



Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Thu. 03/12/15 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-89030

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Elgin Mental Health Center.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years high school. Required Illinois certification as a certified pharmacy technician. Must be at least 18 years of age.

Work Hours & Location/Agency Contact: 9:00am-5:00pm (1/2 hour lunch)
OCAPS/Elgin Mental Health Center
750 South State Street, Elgin, IL 60123

How to Apply:

Please submit CMS 100 (revised 10/2014) applications to:
Bureau of Employee Services
Lisa Horsley
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

How to Apply:

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

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 03/12/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1566001-664387

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Deputy Director, serves as staff assistant, liaison, and statewide administrator for the development, implementation, and enhancement of the IB3/Early Childhood Information System for the Office of Child Well-Being; develops policies and procedures for the IB3/EC Information System; serves as liaison to the Department's Office of Information Technology Services to facilitate coordination with CYCIS, the IA data system, and SACWIS; serves as spokesperson for the Deputy Director on issues relating to the IB3/EC Information System; identifies, develops, and implements needed training related to the use of the IBE/EC Information System within Departmental programs; performs special projects for the Deputy Director; serves as primary liaison to external evaluators regarding data collection and reporting.

Minimum Requirements: Requires a master's degree in social work and three years of administrative child welfare experience or a master's degree in an acceptable human services field and four years of administrative child welfare experience; requires a thorough working and practical knowledge of all aspects of SACWIS, CANS, and databases, as well as the policies and procedures of the Department.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: 1911 S. Indiana Chicago, IL 60616

SUBMIT BIDS TO: VANASHA LITTLE/OFFICE OF EMPLOYEE SERVICES

JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601

PHONE: (312) 814-1222 FAX: (312) 814-1224

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

Option 6 - Health & Human Services

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Job Title: Rehabilitation Counselor Aide II

Agency: Veterans Affairs

Closing Date/Time: Mon. 03/09/15 4:00 PM Central Time

Salary: \$3,114.00 - \$4,414.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 34-00-15-89136

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school and two years of experience in community organization work, group leader work, social-action work or in a related capacity which has provided an understanding and acceptance of the problems of the disabled or disadvantaged people. - OR - Requires knowledge, skill and mental development equivalent to two years of college with courses in social science, psychology, sociology or related courses. Requires possession of an appropriate valid driver's license. Requires ability to meet and deal effectively with disabled and disadvantaged persons in their own environment. Requires ability to earn the respect and confidence of the community. Requires ability to develop awareness and sensitivity to feelings, attitudes and trends among the residents of the community. Requires ability to interpret and apply rules and regulations. Requires ability to follow instructions correctly. Requires ability to read and write effectively.

Work Hours & Location/Agency Contact: Work Schedule: Monday-Wednesday 3:00 pm - 12:00 am, Thursday - Friday 11:00 pm - 7:30 am 1 hour meal break
Location: IL Veterans' Home Homeless & Disabled Veterans' Program
#1 Veterans' Drive Manteno, Illinois 60950

Contact: Ellen Myers

Human Resources 833 South Spring Street Springfield, IL 62704

Phone:217-785-4574 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).

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Job Title: Senior Public Service Administrator - Opt 8N

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 03/10/15 5:00 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: FG000 Bid ID#: IG0603

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, plans, executes, controls and directs the statewide Health Care Standards Section; receives and reviews case referrals from the Audit Section, federal and States Attorney's offices, community organizations, or individuals; directs and monitors the assignment of professional nursing staff and other contractual medical professionals to conduct on-site investigations; plans, schedules and attends Medical Quality Review Committee meetings to review case evidence gathered and documented to determine/recommend sanctions; interviews, hires and enters into contractual agreements with medical professionals; serves as a full-line supervisor; travels to various counties to attend management meetings and hearings.

Minimum Requirements:

Requires licensure as a Registered Nurse in the state of Illinois; requires (a) graduation from an approved nursing education program with an Associate degree or a Diploma of Nursing and six years of professional nursing experience, or (b) a Bachelor's degree in Nursing and four years of professional nursing experience, or (c) a Master's degree in Nursing and two years of professional experience; require thorough knowledge of professional procedures and practices related to health care; requires ability to travel to various counties to attend management meetings and hearings.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Medicaid Integrity 401 South Clinton, 5th Street Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General, Personnel
412 North 5th Street, Springfield, IL 62702

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 8N - Nurse Registered II

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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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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: Technical Advisor II

Agency: Juvenile Justice

Closing Date/Time: Fri. 03/13/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: MG010

Bid ID#: IDJJ27-00-15-0131

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Assistant Chief Legal Counsel, Senior Public Service Administrator, prepares for and represents the Department and/or Department staff in administrative or quasi-judicial hearings, including prisoner review board (PRB) and employee review hearings, conducts investigations in preparation for hearings, conducts research regarding legal impacts on the Department, advises Department staff on relevant legal issues, summarizes and prepares reports on research findings and hearing results and other matters.

This position is exempt from the bargaining unit.

Minimum Requirements: Requires license to practice law in Illinois, working knowledge of judicial and quasi-judicial procedures and rules of evidence, working knowledge of state and federal law, working knowledge of principles of administration and management, ability to conduct legal research, utilize basic computer programs including Microsoft Office. Requires some in-state travel and possession of valid drivers' license.

Work Hours & Location/Agency Contact:

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

Work Location: 3825 Campton Hills Rd St. Charles, IL 60175

Agency Contact: Ms. Shae Bruce / Public Safety Shared Services

1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

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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Automotive Mechanic

Chicago, IL

Job ID: 77746

Job Summary: Candidate will possess personal knowledge and skills to perform preventative maintenance on UPS Package Delivery Vehicles, Transportation Tractors and Trailers. Will properly diagnose and perform necessary repairs to gas and diesel-powered engines, hydraulic and air brake systems, and electrical systems. Candidate must be willing to work 2nd or 3rd shift. Schedules include Monday through Friday and Sunday through Thursday and Tuesday through Saturday. An attractive pay and benefits package is offered. Uniforms are provided. Candidate must possess all personal tools required to perform the job and will be required to appropriate necessary hand tools as required by job assignment.

Ideal candidate will possess the following:

Current documented automotive mechanic experience; Experience using diagnostic equipment, scan tools and personal computer; Possess a full complement of personal hand tools; Class A Commercial Drivers License (CDL)

Job Responsibilities: Meet D.O.T requirements and be CDL qualified as required by job assignment. Bend, stoop, squat, kneel, crouch, crawl, climb ladders and stairs, stand, walk, and turn/pivot frequently throughout the duration of the workday. Full time: 8-10 hours per day, 4-5 days per 7-day week. Report to work on a regular and timely basis and complete the scheduled workday on a consistent basis. Ability to work varying shifts, additional hours and/or overtime depending on service needs. Sitting required infrequently throughout the duration of the workday. Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds. Assist in moving packages or equipment up to 150 pounds. Simple hand grasping, power hand grasping, fine hand manipulation, reaching from foot level to above shoulder level as necessary to complete assigned tasks. Operate standard/manual transmission Operate power, pneumatic tools. Required to wear personal protective equipment Must meet all requirements to be Power Industrial Truck Operations (PITO) certified Work in an environment with: variable temperatures and humidity (climatic conditions), exposure to cleaning materials, petroleum products, dust, dirt, and noise, outside inclement weather. Work cooperatively in a diverse work environment Have a sufficient ability to communicate, through sight, hearing, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/chicago/operations/jobid7078867-automotive-mechanic-jobs>

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Sr. Administrative Assistant Deployment

Chicago, IL

Job ID: 74071

Job Summary

The Administrative Assistant will provide specialized and organizational support services to assist the Program Management team. He/She will assist the Program Manager in the development of Business Review materials leveraging data obtained from a variety of sources. In addition, he/she will be required to prepare reports to include data manipulation, data validation/troubleshooting, data formatting, and final version validation.

Other Duties

Validation of milestone/event data in various UPS systems

Preparation of reports as per requirements

Preferred Competencies

Demonstrates strong problem solving capabilities

Demonstrates attention to detail

Demonstrates effective oral and written communication skills

Demonstrates ability to analyze data, identify and investigate anomalies

Demonstrates relationship management skills

Demonstrates active listening skills

Demonstrates the ability to manage multiple tasks in a fast paced environment

Demonstrates ability to maintain confidential information

Minimum Qualifications

Demonstrates intermediate to high proficiency with Microsoft Access preferred

Demonstrates intermediate to high proficiency with Microsoft Excel preferred

Bachelor's Degree – preferred

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Apply online at <http://jobs-ups.com/chicago/administrative/jobid6894070-sr.-administrative-assistant-deployment-jobs>

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Full time City Driver

Chicago, IL

Job ID: ILCWS39

UPS Freight is hiring individuals to work as Full-Time City Drivers.

This position involves the driving of a tractor-trailer and the daily pick up and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test.

Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state.

Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language.

Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/chicago/driver/jobid5577631-full-time-city-driver-jobs>

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Package Handler Part Time

Bedford Park, IL

Job ID: ILBED1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/package-handler-part-time/jobid5577622-package-handler-part-time-jobs>

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Plant Engineering Specialist

Hodgkins, IL
Job ID: 76347

General Summary

Troubleshoots, calibrates, analyzes and adjusts Automated Sortation Systems as necessary to maintain optimal performance of Plant Floor Equipment. Responds to sort calls and breakdowns and expedites their completion. Proactively identifies equipment or human interface that is the cause of system defects. This position will combine the individual's technical knowledge and analytical skills to support an Automated Sortation System.

The Specialist shall be responsible for:

- Troubleshooting Sortation System up to Second Level Support
- Calibrating and Adjusting Plant Floor Equipment
- Maintaining and Analyzing Statistics
- Analyzing and Correcting Operation's Methods
- Reports on reliability and defect issues at area presort meetings
- Testing of Equipment
- Performing Disaster Recovery Preparedness

Preferred Competencies

- Working Knowledge of AC and DC, Motor Control, 480v Power Distribution and the ability to read and interpret electrical schematics and elementary diagrams.
- Working Knowledge of Programmable Logic Controllers (PLC) and Human Machine Interface (HMI) Applications.
- Working knowledge of guarding, facility safety, and compliance items.
- Working Knowledge of Microsoft Operating Systems and Applications.
- Working Knowledge of Programming or Database Development Tools.
- Basic Knowledge of IT and Network Interfaces.

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Apply online at <http://jobs-ups.com/illinois/engineering/jobid7140764-plant-engineering-specialist-jobs>

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Part Time Sunrise Plant Engineering Supervisor

Hodgkins, IL
Job ID: 75119

General Summary

The individual will be responsible for creating and modifying reliability reports, attending safety meetings, and coordinating and following through with completion of repairs on conveyor systems equipment. The supervisor will also aid in the training of Maintenance Mechanics, perform energy and housekeeping audits and interact with operations personal performing training on conveyor equipment and addressing conveyor equipment reliability concerns.

The Part-time Supervisor shall be responsible for the following:

- Attending operations area safety meetings and addressing any concerns
- Coordination light maintenance repairs that are generated on daily equipment condition reports
- Aid Full-time Supervisors on day to day maintenance coordination
- Aid Full-time Supervisors on equipment breakdown investigations
- Generate and update conveyor reliability reports
- Training operations personal on proper use of conveyor equipment
- Perform weekly plant housekeeping audits
- Perform weekly plant energy audits
- Perform bi-weekly building safety audits

PREFERRED COMPETENCIES

Strong oral and written communications skills, along with excellent interpersonal and organizational skills.

Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint).

Background in Engineering or a Technical related field.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/engineering/jobid6813228-part-time-sunrise-plant-engineering-supervisor-jobs>

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Data Entry Analyst

Administrative | Chicago, IL, United States

The Data Entry Analyst role at Pangea is a full time opportunity to support over 10 maintenance teams and 100 individual technicians.

Our maintenance teams rely on the maintenance support team to organize their daily reports, close outstanding work orders, and enter relevant feedback on ongoing fixes.

Responsibilities

Support daily operations of maintenance teams
Complete processing of internal forms and submissions

Manage time and daily priorities
Interface with excel, enterprise systems, and computer systems

Communicate and request information from team managers
Complete ad hoc entry projects in support of other operational teams

Position Requirements:

Experience and comfort using computers in previous roles
Experience with MS Office (Excel, Word, Outlook)

Strong communication skills: written and verbal
Quick learner and adaptive to new processes

Detail Oriented and Focused
Conversational Bi-lingual (English/Spanish)

12PM to 8PM Schedule
Compensation

Full time, \$13/hour, potential for advancement

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

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Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Responsibilities

Reach and exceed various phone and sales targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Being a new role, there will be many changes along the way.

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications / Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Associate's degree required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation: \$12-\$14 per hour, depending on experience

Salary/Hourly: Temporary hourly role to start, with chance for full-time employment

Shifts: Must have M-F 7AM-9PM and Saturdays open in order to apply for this job

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

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Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL.

Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management.

We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

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

Responsibilities include but are NOT limited to:

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

Qualifications:

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

Compensation and Benefits:

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

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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company.

Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment.

Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

- Plumbing
- Electrical
- Carpentry
- Flooring
- Concrete/Roofing

Qualifications:

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

Other Skills A plus:

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

Compensation and Benefits:

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

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

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Leadership Development Program

Finance | Chicago, IL, United States

What to expect: 6-month rotations within different areas of the business, developing into an area of expertise after 1-2 years. The analyst will be expected to learn the fundamental skills necessary to be successful in any analytical role and leverage those into making an impact in different specialty areas to drive value. We are a fast-moving organization and expect the analyst to be hard-working, eager to learn, and driven to take on growing responsibilities as quickly as possible. This position will be given autonomy to identify, quantify and solve business problems

Possible rotations include but are not limited to, based on need and preference:

FP&A; Financial management of asset performance

Strategic decision-making and data analysis

Operations: Strategic decision-making and execution management

Work closely with different departments to achieve operational efficiency

Accounting: Month-, quarter-, and year-end close process execution

Maintain integrity of financial statements and assist with year-end audits

Assist with ad hoc projects surrounding the Company's property taxes

Financing: Assist with new and existing debt transactions

Maintain compliance with lenders

Acquisitions: Research potential new real estate investments

Assist in closing process on new investments

Marketing: Work on different aspects of marketing team, including digital, social, local campaigns and analysis

Qualifications:

Bachelor's degree from top 50 undergraduate university

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

Minimum 3.5 GPA; Spring 2015 graduation date

Microsoft Office skills are a huge plus

Must be able to communicate effectively to all departments and levels of the organization. Must have the ability and willingness to work both independently and cooperatively in a team environment

Strong desire to learn and take on responsibility quickly

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

Compensation and Benefits: Competitive salary plus bonus

Full benefits provided w/ 401k plan. Casual work environment and dress code

Headquartered in Chicago's River North neighborhood

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

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Part-Time Administrative Assistant

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description: Serves as assistant to the Department Manager of Administration. Assists with various administrative projects including data entry into the new energy management system, coordinating the scanning/filing of utility bills for the Accounting Department, organizing/scanning the purchasing card expense reports and data entry for fleet mileage logs. Handles records management work requests, monitors footprint service tickets and assists with other duties as required.

Qualifications:

Associate's degree required. Bachelor's degree preferred. 1-2 years of administrative work experience required. Intermediate skill level for Word, Excel and Outlook.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=669

Accounting Technician I

Location: Arlington Heights
Office: Internal Services
Department: Finance

Job Description: Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing. Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders. Invoice processing includes checking for correct pricing, proper authority to expend funds, etc. May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing. Some analysis work is required. Other duties as assigned or required.

Qualifications: Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system. Experience working in Oracle is a plus. Good communication skills are essential. Data entry and/or spreadsheet experience is required. Qualified candidates must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488

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Building Maintenance Person

Location: Melrose Park
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=514



Receptionist/Customer Assistance Facilitator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Receptionist/Customer Assistance Facilitator is responsible for operating the Chicago Office switchboard, assisting internal and external customers and for providing support to the Paratransit and Vanpool Departments in accordance with Pace policies and procedures. This position is essential to achieve the goals of the Paratransit department as well as the mission of Pace as an organization.

This includes but is not limited to: answering all incoming calls and either directing the call to the appropriate Paratransit staff person or researching/answering basic inquiries; preparing and/or assisting in the preparation and distribution of correspondence; coordinating meeting rooms; assisting Paratransit managers and staff in the management of various projects (including supervising of interns and temp staff); assisting with office supplies inventory; coordinating servicing of all office equipment; assisting with vendor and petty cash box procedures; assisting with organizing Pace office functions communicating notices to staff as required by management; and other duties as assigned.

Qualifications:

Qualified candidate must have at least two years (2) years of experience as a receptionist or a relevant customer service related position. Candidate must have strong customer service skills, verbal communication skills, organizational skills, and computer skills.

Candidate must have the ability to work with multiple managers/staff; assist internal and external customers; and have the ability to manage a busy and rigorous phone activity. Candidate must have the aptitude to work with various computer programs, including Microsoft Word, Excel and Trapeze.

Experience with these programs is strongly preferred. Applicant must have a word history and possess a current valid drivers license and a good driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=7

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