



Human Resources Representative in Chicago Illinois United States

Responsibilities will include but not be limited to:

- Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands.
- Drive employee retention efforts for assigned territory and locations.
- Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements.
- Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement.
- Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts.
- Partner with HR Manager and HR Director to execute human resources strategies and action plans

This position reports to the Human Resources Manager for the North Central Region (located in Chicago, IL). This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana. Approximately 50%-75% travel required.

- Bachelor's Degree required
- 3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:

- Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.
- Ability to work effectively both as a team player and individually.
- Strong HRIS and computer skills preferred.
- Excellent oral and written communication skills required.
- Proven ability to effectively interface with all levels of management.
- High attention to detail while handling multiple tasks is a must.
- Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Job Title: Human Resources Representative

Requisition Number: 202569

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/44109093/job/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Visitor Services Representative

The Adler Planetarium (Chicago, IL) has an opportunity available in our box offices for a part-time Visitor Services Representative. This individual will greet guests; provide excellent customer service and process cash or credit transactions for tickets.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: VIS170

Manager of Major and Individual Gifts

The Adler Planetarium seeks a Manager of Major and Individual Gifts in the Institutional Advancement department. The MIG Manager will be responsible for maintaining a comprehensive prospect research and moves management process, a portfolio of individual prospects through ongoing stewardship and cultivation, and serve as the lead staff liaison to The Alan B. Shepard Society, the museum's premier donor community. Reporting to the Director of Major Gifts, this position will assist in the creation and implementation of all individual and major gift fundraising initiatives.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ADV150

Citizen Science Web Developer

The Adler Planetarium (Chicago, IL) has a role available in the department of Citizen Science Department. The Web Developer is responsible for the developing a generalized transcription platform for use by institutions around the world in partnership with the New York Public Library and the core Zooniverse team.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ZOO190

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Grant Writer

The Adler Planetarium (Chicago, IL) has an opportunity available in our Advancement department for a Grant Writer position. The Grant Writer will build proposals and reports to individuals, private foundations, corporations and federal agencies. Charged with developing the case for support for the museum's chief priorities to the donor community, this position reports to the vice president for institutional advancement.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ADV150

Museum Services Staff

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: OPE110

ENV SERVICE WORKER

Facility Presence Bethlehem Woods Retirement Community

Department ENVIRONMENTAL SERVICES

Schedule Casual/ Part-time (no benefits)

Shift Day/Night rotation

Hours Tue - Wed 8-4; Variable other times

Location La Grange Park, IL

Req Number 124989

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=713533>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Merchandiser / COCA COLA

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV031487

Full or Part Time : Regular Employee FT

Physical Abilities •Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance. •Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees. •Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance. •Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination. •Ability to exert oneself physically over sustained periods of time to complete job activities. •Ability to read information in small, medium, and large print. •Ability to stand a minimum of 6 hours during the workday. •Ability to walk a minimum of 4 miles during the workday.

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-chicago-illinois-job-1-4398522>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant I - Neuro-Critical Care

Department: MSP Neurology Intens

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-0706

General Summary: This position provides general administrative support to the Section of Neuro-Critical care and assists the Fellowship Coordinator with the coordinating the neuro-critical care Fellowship Program. The individual for this role must be a self-starter and have prior administrative support experience in a medical office environment. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Principal Duties and Responsibilities:

Assists with the coordination of the Neuro-critical care fellowship program by:

Organizing applicant files. Communicating with applicants to ensure required information is submitted. Scheduling and facilitating the interview process; coordinating applicant information with GME

Gathering and providing all information to GME for accreditation

Creating new rotation and lecture schedules for incoming fellows

Creating welcome package and ensuring that all HIPAA forms are signed and submitted to GME. Proctoring exams.

Responsibilities include typing, general office duties, monitoring the day-to-day scheduling and set up of the Conference Room and confirming standing reservations for the Conference Room usage and logging them in to the reservation book.

Greets and screens visitors entering the department, retrieves messages from voice mail, coordinates coverage forms for absences, maintains an up-to-date calendar of the doctors and staff schedules' and identifies coverage.

Maintains adequate inventory of office supplies and places orders as needed. Keeps supply closet orderly and puts away delivered supplies.

Provides backup administrative support for the Stroke Section and General Neurology as needed. Acts as a team leader for first annual neuro-emergency symposium.

Knowledge, Skills and Abilities: High School diploma required; college degree preferred.

1-2 years of relevant experience required; experience in a medical setting preferred.

Excellent verbal and written communication and interpersonal skills.

Strong computer skills, proficient with Word and Excel programs.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140501141504&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Checker / COCA COLA

Talent Area : Selection Required

Location : Niles, IL, USA

Requisition Number : 00022019

Full or Part Time : Regular Employee FT

Position Description

Responsible for verifying both inbound and outbound inventory matches.

- Ensure load accuracy at check in and check out by physically counting.
- Maintain required records.
- Enter inventory data in handheld.
- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).
- High school diploma or GED required.
- Associate's degree preferred.
- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience preferred.
- Strong math skills.
- Basic computer skills.
- Ability to work with minimal supervision.
- Forklift certification is preferred

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/checker-niles-illinois-job-1-4394011>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Faculty Recruiter

Department: RUMG Administration

Shift: 1st

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

Specialty: Recruitment

Job Number: 2014-0193

Job Description:

Are you a Faculty Recruiter passionate about bringing your expertise to a leading University Medical Center?

If so, you are the right candidate for our Faculty Recruiter position at Rush!

Position Highlights:

Opportunities to maintain key working relationships with the Rush University Medical Center: Department Heads, Primary and Specialty Care / Clinic Chiefs of Professional Services /Hospital, Clinic and Departmental Administrative Management / Rush University Medical Center administrative and support staff / Rush University Medical Center residency/ fellowship programs/ regional and national physician associations and societies / Independent recruitment firms (temporary and permanent provider staffing) / External vendors (i.e., advertising agencies, moving companies, realtors)

Position Responsibilities:

Plans coordinates, implements and directs all activities for the recruitment and hiring of primary care and specialty care physicians
Advises and collaborates with senior management within the organization with regard to physician recruitment and retention, budget issues, hiring strategies and search/selection committee management.

Position Qualifications Include:

Bachelor's degree in a related field or related healthcare background in physician recruitment and physician practice management in either a community hospital or academic setting.

Must have demonstrated effective communication and negotiation skills as well as strong organizational and complex process management abilities.

Excellent computer skills required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140501141550&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Manager, Major Gifts

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

- A minimum of a Bachelors' degree.

Experience:

- 3-4+ years of experience in development, marketing, and/or sales. Preferably in a major organization.
- Excellent verbal and interpersonal communication skills.
- Computer literate in Microsoft Office suite, and experience with fundraising software is highly desirable.
- Intelligent, articulate, goal-oriented and highly organized self-starter who maintains high standards for their own work and the work of their subordinates.
- Must be able to work effectively with the Aquarium's diverse constituencies.
- An awareness and interest in the conservation of aquatic environments and their inhabitants.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Manager, Compensation and Benefits

Location: Chicago, IL

Education: College Graduate

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Shedd Aquarium is seeking a Manager of Benefits and Compensation! -- Do you have a passion for animals? Are you committed to Shedd's mission and culture? You could become an integral part of Shedd's Human Resources team!

We are all learners, teachers, and have connections to our collections. Whatever the position, we do it with a sense of stewardship, quality, integrity and respect.

The Manager of Compensation & Benefits is responsible for recommending and developing compensation and benefits strategies and plan design including the delivery and communication of these programs. This position has responsibility for health and welfare plans, leave of absence administration, wellness programs, worker's compensation, work/life benefits and other compensation & benefit programs.

Qualifications:

Bachelor's Degree in Business, Human Resource Management or related discipline or equivalent working experience

- Minimum five years benefits & compensation management experience.
- In-depth knowledge of laws and taxation impacting benefits and compensation, including but not limited to the FLSA, Equal Pay Act, Rehabilitation Act, Health Care Reform, FMLA, GINA, HIPAA, and other pertinent regulations
- Reputation as a team player with good negotiating and consulting skills
- Strong mathematical and analytical aptitude
- Evidence of managing a variety of complicated tasks
- Ability to exhibit a wide degree of creativity
- Strong computer proficiency required. Solid experience with word processing, spreadsheet, and database management software, Intranet, and email required. Experience with Microsoft Office suite Outlook, Word, Excel, and PowerPoint and HRIS systems required
- CEBS Certification preferred

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00022155

Full or Part Time : Seasonal/Casual FT

Position Description

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

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/general-laborer-seasonal-niles-illinois-job-1-4393573>

Forklift Operator

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00022165

Full or Part Time : Regular Employee FT

Position Description

Responsible for moving product or materials in a production or warehouse environment using powered tools and vehicles. - Operate industrial vehicles and equipment. - Transport raw materials, full goods and/or finished goods to designated area. - Load and unload designated trailers and/or route trucks. - Ensure compliance with regulatory and company policies and procedures. - Move product and/or materials manually as required. - High School diploma or GED preferred. - 0 - 3 year of general work experience required.- 1+ year prior warehouse/stocking/forklift 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. - Forklift certification is required. 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/forklift-operator-niles-illinois-job-1-4393482>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Manager, Online Communications

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt Hours: FULL-TIME

Position Summary: The Online Communications Manager is a critical leader in Shedd's brand communications efforts, providing strategic insight and driving efforts to continue Shedd's position as an innovator in the field. This staff member will manage the online extensions of Shedd to include online fundraising, e-commerce, online marketing plans, as well as new and emerging media. The online communications team is responsible for developing and implementing strategies to build relationships with all of our online constituents, from fans to members to learners. This position plays a key role in building Shedd's brand, and in developing strategic communications solutions for all key stakeholders, including staff in marketing, PR, development, learning, conservation and guest experience.

Qualifications:

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

Education: Bachelor's degree in marketing or related field required.

Experience:

- Four to six years of applicable experience in online communications, including web site management, e-marketing and social media
- Strong understanding of online communications strategy, branding, digital and social media, with a keen focus on trends and innovations in the digital space.
- Experience with personalization and conditional content strategy and implementation.
- Online fundraising campaign experience, preferred.
- Must have strong written and verbal communication skills.
- Ability to juggle numerous projects with attention to both process and people. Must have excellent people skills.
- Ability to work independently, as well as collaboratively in a team environment.
- Must have a guest focus and a commitment to excellence
- Calm and collected demeanor. Willingness to support the team at every level.
- Detail oriented and exceptional organizational skills required.
- Ability to work evenings and weekends as needed.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Temporary Patient Portal Advocate - RUMG Administration

Department: RUMG Administration

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2014-0696

Position Overview: We are seeking an outgoing and professional individual to help us partner with patients, staff, and physicians to facilitate the increased use of our electronic medical record (EMR) patient portal called MyChart. The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

Position Responsibilities: Accesses EPIC to complete the MyChart activation process. Assists patients with the MyChart sign-up process in the office waiting room or exam room. Answers patient questions, and refers as necessary to appropriate RUMC resources. Provides guidance on the multiple MyChart activation techniques to clinical office staff and physicians. Provides feedback to Director of Physician Development on barriers or limitations to activation. Help develop processes, procedures, or policies to increase activation rates. Designs flowcharts, power point presentations, or education tools to help facilitate increased MyChart activation. Works with minimal supervision; resolves problems and facilitates solutions, confers with supervisor to resolve more complex issues. Works cooperatively in a team environment. Demonstrates compliance with RUMG Customer Service and Performance Standards (attached). Performs other duties as assigned.

Position Qualifications: High school diploma; college degree or coursework in the area of healthcare management/administration preferred. 1-3 years professional medical office experience preferred. Familiarity with Epic preferred. Strong computer technology skills. Excellent customer service and interpersonal skills. Attention to detail and accuracy. Sensitivity to patient health information and protection of confidentiality. Ability to adapt to change and be flexible. Employees hired into this role must successfully pass the relevant EPIC test within 3 attempts, within 45 days from the date of hire.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140501142029&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Driver Merchandiser- Class A Required

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV028238

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.

- 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 or B Driver's 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 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/driver-merchandiser-class-a-required-alsip-illinois-job-1-4419242>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Diesel Mechanic

Requisition ID 2014-4943

Job Locations US-IL-HARVEY

Posted Date 4/3/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

This is a Preventative Maintenance Mechanic position that will be responsible for performing Preventative Maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures and other duties as assigned. In addition, the Tech II will assist other Technicians in repairs and will be expected to comply with Safety and EPA procedures and continue to learn additional mechanical duties such as diagnosis and internal engine and transmission repairs.

Requirements:

18 years of age or older

Must be able to read codes and instructions on the computer

Must be able to document repairs on the computer

ADDITIONAL REQUIREMENTS:

High School Diploma or GED equivalent preferred

Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications

2 years of proven Preventative Maintenance, tire and brake experience on medium to heavy-duty vehicles (or equivalent educational degree or certificate in Diesel Technology)

Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance

Possess at minimum a basic set of hand tools

Internal Candidates: Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork

Responsibilities:

Will perform preventative maintenance on medium to heavy duty vehicles and possibly light duty or industrial equipment

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/4943/diesel-mechanic/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



General Laborer, Warehouse

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : HV032024

Full or Part Time : Regular Employee FT

Position Description

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

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against 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/general-laborer-warehouse-alsip-illinois-job-1-4413490>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Merchandiser Seasonal-Cicero

Talent Area : Merchandising/Merchandiser

Location : Cicero, IL, USA

Requisition Number : HV028940

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-cicero-cicero-illinois-job-1-4336000>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 1

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor

Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Rehabilitation Case Coordinator I

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

Varies Statewide in the Div. of Rehabilitation Services

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others