



Juice Bar Supervisor (123991)

Req ID 123991 - Posted 02/28/2015 - Store - Midwest - IL, Chicago - West Loop (10572) - Team/Department (1) - Full-Time - Store - Team Member - United States

SUMMARY: Your role as Produce Supervisor will include assisting with scheduling, supervision of team members as well as with the day-to-day flow of the department. Additionally, you will maintain attractive Produce displays and support the regional Produce vision. You will work closely with the Produce Team Leader and Associate Team Leader(s) to ensure smooth operation of the Produce Team. You will ensure a positive company image by providing courteous, friendly, and efficient service to customers and team members.

REQUIREMENTS: Must have experience leading and motivating others, with flexibility in supervisory style. Extensive knowledge of floral products and our quality standards. Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers. Ability to prioritize effectively and delegate responsibilities. Proactive in all aspects of the job. Strong organizational skills and basic computer skills. Ability to work in a fast-paced environment, with a sense of urgency. Capable of teaching others in a constructive and positive manner. Strong customer service experience, preferably in a retail environment. Self motivated and solution oriented with a desire to learn and grow. Consistently communicate and model Whole Foods Market vision and goals. Available for flexible scheduling to meet the needs of the department.

Essential Job Functions: - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled. Close Date: 03/22/2015

Apply online at

https://career.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=123991&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=hscq6oXTW7cJTYTNm%2fdT94B2JD0%3d

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Job Title: Administrative Assistant

Agency: Executive Inspector General *

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 101

POSITION SUMMARY: Subject to supervision of management staff of the Office of Executive Inspector General (OEIG), serves as Administrative Assistant. This position involves working with information of an extremely sensitive and confidential nature.

Minimum Requirements:

- high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school;
- minimum of two years of college or business education is desirable;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact:

NOTE: The position may be based for either Chicago or Springfield 9:00 am - 5:00 pm

Office of Executive Inspector General

69 W. Washington St., Suite 3400, Chicago, IL 60602

OR 607 E. Adams, 14th Floor, Springfield, IL 62701

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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Job Title: Administrative Assistant I (FEP Compliance Monitor)

Agency: Capital Development Board

Closing Date/Time: Tue. 03/17/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CDB00063

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization. Requires the ability to investigate various types of records and field activities to determine DHR and CMS compliance; requires the ability to draft reports and letters, and have the ability to communicate effectively both orally and in writing; requires working knowledge of social, cultural, and economic factors of minority and female group issues. Requires a valid Illinois Drivers License due to extensive travel requirements.

Work Hours & Location/Agency Contact: Location - James R. Thompson Center, 100 West Randolph ST, Suite 14-600 Chicago, Illinois

Work Hours - Monday - Friday 8:00-4:30 (flexible and 9 day schedule available)

Agency Contact: Heather Humphrey / Personnel Administrator

Capital Development Board Third Floor, Wm. G. Stratton Building

401 S. Spring St., Springfield, IL 62706

217-782-7222 Fax 217-524-0565

heather.humphrey@illinois.gov

How to Apply:

This position requires 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 A5 - Capital Development Bd

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Patient Registrar Part Time

Location: Vernon Hills, Illinois

Job ID: 10664

Facility: CONDELL MEDICAL CENTER

Status-FTE: Part-Time B - 0.5

Shift: Day/PM

IHS diploma or equivalent. Experience handling money.
Prefers 2~3 years related experience in a healthcare setting (revenue cycle experience preferred) hospital, physician office or insurance company. Applicable education may be substituted. Effective organizational and prioritization skills
Exhibits sophisticated interviewing, communication and negotiation skills.
Possesses intermediate math and business writing skills
Knowledge of office equipment
Computer literate
Demonstrated customer service skills.
Must be able make change and count a cash drawer.
MN/A
Ability to work in a fast~paced environment with established time constraints and emotional and sensitive situations.
Employee is regularly required to sit, stand, walk, talk and hear.
Must possess visual acuity and manual dexterity to perform computer data entry and other clerical aspects of the job.
May bend, stoop, twist and reach in conjunction with the job requirements.
May lift files, reference books, supplies, and other documents up to 10 lbs.
May walk and push a wheeled cart with a computer and supplies weighing up to 50 lbs.
This is both a sedentary and active position.
Employee is regularly exposed to noise associated with working around others in an office setting.
May be exposed to a variety of illness and medical conditions.
Must be able and willing to work weekends, holidays and occasionally other shifts.

Must be able and willing to rotate work environments, ED, OP/ADM, Rover, Check~In, Phone Desk, etc.
May need to work shifts at offsite locations.
Greet and welcomes customers exhibiting superior customer service skills. Creates accurate and thorough registration records for each patient visit while minimizing patient waiting and turnaround time. Identifies and obtains appropriate service authorizations to comply with insurance

Apply online at http://jobs.advocatehealth.com/vernon-hills/clerical_administrative/jobid7150890-patient-registrar-part-time-jobs

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Job Title: Rehabilitation Case Coordinator I

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

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

Minimum Requirements:

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

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

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

How to Apply:

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

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Job Title: 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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Inventory Control Assistant

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00030953

Full or Part Time : Regular Employee FT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-chicago-illinois-job-1-5178555>

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Merchandiser Seasonal-Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV047835

Full or Part Time : Seasonal/Casual FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Position will start anywhere for 6am to 11 am depending on route, and will work each day until the route is complete, although seasonal positions are where we flex hours we do expect that this position will be full time during the seasonal period.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age. •Must be eligible to work in the United States.
- Must have a valid driver's license. •Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.* •Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field. •1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification. •Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-chicago-chicago-illinois-job-1-5163212>

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Warehouse Distribution Supervisor

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00028693

Full or Part Time : Regular Employee FT

Position Description

- Manage warehouse personnel and warehouse functions at Distribution Center.
- Staff, train, evaluate and develop team members.

- Supervise warehouse the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.

- Oversee shipping and receiving functions as applicable.
- Secure company assets.

- Manage within labor and OPEX budget
- High school diploma or GED required.

- Bachelor's Degree preferred.
- 1-3 years warehouse/inventory experience required.

- Requires experience managing supervisory level employees.
- 2+ years managing warehouse / inventory environment preferred.

- Intermediate PC and database skills.
- Strong knowledge of inventory management systems.
- Forklift certification a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-supervisor-chicago-illinois-job-1-5022223>

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General Laborer

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031039

Full or Part Time : Regular Employee FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment
Restock and replenish as appropriate.

Perform general maintenance.
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

High School Diploma Preferred.
0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.
Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.
Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-alsip-illinois-job-1-5181494>

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Director Customer Account Management-43119

Manager Level-Director
Job Account Management & Service
Primary Location IL-Chicago
Organization Customer Management West
Schedule Full-time
Job Type Standard
Employee Status Regular
Relocation Available No
Experience Level 3-Seasoned (over 7 years)

JOB INFORMATION

Coordinate account strategy execution and direct day-to-day operations for a unit engaged in managing local and/or national customer accounts to maximize relationships, facilitate the contract process, and promote and sell the firm's products and services. Articulate goals, allocate resources, and manage workflow.

EDUCATION: Bachelor's Degree or equivalent required
MINIMUM EXPERIENCE: 10+ years of related experience

SPECIALIZED KNOWLEDGE & SKILLS

Previous customer management and people management experience required in a mortgage industry and/or mortgage finance industry. Must have specific experience with primary and secondary markets. Demonstrated ability to lead account teams in the accomplishment of business goals. Strong project management skills required. Capital markets experience preferred. Experience leading a team with strong negotiation and relationship management skills. Strong communication Background with investment products and services and experience managing in a sales/relationship management environment.
Office location is Chicago

EMPLOYMENT

As a condition of employment with Fannie Mae, any successful job applicant will be required to pass a pre-employment drug screen and to successfully complete a background investigation, which may also include a credit check for positions in some areas of our business.

Fannie Mae is an Equal Opportunity Employer.

Apply online at <http://www.fanniemae.com/portal/about-us/careers/job-search.html#top>

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Customer Service Supv

Location: Chicago, IL

Requisition ID: 557-884931

Posting Date: 2/27/2015

Shift: Flexible

Status: Regular

RESPONSIBILITIES:

Drive the delivery of exceptional customer service by insisting on friendliness and creating a heads up mentality on the part of all store associates.

Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service. Improve sales results through greeting and assisting customers on the sales floor; communicating customer requests to management
Maintain appearance of register area and keep supplies stocked

Monitor compliance of cashiers with established Company policies and standards, such as safekeeping of Company funds and property, security, sales and record-keeping procedures. Ensure the accuracy and efficiency in ringing sales and accurately maintaining all cash and media at the registers

Follow guidelines prescribed by the Customer Service/Logistics Manager to monitor associate breaks, ensuring they are being taken and that there is adequate coverage to minimize customer wait times. Support associate customer service training and communication efforts through participating in morning rallies and utilizing the Service bulletin board. Assist in communicating information to cashiers regarding special promotions and sale items. Accurately ring up sales when requested by the manager on duty. Ensure validity of customer returns, exchanges, check authorizations, and voids
Monitor all areas of possible loss due to theft, shoplifting, free-bagging, fraud, and/or carelessness. Provide orderly maintenance of front-end equipment and supplies, and communicate systems and equipment issues timely

Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-4992715>

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Receiving Associate

Location: Chicago, IL
Requisition ID: 838-887105
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION: As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER: Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas. Ensure the truck is unloaded. Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE: Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE: Take unprocessed garments from Line Handler
Check, ticket, and hang garments. Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER: Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4989714>

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Front Desk Reception

Job Ref. No. LCHI-0016-15

Hotel The Langham, Chicago

Department Front Office

Last Application Date Agent 06 Apr 2015

The Ideal Candidate for this Position Will Have:

SPECIAL SKILLS REQUIRED:

Considerable knowledge of Hotel computer systems for registration, reservations. Ability to work rotating shifts in hours and days including weekends and holidays. Ability to stand and move throughout front office and continuously perform essential job functions. Considerable skill, in the use of a calculator to prepare moderately complex mathematical calculations without error. Ability to effectively deal with customers, some of whom will require high levels of patience, tact and diplomacy to defuse anger to collect accurate information. Ability to establish and maintain effective working relationships with employees and customers. Must be fluent in English and have excellent communication skills orally and in written form. Ability to access, read and accurately input information using a moderately complex computer system to include software such as Excel, and Microsoft Word. Ability to stand and move throughout front office and continuously perform essential job functions. Hearing and visual ability to observe and detect signs of emergency situations. Confined work area with considerable traffic, frequent interruptions and noise from telephones, voices and office machines.

EDUCATION REQUIRED: High school diploma required.

EXPERIENCE REQUIRED:

No prior experience required. Prior hospitality experience preferred.

Please Note: While we would love to consider everyone that is interested in joining our organization, we do ask that you please do not submit an application if you do not have the minimum qualifications for the position.

Recruiting Companies & Recruiters - please do not contact us regarding this position. No phone calls please.

Terms of employment . Full time

Apply online at http://lhi-career.langhamhotels.com/appl_job_dt.aspx?mode=advsch&hotel_code=LCHI&job_ref_no=LCHI-0016-15

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Clerical Support

Employment Status: Part-time

Date Posted: 3/4/2015

Job Code: LHCC

City: Chicago Ridge

State: IL

Country: United States of America

Category: Non-Clinical

Description

Our Clerical Support's key function is to present a professional and positive attitude towards both the internal and external customers of our facility. The Clerical Support often provides the initial contact with the customer. The approach and attitude used by this person shapes the initial reactions and impressions of the services that are offered by the facility. This position is responsible for promoting a positive customer-focused attitude in responding to the needs of the external and internal customers of the facility. The Clerical Support interacts with the potential customers, current residents and their families, staff, physicians and vendors. Promoting positive working relationships is essential to promoting the External and Internal Marketing / Census Development goals of the facility.

Qualifications: Has a high school degree or equivalent. Basic typing/computer skills. Ability to manage multiple tasks. Ability to promote a positive customer-focused approach both in-person and on the telephone. Interest in working with the elderly and their families. Preference for individual with experience in the health care field. Ability to work as a member of a team. Ability to effectively use standard office equipment. Must be able to read, speak and understand the English language.

Physical Requirements: Must be able to lift supplies of at least 15 pounds.
Must be able to propel a resident in a wheelchair.
Must be able to assist the residents in an evacuation of the building in an emergency.

We offer excellent training & orientation, competitive compensation, comprehensive benefits, and advancement opportunities.

Drug-Free Workplace. No Agencies, Please. EOE M/F/D/V

Apply online at

https://wfa.kronostm.com/index.jsp?SRCSEQ=postingSearchResults&locale=en_US&applicationName=LexingtonHealthKTMDReqExt&SEQ=jobDetails&POSTING_ID=59929351653&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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Sales Associate - (1500043Y)

Welcome to Sherwin-Williams

DESCRIPTION

This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also stock shelves and set up displays, clean store equipment, and load and unload trucks. It may also assist in making deliveries if necessary.

BASIC QUALIFICATIONS:

Must be at least 17 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be willing to work all scheduled hours and required overtime, which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Must be able to tint paint, therefore, must have good color perception. Must be able to operate a computer and communicate via the telephone.

MINIMUM QUALIFICATIONS:

High school diploma or comparable certification (e.g. GED).

PREFERRED QUALIFICATIONS:

Prior experience in a sales or customer service position.
Associate Degree or related college courses.
Customer service skills, including problem solving and handling customer complaints.
Good written and verbal communication skills.

PRIMARY LOCATION: US IL Chicago Broadway 3022

WORK LOCATIONS: 5411 N Broadway St., Chicago 60640

TRAVEL: No

JOB POSTING: Mar 5, 2015

Employment Category: Regular – Part time

RESPOND BY: Mar 19, 2015

Apply online at

<https://sherwin.taleo.net/careersection/10/jobdetail.ftl?job=1500043Y&source=Indeed.com>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Administrative Assistant/Office Manager

Mighty Hook - Chicago, IL

We are looking for a bright, energetic, organized, and fast-paced Administrative Assistant with preferably prior experience as an administrator in a Manufacturing environment.

This person will support the activities of the Owner, Accounting, Customer Service as well as assisting and aid in the efficient running of daily operations.

Busy desk requires an efficient individual comfortable with multi-tasking who is proficient in Windows.

Candidate should possess strong initiative along with a keen eye for detail and a high level of accuracy.

Duties include: assisting with invoicing, creating purchase orders, maintaining office supplies and office environment, answering phone, mail/fax distribution, assisting with warehouse inventory accuracy, and acting as a liaison to IT third party vendor.

Background requirements:

A minimum of 5 years in an administrative role (Manufacturing environment preferred).
Well organized

Microsoft office and Windows proficiency

We are conveniently located near train and bus transportation on the west side of Chicago

Salary: \$15.00 /hour

Apply online at <http://www.indeed.com/cmp/Mighty-Hook/jobs/Administrative-Assistant-Office-Manager-a9357eb23ad111b8>

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Job Title: Warehouse Worker

Requisition Number: 5743

Area of Interest: Production

City: Chicago

State / Province: Illinois

Requirements:

Ability to work effectively in a team environment. Work with a sense of urgency while maintaining quality and Company safety standards. Ability to comprehend and safely operate production equipment.

Possess thorough knowledge of the process and operation of designated machines. Demonstrates good mechanical skills and ability to use proper tools, as provided. Ability to understand and comply with all QA testing required of position.

Ability to stoop, bend, twist on a regular basis; ability to stand for prolonged periods of time. Ability to repeatedly lift 50 pounds. Ability to work flexible, extended hours and weekends, as needed. Ability to work in the extremes of outside weather; rain, cold, wind and heat.

Job Description:

Ability to work effectively in a team environment. Work with a sense of urgency while maintaining quality and Company safety standards.

Ability to comprehend and safely operate production equipment. Possess thorough knowledge of the process and operation of designated machines. Demonstrates good mechanical skills and ability to use proper tools, as provided. Ability to understand and comply with all QA testing required of position.

Ability to stoop, bend, twist on a regular basis; ability to stand for prolonged periods of time. Ability to repeatedly lift 50 pounds. Ability to work flexible, extended hours and weekends, as needed. Ability to work in the extremes of outside weather; rain, cold, wind and heat

Apply online at

<https://www1.apply2jobs.com/DSWaters/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=5743&sid=16>

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Assistant Event Services Manager | CHI006806

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Assistant Event Services Manager will be responsible for managing banquet events at the hotel. This person supervises event room set-ups, service, and maintenance of all banquet functions and banquet equipment. This role is a highly detailed role within the hotel to complete event requirement and create an appealing experience for guests.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal communication skills
Ability to stand for long periods of time and walk moderate distances
Ability to lift, pull, and push a moderate weight (about 50 pounds)
Must be able to work a flexible schedule, including weekends and holidays
Proficient in basic computer skills

Primary Location: US-IL-Chicago

Organization: Hyatt Regency McCormick Place

Pay Basis: 48,200 Hourly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Banquets

Apply online at

<https://hyatt.taleo.net/careersection/10780/jobdetail.ftl?lang=en&job=1650249&src=JB-14400>

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Merchandiser Seasonal-Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Other Location :

Requisition Number : HV047835

Full or Part Time : Seasonal/Casual FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification. •Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-chicago-chicago-illinois-job-1-5163212>

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