



CLASS TITLE: Accountant I

Code: 0101

Administrative Service/ Clerical, Accounting and General Office Group
Accounting and Auditing Series

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class performs entry level professional accounting duties; and performs related duties as required.

ESSENTIAL DUTIES: Participates in the preparation and set up of program and operating budgets; codes, records and updates journal entries including expenditures, account transfers and budget revisions using manual and computerized spreadsheets; audits financial documents to ensure entries are accurate, appropriately allocated to accounts and comply with contract and funding guidelines and documents errors and reconciles accounts as needed; monitors account balances and recommends spending adjustments and fund re-allocations to ensure the availability of funds to cover expenditures; prepares basic financial statements, balance sheets and financial reports using computer spreadsheets; analyzes historical records and anticipated economic trends and participates in forecasting future expenses and revenues.

MINIMUM QUALIFICATIONS:

Training and Experience.

Graduation from an accredited college or university with a Bachelor's degree in Accounting, or related field with 15 semester hours in Accounting.

Knowledge, Abilities and Skill.

Some knowledge of generally accepted accounting principles. Some knowledge of auditing techniques. Some knowledge of budgeting, cost analysis and forecasting principles. Some knowledge of financial report preparation. Some knowledge of accounting software. Ability to apply basic accounting theories. Ability to audit and analyze basic financial data and prepare budgets and financial statements. Ability to use computerized spreadsheets. Some skill in the application of generally accepted accounting principles. Some business math skills. Some analytical skills. Good oral and written communication skills. Some skill in using computers.

Working Conditions.

General office environment. Equipment. General office equipment.

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CLASS TITLE: ASSISTANT PAYROLL ADMINISTRATOR

Code: 0114

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

CHARACTERISTICS OF THE CLASS

Under general supervision, assigns, supervises, and reviews the work of staff engaged in the preparation and processing of payrolls for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Supervises and monitors the work of subordinate staff engaged in the preparation, processing, and distribution of departmental payrolls
- Reviews submitted payroll registers for accuracy, reconciles errors, and makes adjustments
- Reviews and approves third party payroll deductions from employee paychecks (e.g., taxes, pension contributions, union dues, charitable contributions, optional insurance coverage)
- Interprets labor contracts, federal regulations, and municipal ordinances to respond to inquiries regarding salary administration
- Oversees special check handling for processing stop payment orders (e.g., lost, stolen, forged, mutilated checks) and submits requests to the Comptroller's Office, Office of Budget and Management, and the Department of Human Resources to facilitate the processing of payrolls
- Provides payroll information to departmental management for the preparation of budgets, monitoring of payroll expenses, and collective bargaining agreement negotiations
- Responds to employee inquiries regarding lost or stolen paychecks

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of progressively responsible timekeeping and payroll administration experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

Licensure, Certification, or Other Qualifications None

WORKING CONDITIONS General office environment

EQUIPMENT Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine) Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

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Job Title: Office Clerk - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Tue. 06/03/14 11:59 PM Central Time

Salary: \$2,584.00 - \$3,487.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 2

Plan/BU: RC014 Bid ID#: IWCC-50-14-0006

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs various clerical duties within the Central File unit. Files all legal documents in appropriate case jackets, including medical information, correspondence, motions, petitions, attorney agreements; maintains case files; file case jackets numerically; and prepares files for shipment to off-site storage facilities by packing files numerically in storage boxes, Retrieve case jackets and verify name and case numbers for the processing of settlement contracts and dismissals before forwarding to data entry; as well as for motions filed for Arbitration status call, performs computer check to verify case information and case status and performs updates to case status and assists in moving furniture.

Minimum Requirements: Requires ability to bend, stoop, reach above shoulder level, lift, carry, push and pull. Requires ability to move and manipulate up to 200-1,000 lbs of boxes with issued office equipment. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires working knowledge, skill, and mental development equivalent of some college level education. Requires working knowledge of office practices and procedures, indexing, scanning, and filing. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of electronic tracking system, wireless and tethered scanner, input of data into database system

Work Hrs & Location/Agency Contact: Work Hrs: Mon through Fri - 8:30 am to 5:00 pm
Illinois Worker's Compensation Comm 100 W Randolph, Suite 8-200 Chicago, IL 60601
Agency Contact for Job Bulletin: Human Resources Department - 312/814-0702

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 1 - General

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CLASS TITLE: CONSTRUCTION LABORER

Code: 9411

Family: Construction, Maintenance, and Skilled Labor

Service: Labor

Group: Non-Competitive

Series: Unskilled Labor

MINIMUM QUALIFICATIONS

Education, Training, and Experience Completion of the City of Chicago's Laborer-Apprentice Program OR two years of work experience as a general laborer on a construction work site. Licensure, Certification, or Other Qualifications None

PHYSICAL REQUIREMENTS

Heavy lifting (up to 100 pounds) required Ability to walk and stand for extended periods of time Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs Ability to move one's hands and arms to grasp or manipulate objects Ability to access difficult to enter spaces (e.g., trenches, tunnels, cramped quarters) Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Some knowledge of: *use of power and hand tools, materials and equipment used on construction work sites * construction equipment and materials * excavation and backfilling methods, practices, and procedures * applicable safety practices and procedures specific to labor work, including OSHA standards * use of safety equipment and protective gear. Knowledge of applicable City and department policies, procedures, rules, and regulations

Other Work Requirements

INITIATIVE - Demonstrate willingness to take on job challenges
 STAMINA - Demonstrate energy and stamina to accomplish work tasks
 DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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http://www.cityofchicago.org/city/en/depts/dhr/supp_info/labor_services_9400series.html

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 06/02/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2973

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services / Lake County Satellite Office
227A North Genesee Waukegan, IL 60085 (Lake County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

Work #: (217) 557-3900 Fax #: +1 (217) 557-1676

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).

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Job Title: Corrections Clerk II

Agency: Corrections

Closing Date/Time: Wed. 06/04/14 4:00 PM Central Time

Salary: \$3,916.00 - \$5,752.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-14-0354

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs complex, routine and repetitive clerical tasks; interviews inmates in regard to time credits; enforces and maintains safety, security, sanitary, disciplinary and custodial measures in the Records Office; calculates time and eligibility of inmates for parole and discharge; makes adjustments in sentence calculations; prepares parole docket.

Position Number: 09772-29-82-240-30-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires two years clerical experience; requires completion of an approved course in guard training within six months of employment; extensive knowledge of institutional rules, regulations and requirements for the control of residents; working knowledge of office methods and procedures; working knowledge of business English and spelling and commercial arithmetic.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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).

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Job Title: Employment Security Tax Auditor I

Agency: Employment Security

Closing Date/Time: Mon. 06/09/14 11:59 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: PP 08284

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and a minimum of 12 semester hours in accounting, prefers coursework in fundamental and advanced accounting and auditing. Requires one year of professional experience in accounting, external auditing or public accounting OR completion of an approved training program such as the AFACT. Requires working knowledge of: accounting and auditing theories, methods and procedures; laws, rules and regulations relating to State and non-State accounting and auditing procedures. Requires ability to use Personal Computer with related software packages such as word processing, electronic mail, database management, spreadsheets and standard office accounting machines.

Work Hours & Location/Agency Contact:

WORK LOCATION: Elgin local Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES Recruitment & Selection

607 E. Adams St. - 9th Floor

Springfield, IL 62701

You may fax your application to (217) 524-3472

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).

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Sales Consultant / AT & T

Location: Chicago, IL

LOOKING FOR A COMPANY THAT VALUES YOUR POTENTIAL?

A job with AT&T as a Sales Consultant can provide you with exactly that!

Take advantage of our paid training and wide range of career possibilities. AT&T offers a competitive salary and benefits that include medical, dental, paid vacation, and more!

What you'll do as an AT&T Sales Consultant:

Consult with customers to recommend and sell a variety of AT&T products and services to meet our customer's needs

Provide AT&T customers with a positive sales and service experience

Interact with multiple online systems while speaking with customers

Meet sales quotas and service objectives in a fast paced call center environment

Click here to learn more about this job from AT&T employees!

Our Sales Consultants must be able to:

Complete on-the-job and/or classroom training as required to remain on the job

Work day, evening, night, weekend and/or split shifts if required

Receive satisfactory results from a background/employment history investigation and drug screening

Qualify on pre-employment screening

Call Center Audition (CC Audition)

Employment Inventory (EI)

Customer Service Assessment (CSA)

Test study guides can be found at: www.att.jobs/test-guides.aspx

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AT&T IDC Technical Specialist

Location: Lisle, IL

LOOKING FOR A COMPANY THAT VALUES YOUR EXPERIENCE?

A job with AT&T as an IDC Technical Specialist can provide you with exactly that!

Take advantage of our paid training and wide range of career possibilities. AT&T offers a competitive salary and benefits that include medical, dental, paid vacation, and more!

Our IDC Technical Specialists are responsible for trouble ticket analysis, cabling and installations in a data center environment.

What you'll do as an AT&T IDC Technical Specialist:

Interface with internal and external clients

Provide hardware or software assistance and problem resolution

Troubleshoot client problems, repairs, servers and web systems

Install cables, connections and cross-connects to data center and customer equipment

Install server hardware platforms and related equipment

In addition to strong communication skills, our IDC Technical Specialists must have the following:

A minimum of one year of experience in a data center environment

The ability to perceive differences in wire and cable colors

The ability to lift over 50lbs

Qualify on pre-employment screening:

Technical Specialist Telephone Abilities Battery (TS-TAB)

Internet Data Center Knowledge Test II (IDCKT II)

[Test study guides can be found here.](#)

Requisition ID: 1441614

Apply online at <http://connect.att.jobs/lisle/technician/jobid5384796-at&t-idc-technical-specialist-jobs>

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Part Time Sales Support Representative Chicago 95Th & Western

Location: Chicago, IL

GENERAL ESSENTIAL FUNCTION WHICH ARE NORMALLY REQUIRED:

Customer Experience and Sales

- Deliver AT&T's "Our Retail Promise"
- Welcome customers to our store, coordinate check-in process and customer flow
- Function as a customer experience advocate
- Assist with sales when needed
- Work in a team environment to meet and exceed assigned goals

Store Operations (*may or may not be required in all locations)

- Inventory management – including counts, ordering, maintaining, receiving, returning, tracking and securing equipment and supplies
- Perform operational tasks to maintain audit-ready status in store at all times
- Prepare bank deposits
- Balance cash drawer
- Process and prepare paperwork for recordkeeping and report generation
- Assist with store merchandising

MINIMUM REQUIREMENTS:

- Perform the following with reasonable accommodation:
 - o Work flexible hours (including evenings, weekends and holidays)
 - o Stand for long periods of time
 - o Ability to lift up to 25 pounds
 - o Operate a personal computer, wireless equipment, copier and fax
 - o Work in other locations as the needs of the business dictate what may be required
 - o May be required to wear a uniform or company apparel as designated by management

PREFERRED QUALIFICATIONS:

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1442302

Apply online at <http://connect.att.jobs/united-states/retail/jobid5423144-part-time-sales-support-representative-chicago-95th-&-western-jobs>

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Sales Support Representative Chicago IL Cottage Grove

Location: Chicago, IL

MINIMUM REQUIREMENTS:

- Perform the following with reasonable accommodation:
 - o Work flexible hours (including evenings, weekends and holidays)
 - o Stand for long periods of time
 - o Ability to lift up to 25 pounds
 - o Operate a personal computer, wireless equipment, copier and fax
 - o Work in other locations as the needs of the business dictate what may be required
 - o May be required to wear a uniform or company apparel as designated by management

PREFERRED QUALIFICATIONS:

- Associate Degree
- 1+ years of relevant work experience
- Telecommunications industry knowledge
- Excellent interpersonal, verbal and written communication skills and attention to detail
- Strong working knowledge of computer systems/software and computerized billing
- Strong customer service skills
- Thorough research skills

Provisions listed in these Job Descriptions may be changed or modified by AT&T Mobility without prior notice at any time, at the Company's sole discretion.

Requisition ID: 1439321

Apply online at <http://connect.att.jobs/united-states/retail/jobid5339129-sales-support-representative-chicago-il-cottage-grove-jobs>

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Maintenance Manager III

Talent Area : Maintenance

Location : Niles, IL, USA

Requisition Number : 00023263

Full or Part Time : Regular Employee FT

Position Description

Responsible for day to day activities of directing, controlling and coordinating all phases of the Maintenance Department (25MM cases or more). Support plant facilities and equipment maintenance to produce quality products in an efficient and profitable manner.

- Ensure Maintenance Department compliance with all company policies and procedures
- Assist in the selection, supervision, and development of subordinate personnel
- Assist in the establishment, analysis, and submission of yearly departmental budgets
- Maintain collaborative relationship with all other departments
- Ensure maintenance support is available as needed

- Remain aware and trained on all technical advancements in the area of responsibility
- Assist and support Mechanics with expertise in equipment
- Ensure that equipment is maintained and operational up to company standards
- Oversee all parts acquisition activities
- Proactively improve process functioning and strive for enhanced levels of efficiency
- Ensure service calls and machinery repairs are completed in a timely manner
- Manage plant level capital projects in conjunction with Project Managers.

- High School Diploma or GED required.
- College degree in Engineering, Applied Sciences or Business preferred.
- 4+ years previous maintenance supervisory or management experience in a related industry; Prior experience with project management We are an Equal Opportunity

Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-manager-iii-niles-illinois-job-1-4461780>

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Merchandiser Seasonal-St. Charles IL

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV033439

Full or Part Time : Seasonal/Casual 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 We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-st-charles-il-st-charles-illinois-job-1-4461021>

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CLASS TITLE: Head Cashier

Code: 0206

Administrative Service

Clerical, Accounting and General Office Group

Cash Receiving and Disbursing Series

CHARACTERISTICS OF THE CLASS: Under supervision, the class functions as a working supervisor participating in and reviewing the work of cashiers engaged in the receipt and disbursement of funds; and performs related duties as required.

ESSENTIAL DUTIES: Assigns and monitors the work of cashiers engaged in processing payments for bills, fees and taxes; accepts various forms of payment and conducts complex payment transactions; reviews customer billing and payment documents for accuracy and completeness and makes corrections as necessary; accesses computer screens to view account records and to enter and process payments and to correct information; issues receipts for transactions completed; provides cashiers with adequate funds to process cash transactions; receives, counts, balances and reconciles monies collected by cashiers ensuring accuracy of transactions; compiles cashiers' register receipts and accounting documents and makes daily deposits; prepares financial reports detailing transactions, including daily register balances and total revenues collected; responds to customer inquiries regarding billing and payment procedures and resolves discrepancies; maintains payment and billing records and related support documents.

RELATED DUTIES: Trains employees on cashiering policies and procedures.

MINIMUM QUALIFICATIONS: Training and Experience. Two years of progressively responsible experience in receiving, disbursing and accounting for money, or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Good knowledge of cashiering procedures and practices. Good knowledge of cash balancing principles. Good knowledge of computerized cash registers. Good knowledge of financial report preparation. Ability to plan, organize and review the work of others. Ability to train lower-level employees. Ability to operate a personal computer. Ability to prepare financial reports. Ability to maintain manual and computerized accounting records. Good skill in the application of cashiering procedures. Good math skills. Good organizational skills. Good human relations skills. Working Conditions. General office environment. Equipment. Adding machine, calculator and cash register. Standard office equipment including personal computers.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0200.html

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CLASS TITLE: Manager of Customer Services

Code: 0216

Administrative Service

Clerical, Accounting and General Office Group

Cash Receiving and Disbursing Series

CHARACTERISTICS OF THE CLASS: Under direction, a Manager of Customer Services directs the activities of a customer service division of a City department; and performs related duties as required.

ESSENTIAL DUTIES: Issues directives to subordinates engaged in providing services to City residents and businesses to ensure the enforcement of regulations and adherence to City policies; reviews the policies and procedures of the department to improve the quality of service provided; schedules staff assignments and ensures that public service counters and unique or unusual cases receive adequate staff coverage; responds directly to public inquiries; plans, develops and reviews staff training programs to maximize the efficient and courteous treatment of the public; oversees a telephone unit responding to public inquiries; acts as liaison to other City departments and outside agencies regarding City programs and services.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a related field, supplemented by five years of progressively responsible customer service experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill.

Comprehensive knowledge of customer service procedures and of City policies. Considerable knowledge of related municipal ordinances and/or related state statutes. Ability to motivate subordinates to be efficient and courteous in performing duties. Ability to work calmly under stressful conditions. Comprehensive skill in the application of techniques used in responding to citizens' questions and complaints. Considerable oral communication skills.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0200.html

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Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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Full Service Supervisor, Alsip, IL

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00023075

Full or Part Time : Regular Employee FT

Position Description

The Full Service Supervisor directly manages and supervises the daily activities of Full Service Drivers, ensuring Driver productivity and route schedule adherence.

- Perform all of the daily functions associated with managing Full Service Route personnel such as issuing keys, money bags, change funds, accountability summary reviews, route reviews, etc. [If no Analyst is available the supervisor is required to review detailed reports including daily consignment reports by driver, daily accountability reports by driver, daily delivery service reports by driver, daily meter reports by driver, daily cash variance forms by driver.]
- High School Diploma/GED or 4 years experience directly in Full Service or Logistical department.
- College degree Finance or Business Administration preferred.
- General Management with 2 years experience.
- Minimum two to four years of experience in beverage retail or distribution required.
- Coca-Cola System Experience preferred.
- Good understanding and appreciation of technology solutions.
- Ability to make sound decisions and recommendations based on analytical evaluations. - Ability to provide leadership, motivation and training for developing the Full Service team. - Ability to initiate activities and perform duties without direct supervision. - Good interpersonal skills to work with and through other departments.
- Excellent written and verbal communication skills.
- Solid project management and follow up skills.
- Ability to periodically lift, push, pull 50 pounds, stand walk, kneel bend, and reach.
- Both office and trade environment-in customer accounts, occasional hot/cold environments. - Familiarity with DOT regulations.
- Valid driver's license and driving record within

MVR policy guidelines.

- CDL preferred. - Experience managing in a Union environment preferred.
- Please note - position requires a Credit Check We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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Manufacturing Production Supervisor (Weekly Rotating Shift 1st, 2nd, 3rd)-

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00020779

Full or Part Time : Regular Employee FT

Position Description

Manufacturing Production Supervisors are responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service). Manage production, warehouse, quality and Maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Bachelor's degree or equivalent experience; Engineering degree preferred.
- Production/manufacturing or warehouse experience preferred.
- 2 + years supervising or leading teams a plus
- Knowledge of Lean Six Sigma - Manufacturing or other Organizational Effectiveness practices; TPM; and Kaizen Training
- Strong familiarity with overall Manufacturing environment roles: QA; Sanitation; Maintenance
- Requires experience managing people and performance metrics.
- Strong computer and database application skills.
- Flexibility to work any shift when needed

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Inventory Planner- Alsip, IL

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022644

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
 - Monitor and track syrup usage in production runs.
 - Reconcile and confirm daily production orders.
 - Track and report efficiencies and yields associated with inventory/production.
 - Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
 - Report to management/supervision daily out of stock items/materials
 - Perform weekly age analysis and report any close dated product.
 - Assist in the training and development of departmental personnel.
 - Manage produced product replenishments to surrounding Sales Centers.
 - Manage inventory levels to plan at a third party warehouse.
 - Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
 - High level of customer service focus and response required as an operations liaison to a Sales Center.
 - Create and prioritize product replenishments (IBT's) to meet the DRP plan.
 - Generate and review daily reports.
 - Prepare and file reports.
 - Other duties as assigned by management.
-
- High School Diploma or GED required.
 - Bachelor's Degree in a related field preferred.
 - Minimum of 1 year Inventory Control experience.
 - Background knowledge of SAP preferred.

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Fleet Mechanic

Talent Area : Maintenance

Location : Chicago, IL, USA

Requisition Number : 00022682

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.

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