



Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Dental Assistant/Expanded Duties

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Mental Health Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings. The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Bi-Lingual Outpatient Pharmacist Technician

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Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Must be bi-lingual English/Spanish

Minimum 1 year of Pharmacy Technician experience including IV and unit dose in a hospital setting.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

Knowledge of Meditech computer software is a plus.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

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Job Title Claims Representative

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Claims

SALARY TARGET: \$18.99-\$39.05 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Reviews, investigates, processes and settles bodily injury, property damage and subrogation claims filed against and on behalf of the Authority.

EDUCATION/EXPERIENCE REQUIREMENTS

Must be proficient in identifying CTA liability and assessing the reasonableness of property damage and personal injury claims against the CTA. Required to have experience and be competent in the performance of functions related to conducting interviews, taking telephone reports and statements from CTA personnel and/or the general public relative to accidents and claims involving catastrophic loss, personal injury and property damage. Must be competent in the collection, organization and recording of data. Required to possess a college degree or a combination education, training and experience appropriate to this position. Must possess experience in the processing, investigation, evaluation, negotiation and settlement of vehicle physical damage claims, non-auto property damage claims and personal injury claims. Must have experience in negotiating settlements with attorneys and claimants in catastrophic loss personal injury and property damage claims. Required to possess experience in conducting and coordinating comprehensive confidential investigations in catastrophic loss personal injury and property damage. Must possess experience in the review and interpretation of medical records, reports and data in catastrophic loss personal injury claims. On call 24 hours a day, seven days a week.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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PORTER

JOB ORDER ID NUMBER 2136016

COMPANY NAME Gate Gourmet

JOB LOCATION

BLDG 504 CARGO ROAD

Chicago, IL 60666

DESCRIPTION

Porter:

Responsible for cleaning, sweeping, mopping, dusting all areas in and around the dishroom, coolers, utility area, locker rooms/restrooms, the office space area, and all transportation areas both inside and outside of the facility.

HOHAurora

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2136016>

CDL TRUCK DRIVER (COMMERCIAL DRIVERS LICENSE TRUCK DRIVER)

JOB ORDER ID NUMBER: 2725859

COMPANY NAME: Baylyn LLC

JOB LOCATION: 4800 SOUTH CENTRAL AVENUE, CHICAGO, IL 60638

DESCRIPTION

No Experience!! We will train you!!!

Click on links to Apply: <http://www.baylynrecruiting.com>

One of the highest pay in the industry for new drivers • 40K Plus Complete Benefits •
17 Day CDL License Program • Fantastic Benefits •

Minimum requirements: 21 Years of Age Good DMV Driving Record Ability to Pass Drug Test Ability to Pass physical NO Major Criminal History

CDL training consists of both in the truck training as well as in the classroom training. At the end of your CDL training you will need to pass the CDL test in order to acquire your CDL license. This is a written test that you are allowed to study for from day 1. Certain CDL training materials can be found at www.crengland.com/cdl-practice-test

Click on links to Apply: <http://www.baylynrecruiting.com>

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INVENTORY TAKER

JOB ORDER ID NUMBER 1318104

COMPANY NAME Allied Inventory Co

JOB LOCATION

5718 NORTH WESTERN AVENUE

Chicago, IL 60659

DESCRIPTION

Perform physical inventory counts at automobile dealers, industrial warehouses and stockrooms. Successful candidates will perform an important role in inventory accuracy for Allied Inventory Company's clients.

Each assignment will present the opportunity to demonstrate attention-to-detail and apply other skills during each key inventory step. Each successful candidate must demonstrate capability to perform a variety of key tasks related to inventory count accuracy.

PLEASE READ JOB DESCRIPTION AND REQUIREMENTS BEFORE APPLYING.

NOTE: This is a PART-TIME, AS-NEEDED position. We are seeking candidates who have availability to work weekends (Saturday and Sunday), as well as other days of the week. Our inventory counting is generally performed with an early morning start time, most frequently on weekends. **MUST BE AVAILABLE ON SATURDAYS AND SUNDAYS.**

- *Minimum age 21 years old
- *High school graduate or GED
- *Must read, write and speak English fluently
- *Neat, legible handwriting required
- *Must have working cell phone or home phone
- *Ability to pass basic math test
- *Ability / skills for accuracy and attention to detail
- *Ability to work a flexible as-needed on-call schedule
- *Job requires ability to stand, climb, bend and reach
- *3-4 hour training session required prior to first assignment
- *Ability to work both independently as well as with other knowledgeable team members in a professional manner.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/1318104>

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HELPER (FURNITURE MOVER/DRIVER)

JOB ORDER ID NUMBER 2392620

COMPANY NAME: Dolly, Inc.

JOB LOCATION: 9 WEST WASHINGTON # 423, Chicago, IL 60602

Put your truck to work earning \$20-\$30/hr (\$1,500-3,000/month) around your schedule working part time!

Dolly Helper Requirements:

Have a valid driver's license and personal auto insurance

Own a pickup truck or van with model year 2000 or newer

Be at least 21 years old

Own an iOS or Android smartphone

Able to pass background check

Willing to work primarily within the city of Chicago

Dolly is a service that connects people who need help transporting and physically moving stuff with local vehicle owners who can move it for them ("Helpers"). Think of stuff that requires the use of a truck like:

Picking-up a couch that was purchased on Craigslist

Moving furniture from one apartment to another

Dropping off a load of stuff to the local Goodwill

Picking-up an outdoor play-set that was purchased at Costco

We are looking for friendly, motivated, and able-bodied individuals with pickup trucks or vans.

Why become a Helper?

Make extra money (especially helpful around the Holidays). Work on your own schedule. Work as much as you want, when you want. Feel good. You're helping people out. We have a limited number of open spots and we work on a first-come, first-serve basis so apply now to reserve your spot.

Dolly Helper Requirements:

Have a valid driver's license and personal auto insurance

Own a pickup truck or van with model year 2000 or newer

Be at least 21 years old

Own an iOS or Android smartphone

Able to pass background check

Willing to work primarily within the city of Chicago

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2392620>

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UNARMED SECURITY OFFICER

JOB ORDER ID NUMBER 2416758

COMPANY NAME: Digby's Detective & Security Agency, Inc.

JOB LOCATION: 2850 SOUTH WABASH, 2, Chicago, IL 60616

DESCRIPTION

Responsibilities include, but are not limited to:

- Refer to Post Orders for specific responsibilities
- To observe, patrol, enforce laws on property, deter criminal activity or other problems and report activities during assigned shift to protect against fire, theft, vandalism, terrorism, and illegal activity.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

Qualifications for Employment:

- High school diploma or equivalent
- Minimum of 20 hours State Certification Training
- Permanent Employment Registration Card (blue card)
- Valid State ID or Driver's License
- Social Security Card
- Must be 21 years of age
- At least one year of work related experience and or additional hours of training
- Ability to pass pre-employment screenings
- Ability to pass Third Rail Certification Training

Working Conditions: Working conditions depend on the client work site. Most officers spend considerable time on their feet, either assigned to a specific post or patrolling buildings and grounds. Guards may be stationed at a guard desk inside a building to monitor electronic security and surveillance devices or to check the credentials of persons entering or leaving the premises. They also may be stationed at a guardhouse or vehicle outside the entrance to a gated facility or community and use a portable radio or cellular telephone that allows them to be in constant contact with a central station. **Physical Activity:** Patrol duty (walk, drive, and bike) of client work sites, standing, sitting, detaining and/or arresting criminal violators.

All interested applicants can apply in person at 2850 S. Wabash, Suite 2, Chicago, IL 60616 or email resume attention Ebony L. Jones at ejones@digbysecurity.com.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status. Digby's Detective & Security Agency, Inc. is an EO employer – M/F/Veteran/Disability.

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DAY CARE TEACHER

JOB ORDER ID NUMBER 2926788

COMPANY NAME Thresholds

JOB LOCATION: 4101 NORTH RAVENSWOOD AVENUE, Chicago, IL 60613

DESCRIPTION

The Day Care Teacher:

Educate the children of the Thresholds Mother's Project Early Learning Center. To implement a sound academic curriculum that is stimulating and effective. To provide a nurturing learning environment that stimulates cognitive growth and development.

Responsibilities:

The Teacher (Assistant and Day Care) assumes direct responsibility for the classroom and the supervision of the children. This may include keeping records of academic performance, attendance, and social acclimation; reporting on all aspects of student development for school records and parents; and participating in Parent-Teacher conferences on both a regularly scheduled and as-needed basis.

In collaboration with the primary teacher and/or the day care director, implements a course of study suitable for a particular developmental level following curriculum guidelines of school district and state requirements. Assists the primary teacher in the implementation of specific lesson plans.

Qualifications:

- Must meet the minimum requirements for Day Care Teacher, in accordance with the DCFS Day Care Licensing standards.
- Possess a minimum of 60 credit hours of college credit, with a minimum of 6 credit hours in Child Development and/or Early Childhood Education.
- Must have knowledge Behavior Modification Programs.
- Must implement standards of practice according to NAECY guidelines

For immediate consideration, please apply via the link below:

<http://www.jobs.net/j/JgRo3O9P?idpartenaire=20011>

All Employment is Contingent Upon Successful Completion of a Background Check.

Equal Opportunity Employer Minority/Female/Disability/Veteran

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CASHIER HOST/HOESSTESS

JOB ORDER ID NUMBER: 3189050

COMPANY NAME: That's a Burger

JOB LOCATION

8301 STONY ISLAND UNIT A

Chicago, IL 60617

DESCRIPTION

Carry out restaurant needs qualified person to take walk in orders ring up sales answer phone for pick up orders and various other duties assigned. Must be able to greet customers and have a working knowledge of cash registers and credit card processing procedure.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/3189050>

Server at Connie's Pizza in Gold Coast in Chicago

1030 N State St Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

Neighborhood: Near North Side, Gold Coast

Job Description

Connie's Pizza, a 50+ year old Chicago institution, is expanding again. We are seeking personable and energetic individuals to join our team as Hosts or Servers.

Experience helpful but not required; training is provided.

We have full and part-time positions available with flexible schedules/hours.

Apply online at <https://www.shiftgig.com/jobs/Chicago,IL> or in person at:

1030 N. State, Chicago, IL 60610

2373 S. Archer, Chicago, IL 60616

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Pharmacy Technician II

Date: Dec 8, 2015

Location: Evanston, IL, US, 60202

Company: Presence Health

Requisition ID: 1159

Location: Presence St Francis Hosp

Location Address: 355 Ridge Avenue, Evanston, IL 60202 United States (US)

Daily Hours: 16

Standard Hours: 6:30am - 11pm

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

SUMMARY

Under the direction of the Pharmacy Director, Manager, Supervisor and/or Pharmacists, prepares and distributes medications including all intravenous product preparation. Serves as a mentor and trainer to other Pharmacy Technicians.

Education and/or Experience

High School diploma or G.E.D. required

3 years of pharmacy experience in a hospital setting preferred

Computer Skills

Basic knowledge of computers and automated dispensing systems

Certificates, Licenses, Registrations

Illinois Pharmacy Technician License required. If not licensed, may consider hiring with the stipulation that the license must be received within 60 days of hire.

Certificate by Pharmacy Technician Certification Board required unless grandfathered. If not certified, may consider hiring with the stipulation that certification must be received within 2 years of licensure.

Any person registered as a pharmacy technician who is also enrolled in a first professional degree program in pharmacy in a school or college of pharmacy or a department of pharmacy of a university approved by the Department or has graduated from such a program with in the last 18 months, is not required to become a certified Pharmacy Technician

Apply online at <https://jobs.presencehealth.org/job/Evanston-Pharmacy-Technician-II-IL-60202/287735000/>

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Part Time Administrative Assistant | Scheduler

Tracking Code
1412-Libertyville

Job Description

We are looking for an Intake Part Time Administrative Assistant | Scheduler who has drive and passion for assisting a great team. The Scheduler reports directly to the Support Services Manager, and should have great interpersonal skills, great organization skills, excellent written and verbal communication, & analytical & decisive skills. This individual must have the ability to multi-task, prioritize daily, provide guidance to staff and serve as an example of exemplary professionalism.

The Scheduler position start around \$12.00 per hour with averaging 20-25 hours per week (hours would mostly be between 2:00 p.m. to 7:00 p.m.) we are located at:
28045 N Ashley Cir
Libertyville, IL 60048

Required Skills

What you will need to be successful in this position:

What you will need to be successful in this position:

HS diploma required and a BA from an accredited university is preferred

A minimum of 3 years of hands-on experience, working in a professional office, scheduling experience is a huge asset

Reliable means of transportation

A supreme attention to detail and good with juggling priorities and hourly/daily change

Proactive problem solver

Not afraid of new computer systems, and a good working knowledge of PC and web based systems, such as Outlook and Microsoft Office Suite

Ability to process information from a number of sources

Effective organization and time-management skills

Collaborative spirit, good judgment and energetic personal initiative

Motivational personality and a get it done attitude

Job Location: Chicago | Libertyville, Illinois, United States

Position Type: Part-Time

Salary: 12.00 – USD

Apply online at https://trumpetbehavioralhealth-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=1412&comp_any_id=16520&version=1&jobBoardId=1112

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Job Title: Administrative Assistant

The American Bar Association

Job Type: Full-Time

Location: Chicago, IL

Forums ; Non-exempt ; PK11620 ; Hiring range: \$36,000 - \$39,900

Job Description: Performs administrative duties and office support functions in support of a manager, group of managers, and/or assigned team members. Answers departmental calls, responds to inquiries, forwards calls to appropriate parties, and/or takes messages. Handles travel and meeting arrangements, drafts correspondence, schedules meetings, prepares standard reports, and greets and directs visitors. Orders and maintains supplies and, where appropriate, arranges for equipment maintenance and repair. May routinely interact with Members of the Association and responds to routine inquiries, referring only complex matters to next level issues resolvers. Assist the department head and/or with support services such as the production/tracking of purchase orders, preparation/progress tracking of master project schedules, grant preparation and compliance [where applicable], and, interfacing with other departments on administrative issues. Performs other related duties as required.

Basic Qualifications & Interests (BQIs)

Possession of a high school diploma or GED. At least three years' experience providing administrative support in a business setting. Intermediate level skill in Microsoft Word (for example: inserting headers, page breaks, page numbers and tables and/or adjusting table columns). Basic level skill in Microsoft Excel (for example: opening a workbook, inserting a row, selecting font style and size, formatting cells as currency, using copy, paste and save functions, aligning text, selecting cells, renaming a worksheet, inserting a column, selecting a chart style, inserting a worksheet, setting margins, selecting page orientation, using spell check and/or printing worksheets).

Preferred Qualifications & Interests (PQIs): Possession of an Associate's Degree from an accredited college or university. As a normal course of business, this job will typically require travel of up to 5% of the time.

The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

Inquire at

https://www5.recruitingcenter.net/Clients/abanet/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=11620&esid=az

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FACILITIES MAINTENANCE TECHNICIAN

JOB ORDER ID NUMBER 3208896

COMPANY NAME Hazelden Betty Ford Foundation

JOB LOCATION: Chicago, IL 60610

What are we looking for?

Individuals with a Client, Customer, and/or Stakeholder Focus

Results-oriented attitude

Interpersonal Skills and Teamwork

Courage and Commitment

Adaptability and Learning Agility

What do we offer?

Competitive Benefits (health, dental, vision, etc)

Paid Time-Off

Training Opportunities

Retirement Savings Plan with Employer Match

Tuition Reimbursement

Free on-site gym (Center City, Plymouth & Rancho Mirage)

Diverse individuals encouraged to apply.

Equal Opportunity Employer: Minorities, Women, Veterans, Disabilities

Job Requirements

Position requires a High School degree or equivalent

Must have a minimum of 5 years experience with building systems maintenance

Knowledge of blueprint interpretation required

Landscape maintenance knowledge and experience required

Current drivers license and CPR required

Apply Here : <http://www.Click2apply.net/zcxtcmdpny> or
<https://illinoisjoblink.illinois.gov/ada/r/jobs/3208896>

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Merchandise Coordinator - Greater Chicago Area(Job Number: 15000HG)

Description

Nine West Holdings, Inc. currently has a great opportunity for a Merchandise Coordinator for the Greater Chicago area. The Merchandise Coordinator will be responsible for maintaining and promoting all Nine West Holdings brands in the jewelry, handbag and footwear categories. Adhering to company merchandising standards and following company directives and policies. Ensure that all NWH brands are merchandised and presented properly by classification, key trends, and lifestyle as well as maintain brand stock room areas. Interact with customers on a professional and enthusiastic level to promote the purchase of NWH brands. Communicate needs and/or issues to regional manager to maximize sales. Complete weekly and monthly administrative responsibilities accurately and timely including weekly feedback recaps, time sheets, and expense reports. Processing, pricing, and displaying all products accordingly to company standards. Ensure that all promotional and markdown styles and set ups are executed correctly at store level. Form beneficial working relationships with all levels of Management and associates. Negotiate prime real estate locations and additional space with store management. Educate associates on all product and trends, review all product information, and merchandising techniques. Success is defined by the ability to communicate all aspects of the business to the appropriate people to ensure growth within the brand, the ability to work effectively and productively in a remote atmosphere, and to follow company guidelines and administrative formats as per Regional Manager.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. High School Graduate; college preferred. Must be able to work 29 hours weekly. Current Driver's License and vehicle. Experience in Footwear and/or Accessories Merchandising Developed written and verbal communication skills, basic computer skills for sending email with attachments, taking digital photos to be utilized with email communications, working knowledge of Word and Excel computer programs

We are an EEO/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Apply online at

<https://jonesapparel.taleo.net/careersection/external/jobdetail.ftl?job=104221&src=JB-10080>

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UNIVERSAL TELLER

JOB ORDER ID NUMBER: 3200764

COMPANY NAME: American Chartered Bank

JOB LOCATION: Chicago, IL 60607

FULL TIME UNIVERSAL TELLER – WARRENVILLE BRANCH OFFICE

The Universal Teller role encompasses the combined job responsibilities of both a Bank Teller and Retail Banking Associate, with the purpose of growing the branch through ongoing engagement with customers in offering solutions to banking needs, and by providing exemplary service. Teller duties include the accurate and efficient processing of customer transactions, assessing needs and referring appropriate products and services to new and current bank clients while continuing to foster positive banking relationships through outstanding customer service. Additionally, the Universal Teller will also be trained to perform branch operational tasks, such as ATM balancing, coin machine balancing, safe deposit box operations and branch opening and closing procedures. Retail Banking duties involve meeting with customers to determine their banking needs, opening and establishing account relationships with new and existing clients, and servicing and assisting clients with any banking need or question which may arise. The Universal Teller will work closely with branch management to meet goals for deposit and loan generation, and may also be involved in various branch activities, such as bank-at-work presentations, sales calls and participation in community events.

Candidate must possess at least 2+ years of prior work experience with either tellering or cashiering duties, and have proven abilities in needs-based sales and high-level client servicing skills. Excellent communication skills and professional demeanor are highly desirable. Effective problem solving, organizational skills, follow-through and initiative, and working well within a team environment with common goals toward excellence also required. This is a full-time, 40-hour per week position. Candidates must be flexible to be scheduled for any branch hours, which are 7:30am to 6:00pm Monday-Friday, and Saturdays from 9:00am to 1:00pm.

We offer an excellent starting salary, with performance and salary review every six months, and comprehensive benefits to full time employees including medical, dental, vision, Flexible Spending Account (health and dependent care), STD, LTD and life insurance, 401k with company match and profit sharing, generous paid time off and much more.

We are proud to be an Equal Opportunity Employer – Minorities/Female/Disabled/Veterans. We maintain a drug-free workplace.

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TELLER - PART-TIME

JOB ORDER ID NUMBER 3203792
COMPANY NAME American Chartered Bank
JOB LOCATION Chicago, IL 60607
PALATINE BRANCH OFFICE

The responsibilities and expectations of a Bank Teller focus on the client experience and relationship – ensuring that the client is serviced professionally and expediently by accurately processing their transactions, and also providing them the best product and service solutions through engagement in referrals and sales. Tellers assist both clients and non-customers with a variety of banking transactions, such as check cashing, deposits, withdrawals, etc. and are also trained to complete numerous other operational tasks in the teller area, such as ATM balancing, coin machine balancing, and safe deposit box operations. Tellers are also expected to advance relationships with clients and seek to convert non-customers into banking relationships through needs-based assessment and offering product and service solutions. As part of a branch team, Tellers may be expected to contribute to the success and growth of the branch through activities such as cross-training in other branch servicing functions and participating in community events.

Seeking candidates with prior teller or cashiering/cash handling experience, excellent customer service attributes, ability to communicate professionally and to successfully offer, refer and sell products and services, good math aptitude and a willingness to work in a team environment with common goals toward excellence. This is a PT position, for approximately 25 hours per week, and we are seeking candidates who are able to work a flexible schedule, including weekday opening and/or closing hours and Saturdays.

We offer a competitive starting salary, with performance and salary reviews every six months, plus a nice benefits to part time employees including dental, vision, STD, LTD and life insurance, 401k with company match and profit sharing, generous paid time off and much more.

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Front Desk Clerks at Residence Inn Chicago Downtown/Magnificent Mile in Chicago

201 E Walton Pl Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Responsibilities include:

Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved.

Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette.

Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15001SW4>

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