



Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 7pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm

Thu - 2pm to 7pm

Fri - 2pm to 7pm

Sat - 8am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147917&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Up-Town
4055 N Broadway St
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 7pm

Mon - 6am to 7pm

Tue - 6am to 7pm

Wed - 6am to 7pm

Thu - 6am to 7pm

Fri - 6am to 8pm

Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147915&mode=

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6pm to 7pm
Mon - 6am to 8pm

Tue - 6am to 8pm
Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 8pm

Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=146313&mode=

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General Manager - Trainee

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center.

Learn cash management policies and procedures necessary to direct a profitable center.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 7pm

Mon - 6am to 7pm

Tue - 6am to 7pm

Wed - 6am to 7pm

Thu - 6am to 7pm

Fri - 6am to 8pm

Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=146421&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm

Tue - 8am to 5pm
Wed - 8am to 5pm

Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147912&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 8am to 5pm
- Tue - 8am to 5pm
- Wed - 8am to 5pm

- Thu - 8am to 5pm
- Fri - 8am to 5pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147911&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 2pm to 7pm
Tue - 7am to 2pm
Wed - 2pm to 7pm
Thu - 7am to 2pm
Fri - 2pm to 8pm
Sat - 7am to 2am

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147867&mode=

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Customer Service Representative

U-Haul Moving Centers
U-Haul of Cicero
5027 W Cermak Rd
CICERO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 6pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - NA

Sat - 6am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147937&mode=

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Midway
4705 W 47th St
CHICAGO , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 7am to 2pm

Thu - 7am to 2pm

Fri - 2pm to 8pm

Sat - 7am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147869&mode=

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Transfer Driver

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Drive U-HAUL® trucks needing repair or maintenance, or that have been repaired, to or from a repair shop location to a U-Haul center or dealership.

Tow trailers as needed. Perform pre-inspection checks for type of preventive maintenance required on vehicles.

Keep accurate time and mileage logs.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Temporary/Seasonal

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 10am to 6pm

Tue - 10am to 6pm
Wed - 10am to 6pm

Thu - 10am to 6pm
Fri - 10am to 6pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147540&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
435 Mannheim Rd
BELLWOOD, IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations. Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 9am to 5pm

- Tue - 9am to 5pm
- Wed - 9am to 5pm

- Thu - 9am to 5pm
- Fri - 9am to 5pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=146241&mode=

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Marketing Executive Assistant

U-Haul Regional Marketing Offices
UHC of Chicago Western Suburbs
1282 N Lake St
AURORA, IL

Description:

Screen and prioritize reports, information, contacts and correspondence for the marketing company president.

Relieve president of daily administrative functions and direct all company administrative activities including personnel administration, payroll, safety reports, benefits, awards, unemployment and worker's compensation.

Supervise office clerical staff.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=146926&mode=

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Project Manager I

The Project Manager I will perform and coordinate the management of projects. This role will serve as a liaison between Y-USA.

YMCA of the USA

Location: Chicago, IL

Job Description: The Project Manager I will perform and coordinate the management of projects. This role will serve as a liaison between Y-USA departments and the Information Technology department in coordinating project activities, defining project scope, processes and methodologies to implement projects that will increase the efficiency of the organization.

EFFECT ON END RESULTS/STRATEGIC IMPACT

This position contributes to the analysis, design and implementation of business processes and systems and serves as a liaison between Y-USA departments and the department in defining business systems that will increase the efficiency of the organization. This position directly impacts the achievement of major corporate goals, as they are responsible for completing pre-planned projects defined by our Leadership as well as unplanned projects that directly tie to our success as an organization.

Qualifications

- Bachelor's degree or equivalent experience is required; Concentration in Business Operations, Information Systems or Technology is preferred
- Minimum 2-3 years of experience as a Project Manager, or 3-5 years a Project Coordinator is required
- Previous work experience in software development, consulting or similar role is required
- General knowledge of business processes and the systems that support them - e.g. HR, Finance, CRM, Fundraising, etc. is required
- Excellent analytical and planning, and organizational skills are required
- Excellent written and verbal communication skills as well as demonstrated presentation, organizational, facilitation and problem-solving skills are required
- Ability to grasp technical concepts quickly, strong aptitude to translate business requirements into detailed specifications and technical verbiage into easily understood for business users' language is required
- Familiarity with the Project Management Institute's Project Management methodology is required
- Independent decision-making, good judgment and ability to execute multiple assignments at any given time is required
- Must possess the ability to achieve consensus amongst a group; resolve conflict
- Strong Microsoft Office Skills are required
- Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

Required Certifications: N/A

How to Apply: Apply Online

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=26483&lang=en_US Resumes Accepted Until 3/22/2015

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Manager, HRIS and Benefits

The Manager, HRIS and Benefits plays an integral role in advising on the service needs of our Y-USA employees.

YMCA of the USA

Location: Chicago, IL

Job Description

The Manager, HRIS and Benefits plays an integral role in advising on the service needs of our Y-USA employees. This position is responsible for HRIS, benefit administration and payroll, reward and recognition programs, and the reporting needs of Y-USA.

EFFECT ON END RESULTS/STRATEGIC IMPACT

This individual provides quality customer service to Y-USA employees in relation to payroll, benefits and other human resource service needs; including retirement.

Qualifications

- Bachelor's degree or equivalent work experience is required
- Minimum 5 years of HRIS experience is required
- Minimum 1-2 years of benefits administration experience is required
- Excellent customer service skills are required
- Supervisory experience is preferred
- Strong verbal, written and interpersonal communication skills are required
- Ability to handle confidential information with great sensitivity is required
- Excellent attention to detail and organizational skills are required
- Good reasoning abilities, sound judgment, and problem solving skills are required
- Ability to work well under pressure, set priorities and meet deadlines is required
- Excellent computer skills (MS: Word, Excel, PowerPoint, Access) ADP HRIS experience is preferred

• Requires a commitment to the YMCA character development values of caring, honesty, respect and responsibility

Required Certifications: N/A

How to Apply: Apply Online

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=25892&lang=en_US

Resumes Accepted Until 3/18/2015

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2003

Closing Date: 03/18/2015

Custodial/Attendant (H)

Date Posted: 3/4/2015

Location: Hayes Park

Region: South

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2006

Closing Date: 03/18/2015

Custodial/Attendant (H)

Date Posted: 3/4/2015

Location: West Pullman Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2007

Closing Date: 03/18/2015

Custodial/Attendant (H)

Date Posted: 3/4/2015

Location: Marquette Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Director, Financial Services

The Director, Financial Services develops financial tools and resources which will be utilized by local YMCAs.

YMCA of the USA

Location: Chicago, IL

Job Description: The Director, Financial Services develops financial tools and resources which will be utilized by local YMCAs. This position will create models for future projections to guide local YMCA financial priorities and resources. This position performs advanced analysis of local YMCA financial reports.

Qualifications

- Bachelor's degree in Accounting or Finance is required. Master's degree in Accounting or Finance is preferred
- CPA or candidate is required
- Minimum 7 years of public accounting or audit experience is required; nonprofit accounting expertise is required
- Experience analyzing and interpret financial statements, audit reports and 990s is required
- Advanced knowledge of statistical concepts and financial ratios is required
- Advanced knowledge and experience using Microsoft Office (Access, Excel, PowerPoint, Outlook, Word) is required
- Excellent verbal, written and interpersonal communication skills are required
- Ability to interact with a wide variety of audiences, including senior leaders, internally and externally is required
- Ability to recognize errors, identify critical issues and opportunities and formulate solutions that support positive outcomes is required
- Ability to work independently with minimal supervision is required
- Ability to work as part of a team, assisting others is required
- Ability to adapt and be flexible while maintaining a high level of consistency in managing multiple priorities is required
- Ability to maintain a positive demeanor in all interactions, continually building and maintaining relationships is required
- Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

Required Certifications - N/A

How to Apply: Apply Online

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=24763&lang=en_US

Resumes Accepted Until 3/22/2015

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Accounting Administrative Assistant - Chicago Cubs (Chicago, IL)

ROLE

This part time position is responsible for completing various administrative duties to assist members of the Accounting department.

RESPONSIBILITIES

Accounts Payable support: Prepare check remittances, mailings and trial balances. File payment detail. Scanning and filing vendor forms and W-9s.

Monthly Close Process support: Binding journals, filing and organizing reconciliations.

Accounts Receivable support: Invoicing assistance, setting up cash application in the G/L system

Ad hoc projects utilizing Microsoft Office

General administrative assistance, including scheduling recurring meetings, scanning files, check deposits, intra-department mail distribution (requiring an understanding of team members' roles)

REQUIRED QUALIFICATIONS

Undergraduate degree in Business Administration, Accounting, Finance or equivalent, or currently pursuing such degree

Demonstrated motivation and drive, proactively seeks to add value to the team

Demonstrated organizational skills and attention to detail

Demonstrated relationship building and communication skills, including the ability to work as part of a team

Demonstrated ability to juggle multiple tasks and adapt to changing priorities

Proficiency with the Microsoft Office suite of products

This position's hours will fluctuate based on need, ranging from 8-16 hours per week, likely across 1 - 3 days.

DESIRED QUALIFICATIONS

Previous experience as an administrative assistant

Previous experience in an accounting department

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