

Closing Date/Time: Wed. 12/03/14 11:59 PM Central Time

Salary: \$76,000.00 - \$86,000.00 Annually

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Examples Of Essential Duties: The Maintenance Section Manager reports directly to the Roadway Maintenance District Manager.

Accountable for:

Assets: \$1,400,000.00

Parts Inventory: \$ 150,000.00

Annualized Material and Operation

Budget: \$ 300,000.00

Payroll annualized (app. 30): \$ 600,000.00

The incumbent oversees one Maintenance Section Supervisor, one Section Clerk, one Parts Clerk, and positions classified as follows:

Equipment Operator / Laborer
Mechanic
Welder
Welder Helper

Typical Qualifications:

High-school graduate or equivalent is required. Good written and oral communication skills are required. Proven knowledge & ability in snow & ice control operations is required. Experience with computerized Maintenance Management Systems and Inventory Control Procedures is desired. The incumbent should have knowledge of and experience in snow and ice removal operations. Experienced in roadway and appurtenant repair operations, management operations and budgeting and personnel (union environment) is required. Excellent interpersonal and organizational skills required. Incumbent should be self-motivated and be able to motivate subordinates. The incumbent will be required to pass a written examination in order to qualify for an interview. Must also have a valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles, and tank truck at the time of testing.

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Cashier Team Member

Date: 11/24/2014

Location: Chicago, IL

Job Number: 4192571

Description:

Provide fast, fun and friendly checkout service. |Resolve guest concerns in a positive, helpful manner. |Work as part of a team. |Know REDcardSM messaging and solicit guest registrations. |

Requirements:

Use excellent guest service skills. |Handle money, refunds and exchanges. |Learn new technology. |Read labels and other product information. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6546458-cashier-team-member-jobs>

Backroom Team Member

Date: 11/24/2014

Location: Chicago, IL

Job Number: 4195028

Description:

Keep merchandise organized and accessible.
|Work as part of a fast, fun and friendly Backroom team.
|Maintain a clean, great-looking store.
|Quickly and accurately respond to merchandise requests. |

Requirements: Help drive sales by pulling merchandise quickly and accurately.

|Place items on shelves and sales floor.

|Move merchandise using the proper equipment.

|Use technology to read instructions and enter information.

|Work independently. |Use excellent planning and organizational skills. |

Benefits: Target merchandise discount.

|Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6546404-backroom-team-member-jobs>

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Sales Floor Team Member

Date: 11/21/2014

Location: Chicago, IL

Job Number: 4193279

Description: Provide fast, fun and friendly service.

|Maintain a clean, great-looking store. |Train new team members.

|Deliver accurate product placement, pricing and labels. |

Requirements: Learn new technology. |Neatly arrange items on shelves.

|Move merchandise using proper equipment and techniques.

|Act quickly to resolve guest concerns.

|Cross train and work in other areas of store as needed.

|Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount.

|Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6534612-sales-floor-team-member-jobs>

Cart Attendant Team Member

Date: 11/19/2014

Location: Chicago, IL

Job Number: 4106055

Description:

Keep carts clean, dry and available. |Keep store and restrooms clean. |Maintain clean, great-looking outside areas. |Resolve guest concerns quickly and professionally. |

Requirements:

Move carts, lift heavy items and use a ladder. |Use excellent guest service skills. |Neatly arrange items on shelves. |Work well outside in varying weather. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6333961-cart-attendant-team-member-jobs>

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City Manager

Location: CHICAGO

Department: Operations

Application Deadline: Wednesday, December 31, 2014

Key Duties:

Selects, trains and mentors operations manager and supervisors.

Ensures all personnel have been trained and retrained according to standard operational procedures.

Ensures highest level of customer satisfaction.

Resolves escalated Customer complaints.

Works with staff to ensure good labor relations are maintained. Includes working with Assistant Business Agents and Ship stewards as well as handling 3rd level grievance resolutions.

Ensures compliance with Safety and environmental standards, including appropriate attendance of safety and risk reduction meetings, handling of accident investigations and conducting road/ride checks.

Ensures sound cash control and maintains GLI field accounting standards.

Develops initiatives to increase sales.

Performs analysis and makes recommendations to ensure competitive advantage from a marketing, customer service and human resources perspective.

Develops budget and manages operating expenses within the budget.

Other duties as assigned.

#LI-DNP

Qualifications:

3 - 5 years of Operational Management experience

1 - 3 years of Financial analysis, customer service, marketing/merchandising and human resources experience

Bachelor's degree preferred in General Business or Transportation

Ability to exercise considerable diplomacy, judgment, and discretion in establishing and maintaining good working relationships with Company and other governing agencies

Safety and WC experience a must

Motivational focus and demonstrated leadership and interpersonal skills

Good organizational skills

Solid verbal/written communication skills. Bilingual preferred

Empathetic, with good listening skills

Ability to make a quick decision

Training experience required

Excellent personal appearance

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Rural Operations Supervisor

Location: SPRINGFIELD

Department: Operations

Application Deadline: Wednesday, December 31, 2014

Key Duties:

- Review current and next day driver assignments for efficiency and operational performance, prepares/reviews daily.
- Ensures all safety manuals, programs, policies and practices are current and meet the needs of the operating divisions. Ensures safety regulations are being observed.
- As needed meets with state and local officials in regards to service enhancements.

#LI-DNP

Qualifications:

- High School Diploma or GED required.
- Some college preferred.
- CSP (Certified Safety Professional) Designation a plus.
- CDL license is required.
- 2 years of experience in a supervisory position.
- Must be able to work independently.
- Knowledge of the state contractual obligations.
- Knowledge of all applicable safety rules, regulations - FTA, FMCSA, DOT a plus.
- Proven leadership ability including motivating, coaching, developing and counseling employees.
- Ability to effectively communicate both verbally and written and exercise active listening skills.
- Strong analytical interpersonal and decision management.

Additional Information:

The Operations Supervisor will be responsible for the daily operation of service. This person will hold responsibility for daily system performance in all functions of operations, including supervising drivers and interfacing with corporate staff.

The operations supervisor is primarily responsible for on-time performance and driver availability and contributes to maintain the safety culture of the division.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Brand Attendant

Date: 11/19/2014

Location: Chicago, IL

Job Number: 4106054

Description:

Deliver great-looking stores, restrooms and outside areas. |Respond to hourly restroom cleanups, and keep stores trash-free. |Be part of a fast, fun and friendly team. |Resolve guest concerns quickly and accurately. |

Requirements:

Use "walkie-talkie". |Quickly respond to clean-up requests. |Use excellent guest service skills. |Lift 40 pounds. | Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6333960-brand-attendant-jobs>

Food Service Team Member

Date: 11/19/2014

Location: Chicago, IL

Job Number: 4102034

Description: Deliver a fast, fun and friendly Food Service experience. |Prepare a fresh, quality product every day. |Follow Food Safety standards and maintain a clean dining area. |Offer guests great-looking food presentation. |

Requirements: Maximize sales by producing the right menu items at the right time. |Partner with Food Team members to keep menu items stocked. |Rotate menu items as necessary for maximum freshness. |Read and follow directions on labels, menus and recipes |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6333060-food-service-team-member-jobs>

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Merchandise Flow Team Member

Date: 11/15/2014

Location: Chicago, IL

Job Number: 4173338

Description :Deliver a great-looking, fully-stocked sales floor. |Offer a fast, fun and friendly guest experience. |Maintain a clean, clutter-free work area. |Quickly respond to all team member requests. |

Requirements: Lift 40 pounds and assist with heavy merchandise lifts. |Move merchandise using the proper equipment. |Use technology to read instructions and enter information. |Work independently. |Drive sales by quickly and accurately placing items on store shelves. |Use excellent planning, organizational and numerical skills. |
Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6505810-merchandise-flow-team-member-jobs>

Assistant Needed for Partner at Startup Venture Fund

Ross Capital

116 W Illinois Street 5E Chicago, IL

Near North Side, River North

Job Description

Need a personal assistant to help assist a partner with day to day errands like bank runs, cleaners, etc. Keep track of calendar, meetings, mail and travel arrangements. In addition you will prepare reports and presentations as well as assist in data gathering and analysis.

All in all, candidate should be well kept, able to converse well, organized, detail oriented, and able to work 20 hours a week. Candidate may work from home majority of time. Must pass a thorough background check.

Requirements & Skills:

Must be 21; Clean background check

Apply online at <http://www.shiftgig.com/job/chicago/il/officeadministration-job-openings-at-ross-capital-8848273>

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Administrative Assistant

Friedman Billings and Ramsey
311 S Wacker Dr Ste 4550 , Chicago, IL
West Loop, Printer's Row
Job ID: 8973537
Job Type: Full Time
Shift Type: Morning
Compensation: \$18
Experience: 1-3 Years
References: Preferred
No walkins or phone calls will be considered. Please apply online

Job Description

We are a global recruiting company with a focus on the interactive gaming, digital media, and mobile technology space. We are seeking an entry-level, eager and passionate Administrative Assistant to support our growing team.

Responsibilities:

- Answering multi-line telephones
- Data Entry
- Filing, copying, and faxing
- Assisting with Accounts Receivables
- Administrative tasks as needed

Job Requirements:

- Proficiency in Microsoft Office
- Professionalism
- Bachelor's Degree preferred but NOT REQUIRED

- Excellent customer service and communication skills
- The ability to multi-task and work in a fast-paced environment
- Strong attention to detail
- Must be organized and self-motivated.

Apply online at <http://www.shiftgig.com/job/chicago/il/payroll-clerk-job-openings-at-friedman-billings-and-ramsey-8973537>

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Assistant Accountant

Chicago, IL

Finance

Job Description

Ensure DSD close responsibilities are completed according to the internal DSD time frame

Ensure timely and complete data is extracted from the Frito Lay's systems and posted into SAP

Record accurately and timely all accruals and elimination entries in the Oracle and SAP ledgers

Responsible for running Oracle and SAP reports to record period-end entries

Ensure proper support is obtained for non-recurring period-end entries

Act as resource for field accruals and cross-charges at period end

Complete the twenty four CDSD Balance Sheet reconciliations, document and communicate unusual activity

Work closely with other parties to ensure all reconciliations are timely cleared

Communicate all risk/opportunity identified on reconciliations

Assist in the completion of Balance Sheet Review explanations

Prepare SOX documentation and submit in a timely manner Responsible for documentation roll-forward

Qualifications:

Bachelor's degree in Accounting

2+ years accounting experience

Strong analytical and problem solving skills with attention to detail and quality

Self-starter with ability to manage multiple concurrent projects with strong organization and time management

Ability to work hands-on in a collaborative environment

Proficient in core Microsoft Windows application software including Excel and Word

Proactive and strong oral and written communication skills

Strong documentation skills

Ability to adapt to changing business processes, technologies

Oracle and/or SAP Knowledge a plus

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Production Supervisor - Manufacturing-MAN000803

WHAT DO I NEED TO DEMONSTRATE?

As well as a hunger to learn and succeed in Manufacturing, to be considered for this position you must be able to meet the following requirements:

Required: High School Diploma or GED with substantial related proven leadership and supervisory experience in a manufacturing setting; Demonstrated knowledge of managing safety and/or quality programs & processes; Operational understanding of warehouse/logistics processes; The ability to prioritize and manage multiple competing requests while maintaining a culture of accountability and execution

Preferred: BS/BA and significant related experience
Experience in the Food & Beverage industry; Experience participating in LEAN manufacturing events, managing LEAN project initiatives; Strong technical aptitude along with proficiency in Microsoft Office and experience with SAP

WHAT ELSE DO I NEED TO KNOW?

Must be able to work on multiple shifts (including weekends) with some 12+ hour days
The ability to work a full shift, come to work on time, work overtime as needed and the ability to work according to the necessary schedule to meet job requirements with or without reasonable accommodation is an essential function of this position. We are 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.

Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. For additional information, please follow this [Link](#) for English or this [Link](#) for Spanish.

Job Function: Manufacturing
Primary Location: USA-IL-Chicago
Job Type: Professional
Closing Date: Dec 24, 2014, 10:59:00 PM
Relocation Assistance: Yes

Apply online at

<https://kelloggs.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=179601>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Part Time Food Service Worker - WAS0000119

Duties and Responsibilities

Assist with the preparation of food and beverages, cleaning work areas, equipment, utensils, washing dishes, dining room bussing, delivery of food, cashiering, customer service and operation of food cart.

Ensure that food is maintained at appropriate temperatures.

May serve a range of hot and cold food, salads and beverages as assigned.

Prepare food for delivery and/or serving, packing food properly for safety and delivery.

Assist in maintaining routine records related to kitchen operation, output and inventory.

Clean, sterilize and or disinfect areas and or equipment.

Maintain an inventory of food, kitchen equipment and supplies.

Keep daily checklist of inventory of food/equipment upon return to kitchen.

Wash dishes, utensils, pots and pans; maintain established sanitary standards; clean stove, steam kettles, ovens and other standing kitchen equipment; sweep and mop floors.

Operate kitchen equipment and report all major repairs or servicing needs to proper authority.

Assist in dining room set-up and clean-up after meals.

Perform related duties as assigned.

Qualifications

Ability to understand basic sanitation requirements related to personal hygiene, food and equipment safety and sanitation.

Ability to manage multiple tasks and meet time schedule.

Ability to understand and follow oral and written instructions.

Meet the physical requirements to safely and effectively perform assigned duties.

Maintain effective work relationships with those contacted in the performance of required duties.

Skill to interact and communicate positively with other staff and customers.

Ability to lift and carry 25-50 pounds.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=61160>

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Job Title: Associate - Food Prep

Description: An Associate in charge of Food Prep will be in charge of just that—slicing and prepping meats, cheeses, and vegetables so we are ready to make sandwiches and salads for our customers. When not focused on Food Prep, he or she may also be assigned to other Associate duties within the shop.

Essential Functions:

- Demonstrate Potbelly's Behaviors and Values— Integrity, Food Loving, Teamwork, Accountability, Positive Energy, Coaching, Delivering Results through Execution, Building and Inspiring Teams, and Creating Potbelly "Fans"-- through all interactions.
- Slice meats, cheeses and vegetables.
- Prepare meats and cheeses for different sandwiches.
- Clean back of the house work stations and slicing machines.

Qualifications / Requirements:

Experience, Education and Behaviors

- Must represent Potbelly Advantage and Our Values.
- At least 18 years old.
- Friendly and Food Loving.
- Ability to work quickly while maintaining safety standards and procedures.
- Ability to properly handle a knife, confidently.
- Attention to detail.
- Ability to work as a team.
- Ability to work early morning hours.
- Ability to work consistent schedule.
- Prior food prep/food service experience, a plus.
- Previous experience controlling food costs, a plus.
- Ability to comprehend and communicate in English via verbal and written communication, such that employee can perform his or her job responsibilities.
- Must demonstrate leadership behaviors and values that align with Potbelly.

For Illinois employees, all employees are required to become food safety certified within 30 days of employment. Failure to do so will result in termination of employment.

Apply online at

<https://www1.apply2jobs.com/Potbelly/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=28&sid=15>

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Account Specialist

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts.

He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards. Other duties as assigned

Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

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

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Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line

Monitor and maintain the flow of guests into ticketed exhibitions
Process ticket orders (cash or credit card) using the Museum's ticketing software
Provide excellent face-to-face customer service for Museum visitors

Staff coat check operations - check bags, coats and renting strollers/wheelchairs
Facilitate the admission process by providing information to visitors as they wait in line.
Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment
Must be available at least one weekend day per week
Must possess excellent communication skills
Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills
Must be able to stand, sit and move to different posts throughout a shift.
This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

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

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