



**Job Title: Mental Health Technician Trainee I**

Agency: Human Services

Closing Date/Time: Mon. 06/29/15 4:00 PM Central Time

Salary: \$14.81 - \$19.85 hourly

\$2,577.00 - \$3,454.00 monthly

\$30,924.00 - \$41,448.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 10

Plan/BU: RC009 Bid ID#: 10-67-91267

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of nursing care, personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled individuals. Requires the ability to develop skills necessary to provide basic personal care and nursing care services and to participate in programs of care, treatment and habilitation. Requires ability to write clear and concise statements of individuals care, treatment and performance in accordance with approved guidelines. Requires the ability to understand and effectively carry out written and oral instructions.

Work Hours & Location/Agency Contact: HOURS OF WORK: 8:00 a.m. – 4:00 p.m.  
Monday-Friday during classroom training with other shifts as assigned.

Upon completion of classroom training assignment to shift:

5:45 a.m. – 2:00 p.m.

1:45 p.m. – 10:00 p.m.

Every third weekend off

Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center, 134 W. Main Street, Dwight, IL 60420  
815-54-3347 For questions, contact Human Resources

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-92-91412

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
DuPage County, 146 W Roosevelt Rd, Villa Park, IL 60181

Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services / Lisa Horsley  
100 South Grand Ave East, 3rd floor, Springfield, IL 62762  
FAX: 217-524-2116

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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**Job Title: Office Coordinator - Opt 2**

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0013

**Description of Duties/Essential Functions Benefits Supplemental Questions**

This position performs agency-wide technical and complex office support work; inputs a variety of complex legal documents into the Commission's computer system including claims, appearances, motions, court orders, motions and trial call sheets; translates and enters the terms of approved settlement contracts, including medical terminology; supports the work of arbitrators and commissioners.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to two years of secretarial/business college, or completion of high school and two years of related office experience. Requires skill in keyboarding. Requires extensive knowledge of office practices, procedures and programs. Requires working knowledge of the logic of computer programs. Requires the ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

**Work Hours & Location/Agency Contact:** Monday - Friday, 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor, Chicago, IL 60601

**How to Apply:** Send applications to:

Illinois Workers' Compensation Commission

HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Security Therapy Aide Trainee**

Agency: Human Services

Closing Date/Time: Thu. 07/02/15 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: 10-81-74298, 79170-79174TR

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

**Minimum Requirements:**

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

**Work Hours & Location/Agency Contact:**

Shift: To Be Determined After Hire; MUST BE AVAILABLE TO WORK ANY SHIFT

Night Shift: 11pm - 7am; Day Shift: 7am - 3pm; Eve Shift: 3PM - 11PM

Location: Elgin Mental Health Center - Training - Forensic Treatment Program

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Security Therapy Aide I**

Agency: Human Services

Closing Date/Time: Thu. 07/02/15 4:00 PM Central Time

Salary: \$3,603.00 - \$5,212.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 4

Plan/BU: RC009

Bid ID#: 10-81-83803 84009 84910-84911

**Minimum Requirements:** Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals. Only currently certified state employees in this classification or current certified state employees that have been certified previously in this classification may be considered for vacancies for this position. All other Applicants must go to the State Testing Sites and take the test for Security Therapy Aide Trainee.

**Work Hours & Location/Agency Contact:**

Shift: To Be Determined; **MUST BE AVAILABLE TO WORK ANY SHIFT:**

Night Shift: 11pm - 7am; Day Shift: 7am - 3pm; Eve Shift: 3pm - 11pm

Location: Elgin Mental Health Center - Forensic Treatment Program

**CONTACT INFORMATION**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**How to Apply:**

Only currently certified state employees in this classification or current certified state employees that have been certified previously in this classification may be considered for vacancies for this position. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. If this would be a promotion you must submit a CMS-100B Promotional Application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. All other State employees may submit a Bid Form and CMS 100 application but will also need to take the Open Competitive Test for STA Trainee. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Storekeeper I**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$3,420.00 - \$4,818.00 monthly

\$41,040.00 - \$57,816.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-91489

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, maintains inventory of office commodities; prepares commodity orders for shipment to other points; checks each shipment received for correct quantity and acceptable quality; allocates storage space and bins; maintains clerical records of transactions; prepares requisitions; reorders commodities.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Business Services, 9511 Harrison, Des Plaines, IL

Please submit applications to:  
Kelly Kindred  
Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**TITLE: INTERN-MARKETING (SEASONAL)**

THIS POSITION IS BUDGETED TO WORK UP TO 20 HOURS PER WEEK.

Closing date: 07/03/2015

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis.

Performs related duties as required.

**EXAMPLE OF DUTIES:**

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

**Knowledge, Skills and Abilities:**

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$10.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Attendant Part-time (North Region) -Part Time Job ID: 2183**

Closing Date: 07/02/2015

Custodial/Attendant (H)

Date Posted: 6/19/2015

Location: Holstein Park

Region: North

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Activities Instructor (Seasonal) BASEBALL & FOOTBALL (REPOST)**

**Job ID: 2180**

Closing Date: 7/1/15

Recreation/Activities Instructor (S)

Date Posted: 6/17/2015

Location: SOUTH REGION - MURRAY PARK

THIS POSITION WILL BE WORKING INTO THE FALL 2015 THROUGH THE JR BEARS FOOTBALL SEASON.

During the Summer this position works with Inner City Baseball and football seasonal will be working with Jr. Bears Football.

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73  
Exempt

Career Service

EEO: Para-Professional FLSA: Non-

**SALARY: \$16.86 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Recreation Leader (SEASONAL) for Gymnastics Department Job ID: 2179**

Closing Date: 06/29/2015

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 6/16/2015

Location: Central Administration - GYMNASTICS

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

**EXAMPLES OF DUTIES:**

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High School student or certified (GED) is required but may be waived for seasonal employees who are referred through special hiring programs. Candidates for this position must have reached their 16th birthday at time of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of childrens' games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgement.

Union: SEIU 73 FLSA: Nonexempt

Career Service EEO: Paraprofessional

SALARY: \$12.22 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**TITLE: RECREATION LEADER**

Closing Date: 07/02/2015

Recreation/Recreation Leader

Date Posted: 6/19/2015

Location: Sheil Park

Region: North

POSITION up to 28 hours per week

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from high school or an equivalent certification (GED) is required

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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### **Maintenance Mechanic - Alsip, IL**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00031910

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
  
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
  
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
  
- 2-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
  
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
  
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-il-alsip-illinois-job-1-5485534>

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### **Inventory Control Assistant-**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034331

Full or Part Time : Regular Employee FT

### Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills. - Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-alsip-illinois-job-1-5464809>

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### **General Laborer**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034447

Full or Part Time : Seasonal/Casual FT

#### Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment

Restock and replenish as appropriate.

Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.

Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

High School Diploma Preferred.

0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.

Forklift certification is a plus.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-alsip-illinois-job-1-5460082>

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### **Transport Driver**

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Requisition Number : HV054538

Full or Part Time : Regular Employee FT

### Position Description

Responsible for driving and transporting finished goods from production facility to warehousing facilities.

- Transport finished goods or raw materials between facilities.
- Load and unload goods using forklift or pallet jacks or connect or disconnect trailers at destination.
- Complete pre- and post trip inspections, as well as verify load and seal numbers.
- Maintain DOT time log, Bill of Lading, and other paperwork as required.
- Maintain vehicle, product and equipment to company standards.
- High School - GED diploma preferred.
- 1-3 general work experience preferred.
- Ability to operate a 2/4 wheel dolly.
- Ability to operate all type of industrial power trucks.
- Familiar with DOT regulations.
- Valid Class A and driving record within MVR policy guidelines. HAZMAT endorsement

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## **Manufacturing Lubrication Technician**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00034208

Full or Part Time : Regular Employee FT

**Accountability:** Position is responsible for the lubrication schedule assigned to machine assets per OEM manufacturing specifications as well as Coca-Cola developed preventative maintenance programs. To meet the standards for PM completion, quality, cost, line efficiency and Safety.

**Technical Skills:**

- Understands and achieves performance standards: PM completion rate, Safety, Line utilization and Quality.
- Computer skills for the development of plant specific PM tasking and detailed instructions for critical tasking.
- Use of basic tools for the disassembly and assembly of drive guarding and drive assemblies requiring repair and or lubrication in a safe manner.
- Understands basic maintenance practices: Lock out/Tag out, safe operation of common hand tools and shop tools to include but, not limited to drills, grinders and cut off saws.
- Demonstrate the ability to learn and transfer knowledge to others for the benefit of the department.

**Team Behaviors:**

- Work as a team with maintenance persons and play an active role in the development of the Preventative maintenance program through continuous improvement.
- Demonstrate the ability to contribute at departmental meetings and provide feedback for the Development of the PM program and maintenance practices.

**Demonstrate Capability and Success:** Achieves or exceeds targeted results:

- PM completion
- Safety
- Improve equipment utilizations (reducing equipment down time related to lubrication and inspections.) - Refrigeration/HVAC Trade or Vocational certification preferred. - 0-5 years of industrial maintenance experience required. - 1+ years of mechanical/electrical experience preferred. - Prior diagnostic/troubleshooting and preventative maintenance experience preferred. - Previous experience within high-speed industrial environment. - Demonstrated mechanical and technical aptitude. - Basic computer skills. - Ability to follow manufacturers specifications and schematics. - Programmable Logic Control (PLC) knowledge preferred. - May be required to supply hand tools.

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### **Warehouse Supervisor - 2nd Shift (Niles, IL)**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 29981

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
  
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
  
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
  
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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### **General Laborer, Warehouse**

Talent Area : Warehouse Operations

Location : Rockford, IL, USA

Requisition Number : HV055104

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.

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### **Maintenance Mechanic**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

#### Position Description

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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**Job Title: Administrative Assistant II**

Shift: 1st

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

Job Number: 2015-1224

**Job Description:**

Are you a well-organized, proficient, detail oriented Administrative Professional with experience working in a clinical setting? Are you looking for a new opportunity and ready to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant II position supporting the Inpatient Surgical Service Line!

Position Highlights: Work/Life: 8:30am – 4:30pm, no weekends or on call

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - [www.rush.edu](http://www.rush.edu)

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

**Position Highlights:**

The Administrative Assistant provides advanced support to the nursing senior leader in managing the operational activities of the Department. The Administrative Assistant uses a pattern of orderly, efficient communication and a high degree of initiative and independent judgment to relieve the Associate Vice President. The Administrative Assistant will accept appropriate responsibility and prioritizes multiple assignments and projects in a complex and constantly changing environment. Exemplifies the Rush mission, vision and values; and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

A High School diploma is required. Bachelor's degree is preferred. Minimum of 3 years administrative experience in a healthcare setting. Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently. Must possess strong project and time management skills. Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel. Intermediate to advanced computer skills in Word, Excel, PowerPoint

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