



Intern (Programs) - Seasonal - Disability Policy Office Job ID: 2087

Closing Date: 04/30/2015

Administrative/Intern (H)

Date Posted: 4/16/2015

Location: Central Administration - DISABILITY POLICY OFFICE

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$12.00 per hour

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Program & Event Coordinator (Arts & Nature) Job ID: 2082

Closing Date: 04/27/2015

Cultural/Program & Event Coordinator (H)

Date Posted: 4/13/2015

Location: Central Administration - CULTURE ARTS NATURE

Program & Event Coordinators will assist the Culture Arts and Nature division with various summer arts & nature programs such as Theater on the Lake, Kidsmobile, performances, and more. Responsibilities include facilitating outdoor programs and leading creative arts activities for youth and families.

Start date: June 15 – End date: September 7

CHARACTERISTICS OF THE CLASS: Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

SALARY: \$13.39 PER HOUR

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Program Facilitator - Arts & Culture Job ID: 2080

Closing Date: 04/27/2015

Cultural/Program Facilitator (H)

Date Posted: 4/13/2015

Location: Central Administration Building

Region: Administration

Additional Information: Show/Hide

CHARACTERISTICS OF THE CLASS:

Under supervision, assists in the development, implementation and evaluation of program and special projects. Performs related duties as required. This position will support the work of the Arts & Culture Unit in the Chicago Park District's Division of Culture, Arts and Nature. It is responsible for administrative and program support for youth arts programming and the Cultural Center Initiative, a network of 15 parks that serve as arts and culture hubs for their areas of the city. The work includes a wide variety of tasks, such as: building and maintaining partnerships with teaching artists, organizations and agencies, coordinating and evaluating programs for all ages with partners and park staff, coordinating events and programs, and supporting outreach efforts. This is a part-time position (28 hours/week). Must be willing to travel to Park District locations across the city. Occasional evening/weekend hours required.

MINIMUM QUALIFICATIONS:

Training and Experience:

A Bachelor's Degree in education, recreation/leisure studies or a related discipline in social services, cultural enrichment, environmental education, or sports management plus two years' experience in a core program area, or an equivalent combination of training and experience is required. Administrative experience preferred. Knowledge,

Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

SALARY: \$15.85 PER HOUR

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Attendant Part-time (North Region) Job ID: 2085

Closing Date: 04/27/2015

Custodial/Attendant (H)

Date Posted: 4/14/2015

Location: Haas Park

Region: North

up to 7 hours per week

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$13.61 per hour

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Activities Instructor (Seasonal) BASEBALL & FOOTBALL Job ID: 2084

Closing Date: 4/27/15

Recreation/Activities Instructor (S)

Date Posted: 4/13/2015

Location: SOUTH REGION - MURRAY PARK

THIS POSITION WILL BE WORKING INTO THE FALL 2015 THROUGH THE JR BEARS FOOTBALL SEASON.

CHARACTERISTICS OF THE CLASS: Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$16.86 PER HOUR

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Camp Counselor - Inferno Mobile Recording Studio (Seasonal) Job ID: 2078

Closing Date: 04/27/2015

Recreation/Camp Counselor (S)

Date Posted: 4/13/2015

Location: Central Administration - CULTURE ARTS NATURE

Program Description :

The Inferno Mobile Recording Studio creates community-relevant and participant-centered digital media with 9-14 year olds in Chicago Park District Day Camps. For six weeks over the summer, IMRS Counselors will work with teens in our specialty arts camps and visit additional park sites to work with groups of up to twenty campers to create and record digital media. Through creative writing and digital music making, campers explore collaboration and document their own ideas to share at home and with the world. Start Date: June 15 - End date: September 7

CHARACTERISTICS OF THE CLASS:

Under supervision, provides recreational activities for children during the operation of day camp activities in the Chicago Park District. Performs related duties as required.

EXAMPLES OF DUTIES:

Leads camp programs in a variety of Park District parks. Accompanies groups of children on field trips to education institutions, public functions or recreational activities. Supervises children to ensure their safety and well being. Leads and participates in games, drills and agility exercises. Reads to children and teaches simple painting, drawing, songs and similar recreation activities. Brings supplies and equipment necessary for activities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Current enrollment at an accredited college or university for a Bachelor's Degree.

Knowledge, Skills and Abilities:

Experience working with children is required. The ability to stand, sit, bend and kneel frequently.

Union: SEIU-Local 73

EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$ 17.85 PER HOUR

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CENTER DIRECTOR Job ID: 2090

Closing Date: 05/03/2015

Recreation/Center Director

Date Posted: 4/20/2015

Location: Clark (Richard) Playlot Park

Region: North

CHARACTERISTICS OF THE CLASS:

Under direction, manages the operation of a city wide Chicago Park District facility providing year round recreation, sports, cultural, and environmental programs as well as major special events throughout the year. Facility is typically in operation seven (7) days a week, sixteen (16) to twenty (20) hours per day. Supervises all staff assigned to the Center's operation. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Business Administration, Public Administration, Recreation Administration, or a related field supplemented by three- five years of progressively responsible experience in a revenue generating recreation or cultural, environmental/ecological facility or an equivalent combination of training and education is required. At least one year in a supervisory or management capacity must be included in the experience.

Knowledge, Skills and Abilities: Demonstrated knowledge of business administration principles and practices. Working knowledge of facility management methods and techniques. Knowledge of fundraising techniques. Knowledge of program planning and monitoring theories and methodologies. Ability to work constructively with community groups. Ability to coordinate the planning, implementation and evaluation phases of programs. Ability to develop grant applications and program budgets. Skill in evaluating and implementing leisure, recreation, environmental/ecological programs. Skill in supervising and evaluating the work of subordinate staff. Strong management and organizational skills. Good communication skills. Skill in preparing narrative and financial reports.

SALARY : \$70,500.00

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Shallow Water Attendant (Summer Seasonal) Job ID: 1929

Closing Date: 04/29/2015

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/17/2015

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least one year of High School is recommended.

Certification Requirements:

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

2015 SALARY: \$10.75 per hour

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sales and Service Associate - West Loop

Job ID 94598

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

More information about this job:

General Responsibilities:

Do you thrive in a fast-paced, ever-changing environment where people are your #1 concern? Can you see yourself working as a team to achieve high-quality results? Do you have an art of persuasion? You're enthusiastic and accommodating. Even under pressure, you're tactful and deliver with charm. You'll get things done the "right way!"

If this sounds like you, then Hertz needs you as a Sales and Service Associate in our Off-Airport Rental operations! As a Sales and Service Associate for Hertz you will provide world class service to customers at off-airport locations.

Mandatory Requirements:

Qualified applicants will have the following:

High school diploma (or equivalent)

A valid driver's license with record in good standing

Ability to drive and operate vehicles

Fluency in English

2-3 years of customer service and sales experience, preferably in the car rental or tourism industries.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, speaking, hearing, writing, lifting, typing, filing, seeing, reading and the ability to use a computer, telephone, calculator, copy machine and fax machine.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Bakery Service Team Member (135337)

Req ID 135337 - Posted 04/20/2015 - Store - Midwest - IL, Chicago - Streeterville (10571) - Team/Department (1) - Part-Time - Store - Team Member - United States

REQUIREMENTS:

- Knowledge of bakery products and customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures. - Ability to sell proactively.
- Aptitude to gain extensive product knowledge.
- Ability to visually examine products for quality and freshness.
- Effective time management skills. - Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- 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.

Number of Openings: 1.00

Benefits Category: 1

Close Date: 05/03/2015

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=135337&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=JGIn5q5hIUreWyx9aV6TT%2bk00XY%3d

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cashier (134981)

Req ID 134981 - Posted 04/18/2015 - Store - Midwest - IL, Chicago - Halsted (10203)
- Team/Department (1) - Part-Time - Store - Team Member - United States

SUMMARY:

Your role will include assisting customers during the checkout process, performing all cash register functions, bagging groceries, and working at customer service desk on occasion. Additionally you will work to maintain attractive Customer Service displays and support the regional Customer Service vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures
- Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills
- Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

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: 05/15/2015

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=134981&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.crb=JGIn5q5hlUreWyx9aV6TT%2bk00XY%3d

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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).

Option 1 - General

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



CASHIER

Facility Presence Saints Mary and Elizabeth Medical Center
Department NUTRITION SERVICES-CAFETERIA
Schedule Part-time (benefits eligible)
Shift Day/PM rotation
Hours 6:00am-2:30 pm;3:30-7:30pm
Location Chicago, IL
Req Number 138000

Job Details Essential Functions: Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees.

Requirements: A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift. High School Diploma or GED from an accredited institution required. Experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031398>

CATERING ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Casual/ Part-time (no benefits)
Shift Day/Night rotation
Hours varies
Location Joliet, IL
Req Number 134689

SUMMARY :Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

Education and/or Experience: High school diploma or general education degree (GED)

PREFERRED: 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029369>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Branch Clerk

Job ID 94595

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

General Responsibilities:

Well known for our solid worldwide reputation, Hertz Equipment Rental is proud to be one of the leading providers of the rental and sale of heavy equipment and tools for construction and industrial needs.

At Hertz, we know service excellence is built on our employees. We recognize that you are a unique individual and we understand that you value benefits and rewards that provide flexibility, choice, and control.

Benefits to working at Hertz can include health benefits such as medical, dental, vision, tuition reimbursement, online learning and development, employee discounts, retirement plan and much more!

Join the winning team at a company whose reputation speaks for itself...

As a Branch Clerk ...

Mandatory Requirements:

Strong background in basic accounting

Attention to detail

Ability to multi-task

Strong interpersonal

5 years experience in related field focused on AP/Invoice processing

Basic Excel

Valid driver's license and good driving record

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Car Sales Representative

Job ID 94471

Positions 1

Location US-IL-Chicago

Category Sales - Car Sales

Compensation and Benefits:

In addition to competitive pay, we offer our associates:

Hourly pay plus commission and an aggressive bonus structure

Average salesperson earns over \$50K per year in paid compensation

Health insurance

Dental insurance

Vision, Life, Disability insurance

401(k) plan with company match

Paid vacation

Employee Vehicle Purchase Program

Professional work environment, with job training and advancement opportunities

100% Hertz funded Pension Plan

If you believe in doing business with integrity, transparency, professionalism and teamwork- we invite you to apply today. Apply today or tell a friend about this opportunity.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Skills: Self-motivated sales professionals with inside or outside sales

Previous finance and warranty backgrounds a plus

Posses a valid drivers license & satisfactory driving record

Strong interpersonal and communication skills

Previous related retail experience

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Courtesy Bus Driver (DTG. Courtesy Bus Driver. Operations. Nonex)

Job ID 94234

Positions 1

Location US-IL-Chicago

Pos. Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Seasonal Part Time Vehicle Service Attn (O'Hare)

Job ID 94029

Positions 5

Location US-IL-Chicago

Category Vehicle Cleaning and Services

General Responsibilities:

Are you searching for an opportunity to be a part of a team? Do you find it important to pay close attention to detail while still being able to meet production goals? If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant. Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Mandatory Requirements:

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes:

Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs.

Must be able to work days, nights, weekends and holidays.

Must be at least 20 years of age.

Must be able to work outside year-round.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Sales Representative

Job ID 93006

Positions 2

Location US-IL-Chicago

Category Sales - Sales

As a Field Sales Representative, the successful candidate is responsible for:
Daily territory management and revenue growth through on site visits to customer job sites

Contact potential customers via telephone or internet

Plan and organize business strategies to achieve desired results; Exceed quotas by renting and selling equipment

Identify customer needs and react appropriately while understanding market conditions and local competitor pricing

Penetrate customer at the strategic level to diversify customer base to include industrial, traditional and nontraditional accounts

Mandatory Requirements:

BA/BS University degree with a concentration in marketing, sales, or business
Works and communicates effectively with all levels of the company

Uses consistent business processes to achieve desired results

Possesses exceptional communication skills including face-to-face interaction

Ability to follow up with customers in a timely manner

Must react to changing business needs

Multi-tasking individual who uses project management skills to accomplish goals

Must have valid driver's license and driving record in good standing

Proven track record with 3 to 5 years sales experience within the heavy equipment industry and/or 5 years plus sales experience in a related field

Strong understanding and knowledge of the heavy equipment and small tool rental business and how to operate them

Understanding of local competition, the community and market rates in order to drive results

Ability to work individually in a fast paced environment with minimal support

Possess solid computer experience, organizational and communicative skills

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Courtesy Bus Driver (O'Hare Airport)

Job ID 92783

Positions 1

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part-Time Vehicle Service Attn (Car Detailer) O'Hare Airport

Job ID 92526

Positions 2

Location US-IL-Chicago

Category Vehicle Cleaning and Services

General Responsibilities:

Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://namericanhub-hertz.icims.com/jobs/search?ss=1&searchLocation=24316-24332-Chicago>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others