



Driver Merchandiser Assistant Seasonal / Coca Cola

Talent Area : Warehouse Operations

Location : Park City, IL, USA

Requisition Number : 00030013

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for assisting with delivery and merchandising of products.

- Assist driver.
- Unload, merchandise, display and rotate products according to company standards.
- Maintain customer relationships.
- Pick up company property.
- High School diploma or GED preferred.
- 0 to 1 year general work experience required.
- Prior grocery store or consumer product retail experience preferred.
- Ability to operate manual/powered pallet jack or hand truck.
- Ability to obtain manual/powered pallet jack certification.

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/driver-merchandiser-assistant-seasonal-park-city-illinois-job-1-5319924>

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Early Morning Merchandiser Part Time: Bloomingdale's The Outlet Store, Schaumburg, IL (Job Number: BLM22311)

Overview: The Outlet Merchandising Associate's primary responsibility is supporting the service vision of the store. The Outlet MA assists in driving sales by ensuring that the product is merchandised and maintained on the selling floor to the Bloomingdale's standard. The Merchandising Associate supports the store operations team with product placement, visual displays, pricing and signing, merchandise handling, stock processing, floor standard maintenance, replenishment, stockroom organization, and POS transactions. All Outlet Team Members, including the Merchandising Associate will assist guests on the sales floor during peak times and as needed.

Key Accountabilities:

Delivers an outstanding shopping experience through merchandise presentation and organization, on the sales floor and stockroom. Sets merchandise and visual standards per prototype / planogram guidance throughout the season. Maintains and implements merchandising directives for new receipts, floor replenishment, and required re-sets based on merchandise flow / receipts. Responsible for all visual collateral installation and fixture signage. Supports product placement daily and readjusts throughout promotional events. Processes new merchandise ensuring items are properly stored, ticketed, and easily located for replenishment of the sales floor. Reorganizes merchandise as needed. Delivers timely execution of job functions. Focused on meeting company-set deadlines, and achieving standards in Fed-Ticket, RTV and Job-Out Completion functions. Assist as needed on the sales floor with customers. Answers all questions with confidence and urgency using product knowledge and fashion trends

Skills Summary: □

Prior experience in Retail Merchandising is helpful. Ability to work with minimal supervision with direction of supervisor. A team player who possesses the ability to work in a learning environment. Ability to communicate effectively with peers and management. Highly organized and able to adapt quickly to changing priorities Ability to maneuver merchandise around the sales floor and in the stockroom including bending, lifting climbing and reaching. Ability to work in collaboration across functional areas of the store to achieve results. Demonstrates confidence product knowledge and fashion trends when interacting with customers.

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

Job: Operations and Logistics

Apply online at

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

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Facilitator 1

Location: Chicago, IL

Department: Guest Experiences

Status: Temporary, Part-time & Full-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience. Ability to learn and teach exhibit content in a museum environment. Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner. Exceptional public speaking skills. Ability to learn math and science content. Ability to learn and engage guests with science content. Ability to anticipate guests' needs and solve guest issues. Positive attitude required: enjoy working with people in a fun, educational atmosphere. Ability to talk and engage guests for long periods of time. Ability to handle several activities at one time. Must be able and willing to work weekends and holidays, and some evenings. Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

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Senior Accountant

Location: Chicago, IL

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Responsibilities: (Duties included, but are not limited to the following):

- Prepare and/or enter journal entries and accruals into MS Great Plains
- Prepare monthly restricted net asset reconciliation
- Reconcile and report on all refunds processed
- Prepare assigned 990 tax return schedules
- Prepare monthly/quarterly balance sheet account analyses
- Assist in recording year-end accruals
- Participate in year-end audit preparation/submission of audit work papers
- Perform operating and restricted financial statement analyses as assigned
- Perform special projects or tasks as assigned
- Perform monthly pledge reconciliations and book pledge data
- Participate in audits of retirement savings plans

Qualifications:

Bachelor of Science in Accounting; four to six years related experience and/or training; or equivalent combination of education and experience. CPA preferred.
Ability to respond to common inquiries or complaints from colleagues and guest regulatory agencies, or members of the business community.
Must have accounting/finance department experience.
Microsoft Dynamics GP experience preferred.
Good attention to detail and analytical skills.
Good written and verbal communication skills.
Requires application of generally accepted accounting principles within accounting system and be able to apply those principles in financial analyses.

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Senior Administrative Assistant

Location: Chicago, IL

Responsibilities:

- Answers and screens incoming calls.
- Manages calendars and schedules appointments.
- Schedules and coordinates meetings and events.
- Manages purchase order process.
- Prepares and processes invoices and expense reports.

- Also provides support to the Directors of Marketing, Public Relations, and Digital.
- Books travel and manages expenses for VP and Directors.
- Composes and types correspondence, reports and other complex documents.
- Prepares outgoing mail and correspondence, including email and faxes.
- Handles confidential information including budgets.
- Organizes and maintains file system.
- Creates and maintains databases and spreadsheets.

- Serves as a liaison with other departments and outside vendors.
- Orders and maintains supplies, and arranges for equipment maintenance.
- Manages special marketing projects and programs for the department, including online research, basic campaign reporting and analysis, etc.

Qualifications:

- Bachelor's degree or equivalent from four-year college or university, and/or four to six years of experience, or equivalent combination of education and experience.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to write professional pieces.
- Fluency in Microsoft Office suite.
- Excellent organizational and time management skills.
- Ability to communicate effectively and interact with multiple departments.

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Membership Manager

Location: Chicago, IL

This individual will have principal responsibility for producing and overseeing membership communications, events and fulfillment of member benefits to the 32,000+ member households of the Museum of Science and Industry.

Responsibilities include, but are not limited to, the following:

Serve as the project manager for all member communications, overseeing website updates, all invitations and event materials, e-newsletters, and the online Member magazine, Momentum.

Create a robust member events program, project managing each and building a strategy to ensure successful attendance.

Track member attendance and communications in order to better assess relationship to renewals.

Coordinate production of effective member benefit materials, including benefits chart, buck-slips, and on-site signage for increased membership sales.

Develop and write membership policy.

Serve as the liaison between Membership and the rest of the Museum, ensuring all staff are well informed on member benefits and events.

Manage Member Stewardship Specialist to ensure excellent member stewardship.

Maintain quality of the Members Lounge and explore improvements.

Oversee membership card fulfillment and replacements.

Explore a potential travel program for members.

Evaluate volunteer possibilities for increased member services.

Participate in other External Affairs events and planning to build a cohesive team environment. Complete other tasks as assigned by Director, External Affairs.

Qualifications:

Bachelor's degree or equivalent with four to six years of related experience.

Management experience is preferred.

Project management and event planning is required.

Marketing experience required. Direct marketing is a plus.

Blackbaud Raiser's Edge data system experience is preferred. Some data analytics will be required. Knowledge of Microsoft Word, Excel and Outlook.

Excellent oral and written communication skills are required.

Design skills and web management experience are a plus.

Demonstrated ability to manage multiple tasks effectively, to set priorities, maintain an organized schedule, and observe and respect deadlines.

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Farrell Fellows Lead Summer Internship (Temporary Full-time, June 22, 2015 until August 7, 2015)

Location: Chicago, IL

The Museum of Science and Industry provides experiences that deepen the engagement and interaction of youth interns and guest in science and science-related disciplines, with a vision to inspire and motivate our children and guests in the fields of science, technology, engineering and medicine.

Together with Community Initiatives staff, support the development, delivery and maintenance of education programs. May include, but not limited to Museum guests, and community and school audiences.

Responsibilities: (Duties included, but are not limited to the following):

Supports and supervises Farrell Fellows Summer Interns (high school students) in projects and the delivery of science learning experiences.
Assists at the Museum, in schools, or community organizations and/or programs.
Engages Museum guests via science activities on the floor.
Engages the community, providing science education to organizations like parks, early education sites and libraries.

Qualifications:

Must be an active college student, age 19-24. Applicants who have completed at least two years of college are considered a plus. An up-to-date resume is required. The applicant should demonstrate the willingness and capability to take a leadership role among Farrell Fellows Summer Interns. The applicant must have the ability to effectively explain and present concepts in one-on-one and group situations in an engaging, compelling and energetic manner. The applicant must have excellent verbal and written communication skills, and strong collaboration and teamwork abilities. Applicants must be trustworthy; creative; dynamic; and exhibit enthusiasm, initiative and openness to new ideas. Previous experience working successfully as a Science Achiever or college-level intern within an MSI program is a plus; in the absence of that prior experience, strong interest in working with youth is preferred.

The Museum of Science and Industry in an AA/EOE/ADA

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Exhibit Quality Technician

Location: Chicago, IL

Job Title: Exhibit Quality Technician

Department: Exhibit Operations

Status: Full Time (Four 10-Hour Days, Sunday – Wednesday)

Responsibilities: (Duties included but are not limited to the following):

Perform electrical, mechanical and electronic maintenance for various museum exhibits. Perform scheduled and unscheduled maintenance with respect to functionality, usability and overall aesthetics. Other duties as assigned

Qualifications:

Associate's degree in electronics, military electronic training or equivalent..

Experience with hydraulic/pneumatics and computers is desired.

Weekends and nights are required.

The Museum of Science and Industry, Chicago is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

Cashier at Giordano's in Chicago

223 W Jackson Blvd Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

- 1) Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- 2) Issue receipts, refunds, credits, or change due to customers.
- 3) Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- 4) Greet customers entering establishments.
- 5) Maintain clean and orderly checkout areas.

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/cashier>

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IT Summer Internship

Location: Chicago, IL

Job Title: IIT Summer Internship

Division: Education and Guest Services

Status: Temporary Full Time (end date: August 9, 2015)

The Intern position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. Interns will engage Museum guests with science content in an educational, memorable and fun manner by providing compelling and personalized experiences. The Intern will report directly to the Deputy Director of Guest Experiences.

Responsibilities: (Duties include, but are not limited to the following):

Learns and delivers a suite of Live Science Experiences grounded in science for 12 weeks over the summer (May 18 – August 9, 2015).

Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels.

Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life.

Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships.

Anticipates guest issues and proactively solves guest issues and needs.

Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

Must be a full-time undergraduate IIT student and have completed (or are scheduled to complete) 20 hours of volunteering at MSI during the fall or spring semester.

Ability to learn and teach science content in a museum environment.

Ability to effectively present content in both one-on-one and group situations in an engaging, compelling, energetic manner.

Positive attitude required: enjoy working with people in a fun, educational atmosphere.

Ability to talk and engage guests for long periods of time.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays, and some evenings.

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Posting Title: Stockperson, Merchandise Warehouse

Auto req ID 661BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Merchandise Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

Schedule Details Brookfield Zoo is open every day of the year including weekends and holidays. We are seeking individuals that are able to work a flexible schedule that would include working weekend days (when we are busiest) as well as regular week days. The work shifts are usually from 4 to 8 hours in length generally during the hours that Brookfield Zoo is open. The work schedule may start as early as 6:00 a.m. and end as late as 7:00 p.m. (10:00 p.m. on weekends and for special events). This position generally requires flexible availability to work non-standard hours including evenings, holidays, and weekends. The Stockperson must be available for work on an on-call basis as product arrives.

Job Function and Responsibilities Now Hiring! Open Every Day! Apply Today!

This is a temporary position. The starting wage is \$8.90 per hour.

The requirements for this position include: High School graduate or (GED) equivalent preferred. Accurate basic math, reading and writing skills required. Must have good communications and interpersonal skills. Minimum 6 months previous warehouse experience preferred. Previous experience operating a forklift preferred. Must be at least 18 years of age. Must be reliable and neat. Must be flexible and organized. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multi-lingual ability and Spanish fluency a plus. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License. Valid medical authorization card required for positions responsible for operating a Commercial Motor Vehicle.

This position is to actively recruit for multiple positions for 2015.

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

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Posting Title Assistant Custodian (entry level)

Auto req ID 820BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Custodial Services

Union Status Union

Work Shift Any 5 out of 7 days/week

As an Assistant Custodian, you will perform a variety of general park cleaning duties and washroom maintenance during park hours. These custodial duties include but are not limited to: building vestibule clean-up, floor cleaning, stripping and sealing, wall and ceiling cleaning, public restroom cleaning and sanitation, restocking of supplies; minor restroom repairs and maintenance, carpet cleaning and spot removal; and, office cleaning, restaurant cleaning, and the cleaning of all public space in the park. Your focus on safety will be demonstrated as you operate various equipment (such as mops, brooms, vacuum cleaners, scrubbers, carpet cleaning equipment, etc.) to assure assigned areas are thoroughly cleaned. You will make use of your good communication skills as you perform a daily inspection of your assigned area and report pertinent information to your supervisor. The Custodial department is conservation minded utilizing paper products from recycled stock and using nearly 100% green products!

Position Requirements: As Brookfield Zoo is open 365 days a year, the Assistant Custodian position requires flexible availability to work holidays and weekends. For this position, you must be at least 18 years of age. The union hourly wage is \$15.79 per hour. The requirements for this position include: High School diploma, G.E.D., or equivalent combination of training and/or experience required. Good communication and interpersonal skills. Reliable, dependable individual, flexible. Personable demeanor and customer service orientated. Must be at least 18 years of age. One-year previous custodial experience desirable. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Valid "D" Driver's License required. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

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Posting Title: HR Clerk (Temporary)

Auto req ID 818BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Human Resources

approximately 20 hours per week.

The HR Clerk position contributes to the success of the Chicago Zoological Society by providing administrative and clerical support to the Human Resources Department ("HR") to enable management to run an efficient HR operation, promote ease of doing business with HR, and to support actions that support organizational goals and promote an engaged workforce of excellence and CZS as an Institution of Choice.

This position includes the following requirements: High school diploma or equivalent required. Minimum one year of previous, comparable administrative, office or HR experience required. Must be able to maintain strict confidentiality of highly privileged information. Must be able to use or quickly learn standard office equipment, including computer and keyboard, calculator, copier, scanner, phone and software including word processing, database, and spreadsheet programs. Prior experience with word processing, spreadsheet, and data base software is required. Excellent telephone etiquette and effective listening skills required. Good interpersonal and communication skills are essential. Ability to interact tactfully and effectively with diverse individuals and personalities and difficult individuals required. Must communicate with sensitivity and have a strong customer service approach. Must possess ability to establish and maintain effective working relationships with co-workers and employees in other departments. Must be able to understand and carry out oral and written instructions with little or no supervision. Good organizational skills required. Strong proofreading skills and attention to details required. Knowledge of basic office procedures and ability to follow established standard business formats. Experience and/or ability to work and interact effectively with a diverse, multicultural audience.

The preferred qualifications include: Experience with Windows, Microsoft Outlook, Word, and Excel strongly preferred. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Multilingual ability, Spanish fluency a plus.

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Fleet Mechanic- (2nd Shift)

Talent Area : Supply Chain

Location : Chicago, IL, USA

Requisition Number : 00031908

Full or Part Time : Regular Employee FT

Position Description

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
- Respond to service calls.
- Maintain tools.
- Clean work area.
- Pick up and deliver vehicles.
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
- ASE certification 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/fleet-mechanic-2nd-shift-chicago-illinois-job-1-5305903>

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Warehouse Manager I (2nd Shift)

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00032695

Full or Part Time : Regular Employee FT

Position Description

Manages warehouse supervisory personnel and warehouse functions.

- Must be able to work days and nights.
- Staff, train, evaluate and develop team members.

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

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

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

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

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

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

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

We are an Equal Opportunity Employer and do not discriminate against 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.

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Full Service Delivery Driver

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV051485

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

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/full-service-delivery-driver-alsip-illinois-job-1-5296280>

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Delivery Driver

Talent Area : Transportation/Driver
Location : Chicago, IL, USA
Requisition Number : HV048010
Full or Part Time : Regular Employee FT

Position Description: Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

THIS POSITION IS ELIGIBLE FOR A \$5,000 SIGN-ON BONUS!!! Externals Only!

All new hire CDL Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$5,000 Sign-On Bonus.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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.

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Route Process Administrator

Talent Area : Finance

Location : St Charles, IL, USA

Requisition Number : 00032336

Full or Part Time : Regular Employee FT

Position Description: Performs pre-settlement and/or cashiering duties in a Distribution Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load)
- Review and verify end of day driver paperwork
- Run daily route status report to verify that all delivery routes settled
- Send messages to route accounting department regarding settlement issues
- Check in and check out (COCI) messages - Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.) - Perform cashiering duties including ensuring Fed-Ready status of deposit - Ensure security of route cash - Validate proper use of cash drop log - Receive and verify full service bag count.
- Count full service cash and finalize handheld - Prepare driver paperwork for Imaging
- Maintain driver compliance logs as necessary (DOT, DVR, etc)
- Maintain cash reconciliation and driver deposit log
- Maintain records in BASIS route accounting system
- Review settlement exception reports and resolve issues
- Prepare deposit for pick up by armored car service
- Troubleshoot handheld issues impacting settlement
- Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items
- 10% Driver Audit as required by Internal Control
- Research Mail Checks, print backup and code in Payment Manager
- Maintain Missing Documents Log - High School - GED or Diploma required - Some college preferred - 2-5 years experience in automated office environment required
- Experience using BASIS route accounting system preferred - Experience in cash room environment preferred - Basic computer and database application skills
- Accurate data entry - Strong organizational skills
- Physical Requirements: Sitting (80%), bending, walking and kneeling. Occasional lifting of up to 50lbs.

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Product Delivery Driver

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV047413

Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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