



EXECUTIVE ASSISTANT

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 137650

SUMMARY

Under general supervision and acting on own initiative, performs diverse and advanced administrative and secretarial duties for the system executive. Act as a liaison between the executive's office, organizational interfaces and external contacts. Assignments involve work of a confidential or complex nature, necessitating exposure to large amounts of sensitive information and contacts requiring considerable discretion, judgment, tact and diplomacy as well as a thorough knowledge of the practices and procedures of the function, general organizational structure, policies and programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent time management skills, ability to make own judgments relating to administrative decisions. Excellent communication skills.
- Ability to work with outside consultants, attorneys, and government agencies.
- Understanding of general bookkeeping/accounting principles.
- Ability to communicate and work with all levels of management/physicians/community.
- Must be able to work independently and complete assignments on a timely basis.
- Transcription skills and ability to take meeting minutes.

Education and/or Experience
High School diploma or equivalent.
Five years of prior secretarial experience required, with at least three years at the executive secretarial level.

Computer Skills

Advanced knowledge of Microsoft Office Suite (Excel, Word, and PowerPoint) and Microsoft Outlook
EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030851>

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



REG/REGISTRAR

Facility Presence Resurrection Medical Center

Department PATIENT ACCESS

Schedule Registry/PRN/Flex

Shift Rotation

Location Chicago, IL

Req Number 136073

Location: Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631

Summary:

With general direction and support maintains a professional and helpful demeanor while processing registrations for patients entering the healthcare facility through inpatient, outpatient, ambulatory surgery, or the emergency department. Obtains and secures all pertinent patient information necessary for processing account for billing and providing medical care. Courteously welcomes patient and family to Presence Health while explaining registration protocols, acquiring signatures, collecting deductibles, deposits, co-pays and payments and answering any patient questions.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High school diploma or equivalent
- Two or more years' experience in admissions and registration
- Excellent verbal and interpersonal skills
- Capability to establish and maintain effective working relationships
- Ability to handle confidential information
- Flexible to rotate shifts, weekends, and hospital observed holidays

Additional Preferred Qualifications:

- Working knowledge of medical terminology
- Thorough knowledge of third party payers, billing requirements and reimbursement methods
- EPIC experience preferred
- Spanish or Polish speaking a plus

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029816>

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



Full-time Bus Operators

Location: North Aurora
Office: Revenue Services
Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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



Mechanic (4)

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Must be able to work independently and may perform Foreman's duties as needed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must possess at least three (3) years previous diesel/gas experience and/or technical training. Must be at least 21 years of age and have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required. 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. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=258

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



Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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



Operations Administrator-Compliance

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Project Manager, Regulatory Compliance, this position is responsible for monitoring the Paratransit carriers for compliance with federal, state, and local laws and regulations, as well as Pace contractual requirements. This position assists in: maintaining the Pace Paratransit vehicle inventory; approving drivers/safety sensitive personnel and maintaining files of all providers' personnel; handling Call-In reports; processing A&I reports; approving vehicles for Pace service; maintaining the fleet replacement plans for Pace and the carriers; assisting with accident investigations and documentation; monitoring of the FTA DOT Drug and Alcohol program implemented by the various contracted carriers and municipalities; including site visits/audits; processing accident damage repairs, including associated capital requests; providing supporting Paratransit daily operations and performing other duties as assigned.

Qualifications:

Qualified candidate must have at least three(3) years operations experience in Paratransit, Mobility Management or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and dispatching experience are preferred.

Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred.

Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid driver's license. Must be able to manage traveling by vehicle within the six(6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=552

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 Bus Operators

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=77

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



House Attendant - Crowne Plaza

Employee Type: Part-Time
Job Type: General Labor
Required Education: High School
Required Experience: At least 1 year(s)
Required Travel: None
Relocation Covered: No
Reference ID:GPPXAWV74S9UM
Location:US-IL-Chicago

JOB OVERVIEW: In this position, you will support our room attendant team through linen delivery and other items needed for our guest rooms. This role will also be responsible for maintaining the cleanliness of the Hotel's public areas.

At Crowne Plaza ® we want our guests to relax and be themselves which means we need you to: •Be you by being natural, professional and personable in the way you are with people •Get ready by taking notice and using your knowledge so that you are prepared for anything •Show you care by being thoughtful in the way you welcome and connect with guests •Take action by showing initiative, taking ownership and going the extra mile

DUTIES AND RESPONSIBILITIES •Cleaning and maintenance of the hotel's public areas including hallways, landings, stairwells and exterior grounds. •Provide active support for room attendants on guest floors including the delivery and collection of supplies, amenities, linen and trash. Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma / equivalent plus 6 months of janitorial or housekeeping experience preferably in a hotel of similar size. Must speak fluent English. Other languages preferred. • Ability to be on feet for long periods, ability to lift/push/pull 50+ lbs. •Must be willing to work a variety of AM, PM and overnight as well as holiday and weekend shifts. •Ability to bend, stoop, and reach repeatedly.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/House-Attendant-Crowne-Plaza/J3F02N6LSTZM8C9RTN9/>

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



Experienced Doorman - Crowne Plaza

Employee Type: Full-Time
Job Type: General Business
Required Education: High School
Required Experience: At least 1 year(s)
Required Travel: Negligible
Relocation Covered: Not Specified
Reference ID:GPPHW73PN7UM9
Location: US-IL-Chicago

Job Description:

Experience our superior hotel in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street. Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike. Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

QUALIFICATIONS AND REQUIREMENTS: High School Diploma / Minimum of 1 year of direct customer service experience; hotel and hospitality experience highly preferred. Must speak fluent English. Other languages preferred.

QUALIFICATIONS:

- Excellent guest relations
- Good telephone skills
- Effective multi-tasking skills
- Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude
- Outgoing, friendly, courteous, organized and professional
- Prior hotel experience helpful

Candidates must have a flexible schedule and can expect to work a combination of morning and afternoon shifts as well as weekends and holidays.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Experienced-Doorman-Crowne-Plaza/J3J83R6080ZXZDCK593/>

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



Server (Part-Time) Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts Employee

Type: Part-Time

Location: Chicago, IL

Experience: Not Specified Date

Posted: 3/27/2015

Job: Restaurant -United States

Job ID: R107960-EN

The Career Opportunity: Michael Jordan's Steak House - Server (Part-Time Temporary) Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all guests.

Job Requirements

Essential: •Must be able to speak and understand English

- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.
- Must be TIPS Certified prior to or after hire

Desirable: •Previous job related experience. •Food Hygiene certificate.
•First aid awareness. •Possess a friendly, upbeat & outgoing personality.

Essential Skills:

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment. •Ability to work under pressure.
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

IHG is an equal opportunity employer M/F/D/

Apply online at <http://ihg.jobs.net/job/Server-Part-Time-Michael-Jordan-s-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3L3TR67N38Y2ZYWMY4/>

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



Food Runner (Part Time), Michael Jordan Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts
Employee Type: Part-Time
Location: Chicago, IL
Date Posted: 3/11/2015
Job: Restaurant -United States
Job ID: R103259-EN

Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all guests.

QUALIFICATIONS

Essential:

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.

Desirable:

- Previous job related experience.
- Food Hygiene certificate.
- First aid awareness.
- Possess a friendly, upbeat & outgoing personality.

Essential Skills:

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment.
- Ability to work under pressure.
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Food-Runner-Part-Time-Michael-Jordan-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3G42R6Y47PQWQH3RSZ/>

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



Front Office Supervisor - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Admin - Clerical, Management

Experience: Not Specified

Date Posted: 3/27/

Job: Front Office Management -United States

JobID: R107961-EN

This position assists with the supervision of the front desk staff. Will handle arrival and departures of hotel guests in a timely and professional manner; and process all payments according to established hotel requirements/procedures. Assists as needed at the Guest Instant Service Center station, handling guest request, internal and external. Works a rotation shift overnight as needed. Works with reservations and credit card authorizations, prints and distributes monthly reports as required.

Qualifications: High School diploma or equivalent. Some college is preferred. Two years prior experience in operations of Front Desk or Reservations - preferably as a supervisor. Knowledge of Guest Reward Programs is a plus. Must be able to read, write and speak fluent English. Knowledgeable in Microsoft Office Applications. One to two years guest contact customer service experience is required.

Other Information - You will be required to work nights, weekends, and/or holidays.

This job also requires:

- Guest/Client focused - ability to interact on a regular basis
- Detail orientated individual with ability to multi-task in fast paced environment
- Ability to maintain a highly positive and friendly image that will reflect well on hotels overall appearance
- Ability to adhere to hotels grooming standards; policy and procedures
- Ability to work and make excellent independent judgment decisions
- Ability to maintain a positive attitude
- Confident individual who is willing to assume responsibility
- Demonstrates high degree of drive and determination
- Adaptive and flexible, team player
- Ability to maintain confidentiality of all guests and hotel information
- Ability to ensure security of guestroom access
- Ability to remain stationary at assigned post for extended periods of time

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Front-Office-Supervisor-InterContinental-Chicago-Magnificent-Mile/J3K5SP6V3WGL7S1YM84/>

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



Housekeeping Valet Attendant - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Customer Service, Hospitality - Hotel, Facilities

Experience: Not Specified

Date Posted: 3/27/2015

Job: Valet Services -United States

Job ID: R106420-EN

Job Requirements

This job requires ability to perform the following:

High school diploma or equivalent. Preferred candidates with Housekeeping Valet Attendant experience. Good English reading and communication skills required. Must be able to handle required physical labor abilities as detailed below. Required to work a rotating shift, including weekends and/or holidays.

Skills:

- It is a requirement of this position that you can move heavy items. You must be physically able to move items weighing at least 25 lbs
- It is a requirement of this position that you are physically able to handle standing up and moving about the facility over an eight hour period
- Frequently handling objects and equipment to maintain the facility
- Frequently walking, bending, stooping and kneeling
- Basic English communication skills
- Basic English reading and writing skills
- Must be able to maintain a highly positive and friendly professional image, that will reflect well on hotel's overall appearance
- Must be able to adhere to dress code standards
- Must be able to adhere to and maintain confidentiality of all guest and hotel information
- Must be able to adhere to the safety procedures required for role

What Do You Get? In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Housekeeping-Valet-Attendant-InterContinental-Chicago-Magnificent-Mile/J3H7WQ6879FJ97W0M59/>

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



Banquet Setup Houseperson - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Restaurant - Food Service

Experience: Not Specified

Date Posted: 3/27/2015

Job: Conference & Banqueting Services -United States

Job ID: R104176-EN

Responsibilities:

- Assist with meeting room refreshes, sets & turns.
- Assist with maintenance of Banquet Set-up office, including cleaning & trash removal.
- Attends meetings and hotel training sessions as required by hotel management.
- Vacuum & sweep carpets & floors, including spot removal.
- Wipe, dust & clean windows & sills, fixtures, railing, baseboards, mirrors, ledges, doors, etc. •Remove debris as needed. •Monitor, clean & replace wastebaskets in meeting rooms & registration desks. •Wipe, dust & polish pianos.
- Dust & polish all brass in function rooms. •Spot clean dance floors.
- At IHG we are committed to providing our employees with a safe, secure and healthy workplace. It is your responsibility to comply with all workplace health and safety requirements, including any department specific training regarding equipment and procedures. •Perform other duties, tasks and special projects as assigned.

Qualifications:

- Ability to work an 8 hour shift standing and walking for long periods
- Ability to lift, push and pull heavy items of 50 pounds or more
- Ability to walk up and down stairs
- Ability to direct staff, interpret floor plans and BEO's
- Read and speak English.
- Previous banquet setup experience a plus

What Do You Get? In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Banquet-Setup-Houseperson-InterContinental-Chicago-Magnificent-Mile/J3G2VL6B4VS6PSPKY7Q/>

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



Front Desk Room Specialist - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Admin - Clerical

Experience: Up to 2 year(s)

Date Posted: 3/19/2015

Job: Reservations -United States

Job ID: R106846-EN

The Career Opportunity: Front Desk Room Specialist This position is responsible for the Check-in/Check-out of hotel guests in a timely, courteous, and professional manner; process all payments according to established hotel requirements/procedures. Provide prompt and satisfactory resolution to any inquiry, problem or complaint received from internal and external guests. Works a rotational shift at the Guest Instant Service Center station, handling guest request, internal and external telephone inquires. Handles reservations and credit card authorizations, prints and distributes monthly reports as required.

Qualifications: High School diploma or equivalent. Some college is preferred. Prior knowledge/background or training in operations of Hotel Front Desk, Reservations and or Guest Reward Programs is a plus. Must be able to read, write and speak fluent English. Knowledgeable in Microsoft Office Applications. Ideal candidate with hospitality background career focus. One to two years customer service experience is required. **Other Information:** Required to work rotating shifts, including overnights, weekends and/or holidays.

This job also requires: Environment Required Behaviors/Abilities

- Must be able to maintain a highly positive and friendly image that will reflect well on hotel's overall professional appearance
- Must be conscious of cultural differences and have the ability to promote positive relations with fellow colleagues
- Ability to work in fast paced environment with attention to details
- Ability to prioritize, organize and follow-up
- Ability to think clearly, quickly and make concise decisions
- Ability to focus on guest needs, remaining calm and courteous
- Ability to maintain confidentiality of all guest and hotel information
- Ability to remain stationary at assigned post for extended period of time (standing)
- Ability to adhere to hotels grooming standards; policy and procedures

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Front-Desk-Room-Specialist-InterContinental-Chicago-Magnificent-Mile/J3F50R72Q3QNQL432MH/>

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



Posting Title: Temporary Keeper Hiring List - Children's Zoo/Play Zoo

Auto req ID 797BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Animal Programs Administration

Union Status Union

Work Shift Rotating Schedule

Schedule Details: Temporary zookeepers generally must be able to work rotating schedules, which includes weekends and holidays.

Job Function and Responsibilities Temporary Keeper Hiring List

Specific Animal Area: Children's Zoo/ Play Zoo

Qualified individuals selected for consideration will be placed on the list for a period of up to six (6) months and may be contacted for temporary positions as they become available during that time. Consideration for individual temporary openings will be based on the candidate's suitability for the specific opening involved. The current pay rate for these union positions is \$21.70/hour.

Position Requirements and Specifications: Temporary zookeepers generally must be available to begin within 14 calendar days or less of receiving notice and must be able to work rotating schedules, which includes weekends and holidays. A Bachelor's Degree in zoology, animal science, or other related biological field is preferred, a practical understanding of the principles of animal behavior, good interpersonal, communication and decision making skills, and a valid driver's license. Prior experience as a zookeeper or in an animal care facility, farm, kennel or other relevant experience is required. Additional qualifications and experience may be preferred or required depending upon the specific animals and work area where the keeper will be working. Generally, previous experience working with those animals will be preferred. Preferred animal experience: Prior experience with native North American and/or farm animals preferred; strong public speaking and interaction skills preferred as is ability to work effectively with children and families. Solid operant conditioning skills a plus.

All candidates selected for the Temporary Keeper Hiring List must undergo a complete background and professional reference check, and those who are hired will be required to pass a post-offer physical exam.

Additional Information: In order to be considered, submit your on-line application for this opportunity and each animal area of interest no later than April 15, 2015. Please visit the CZS Career Center www.czs.org/careers to obtain more details about the Temporary Keeper Hiring List opportunities and to apply by submitting your profile.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

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



Night Auditor - Holiday Inn - Chicago O'Hare Rosemont, IL

Company: Holiday Inn
Employee Type: Full-Time
Location: Chicago, IL
Job Type: Finance, Accounting
Experience: Not Specified
Date Posted: 3/28/2015
Job: Front Office -United States
Job ID: R190214_0-EN

We currently have a Night Auditor position available at our Holiday Inn Chicago O'Hare Rosemont property located in Illinois.

The Night Auditor will balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assisting the preparation of all reports relevant to daily revenues. He/She will transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. You will act as hotel system liaison during night hours and perform all Guest Service Representative functions as required; you may assist in booking room reservations; answering hotel phone calls and notifying guests of message. You may also assist with other duties as assigned.

Job Requirements

Requirements include a High School Diploma or equivalent plus some customer service experience and some college is preferred. You may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Night-Auditor-Holiday-Inn-Chicago-O-Hare-Rosemont-IL/J3L4R1652NKFXPM7L8C/>

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 Room Attendant - Hotel Indigo - Chicago IL

Company: Hotel Indigo

Employee Type: Part-Time

Location: Chicago, IL

Job Type: Customer Service, Hospitality - Hotel

Experience: Not Specified

Date Posted: 3/27/2015

Job: General Housekeeping -United States

Job ID: R107976-EN

This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

We currently have a Part-Time Room Attendant position available at our Hotel Indigo - Chicago property located in Illinois. In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Salary: \$14.00/ Hourly

Job Requirements

Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling. In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Part-Time-Room-Attendant-Hotel-Indigo-Chicago-IL/J3F3MY5Y3KB47JKJ6QR/>

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



Room Attendant - Candlewood Suites - Chicago O'Hare, IL

Company: Candlewood Suites

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Customer Service

Experience: Not Specified

Date Posted: 3/18/2015

Job: General Housekeeping -United States

Job ID: R107702-EN

This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

We currently have a Room Attendant position available at our Candlewood Suites Chicago O'Hare property located in Illinois. In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures. Salary: \$10.00 / Hourly

Job Requirements

Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling. In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Room-Attendant-Candlewood-Suites-Chicago-O-Hare-IL/J3G39D699XZDGZG9R4X/>

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