



Job Title: Child Welfare Senior Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 04/01/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1513030-137385

Minimum Requirements:

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Work Hours & Location/Agency Contact:
Department of Children & Family Services
8 E. Galena BLV, Aurora, IL

Supervisor: Eric Smith

Work Hours 8:30AM – 5:00PM Monday thru Friday

Contact Person: Johnnie Rambo / 312.328.2461 Fax: 312.328.2321

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: Commissioner Assistant

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: MC-12 Bid ID#: 31-1501

Description of Duties/Essential Functions Benefits Supplemental Questions

The Commissioner Assistant aids the Chairman with research, analysis, and development of issues and opinions relating to the industries regulated by the Illinois Commerce Commission (ICC); conducts research projects, prepares reports and economic based studies; assists the Chairman in drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; confers and advises the Chairman on controversial problems of statutory interpretation and compliance; assists in the preparation of case summaries, questions, alternative orders, reviews and critiques orders, testimony, staff reports and/or filings and otherwise provides policy analysis to assist the Chairman; researches and drafts letters, memoranda, speeches, articles and legislation as requested by the Chairman; acts as a liaison between the Chairman and Commissioners, ICC staff, governmental agencies, and industry parties; monitors trade and academic literature in order to keep abreast of issues and trends in utility regulation; establishes and maintains a regulatory policy research agenda for the Chairman, as required or directed; and serves as representative of Chairman and/or the Commission at meetings, as required.

Minimum Requirements: The successful candidate will be a law school graduate with academic school. Standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:30 p.m., Monday thru Friday
160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett / HR Analyst

Illinois Commerce Commission, 527 E. Capitol Ave., Springfield, IL 62701

217-557-4206 cbarrett@icc.illinois.gov

How to Apply: Submit a cover letter, resume, and CMS-100 by April 15, 2015 to:
Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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Job Title: Communications Equipment Technician I

Agency: Corrections

Closing Date/Time: Wed. 04/01/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-04-15-1101

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years high school, supplemented by two years of technical school with coursework in electricity, electronics and communications systems; requires valid F.C.C. license or certification by an approved organization (Active Radiotelephone First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable; requires possession of an appropriate valid driver's license; requires working knowledge of the practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair; requires working knowledge of electronic test equipment operations and application in complex diagnostic and calibration procedures.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: Stateville Correctional Center - NRC

16830 S. Broadway St., Joliet, IL 60434

Agency Contact: Ms. Shae Bruce

Public Safety Shared Services 1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

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: Corrections Laundry Manager I

Agency: Corrections

Closing Date/Time: Mon. 03/30/15 4:00 PM Central Time

Salary: \$4,351.00 - \$6,485.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-15-0601

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Corrections Laundry Manager II, direct and coordinates the laundry operation at the Stateville Correctional Center including planning, directing and monitoring inmates; enforces and maintains sanitary, security and custodial measures.

Position Number: 09808-29-82-370-00-01

Minimum Requirements:

Requires two years supervisory experience in commercial/governmental laundry, completion of approved course in guard training within 6 months of employment; extensive knowledge of modern laundry techniques, methods, operation, planning and controls.

Work Hours & Location/Agency Contact: WORK HOURS: 6:00am to 2:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 E-mail: Diana.wysocki@doc.illinois.gov Fax 815-727-0838

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: Criminal Justice Specialist I – Opt 1

Agency: Criminal Justice Information Authority

Closing Date/Time: Fri. 04/03/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10231-50-05-300-14-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires one year of professional experience in planning, development, implementation, and assessment of programs in criminal justice. Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word and Excel. Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license.

Work Hours & Location/Agency Contact:

Monday through Friday, 8:30 a.m. to 5:00 p.m. 1 hour unpaid for lunch
Illinois Criminal Justice Information Authority
Maria S. Espindola, 300 W. Adams St., Suite 200, Chicago, Illinois 60606

Please submit the following items to the contact/address listed above:

1. CMS-100 employment application
2. Resume
3. Copy of a Grade for title position

How to Apply:

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

Option 1 - General

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Job Title: Executive Secretary III - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 04/01/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1547006-471127

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Regional Administrator, functions as administrative secretary, performing highly responsible secretarial and administrative work, often of a sensitive or confidential nature; types a variety of complex and confidential material; provides information on departmental activities in response to various inquiries; coordinates information from regional field staff and Central Office Staff; gathers data, conducts special projects, performs research, and develops reports; interprets policy, procedures, and directives to Department staff; maintains confidential files and materials; serves as working supervisor of subordinate clerical staff.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules, and regulations; requires a working knowledge of Word software packages; requires the ability to type accurately at 55 wpm.

Work Hours & Location/Agency Contact: Monday-Friday 8:30a-5:00p

1911 S. Indiana Chicago, IL 60616

Contact: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2570

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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Account Manager

Location: Chicago, IL (Chicago Operations)

Job Code: 902

of openings: 1

Department: Sales

FLSA status: Exempt

Reports to: Director of Sales

Accountabilities:

The successful account manager will attain personal selling goals, will personally contribute to the unforgettable guest experience, will be favorably viewed by supervisors and peers, and will be swift and efficient in the execution of their assigned duties. Performance will be measured by sales achievement, departmental tests, management evaluation, and feedback from peers on the city's team.

Job Specifications / qualifications:

Minimum of 2-years total sales experience consisting of at least 1 year outbound telephone sales experience

Bachelor's Degree in a discipline related to the work of the position preferred OR Associates Degree with 1-2 years additional sales experience

Prefer hospitality experience but not required

Moderate computer skills are essential; will frequently work with Microsoft office products as well as reservation and CRM software

Analytical skills required to identify and exploit selling opportunities

Sells primarily by telephone; must have excellent oral communication skills

Proposal writing is required, must communicate effectively in written form

Establish and maintain effective working relationships as required by job responsibility

Must have ability to persuade and influence people

Must have proven leadership skills

Must be able to listen effectively, assesses the situation, determine relevant issues, identify solutions and gain consensus

Satisfactory background check

Entertainment Cruises, Inc is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability, or any other classification protected by applicable law.

Apply online at

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUISES&cws=1&rid=902>

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Administrative Assistant

Location: Chicago, IL (Chicago Operations)

Job Code: 904

of openings: 1

Position Summary:

Inspired by a commitment to excellence, shipmates at Entertainment Cruises create unforgettable memories for our guests and coworkers. The successful administrative assistant provides general administrative and office management support.

Responsibilities: Interact with internal and external customers in a friendly and helpful manner, providing information as needed. Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments. Office machines maintenance; coordinate repair services when necessary. General office upkeep (office & kitchen supplies), office equipment (copier/scanner/fax machine). Coordinate outgoing shipments and incoming deliveries to office. Collect, sort, distribute and prepare mail, messages and courier deliveries. Manage the dock freight area and accompanying storage room. Assist with employee communication for office-related matters. Other duties as assigned.

Qualifications:

High school diploma or equivalent required; Prior administrative experience preferred. Communicate effectively in oral and written form. Ability to read, write and speak English to comprehend and communicate job functions. Effectively deal with internal and external customers some of whom will require high levels of patience, tact, and diplomacy; Proper office and phone etiquette. Maintain professional appearance at all times. Must be able to maintain a level of confidentiality. Maintain high level of organization, able to multi-task; Must be detail-oriented. Proficient with Microsoft Office applications (especially Outlook, Word, Excel). Establish and maintain effective working relationships as required by job responsibility. Satisfactory background check.

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Bartender

Location: Chicago, IL (Chicago Operations)

Job Code: 662

of openings: 10

Department: Food & Beverage

FLSA status: Non-exempt

Reports to: Restaurant Manager/ Supervisor on duty

Job Summary: Inspired by a commitment to excellence, the service team at our Company* creates unforgettable memories for our guests. The successful bartender mixes high-quality beverages, provides prompt and consistent service at guest and service bars, is hospitable and cordial to guests and coworkers, acts safely and responsibly, and is knowledgeable about the vessel and the skyline.

Accountabilities: The successful bartender will personally contribute to the unforgettable guest experience, be favorably viewed by supervisors and peers, and be swift and efficient in the execution of their assigned duties. Performance will be measured by evaluation of drink ticket times, guest and mystery shopper satisfaction surveys, departmental tests, and management evaluation.

Job Specifications / qualifications:

At least one year of previous bartending experience required

High School Diploma (or GED or High School Equivalence Certificate) preferred

Energetic and enthusiastic personality essential

Must be able to effectively understand and convey written and verbal information to guests and coworkers. Must have comprehensive knowledge of beverage recipes

Basic computer skills are required

Must possess a service orientation – actively looking for ways to help others

Will work for extended periods of time without sitting

Required to lift heavy items such as liquor boxes and ice bins up and down stairs

Responsible for bar till; proper cash handling is required

Will be required to be available for work on all major holidays

Must be 21 years of age or older. Per US Coast Guard requirement, must be a US Citizen or a Permanent Resident. Satisfactory background check

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Apply online at

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUIS&cws=1&rid=662>

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Dishwasher

Location: Chicago, IL (Chicago Operations)

Job Code: 473

of openings: 50

Department: Food & Beverage

FLSA status: Non-exempt

Reports to: Chef, Sous Chef, or Supervisor on duty

Job Summary:

Inspired by a commitment to excellence, Shipmates at our Company* create unforgettable memories for our guests. The successful dishwasher efficiently cleans china and other wares, ably assists in food preparation and production, contributes to general galley operations including receiving and storing provisions, is hospitable and cordial to coworkers and guests, and acts safely and responsibly.

Accountabilities: The successful Dishwasher will enable professional and efficient galley operations, be favorably viewed by supervisors and peers, and be swift and effective in the execution of assigned duties. Performance will be measured by management evaluation, and peer feedback. High performers will be selected to learn new skills; compensation will reflect a shipmate's overall contribution to the operation.

Job Specifications / qualifications:

Previous kitchen experience preferred

Energetic and enthusiastic personality essential

Will be closely supervised; must be able to take direction

Must be able to effectively understand and convey verbal information to coworkers

Must possess a service orientation – actively looking for ways to help others

Will work for extended periods without sitting

The nature of the work may be strenuous and the work environment may be warm

Required to lift and move heavy items such as cases of provisions and stacks of china

Will be required to be available for work on all major holidays

Must meet minimum state age requirements

Per US Coast Guard regulation, must be a US Citizen or a Permanent Resident

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Apply online at

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Event Coordinator

Location: Chicago, IL (Chicago Operations)

Job Code: 927

of openings: 1

Department: Sales

FLSA status: Non-Exempt

Reports to: Director of Sales

Job Summary:

Inspired by a commitment to excellence, the sales and operations teams at our Company* create unforgettable memories for our guests. The successful event coordinator will successfully act as the customer's primary contact after the Sales Manager/Team Manager has closed the sale ensuring continuous customer satisfaction.

Accountabilities: The successful event coordinator will attain personal selling goals, will personally contribute to the unforgettable guest experience, will be favorably viewed by supervisors and peers, and will be swift and efficient in the execution of their assigned duties. Performance will be measured by internal and external customer satisfaction, departmental tests, management evaluation, and feedback from peers on the city's team.

Job Specifications / qualifications:

Bachelor's degree in a discipline related to the work of the position OR equivalent experience. Minimum of 1 year of previous customer service experience

Minimum of 1 year related industry experience

Communicate effectively in oral and written form

Maintain high level of organization

Be detail oriented

Handle multiple tasks/projects at one time

Focus on customer needs. Meet deadlines

Establish and maintain effective working relationships as required by job responsibility

Listen effectively, assesses the situation, determine relevant issues, & suggest solutions

Proficient with Microsoft Office applications (especially Word and Excel)

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Apply online at

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUIS&cws=1&rid=927>

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Server

Location: Chicago, IL (Chicago Operations)

Job Code: 17

of openings: 30

Department: Food & Beverage

FLSA status: Non-exempt

Reports to: Restaurant Manager/ Supervisor on duty

Job Summary: Inspired by a commitment to excellence, servers at our Company* create unforgettable memories for our guests. The successful server is technically competent in serving food and beverages, is hospitable and cordial to guests and coworkers, acts safely and responsibly, and is knowledgeable about the vessel and the skyline.

Accountabilities: The successful server will facilitate an unforgettable experience for their guests, be favorably viewed by supervisors and peers, and be swift and efficient in the execution of their assigned duties. Performance will be measured by guest and mystery shopper satisfaction surveys, departmental tests, management evaluation, and comparative beverage sales.

Job Specifications / qualifications:

One (1) year experience in high volume restaurant preferred

High School Diploma (or GED or High School Equivalence Certificate) preferred

Energetic and enthusiastic personality essential

Must be able to effectively understand and convey written and verbal information to guests and coworkers

Must possess a service orientation – actively looking for ways to help others

Basic computer skills are required

Will work for extended periods without sitting

Required to lift furniture and other heavy items such as dishes up and down stairs

Will be required to be available for work on all major holidays

Must meet minimum state age requirements

Per US Coast Guard regulations, must be a US Citizen or a Permanent Resident

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<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUIS&cws=1&rid=111>

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Seadog Ticket Office Agent

Location: Chicago, IL (Chicago Operations)

Job Code: 889

of openings: 10

Department: Sales

FLSA status: Non-exempt

Reports to: Ticket Office Supervisor

Job Summary: Inspired by a commitment to excellence, Shipmates at our Company* create unforgettable memories for our guests. The successful ticket office agent will provide a variety of support and assist in various ticket sales and functions ensuring continuous customer satisfaction while maximizing sales.

Accountabilities: The successful ticket office agent will personally contribute to the unforgettable guest experience, be favorably viewed by supervisors and peers, and be swift and efficient in the execution of their assigned duties. Performance will be measured by sales, departmental tests, management evaluation, and feedback from peers on the city's team.

Job Specifications / Qualifications:

Minimum of one (1) year customer service experience preferred

Must be at least 16 years of age

High school diploma or equivalency is preferred

Communicate effectively in oral and written form

Maintain high level of organization; Be detail oriented

Handle multiple tasks/projects at one time; Focus on customer needs

Establish and maintain effective working relationships as required by job responsibility

Listen effectively, assesses the situation, determine relevant issues, & suggest solutions

Cash handling experience a plus

Must be energetic and upbeat; Must be self-motivated

Must be self-driven reliable

Satisfactory background check

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Apply online at

<http://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUISES&cws=1&rid=889>

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Human Resources Generalist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description: Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540

Electronic Technician I

Location: South Holland

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Supervisor, Technical Services or designate, responsible for all field and in-house repair of electronic Automatic Passenger Counter System, electronic fare boxes, destination signs and Electro-Mechanical Revenue Collection Equipment which will be to component level. Other duties as assigned or required.

Qualifications:

Qualified candidate must have a degree from an accredited electronics school or its equivalent. A solid digital background with good mechanical aptitude and knowledge of low power transmitters and receivers is essential. Some related hands on experience preferred. The performance of these duties may be required at any time of the day and night, any day and night of the week. Candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=99

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Job Title: Office Associate - Opt 2 UNIT 5

Agency: Human Services

Closing Date/Time: Tue. 03/31/15 4:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-15-0010

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs all clerical duties as assigned by the Unit Administrator, gathers reports and materials sensitive in nature, types complex correspondence, completes all filing, completes timesheets, composes and prepares memorandums and letters, and assists with all clerical duties required. May be assigned other duties that are within the scope of the duties of this position and as needed by the Administrator and facility.

Minimum Requirements: Requires ability to type 45 wpm and be knowledgeable in computers and various software programs. Requires knowledge, skill, mental development equivalent to completion of high school and 2 years related office experience. Requires knowledge and understanding of facility policies and procedures; extensive knowledge of grammar, spelling, and punctuation; and ability to operate office equipment and perform routine maintenance.

Typing test given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565. Typing test results must be submitted with your application.

Work Hours & Location/Agency Contact:

Hours of work: Monday - Friday 8:00am - 4:00pm

Contact: Dawn English, Human Resources

Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085

FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) with copy of your typing test to Kiley Center (fax above) and CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application with copy of your typing test to Kiley Center and CMS (as mentioned above) to obtain a qualifying grade. Bids **MUST** be received by COB on 3/31/15.

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Fri. 04/03/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: CMS 10459

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to supervise and direct the work of employees and inmate or patient labor engaged in power plant operation. Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts including Weekends and Holidays (7am-3pm, 3pm-11pm, 11pm-7am)

Work Location: Central Management Services

BOPM/Facilities Chicago/Northern/Shapiro

Shapiro Developmental Center, 100 East Jeffery Street, Kankakee, IL (Kankakee County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

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

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Job Title: Baker

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Food Service

Job Number: 2015-0473

Position Highlights:

Performs baking duties as assigned; ensures food service sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Associate Degree or Certificate of Completion in Culinary Arts/Baking is required

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire

Minimum of two years baking experience in a large volume operation is required
Ability to read, write and speak English

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, carry 50 pounds

Ability to stoop, kneel, reach, sufficient dexterity to operate kitchen utensils

This position requires the ability to stand and walk 100% of time

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Job Title: Clinic Coordinator

Department: Anesthesiology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0474

Job Description:

We are seeking a dynamic Clinic Coordinator/Receptionist to join the University Anesthesiology Pain Center department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights: Effectively performs all receptionist duties to ensure front desk is maintained and operated in orderly and efficient manner to facilitate workflow and optimize the patient experience. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

Position Qualifications Include:

High school diploma required and medical office experience preferred

Basic computer knowledge required

Attention to detail and accuracy

Excellent communication skills, both on phone and in person- Empathic manner as will be dealing with patients with chronic pain conditions.

Ability to prioritize and to work in fast paced environment.

Ability to utilize EPIC efficiently

Ability to sit for several hours each day and remain professional and calm under stressful situations

Ability to adapt to change and be flexible

Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

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Job Title: CT Tech - Part time Rotating Shift

Department: Radiology General

Shift: 4th (Rotating)

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

Specialty: Radiology Technology

Job Number: 2015-0528

Position Highlights: Provides quality patient care in an efficient and cost-effective manner. Applies knowledge of the modality to produce quality diagnostic images. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service Standards. This is a part time 4th rotating shift, benefits eligible.

Position Responsibilities:

Provides quality patient care as defined by departmental and Age Specific standards of care. Maintains patient privacy and confidentiality. Follows departmental protocols and procedures in the performance of exams and produces work that meets quality standards. Produces work in an efficient manner that meets departmental productivity standards. Maintains the physical work environment in a manner that meets departmental and regulatory requirements. Has a working knowledge of the Radiology Information System and PACS. Reports supply shortage or equipment failure to section supervisor. Follows work and patient schedules. Assist Radiologist in the performance of procedures. Handles, administers and documents medications under the supervision of a radiologist and following the guidelines of the Rush Pharmacy and technical licensure. Maintains logs and documentation as per departmental protocol. Provides patient history or information necessary for proper interpretation of the procedure. Maintains licensure/registry status as determined by state or regulatory bodies. Participates in the training and development of students assigned to area through clinical affiliations.

Position Qualifications Include: High school diploma/GED required

Formal training in an accredited Radiology Technology Program.

Valid Illinois Emergency Management Agency (IEMA) license.

Registry or Registry-eligible with the American Registry of Radiologic Technologists

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Job Title: Executive Assistant

Department: PEDIATRICS CHAIR

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0468

Job Description: Are you a well-organized and proficient Executive Administrative Professional with experience working with Sr. Level Executives? Are you looking for a new opportunity and ready to join a high profile team? If this describes you, you may be the right candidate for the Executive Administrative Assistant position in the Pediatrics Chair department!

Position Qualifications Include:

A High School diploma is required. Bachelor's degree is preferred

A minimum of five-ten years' experience as an administrative assistant in an executive capacity is required.

Experience working with Senior Administrative and Medical leadership in an academic medical center or in a large medical practice is highly desirable.

Must have an ability to work in a fast paced environment and have the ability to meet multiple deadlines with minimal supervision.

Ability to prioritize multiple projects, and be a self-starter.

Knowledge of medical terminology is a plus.

Sentence structure, grammar and spelling are very important in this role. The incumbent will be responsible for drafting letters to physicians, patients and others and must be professional and appropriate for business communication.

Intermediate to advanced computer skills in Word, Excel, PowerPoint, Outlook and Adobe Suite.

Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

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