



Job Title: Unit Clerk - PT Rotating Shift

Shift: 4th (Rotating)

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

Job Number: 2015-1560

Job Description: Unit Clerk - General Medicine

Position Highlights: The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, Benefit-Eligible.

Position Qualifications Include:

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Work entails coming in contact with patient specimens during processing and transport.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151029142229&

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



Job Title: Administrative Assistant I - Opt A1
Agency: Human Services
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-56-93484

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction. serves as staff assistant performing a variety confidential and sensitive functions; serves as correspondence control manager for the office; researches and compiles information and prepares special reports for the Superintendent. Serves as lead worker to lower level staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year professional experience in a public or private organization or completion of an agency approved training program.

Work Hours & Location/Agency Contact: Division of Rehabilitation Services
Bureau of Blind Services
Illinois Center for Rehabilitation and Education-Wood, 1151 South Wood St, Chicago

Hours of work: 8:30am to 5:00pm
How to Apply: Please submit applications to:
Contractual Rights Hiring Unit
Bureau of Employee Services , 100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116

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 A1 - Dept Agriculture

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



Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Fri. 11/13/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1547038-479587

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM - 5:00PM
Location: 1911 S Indiana, Chicago IL 60616
Agency Contact: Tracey Hardrick, Personnel Liaison, Bureau of Operations - Cook
1911 S Indiana, 10th Fl.m Chicago, IL 60616
Phone: 312-328-2509 Fax: 312-328-2510 Email: Tracey.Hardrick@Illinois.gov

How to Apply:

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

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



Job Title: Executive I - Opt H7

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-91-93592

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Broadway IMRP Office
5050 North Broadway
Chicago, IL 60643

Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

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

Option H7 - Dept Human Services

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



Job Title: Office Administrator III - Opt 1

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93712

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor to clerical staff in the Records Unit, mail room and stockroom; maintains confidential files/documents of active/closed DHS cases and distributes/prepares mail.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years study at a secretarial/business college and one year office experience; or, completion of high school and three years Office Assistant experience; or, three years of independent business experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
South Suburban FCS, 3301 Wireton, Blue Island, IL 60406

Bidding Contact: Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

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

Option 1 - General

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



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93612

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Hunter IMRP, 527 South Wells, Chicago, IL 60607

Bidding Contact: Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

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

Option 2 - Typing

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



Job Title: Office Associate - Opt 2

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93677

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, technical and legal terminology.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Englewood FCS, 5323 S Western Blvd., Chicago, IL 60609

Bidding Contact:

Lisa Horsley
100 South Grand Ave East
Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

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

Option 2 – Typing

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



Job Title: Office Clerk - Opt SS2

Agency: Children & Family Services
Closing Date/Time: Thu. 11/12/15 5:00 PM Central Time
Salary: \$2,636.00 - \$3,557.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1503016-030080

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school; requires ability to operate commonly used manual and automated office equipment; requires ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday, 8:30am to 5:00pm
Work Location: 2245 W. Ogden Avenue, Chicago, IL 60612 Supervisor: R. Laye
CONTACT PERSON: Lorne Garrett
IDCFS / Office of Legal Services
2245 W. Ogden 3rd Floor, Chicago, Illinois 60612
PHONE: 312-633-3406 FAX: 312-633-3965
Email: Lorne.Garrett@illinois.gov

How to Apply:

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

Option SS2 - Spanish Speaking/Typing

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



Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-91-93762

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Uptown FCRC
5050 North Broadway
Chicago, IL 60640

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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).

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



Job Title: Public Service Administrator - Opt 2

Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 11/16/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DFPR 11412

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in accounting or finance. Requires prior experience equivalent to three years of progressively responsible administrative experience in an accounting, finance or related field. Requires extensive knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; agency policies and procedures. Requires ability to analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Prefers extensive knowledge of licensing laws, rules or regulations administered by the Division of Financial Institutions. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Financial Institutions/Consumer Credit/TOMA
100 W. Randolph St., Chicago, IL - Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-9993 217-782-9925 Fax

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

Option 2 - Fiscal Mgt/Acct-Insur---

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



Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services
Closing Date/Time: Fri. 11/13/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1548030-481170

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact:

Work Hours: Monday thru Friday 8:30 AM -5:00 PM
Location: 1026 S Damen, Chicago IL 60612
Agency Contact: Tracey Hardrick, Personnel Liaison / Bureau of Operations - Cook
1911 S Indiana, 10th Floor, Chicago, IL 60616
Phone: 312-328-2509 Fax: 312-328-2510 Email: Tracey.Hardrick@Illinois.gov

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

Option 6 - Health & Human Services

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



Job Title: Technical Advisor Advanced Program Specialist

Agency: Revenue

Closing Date/Time: Mon. 11/16/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 11334

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois. Requires 3 years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of principles of administration and management, including organization, controls and techniques used dealing with management and procedural problems. Requires ability to travel.

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

Work Location: Illinois Department of Revenue

Legal/Property, Sales & Excise Tax Litigation Office

100 W Randolph, Chicago, IL , Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.
Benefits include health insurance, two weeks' vacation and five sick days per year.
Bonus of up to \$1000 per year depending on performance.
Potential for promotion from within the company.
Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

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



Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- * Schedule, coordinate, and conduct unit showings with prospective tenants
- * Meet and exceed monthly leasing targets
- * Work flexible hours as needed to show units
- * Navigate, update, and work effectively in PropertyWare software environment
- * Any projects or additional duties as requested

Qualifications:

- * 2-year Associates degree highly desired
- * Good working knowledge of Microsoft Excel and Word
- * Willing to work very hard, and flexible schedule as needed
- * Access to reliable automobile – REQUIRED
- * Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

Apply online at <https://www.pangeare.com/careers>

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



Property Manager - Chicago

Field Management | Chicago, IL, United States

Responsibilities:

- * Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)
- * Show, walk through, and sell units to prospective residents Manage paperwork flow between prospective residents and corporate office
- * Follow-up on maintenance / repair requests and ensure properties stays in excellent condition
- * Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction
- * Collect monthly rents and administer collection procedures when needed
- * Successfully pass annual CHA Section 8 unit screening to ensure continued revenue *
- Perform routine drive/walk by of properties at various times throughout the day/night
- * Treat the units and residents as if they were your own

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree
- * Demonstrable conflict management and problem solving skills
- * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED
- * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

- * Base pay depending on experience, starting at \$36,600 annually
- * Gas and phone allowance available for eligible full-time employees
- * Bonus plan has potential to pay up to \$3,000 annually
- * Full benefits available for full-time employees

Apply online at <https://www.pangeare.com/careers>

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



Pest Control Technician

Field Management | Chicago, IL, United States

Summary: This is a full-time role that requires performing pest control duties including, but not limited to: * pesticide application * proper mixing of chemicals * covering rodent holes* placing traps according to safety * implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

Responsibilities:

- * Apply pesticides to resident units according to schedules, safety procedures and label instructions.
- * Cover rodent holes in the interior of resident units as well as the exterior of buildings.
- * Place appropriate traps where necessary.
- * Call residents to confirm scheduled services.
- * Inspect building interior and exteriors regular for signs of infestation.
- * Fill out necessary documents in accordance to our standards and procedures.
- * Use supplies in an efficient and cost-effective manner.
- * Perform regular inspection of the buildings and correct any issues.

Minimum Requirements:

- * Must have own tools necessary to carry out essential job duties.
- * Access to reliable automobile, cell phone, and valid driver's license with insurance.
- * Honest and able to work in a self-directed, fast-paced environment with minimal oversight.
- * Computer literacy and smart phone knowledge a must.
- * Ability to communicate, both oral and written, in the English language.
- * Basic mathematical and reasoning skills are required.
- * Must be flexible on hours and able to work overtime and weekends if necessary.
- * Must possess necessary local and state licenses and certificates.

Physical Requirements:

- * Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly.
- * Must be able to stoop/bend, squat, and reach above shoulder frequently.
- * Must be able to twist/turn and push/pull occasionally.
- * Must be able to lift and carry 25 pounds occasionally.

Compensation and Benefits

- * Base pay start's at \$13/hour, depending on experience and skill.
- * Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

Apply online at <https://www.pangeare.com/careers>

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



Finance / Operations Internship - Summer 2016

Finance | Chicago, IL, United States

What to expect:

Job functions mainly focused around the FP&A and Operations teams, depending on projects and initiatives. Potential for exposure in other departments (Accounting, Marketing, etc.) as needed

The analyst will be expected to learn the fundamental skills necessary to be successful in any analytical role and leverage those into making an impact in different specialty areas to drive value

We are a fast-moving organization and expect the analyst to be hard-working, eager to learn, and driven to take on growing responsibilities as quickly as possible.

This position will be given autonomy to identify, quantify and solve business problems
Potential job functions:

Analytical Decision-Making

Create, prepare, and edit daily, weekly, monthly analytics to drive decision making

Use a data-backed approach to answer questions and trends

Run ad hoc projects/analysis to create strategic recommendations based on data analysis

Measures performance against process requirements, aligning improvement projects to close performance shortfalls

Qualifications:

Pursuing a Bachelor's degree from top 50 undergraduate university

Finance/economics, accounting, entrepreneurship, or related major preferred

Minimum 3.5 GPA

Rising Senior, expected Spring 2017 graduation date

Microsoft Office skills are a huge plus

Must be able to communicate effectively to all departments and levels of the organization

Must have the ability and willingness to work both independently and cooperatively in a team environment

Strong desire to learn and take on responsibility quickly

Must be able to adapt quickly to changing business needs and dynamics

Compensation and Benefits:

Competitive pay

Casual work environment and dress code

Headquartered in Chicago's River North neighborhood

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Full Stack Developer

Computers/Software | Chicago, IL, United States

Some of the problems you'll be working on.

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.
- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.
- Use GPS & Geolocation Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model
- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue! All while helping revitalize troubled neighborhoods and serve the community. Read for yourself:

<http://www.chicagomag.com/Radar/Deal-Estate/May-2012/Pangea-Is-Reviving-Neighborhoods-Building-by-Building/>

http://www.multifamilybiz.com/PR/1685/Pangea_Properties_Wins_2013_Chicago_Good_Neighbor

Only those interested in writing code that changes industries and changes lives need apply.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Seasonal Food Service Caterer Part Time Macy's State Street

Location: Chicago, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71241100

Qualifications:

Education/Experience: No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement. Per state law, a Food Handler's certificate may be required for all food service employees who prepare, store or serve food at restaurants, coffee bars or any other food service establishment.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.

Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.

Physical Demands: This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment. Must meet any state and or local age requirements for serving alcoholic beverages.

Work Hours: Ability to work a flexible schedule based on department and store/company needs.

Disclaimer

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Seasonal-Food-Service-Caterer-Part-Time-Macys-State-Street/Chicago/Illinois/71241100>

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



Macy's State Street, Chicago, IL: Merchandise Team Manager

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71240717

Key Accountabilities:

People

Recruit, select and train talented, results-oriented support Associates

Create a positive, inclusive work environment focusing on internal and external customer service and safety

Address Associate concerns in a reasonable and fair manner consistent with the values expected by the Company

Monitor and address performance issues on a timely basis; administer Responsibility Based Performance as needed

Utilize review process as a tool for Associate talent development, promotion and advancement

Lead Associates in support of community service opportunities

Skills Summary:

A minimum of 3-5 years of operations/merchandising retail management

Productivity driven, task oriented and highly organized

Strong communication and leadership skills

Effective prioritizing and time management skills

Talent for selling floor merchandising

Strong administrative and negotiation skills

Ability to plan and execute strategies

Ability to build partnerships and direct teams

Commitment to exemplifying the highest integrity and professional business standards

Familiarity with workload systems

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at anytime. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Macys-State-Street-Chicago-IL-Merchandise-Team-Manager/Chicago/Illinois/71240717>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others