



Maintenance Supervisor

Location: CHICAGO

Department: Maintenance

Application Deadline: Saturday, May 31, 2014

Key Duties:

Determine and prioritize repair orders and other operational demands as well as ensure that operational schedules are met and facility/shift productivity is maintained

Assign maintenance and contract personnel to ensure maintenance resources are used economically, meet maintenance workload needs and meet other objectives (i.e. training, special projects, etc.)

Identify and resolve quality issues and productivity bottlenecks such as training, improper procedures, tool/equipment requirements, etc.

Ensure that the garage provides a safe and pleasant work environment

Communicate effectively with internal customers regarding equipment availability

Ensure that the use of parts, vendors, consumable products, etc. is at the lowest possible cost

Give direction, coach and discipline employees when appropriate

Implement corporate policies and practices

Qualifications:

3+ years of supervisory or management experience in ground transportation maintenance or related field required

Bachelor degree in transportation or related field preferred

Ability to solve problems and make real-time decisions

Strong written and verbal communication skills required

Must understand and be able to operate all bus models

Driving experience and CDL preferred

Need attention to detail

Ability to take discipline where required

Must be motivated and possess strong interpersonal skills

Union knowledge and experience preferred

Experience interviewing and training preferred

Additional Information:

Basic Summary The Maintenance Supervisor is responsible for the overall efficient supervision of maintenance employees and the quality of workmanship at the garage.

This position will interface with MRD, Driver Operations, Customer Service, Safety, Operations Support Center and various corporate key interface

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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Seasonal Membership Sales Staff

Lincoln Park Zoo is dedicated to connecting people with nature by providing a free, family-oriented wildlife experience in the heart of Chicago and by advancing the highest quality of animal care, education, science and conservation.

Job Responsibilities:

Proactively initiate and close sales of Lincoln Park Zoo memberships and/or ADOPT an animal sponsorships, and solicit philanthropic donations.

Provide clear explanation of membership benefits and discounts.

Provide new members or ADOPT an animal sponsors with appropriate fulfillment materials. Handle cash as well as operate credit card processing equipment, with training, as appropriate. Balance daily cash kiosk banks.

Assist with other areas of membership sales and fulfillment as needed.

Set-up and breakdown outdoor membership kiosk and manage inventory.

Move membership kiosk cart as needed when zoo special events occur.

Serve as a positive representative for the Membership Department and Lincoln Park Zoo, including providing excellent customer service and greeting all guests.

Knowledge, Skills and Abilities

Enthusiastic, outgoing, and friendly.

Able to approach zoo visitors and sell memberships and ADOPTs.

Motivated to meet and exceed monthly sales goals.

Able to communicate clearly with diverse audiences.

Able to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and the general public.

Eager to learn about the zoo's exhibits, events and conservation projects and share this knowledge to engage potential members.

Able to work weekdays, weekends and holidays.

Education Requirements

High School degree (or equivalent). Some college (especially Sales, Business, or Marketing experience) preferred.

Experience Requirements

Experience in sales and/or customer service preferred.

Physical Requirements

Ability to remain on feet for several hours. No allergies to plants or animals.

Ability to work outdoors in all weather conditions. Ability to bend, stoop and reach as needed to set-up and breakdown membership kiosk display. Ability to move membership kiosk cart as needed.

Apply online at <http://www.lpzoo.org/careers>

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Job Title: Occupational Therapist

Department: Occupational Therapy

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Occupational Therapy

Job Number: 2014-0691

Job Description:

Rush University Medical Center is a leading academic medical center where cutting-edge research and the latest advances in orthopedic, neurologic and neurosurgery technology are quickly brought to socioeconomically and culturally diverse patients.

Our department includes graduate academic and clinical occupational therapy programs in acute care medicine, inpatient psychiatry, inpatient rehabilitation, and outpatient rehabilitation, including services for pediatrics and adult upper-extremity injuries.

We support the practitioner-teacher-investigator model of practice and there are opportunities to engage in clinical and academic mentorship and projects that foster professional growth.

Position Responsibilities:

Contributes patient information relevant to assessment, current status and discharge planning.

May be delegated responsibility for supervision of volunteers, students, and other staff when appropriate.

Position Qualifications Include:

Certification by NBCOT as an OTR to act as an occupational therapist
Illinois licensure to provide services as a licensed occupational therapist
A degree in OT; preferable a Masters degree in occupational therapy

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140515101804&

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Job Title: Billing Coding Auditor - Radiation Oncology*

Department: Radiation Therapeutic

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Radiation Oncology

Job Number: 2014-0681

Job Description: Incumbent participates in the accurate billing of professional and technical radiation oncology procedures at Rush University Medical Center. Professional competency, strong interpersonal and communication skills, initiative and good judgment in problem solving are essential to the position. The Billing Coding Auditor, will review all charge documents/systems for accuracy (i.e. appropriate dates of service, appropriate ICD-9-code assignment, appropriate modifiers, correct quantity, etc.), completeness and appropriate procedure coding; validate MD's assigned diagnosis. Will enforce compliance with all policies, standard operating procedures, and regulations related to routine operations. *LI-SK1

Position Qualifications Include:

High School Diploma/GED Required

Associates Degree, Bachelor's degree highly preferred

Certified Professional Coder-Physician (CPC-P) - or - Certified Professional Coder-Hospital (CPC-H) required and Radiation Oncology Certified Coder (ROCC) {Dual credentials preferred.}

Computer-literate; intermediate skills in MS Excel and MS Word; willingness to learn and excel in new software, new techniques, and new mechanisms/processes developed by the department; demonstrated initiative in utilizing provided tools (i.e. computer, software, etc.),

Participate in continuing education activities required to maintain certification by the accrediting agency. Attend and keep record of mandatory and voluntary training sessions Remain current with reimbursement regulations; participate in professional development seminars and related training as required of clinical practice, radiation oncology specialty

Please Note: Department would consider someone with 1.5 – 2 years of work experience with the willingness to attend training and pass ROCC certification exam within the 1st year of employment and score above 85% on the exam.

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
1955 W North Ave
MELROSE PARK , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 7am to 5pm
Tue - 7am to 5pm
Wed - 7am to 5pm
Thu - 7am to 5pm
Fri - 7am to 5pm
Sat - NA

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations. Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - NA
- Tue - 7am to 4pm
- Wed - 7am to 4pm
- Thu - 7am to 4pm
- Fri - 7am to 4pm
- Sat - NA

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Markham
16643 Kedzie Ave
MARKHAM , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9pm to 5pm

Mon - NA

Tue - NA

Wed - 1pm to 7pm

Thu - 3pm to 7pm

Fri - NA

Sat - 2pm to 7pm

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Macy's Aurora, IL: Retail Loss Prevention/Security, PartTime, Fox Valley Mall

Location: Aurora, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71224247

Overview: The LP Detective's primary responsibility is to prevent the loss of company property while maintaining a safe business environment. Support store's efforts in providing the best customer service within a controlled environment so as to ensure maximum sales at the highest profit rate attainable. Under general supervision and established procedures, the LP Detective detects and apprehends shoplifters and dishonest employees. Performs other duties as assigned.

Essential Functions: Have knowledge of and maintain strict compliance with the law and company policies concerning apprehensions, searches and seizures, and the preservation of evidence. Successfully complete all Loss Prevention training requirements including CPR and First Aid and maintain personal certifications as required by law. Testify in court concerning any case, criminal or civil, wherein the company is a party of interest to which the LP Store Detective is summoned. Responds to alarm conditions at assigned store. Regular, dependable attendance and punctuality

Education/Experience: High School Diploma or equivalent. Completion of Store Detective Training program required upon assignment to position.

Communication Skills : Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills.

Other Skills: Must be able to operate cameras and other surveillance equipment. Ability to think and act clearly in possible stressful and hostile situations. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, 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.

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Maintenance Equipment Supervisor

Chicago, Illinois

Logistics Distribution and Supply Chain

Responsibilities:

Provide leadership to Chicago Metro Service Technician team ensuring key business and people metrics are met through providing effective communication, coaching, planning and direction

Manage Department's parts inventory needs in a cost and service effective manner

Responsible for Safety leadership and compliance including facilitating training presentations and audit preparation

Ensure department meets the annual operating plan budget through effective labor and inventory planning and execution

Performs other duties as assigned or required to meet the needs of the operation

Basic Job Qualifications:

A minimum of 2 years of Operations or Logistics experience

High school diploma or GED

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Strong organizational skills and follow through

Customer service oriented

Excellent interpersonal & communication skills

Ability to work in a fast-paced, diverse environment while managing multiple tasks

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Preferred Job Qualifications:

Previous Supervisory experience

Previous union experience preferred

Experience in consumer packaged goods or a related industry a plus

Electrical and Refrigeration certification

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Merchandiser (Part Time/Days)

Elk Grove Village, Illinois

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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Chicago Summer Sales Coordinator / PEPSI

Chicago, Illinois

Sales

At PBC, employees have an Unquenchable Spirit to delight consumers with the brands they love, to improve the communities in which they live and work, and to build exciting careers. If you're looking for a company that puts a premium on leadership, teamwork and responsibility, you belong at PBC.

General Summary:

The Chicago Summer Sales Coordinator role provides a demanding, fast-paced environment in a competitive industry, where growth equals opportunity and fun accompanies the challenge. Decisions are made "real time" to create organizational impact through project based contributions with a strong focus on customer relations.

During the summer you will:

- Utilize analytical and fact-based selling skills to grow volume, revenue, and profitability goals for the assigned territory
- Activate local and national marketplace initiatives and promotions through merchandising products and building creative displays
- Perform at a fast pace, with self-motivation, and strong initiative
- Demonstrate strong leadership skills

Minimum Qualifications/Requirements:

- Completion of their sophomore or junior year at an accredited four-year college or university
- Valid driver's license
- Must be willing to work a flexible schedule
- Applicants must be US citizens or permanent residents

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Job Ref: 47729BR

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Human Resources Representative / PEPSI

Schaumburg, Illinois

Human Resources and Personnel

PepsiCo's Human Resources Representatives are responsible for providing daily HR Generalist support in the areas of employee relations, performance management, and training and development to a subset of PepsiCo professionals. The HR Representative will partner with local management and Senior HR leaders to execute strategic talent plans that support the needs and priorities of the business. This HR Representative supports about 250 employees in the PepsiCo Supply Chain function, specifically Transportation and Commercialization. These individuals report into Headquarters but are located in field locations across the U.S. This role requires up to 25% travel per year. The HR Rep will report to the Senior HR Manager for Supply Chain.

Education/Certifications:

Bachelors Degree required; major in Industrial/Labor Relations, Human Resources Management, psychology, or other related field preferred

Work Experience: A minimum of 2 years of prior Human Resources or Organizational Development experience required

Experience practicing HR in a manufacturing or distribution environment is a plus

Skills & Capabilities:

Understanding of, and some experience with, most or all of the core aspects of Human Resource Management (staffing; employee relations; performance management; leadership development; training)

Ability to problem solve and translate concepts into actionable items

Previous talent management and succession planning experience preferred

Comfortable working in ambiguous business situations

Solid in developing solutions based upon facts/data analytics

Must possess consultative style and approach with proven ability to develop credible relationships with business partners

Must possess strong verbal and written communication skills. Ability to present their point of view in varied business situations

Strong skills in Powerpoint/Excel/Word

Must be willing and able to travel up to 25% of the time

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Merchandiser (Full Time/Days/Seasonal) / PEPSI

Aurora, Illinois

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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Driver - Relief Schedule (Full Time/Days)

Aurora, Illinois

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

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Job Ref: 2000033754310

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Warehouse Supervisor 2nd Shift

Aurora, Illinois

Logistics Distribution and Supply Chain

This position contributes to the success of the Pepsi Beverages Company by supervising the loading of route and transport trucks for a warehouse facility.

Major Tasks, Accountabilities and Key Responsibilities:

Schedule the receiving and delivery of raw materials/finished products in a timely manner

Utilize docks, warehouse layout and route truck loading patterns that minimize loading time

Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs

Provide timely service to sales department while minimizing warehouse and production costs

Supervise warehouse loaders within the warehouse

Ensure the team is adequately staffed, managed and trained

Maintain the inventory system to aid in production scheduling

Maintain all housekeeping and safety standard

Function: Supplychain

Company/Division: PBC

Position Supervises: 20 headcount

Education and Certifications:

Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

Work Experience:

A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills

Demonstrated front-line supervisory skills

Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends

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Finance Assoc Coordinator-Cashier

Kankakee, Illinois

Admin and Secretarial

Major Tasks, Key Responsibilities and Key Accountabilities:

- Audit Merchandisers, Marketing Equipment Management (MEM) and Warehouse's daily activity documents to ensure compliance to PBC policies
 - Enter and track daily route variances in Excel spreadsheet and follow through to resolve variances within 48 hours
 - Provide a weekly review and analysis of non-compliant and variance trends
 - Provide coaching and training to Delivery Drivers, Merchandisers and MEM Service Technicians on document and cash compliance requirements
 - Process all Full Service Vending (FSV) coin; count, sort, wrap and box
 - Prepare and reconcile FSV coin floats and coin bags
 - Prepare daily bank deposits for Conventional and FSV activity
 - Coordinate servicing of coin and cash office equipment and replenishment of supplies
 - Liaise and provide support as required to the location and market unit
 - Invoice and prepare handheld routes for next day delivery
 - Provide backup for Settlement by completing late day generation invoices
- Prepare and send all paperwork to appropriate contact

Basic Job Qualifications:

High School Diploma or GED required; college coursework with concentration in accounting an asset

Three years of relevant business experience an asset

Intermediate knowledge of Microsoft Suite

Knowledge of SDMS system (Descartes) an asset

Demonstrated ownership and initiative to ensure a safe and functional work environment within the cash office

Ability to work independently and under time constraints with minimal supervision

Ability to multi-task and prioritize work

Excellent communication skills

Ability to lift approximately 20lb - 30lb coin bags and/or boxes

Must be able to work overtime as required, including Saturday of period ends

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Macy's State Street, Chicago, IL: Sales Manager

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71223924

Overview: As a Sales Manager, you will support My Macy's by driving sales and selling with focus on the Macy's customer. All activities related to presenting a clean, neat and organized shopping environment for our customers are under your direction. With training, coaching and development, a team of Associates will grow following your leadership.

Key Accountabilities:

Drive and exceed sales goals by executing Macy's initiatives
Lead the push toward selling through coaching and recognition
Review and utilize reports; implement action plans focusing on deficient areas
Identify best sellers and key items; communicate merchandise needs to optimize the My Macy's process. Ensure accuracy of promotional presentation; communicate advertising and sales information to Associates
Partner with Merchandising team to plan and execute floor moves, merchandise placement and sales set-up. Review your personal Selling Area Scorecard monthly for your Associate Turnover, Sales & Star Rewards results
Strengthen attendance and weekend hours compliance among staff
Motivate Associates to solicit our Star Rewards Program by reinforcing the benefits of new accounts. Establish high level of shortage awareness and effectiveness; ensure that all policies and procedures are implemented

Skills Summary:

A minimum of 1-3 years in a leadership/supervisory position in a service-driven environment. Ability to empower and develop a team
Ability to collaborate and function as a member of a team
Ability to execute plans and strategies
Strong leadership, interpersonal and communication skills
Highly organized and able to adapt quickly to changing priorities
Ability to anticipate and solve problems, act decisively and persist in the face of obstacles
Commitment to exemplifying the highest integrity and professional business standards

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

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Macy's State Street, Chicago, IL: Sales Supervisor

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71224374

Overview: As a Sales Supervisor, you will support My Macy's and drive sales for a specific selling area in partnership with a Sales Manager. You will be responsible for assisting the Sales Manager by supervising all daily selling activities and leading a selling team in your selling area. Responsibilities include, assisting in the selling process; driving customer service through coaching and monitoring selling behaviors; teaching product knowledge and communicating policies and procedures. This position leads to placement as a Sales Manager.

Key Accountabilities:

Drive and exceed sales goals by executing Macy's initiatives
Lead the push toward selling through coaching and recognition
Review reports, identify deficient areas and partner with Sales Manager to implement action plans. Identify best sellers and key items; communicate merchandise needs to optimize the My Macy's process
Ensure accuracy of promotional presentation; communicate advertising and sales information to Associates. Strengthen attendance and weekend hours compliance among staff. Motivate Associates to solicit our Star Rewards Program by reinforcing the benefits of new accounts. Review your personal Selling Area Scorecard monthly for your Associate Turnover, Sales & Star Rewards results
Establish high level of shortage awareness and effectiveness; ensure that all policies and procedures are implemented

Skills Summary:

Demonstrated leadership/supervisory skills
Ability to empower and develop a team
Ability to collaborate and function as a member of a team
Ability to execute plans and strategies
Strong leadership, interpersonal and communication skills
Strong organizational skills and the ability to adapt quickly to changing priorities
Ability to anticipate and solve problems, act decisively and persist in the face of obstacles
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Paid Communications Intern

Promotes Lincoln Park Zoo and its mission through social media updates and real-time guest engagement. Maintains a zoo communications presence during peak period including weekends and occasional evening events.

Knowledge, Skills & Abilities

- Knowledge of the zoo's mission and philosophy.
- Strong communication skills.
- Proficiency with social-media channels including Facebook, Twitter, Google+, YouTube and Flickr.
- Demonstrated skill using Macintosh computers and smart phone/tablet devices.
- Experience with Adobe Photoshop, Drupal CMS and basic HTML a plus.

Qualifications

A bachelor's degree in journalism or English or a discipline requiring strong written skills, plus knowledge of AP Style guidelines is preferred. College coursework and experience toward a bachelor's degree in journalism or English or a discipline requiring strong written skills will also be considered.

Experience Requirements

Must have the ability to write clear, concise, creative copy; a mastery of spelling and grammar well beyond the capabilities of spell-check software; strong verbal communication skills. Ability to produce creative work in a deadline-driven environment; ability to organize tasks to ensure timely completion of all projects.

Success in handling several projects simultaneously; strong knowledge of Macintosh Operating System; proficiency in Microsoft Word; ability to function collaboratively in a small work group; ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public; knowledge of zoos, animals and science a plus.

Physical Requirements

- Ability to work at computer for long periods of time
- Ability to traverse zoo grounds
- Ability to work in all weather conditions

Additional Requirements

- Available to work special events that may occur outside of regular work schedule, including evenings, weekends or holidays, as assigned.

All employment queries should be directed to:

Human Resources hrjobs@lpzoo.org

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Administrative Assistant, Individual Giving

Location: Chicago, IL

Position Description: This position provides administrative, office, and event management support to both the Annual Fund and Major and Planned Giving Teams. This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required. Position reports to both the Director of Major Gifts and the Annual Fund Director.

Job Duties: Providing administrative support to both the Annual Giving Director and Director of Major and Planned Giving. Offering back up support to the Executive Assistant and Corporate Administrative Assistant, as needed. Duties include phone reception, drafting and sending internal and external correspondence, ensuring that materials flow throughout the department and the Museum in a timely manner. Responding to and preparing correspondence, reports and other materials for Individual Giving and Major Gifts offices. This includes the creation of new invitations, donor relations resources, and other miscellaneous materials as needed, assisting team members with gift acknowledgements, and other duties as assigned. Ensuring accuracy and professionalism of all materials and projects distributed to internal and external constituencies, with attention to deadlines. Providing event management support for fundraising meetings, staff meetings, luncheons, tours and evening events. Arranging event logistics, creating and mailing invitations, confirming and reporting on attendance, and day-of event management and tracking. Communicating in a detailed and timely manner with the Individual Giving team, outside vendors (such as printers), as well as Museum staff members and donor

Qualifications

BA or an equivalent level of education and experience is required
4-5 years of prior office and administrative experience is required
Excellent communication skills, both verbal and written, with great attention to detail is required. Must be well-organized, able to work on multiple projects simultaneously and meet short deadlines. Must have the ability to prioritize and reprioritize tasks on a daily basis. Friendly, courteous and helpful phone demeanor. Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors. MS Word, Excel, and PowerPoint experience is important
Knowledge of InDesign a plus. Prior fundraising database (Raisers' Edge) experience is desirable. Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning
Must be an energetic and patient team player with a proactive "can do" attitude!

Apply online at <http://www.fieldmuseum.org/about/employment>

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