



Job Title Engineer III - Electrical

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance

Position Summary

SALARY TARGET IS \$60,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Performs electrical engineering assignments involving the selection and application of appropriate engineering techniques, procedures and criteria.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in Electrical Engineering or a combination of education and approximately 7 years experience relating to this position. Required to possess a valid Illinois driver's license.

PHYSICAL REQUIREMENTS: Light physical effort required.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Electrical Engineering principles, methods, and techniques. Working knowledge of electrical components, methods, and techniques. Working knowledge of municipal codes and ordinances as applied to the design, development, repair and maintenance of electrical equipment. Good research, attention to detail, and problem solving skills. Good verbal and written communication skills. Good critical thinking skills to assess how one change can affect the entire project. Intermediate skill using Auto Cad to create drawings for permitting. Intermediate skill using personal computer, engineering applications, and data management software. Ability to negotiate and resolve conflict.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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 Quality Assurance Inspector - Facilities

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facility Engineering & Technical Services

SALARY TARGET IS \$59,838.45. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, performs assessments and inspections of various facilities to ensure all maintenance activities follow Authority processes and procedures. Reports on inspection findings, identifies needs for facility improvements and repairs, and recommends improvements for maintenance process and procedures to prevent future incidents and promote work-safety.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Environmental Engineering, Environmental or Physical Sciences, or Public Health, or a related field, plus two (2) years of experience within the Facilities, Quality Improvement, Quality Inspections, and/or Environmental Safety field, preferably monitoring and managing compliance with building codes and environmental/safety regulations, or an equivalent combination of education and experience, including any relevant military experience. Must possess a valid State of Illinois Driver's License. Must obtain Rail Safety Training certification. Must obtain Occupational Safety and Health Administration (OSHA) certification. Required to submit to and pass drug and alcohol testing mandated by the Federal Transit Administration.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. Exposed to prevailing weather conditions when conducting field investigations. Must be able to negotiate stairs and normal obstacles in a Facility. Must be capable of climbing a ladder and working at high elevations. Must be able to negotiate walking on the right-of-way when responding to emergencies.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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



**Flexible Schedule Sales Team: Bloomingdale's Medinah Home Store, IL
(Job Number: BLM22450)**

Description

The Bloomingdale's Flexible Schedule embraces a work life balance for our associates. It provides our team with a minimum amount of scheduled hours each week and empowers the associates to select additional available shifts that best suits their needs.

The busier we are the more hours you can work to earn extra money. You select shifts that are best for you.

At Bloomingdale's.... your fashion voice and authority is what makes you credible as you engage with an upscale client base. Our associates are most critical link in ensuring that our customers' experience in our store is nothing other than OUTSTANDING.

If your availability is flexible, you enjoy working in a fast-paced ever changing environment and can deliver an outstanding shopping experience to our customers we would like to meet you!

Skills Required

Strong interpersonal and communication skills. Ability to determine customers' needs through friendly interactive dialogue

Ability to work in a fast-paced environment, handle multiple requests

A team player who possesses the ability to work in a learning environment

Understand and ability to use technology

Ability to work a flexible schedule

Experience for yourself what makes Bloomingdale's like no other store in the world!

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Chicago

Job: Non-Commissioned Sales

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl?job=BLM22450&src=OTH-11080

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 Coordinator - Opt 2
Agency: Natural Resources
Closing Date/Time: Mon. 05/11/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Jackson County, Illinois
Number of Vacancies: 1
Bid ID#: 12-32-4875

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex secretarial work including typing, record processing, timekeeping, etc.; performs general office and secretarial support functions including general accounting duties. Provides information/assistance to visitors of Giant City State Park.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: Monday-Friday, 8:00 am - 4:00 pm, 30 minute lunch, Saturday and Sunday Off
WORK LOCATION: Giant City State Park, 235 Giant City Rd., Makanda, IL 62958
WHERE TO APPLY: Calvin Beckman
Illinois Department of Natural Resources
Giant City State Park, 235 Giant City Rd., Makanda, IL 62958 618-457-4836

How to Apply:

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

Option 2 - Typing

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: Public Service Administrator - Opt 2

Agency: Insurance

Closing Date/Time: Mon. 05/11/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DOI 9871

Minimum Requirements: Requires a bachelor's degree with 21 hours of accounting (three hours of auditing) with additional coursework preferably in computer science, economics, management, finance or other related subjects. Requires three years of progressively responsible professional insurance auditing or accounting experience and certification as an Accredited Financial Examiner or Certified Financial Examiner, prefers five years of progressively responsible professional insurance auditing or accounting experience with certification as an Accredited Financial Examiner or Certified Financial Examiner, or prefers six years of progressively responsible professional insurance auditing or related accounting experience. Requires strong knowledge and experience working with Teammate electronic workpaper software. Requires knowledge of insurance products and insurance company operations and auditing techniques. Requires knowledge of agency policy and procedures. Requires ability to analyze administrative programs and adopt an effective course of action; develop and evaluate new and revised methods, procedures and performance standards; develop and maintain cooperative working relationships. Requires possession of a valid driver's license. Requires the ability to travel extensively.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory/Financial Examination

122 S. Michigan Ave, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 2 - Fiscal Mgt/Acct-Insur---

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: Support Service Worker

Agency: Human Services
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 2
Plan/BU: RC009
Bid ID#: 10-81-84847-84857

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center; Dietary Dept.

Contact: Human Resource Office
Elgin Mental Health Center, 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact listed above prior to the closing of the posting. Current State Employees seeking a promotion must possess a CMS promotional grade for the title and option or apply for a promotional grade by submitting a CMS 100B Promotional Application to CMS Examining during the posting period. Non State Applicants 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).

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



Men's Designers Selling Specialist Part Time: Bloomingdale's Old Orchard, IL (Job Number: BLM22444)

ESSENTIAL FUNCTIONS:

Outstanding selling behaviors, listening and responding to customer needs to deliver service.....like no other

Sharp awareness of current fashion trends
Building and cultivating relationships with customers through personal interaction
Develop repeat business to grow personal sales, utilizing B-connected to maintain client files

Meeting or exceeding sales and loyalty goals
Expert on product knowledge, understanding features and benefits and sharing with clients
Demonstrate knowledge of store products and services to build sales and loyalty

SKILL SUMMARY:

Possesses drive, is goal oriented, has an entrepreneurial outlook
Drives to meet and exceed sales goals and customer expectations
Ability to build relationships, connect with others, solve problems and impact and influence others
Passionate and knowledgeable about luxury brands and services
Desire to work in a fast-paced environment, handle multiple priorities and learn new procedures
Exceptional communication skills with the ability to engage in conversation with customers, peers and managers
Ability to work as part of a productive team, or individually with little direct supervision
Ability to work a flexible retail schedule, including weekends, evenings, extended hours, and key event days
Previous exposure to luxury brands preferred; retail selling experience a plus

Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Skokie
Job: Commissioned Sales

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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



Customer Service Supervisor Full Time: Bloomingdale's Medinah Home Store, IL (Job Number: BLM22421)

Key Accountabilities:

OUTSTANDING Customer Service priority and Teamwork Oriented
Counting, balancing and creating the store deposit daily. Making change for store associates.

Answering Customer Credit issues, answering both Customer and Store Associate questions.

Answering phones when executives are not available
Gift wrapping, Selling Gift Cards and Greeting Cards.
Paycheck payout's and gift card/prize distributions.

Organizing stores Paycheck Distribution
Assist customers charge accounts questions
Actively listen and resolve customer questions and concerns

Skills Summary:

Enjoy meeting and interacting with customers; demonstrates an energetic and positive attitude
Ability to work in a fast-paced environment, handle multiple priorities and learn new procedures

A team player who possesses the ability to work in a learning environment
Ability to communicate effectively with customers, peers and management

Friendly and professional personality
2 years prior experience - retail experience a plus

Bloomingdale's Is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Chicago
Job: Operations and Logistics

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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



**Registry Specialist Part Time: Bloomingdale's Medinah Home Store, IL
(Job Number: BLM22419)**

Description

ESSENTIAL FUNCTIONS:

Outstanding selling behaviors, listening and responding to customer needs to deliver service.....like no other
Sharp awareness of current fashion trends
Building and cultivating relationships with customers through personal interaction
Develop repeat business to grow personal sales, utilizing B-connected to maintain client files
Meeting or exceeding sales and loyalty goals
Expert on product knowledge, understanding features and benefits and sharing with clients
Demonstrate knowledge of store products and services to build sales and loyalty

SKILL SUMMARY:

Possesses drive, is goal oriented, has an entrepreneurial outlook
Drives to meet and exceed sales goals and customer expectations
Ability to build relationships, connect with others, solve problems and impact and influence others
Passionate and knowledgeable about luxury brands and services
Desire to work in a fast-paced environment, handle multiple priorities and learn new procedures
Exceptional communication skills with the ability to engage in conversation with customers, peers and managers
Ability to work as part of a productive team, or individually with little direct supervision
Ability to work a flexible retail schedule, including weekends, evenings, extended hours, and key event days
Previous exposure to luxury brands preferred; retail selling experience a plus

Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Chicago
Job: Commissioned Sales

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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



Michael Kors Selling Specialist Full Time: Bloomingdale's N. Michigan Ave, IL(Job Number: BLM22370)

ESSENTIAL FUNCTIONS:

- Outstanding selling behaviors, listening and responding to customer needs to deliver service.....like no other
- Sharp awareness of current fashion trends
- Building and cultivating relationships with customers through personal interaction
- Develop repeat business to grow personal sales, utilizing B-connected to maintain client files
- Meeting or exceeding sales and loyalty goals
- Expert on product knowledge, understanding features and benefits and sharing with clients
- Demonstrate knowledge of store products and services to build sales and loyalty

SKILL SUMMARY:

- Possesses drive, is goal oriented, has an entrepreneurial outlook
- Drives to meet and exceed sales goals and customer expectations
- Ability to build relationships, connect with others, solve problems and impact and influence others
- Passionate and knowledgeable about luxury brands and services
- Desire to work in a fast-paced environment, handle multiple priorities and learn new procedures
- Exceptional communication skills with the ability to engage in conversation with customers, peers and managers
- Ability to work as part of a productive team, or individually with little direct supervision
- Ability to work a flexible retail schedule, including weekends, evenings, extended hours, and key event days
- Previous exposure to luxury brands preferred; retail selling experience a plus

Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Chicago
Job: Commissioned Sales

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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: Traffic Operations Technician

Opening Date/Time: Mon. 04/20/15 12:00 AM Central Time

Closing Date/Time: Fri. 05/01/15 11:59 PM Central Time

Salary: \$13.97/Hour

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Description Benefits Supplemental Questions : Monitors and coordinates real-time traffic conditions on the Illinois Tollway and on adjacent expressways and roadways to assist in mitigating the impacts of congestion. Communicates directly with the Authority's Dispatch Operation, District 15 State Police, the Gary-Chicago-Milwaukee (GCM) Corridor, the media, and the motoring public via the TIMS software, Dynamic Message Signs (DMS), Computer Aided Dispatch (CAD) Systems, and two-way communications systems. Work also involves gathering information on daily and permanent lane closures, posting lane closure messages accordingly, along with monitoring construction areas for incidents and or traffic flow problems. Freedom to act is limited to well defined assignments in accordance with established standards and techniques of the operation of the TIMS Operation Center. Assists with snow operations.

Typical Qualifications: High School graduate or equivalent. Prior experience in traffic operations is desired. Knowledge of the Tollway roadway system, CAD operations and computer operations. The ability to type forty (40) words per minute and pass a written test. Demonstrable ability to read a map, demonstrable logic skills, and the ability to work with minimal supervision.

Supplemental Information:

1. Operates various communication systems to keep in contact with all agencies involved in traffic situations and incidents along the Illinois Tollway.
2. Gathers and disseminates traffic conditions along the Illinois Tollway to the general public by the operation of DMS, and communication with the media.
3. Maintains and modifies, as necessary, a log inventory system of all incidents along the Illinois Tollway including how well particular incidents are handled.
4. Undertakes all necessary procedures and operations in the daily opening and/or closing of the TIMS Operations Center.
5. Performs diagnostics on all equipment located in the TIMS Operations Center and equipment located in the field, and coordinates with contracted maintenance operator in the repair of all equipment.
6. Performs all other related duties as required to maintain the successful operation of the TIMS Operations Center.
7. Other duties as assigned.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

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



General Laborer, Warehouse / Coca Cola

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV047664

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- 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 any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-illinois-job-1-5329434>

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



Inventory Control Assistant / Coca Cola

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00032865

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 any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and 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-1-5320151>

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



MEDICAL RECORDS CLERK

Facility Presence Home Care - Urbana
Department Administration
Schedule Full-time
Shift Day shift
Hours 8-4:30 Mon-Fri
Location Champaign, IL
Req Number 138634

Job Details

Strong phone and data entry skills required. Past medical records experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031643>

RECEPTIONIST

Facility Presence Resurrection Life Center
Department ADMINISTRATION
Schedule Full-time
Shift Day/PM rotation
Hours 8am- 4 :30
Location Chicago, IL
Req Number 138704

Job Details

Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources.

High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031659>

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



**Young World Selling Specialist Part Time: Bloomingdale's N. Michigan Ave, IL
(Job Number: BLM22368)**

ESSENTIAL FUNCTIONS:

- Outstanding selling behaviors, listening and responding to customer needs to deliver service.....like no other
- Sharp awareness of current fashion trends
- Building and cultivating relationships with customers through personal interaction
- Develop repeat business to grow personal sales, utilizing B-connected to maintain client files
- Meeting or exceeding sales and loyalty goals
- Expert on product knowledge, understanding features and benefits and sharing with clients
- Demonstrate knowledge of store products and services to build sales and loyalty

SKILL SUMMARY:

- Possesses drive, is goal oriented, has an entrepreneurial outlook
- Drives to meet and exceed sales goals and customer expectations
- Ability to build relationships, connect with others, solve problems and impact and influence others
- Passionate and knowledgeable about luxury brands and services
- Desire to work in a fast-paced environment, handle multiple priorities and learn new procedures

- Exceptional communication skills with the ability to engage in conversation with customers, peers and managers
- Ability to work as part of a productive team, or individually with little direct supervision
- Ability to work a flexible retail schedule, including weekends, evenings, extended hours, and key event days
- Previous exposure to luxury brands preferred; retail selling experience a plus
- Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Chicago

Job: Commissioned Sales

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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



REGISTRAR

Facility Presence Resurrection Nursing and Rehabilitation Center
Department ADMINISTRATION
Schedule Registry/PRN/Flex
Shift 8 hour shifts
Hours open
Location Park Ridge, IL
Req Number 138633

Job Details "

The registrar processes the registration for patients entering the organization through inpatient, outpatient, ambulatory surgery or the emergency department.

Secures all information necessary for internal operations. Introduces the patient to the registration environment, explains policies, secures signatures, explains forms, completes required information in billing screens accurately, collects deposits and payments, and answers patient questions.

Maintains a high level of billing data quality and communicates with physicians and other departments effectively to minimize the hospital/Es exposure to financial risk.

Requirements:

Education : High school diploma or equivalent education/experience; some post high school education preferred.

Work Experience: One to three years prior hospital or physician business office or comparable payer work experience preferred.

Minimum typing speed of 40 WPM with accuracy implied. Ability to communicate effectively.

Working knowledge of medical terminology is required. Thorough knowledge of third party payers, billing requirements and reimbursement methods.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031633>

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



SR SECRETARY

Facility Presence Saint Joseph Hospital - Chicago
Department NURSING ADMINISTRATION
Schedule Full-time
Shift Day shift
Hours 8-430; 9-530
Location Chicago, IL
Req Number 137385

Job Details

SAINT JOSEPH HOSPITAL- CHICAGO
SR SECRETARY
FULL TIME 9AM-5:30PM

Under general supervision and acting on own initiative, performs diverse secretarial and administrative duties within given department/unit.

Assignments may involve work of a confidential nature and require knowledge of practices and procedures.

Position handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, policies and program goals.

May also direct the activities of lower level clerical staff.

Requirements:

- +High School diploma or equivalent.
- +Three to five years of previous secretarial experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030743>

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



SWITCHBOARD OPERATOR

Facility Presence Mercy Medical Center
Department PPMC SWITCHBOARD
Schedule Registry/PRN/Flex
Shift Rotation
Hours Various
Location Aurora, IL
Req Number 137868

Job Details Under the direct supervision of the Supervisor, provides communication services between the Hospital and general public and within the Hospital complex in accordance with established Hospital policies and procedures.

Education and/or Experience

High school diploma or general education degree (GED) required; Previous telephone experience helpful. Experience dealing with the public. Computer experience helpful. Computer Skills: General knowledge of personal computers and printers.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031128>

UNIT SECRETARY

Facility Presence Saint Francis Hospital, Evanston, IL
Department SFH 3 SOUTH
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 2:45 pm - 11:15 pm
Req Number 135225

Job Details The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029302>

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



Store Manager: Bloomingdale's Rosemont Outlet, IL (Job Number: BLM22349)
Job Title: General Outlet Manager, Bloomingdale's Outlet

Position Overview:

The General Outlet Manager drives consistency of the Bloomingdale's brand as it is expressed through people, guaranteeing both an outstanding shopping experience for our customers as well as an outstanding employment experience for our workforce.

Key Accountabilities:

Ensure that store team works to maximize sales opportunity by leveraging our core values (People, Service, Loyalty), while executing the Central merchandise strategies. Responsibly manage elements of profitability: shortage, expense, adherence to audit standards, and gross markdown rates.

Develop and retain a strong team; ensure that new hires--both managers and staff-- are guided properly and completely through the "on-boarding" process and are transitioned into the Bloomingdale's culture with consistent communication and coaching. Ensure all selling associates are cross-trained in all functions across the store (both operationally and in servicing the customer) to achieve a flexible team that can drive the success of the store in any function, as needed.

Develop a strong business partnership with the Operating Vice President of Outlets, and other Regional partners, Central Merchants and Central Support through frequent, credible, impactful communication. Create and foster an environment of constructive candor.

Skills Summary:

Bachelor's Degree

Minimum of 10 years of retail management experience in a department store with direct P & L responsibility

Ability to identify, hire and develop top talent

Ability to lead by example, strong leadership profile

Ability to work well with all levels to build teams and partnerships

Ability to develop, plan and execute strategies to maximize opportunities

Highly organized and able to adapt quickly to changing priorities

Bloomingdale's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Primary Location: United States-Illinois-Rosemont

Job: Store Management

Apply online at

https://macys.taleo.net/careersection/blm_jsa_career_section/jobdetail.ftl

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



Merchandiser Full Time-Chicago / Coca Cola

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV051985

Full or Part Time : Regular Employee 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, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchandiser position.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-chicago-chicago-illinois-job-1-5320021>

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