



Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Mon. 12/14/15 11:59 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 16-025

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Requires the ability to understand and communicate effectively with co-workers and supervisors. Ability to follow oral and written instructions including blueprints and design layouts in order to successfully accomplish position responsibilities. Requires to ability to lift and carry 80 pounds, .i.e., heavy boxes, supplies, etc. Ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires ability to tolerate exposure to a variety of chemical cleaning agents, fumes from fuel, etc. Requires possession of an appropriate valid driver's license. Must acquire a Common Access Card issued by Dept. of Defense for computer access.

POSITION TITLE: Building/Grounds Maintenance Worker

SALARY RANGE: \$3,371.00 - \$4,826.00/Monthly

POSITION LOCATION: Northwest Armory, 1551 N. Kedzie Ave., Chicago, IL 60651

WORK SHIFT: Daytime in Accordance with Base Operations Monday-Friday

BARGAINING UNIT: RC-042. Contact the State Personnel Office at 217/761-3633; DSN 555-3633 for additional information.

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

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Job Title: Registered Nurse II

Agency: Human Services
Closing Date/Time: Fri. 12/11/15 4:59 PM Central Time
Salary: \$5,024.00 - \$6,833.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 10/79-93411

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the supervision of the Director of Nursing, serves as Charge Nurse for multiple units of the facility on either the evening or night shift; provides nursing leadership and clinical consultation to multiple unit personnel of RN's, LPN's and Mental Health Technician's; responds to emergencies; maintains multiple unit coverage's, reports unusual incidents to off-duty administrative/supervisory staff, Nursing Supervisors and completes all written reports.

Minimum Requirements:

Requires graduation from an approved nursing program and an associate degree in nursing and two years of professional nursing experience, preferably in a psychiatric setting; or a bachelor's degree in nursing and one year of professional nursing experience, preferably in a psychiatric setting; or a master's degree in nursing. Requires a license as a Registered Nurse in the State of Illinois
Requires moderate to heavy physical effort in lifting patients and the ability to interact with severely mentally ill recipients.

Work Hours & Location/Agency Contact: Evening 3-11 with rotating off days
Summer Doxie / Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

How to Apply:

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

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Job Title: Technical Manager I Payroll Specialist

Agency: Transportation

Closing Date/Time: Fri. 12/11/15 4:30 PM Central Time

Salary: \$3,605.00 - \$6,400.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40663

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for tracking time cards, leave time (credited and taken), overtime, vehicle usage, shift differential temporary assignment pay, and a wide variety of other employee support functions involving payroll timekeeping functions. It also monitors compliance with federally-mandated guidelines, i.e., the Family and Medical Leave Act (FMLA).

Minimum Requirements: The following criteria is desired:

Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business, human relations or public administration
Strong Mathematical aptitude

Accuracy in work products

Excellent abilities in the areas of tact, diplomacy and confidentiality

Knowledge of personnel practice, policies and procedures as they relate to timekeeping

Problem-solving/sound judgment making abilities

Excellent data entry skills

Work Hours & Location/Agency Contact:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

Highways/Region One/District One/Bureau of Administrative Services/201 West Center Court, Schaumburg, IL

***MUST BE AVAILABLE TO WORK OVERTIME AS NEEDED**

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Friday, December 11, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To download the Technical Application and to view the entire position description please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Technical Manager IV Employment Services Manager

Agency: Transportation
Closing Date/Time: Fri. 12/11/15 4:30 PM Central Time
Salary: \$5,015.00 - \$9,155.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#40662

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for directing the recruitment, selection, training, retention and promotion of technical, merit compensation, and office code employees; and providing counseling, professional development, and performance evaluation of these employees

Minimum Requirements:

The following criteria is desired:
Knowledge, skill and mental development equivalent to completion of a Bachelor's degree preferably with major courses in business, economics, statistics, marketing, sociology and public administration.
Five years' experience in public administration, business administration, governmental operations or equivalent combination of experience and training
Ability to plan, organize and execute administrative or technical program requirements

Work Hours & Location/Agency Contact:
8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)
Highways/Region One/District One/Bureau of Administrative Services/201 W. Center Court, Schaumburg, IL

How to Apply:
Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Friday, December 11, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To download the Technical Application and to view the entire position description please visit:

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Job Title: Executive II - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/10/15 11:59 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3235

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction; plans, directs, and evaluates accounting, account maintenance, and account service functions for a team of Child Support Specialists; develops and implements procedures for processing account adjustments and maintaining accounts; identifies system issues which impact manual account review and adjustment; serves as a liaison with regards to the planning and developing of contractual operations; conducts monthly team meetings to discuss policies, procedures, personnel operations, and other issues; researches Account Support unit issues and compiles information; travels to monitor unit activities and attend meetings; serves as a working supervisor.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to travel.

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

Location: Division of Child Support Services / Cook Account Maintenance Unit (53)
36 South Wabash Ave., Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young, 36 S. Wabash Ave., Chicago, IL 60603

Work#: (312) 793-9807 Fax#: (312) 793-9808

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 N1 - Healthcare & Family Svcs

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services
Closing Date/Time: Fri. 12/11/15 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS3247

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00
Location: Division of Child Support Services / Downstate Operations (55)
Joliet Regional Office, 16 W. Cass Street, Joliet, IL 60432 (Will County)

Agency Contact:
Leslie Guennewig
509 S. 6th Street, Springfield, IL 62701

Work#: (217) 557-3900
Fax#: (217) 524-3960

How to Apply:

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

Option 2 – Typing

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POSITION AVAILABLE: Talent Search Advisor

APPLICATION DEADLINE: UNTIL POSITION(S) IS FILLED

START DATE: Immediately

SALARY RANGE: \$30,000 to \$33,000 Annually (Commensurate with experience)

DESCRIPTION OF POSITION: The Advisor is responsible for serving the participants in our Department of Education funded FOCUS Educational Talent Search Program. Specifically, the Advisor provides direct services to youth ages 11 through 27; most of who are from low-income families and potentially first generation college bound students. The Advisor plans and conducts activities seminars and workshops on post-secondary preparation. Advisors provide assistance with completing financial aid and scholarship applications. Advisors supervise participants on college tours and visits. The Advisor maintains working relationships with area high school administrators and counselors. The Advisor also develops professional relationships with post-secondary admission and financial aid officers. The Advisor assists clients with completing SAT and ACT registration, in addition to post-secondary admission related applications. Advisors maintain documentation on eligibility and participation. Weekend and Evening hours as well as out of town travel is required.

QUALIFICATIONS:

1. Bachelor's degree in Education, Human or Social Services required.
2. Experience working with youth, higher education and or educational opportunity programs.
3. Demonstrated ability to work with individuals of low-income backgrounds.
4. Ability to interact and communicate effectively with youth.
5. Good communication, organizational and time management skills.
6. Ability to balance tasks independently, as well as within a team to achieve programmatic mandates.
7. Be able to work on multiple projects in various settings.

Introspect considers applicants for all position without regard to race, color, religion, creed, gender, national origin, disability, marital status, political, veteran's status, sexual orientation or any other legally protected status.

APPLICATION PROCEDURE: Send letter of interest and resume to:

Barbara Meschino, Coordinator
FOCUS Educational Talent Search Program
Introspect Youth Services, Inc.
430 N. Cicero Ave., Chicago, IL 60644
Telephone (773) 287-2290 Telecopier (773) 287-4444
E-Mail: bmeschino@introspectyouth.org

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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

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Job Title: Revenue Collection Officer Trainee

Agency: Revenue
Closing Date/Time: Mon. 12/14/15 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11467

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher level collector.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or has access to utilize public transportation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M.– 5:00 P.M.
Work Location: Illinois Department of Revenue
Collection/Field Compliance
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 may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Revenue Collection Officer I

Agency: Revenue
Closing Date/Time: Mon. 12/14/15 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11466

Minimum Requirements:

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires ability to travel, often keeping irregular hours in the conduct of collection activities; requires access to an automobile and possession of a valid Illinois driver's license for the operation of a motor vehicle and/or has access to utilize public transportation.

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

Work Location: Illinois Department of Revenue
Collection/Field Compliance
100 West 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:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Senior Public Service Administrator - Opt 8T

Agency: Veterans Affairs
Closing Date/Time: Fri. 12/11/15 11:59 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: TA000
Bid ID#: 34-101-16-06

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires thorough knowledge of public and business administration, principles and practices and also knowledge of agency programs, services and objectives. Requires ability to analyze administrative programs and adopt an effective course of action. Requires ability to develop, install, and evaluate new and revised methods, procedures and performance standards; and the ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures. Requires ability to travel.

Work Hours & Location/Agency Contact: Monday - Friday 8:30am-5:00pm
Location: IDVA, James R. Thompson Ctr.
100 W. Randolph, Suite 5-570, Chicago, IL 60601

Contact: IDVA
Renee Dougherty, 833 S. Spring St., Springfield, IL 62704
Ph; 217-785-1788 Fax: 217-557-7235

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 8T - Teaching Cert Type 75Adm

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Job Title: Social Services Career Trainee

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

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:

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

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Part-time Customer Greeter (O'Hare Airport)

Job ID 2015-146096

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Responsibilities:

Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply.

Welcome members to the facility when they exit the bus or arrive on the lot.

Direct customers to exit booth, provide local directions and maps and provide return directions where applicable.

Assist members with questions and concerns to minimize counter visits.

Communicate customer service issues to management.

Ensure that hangtag information is completed correctly.

Maintain clean low mileage fleet mix requirements.

Maintain Emerald Aisle for cleanliness.

Thank member for their business.

Provide upgraded vehicles on request.

Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age

High School Diploma or G.E.D.

Minimum of 1 year experience handling customer service functions.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work day, night and weekend shifts

Apply online at <https://nationalalamo-erac.icims.com/jobs/146096/part-time-customer-greeter-%28o%27hare-airport%29/job>

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Part- Time Service Agent- Berwyn

Job ID 2015-159427

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observations, must be able to work the following schedule(s):

Monday 1pm-6pm

Tuesday 1pm-6pm

Wednesday 1pm-6pm

Friday 7am-6pm

Apply online at <https://us-erac.icims.com/jobs/159427/part--time-service-agent--berwyn/job>

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Part- Time Service Agent- Goose Island-Chicago, IL

Job ID 2015-159612

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
May be responsible for maintaining an inventory of cleaning supplies
May assist with local automobile deliveries
Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observations, must be able to work the following schedule(s):

Monday 7am-6pm

Fridays 7am-6pm

Saturdays 9am-12pm

Apply online at <https://us-erac.icims.com/jobs/159612/part--time-service-agent--goose-island-chicago%2c-il/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

DOT Requirements:

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner
Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment
Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs. Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels
Provide appropriate local information, distribute maps and handouts as required
Communicate with office and other drivers via 2-way radio or cellular phone
Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age. Must have a high school diploma or equivalent.

Must have a valid drivers license

No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years.

Previous driving experience in a similar vehicle (large shuttle van or bus) preferred

Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers.

Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend

Must be available to work the hours of 5:00pm - 1:00AM

Must be willing to work for \$11.00/hour

Apply online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Part-Time Driver Franklin Park

Job ID 2015-145812

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview:

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$10.00/hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

12 months work experience preferred.

Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past five years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$10.00 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/145812/part-time-driver-franklin-park/job>

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Front Office Overnight Manager / HILTON

Job ID:HOT026QO

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, 60603

Full/Part Time: Full-time

Directs and administers all Front Office Operations to insure profitability, control costs and quality standards to ensure total guest satisfaction.

Oversees room reservations, front office systems, supplies inventory, scheduling, forecasting and department.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected.

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Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

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Maintenance (Hourly) - Part Time

Job ID:HOT027N8

Location Name: Hampton Inn Chicago/Naperville

Location Address: 1087 East Diehl Rd., Naperville, IL, 60563

Full/Part Time: Part-time

A Maintenance Technician with Homewood Suites hotels is responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As a Maintenance Technician , you would be responsible for maintaining the physical functionality and safety of the facility in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas

Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment

Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry

Conduct inspections for preventive maintenance needs

Record and report completed repairs and items that require further attention

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/maintenance-hourly-part-time-job-naperville-illinois-6041270?cntry=united-states>

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FT Lobby Ambassador

Add to Job Cart Apply

Job ID:HOT0276V

Location Name: Waldorf Astoria Chicago

Location Address: 11 East Walton, Chicago, IL, 60611

Full/Part Time: Full-time

A Lobby Representative with Waldorf Astoria Hotels and Resorts is responsible for greeting guests and providing various types of assistance to guests during their stays in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

Waldorf Astoria Hotels & Resorts is one of Hilton Worldwide/Æs ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Lobby Representative, you would be responsible for greeting guests and providing various types of assistance to guests during their stays in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet and assist guests with directions and information

Respond to guest questions in a timely, friendly and efficient manner with accurate and appropriate information

Ensure knowledge of hotel and local information including, but not limited to directions, hours of outlet operation, hotel services, transportation and travel arrangements, events, reservations, etc.

Field, respond to and resolve guest concerns, issues and complaints

Run errands for guests, as needed, including, but not limited to ticket pick-up, laundry pick-up and delivery, etc.

Retrieve messages, mail, small packages and facsimiles for guests, as requested

Maintain appearance of hotel lobby to include, but not limited to, removing trash, organizing furniture, etc.

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/ft-lobby-ambassador-job-chicago-illinois-6033907?cntry=united-states>

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