



Asst Admin Assistant / PEPSI

Chicago, IL

Administrative Support

Performing general administrative support work such as running reports, copying, filing faxing etc.

Maintain and order office supplies needed for Operations and Warehouse

Multi-task in a fast-paced environment

Show strong attention to detail and communicate effectively with internal and external customers

Demonstrate self-motivation and initiative

Demonstrate strong computer skills in Word, Excel, PowerPoint

Inventory management support

Service technician dispatching support

Pay invoices using online system

Process payroll via Kronos

Support manager and 3 supervisors with additional tasks as requested

Administrative work in a Warehouse environment

High school diploma or GED

Preferred Job Qualifications:

Previous administrative experience

Previous experience using Microsoft Office (Word, Excel, PowerPoint)

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

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 69903BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=69903BR&cult=en-US>

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Associate Coordinator / PEPSI

Chicago, IL

Sales

Position Description:

This role is responsible for supervising the Administrative Team and overseeing the execution of day-to-day operational processes within the Market Unit.

Supports the MU Staff and the Administrative Team to drive business results
Monitors, analyzes, and effectively communicates business performance to ensure attainment of planned business targets through review of MU key account trends, financial reporting and forecasting. Builds and maintains effective working relationships with the CSC team and MU departments as liaison to identify and remedy issues
Delivers timely and insightful analysis of monthly results to sales force
Provides strong oversight and analysis into the key Financial and CSC strategies and initiatives. Ensures MU participation and compliance with initiatives. Manages the Financial administration team for the MU providing direction, coaching and development, and a supportive work environment. Oversees the Accounts Payable / Accounts Receivable, Financial Administration and Risk Management, and Payroll processes and functions. Performs other duties as assigned

Bachelor's Degree Preferred; Previous supervisory experience

Previous accounting experience strongly preferred

Highly proficient in Microsoft Office (Word, Excel, Access, PowerPoint)

Analytical ability to summarize data, develop recommendations and implement solutions. Accurate and detail-oriented individual

Strong organizational skills and follow through. Customer service oriented

Excellent interpersonal & communication skills

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

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

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 69870BR

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2165

Closing Date: 06/15/2015

Custodial/Attendant (H)

Date Posted: 6/1/2015

Location: Homan Square

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER 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.

DESIRABLE 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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Driver - Relief Schedule (Full Time/Days) (CDL A Required) / PEPSI

Chicago, IL
Supply Chain

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

PRIMARY ACCOUNTABILITIES:

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

BASIC QUALIFICATIONS:

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

HELPFUL EXPERIENCE:

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

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000021350210

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Merchandiser (Part Time/Rotating Shifts/Seasonal) / PEPSI

Chicago, IL
Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location.

This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

PRIMARY ACCOUNTABILITIES:

- Merchandise store shelving, coolers and displays with products in assigned accounts
- Rotate products in the backroom and on the shelf • Transport products to and from backroom to shelf location
- Use equipment to transport products (e.g., U Boats, hand trucks, pallet jacks, etc.)
- Display promotional material such as signs and banners in accounts
- Keep back room stock in neat and orderly condition
- Communicate store issues to store managers and Pepsi management
- Build customer relationships at the store level
- Comply with operating procedures (e.g., scan-in/scan-out, following designated route, etc.)
- Service accounts during designated times established by management
- Deliver customer service (e.g., communication, rapport building, attentiveness to customer needs, etc.)
- Ability to operate under minimal supervision (self-managed role)
- Use hand held devices to write/input orders
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

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

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

Job Ref: 5000019987710

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College Clerical Asst I - Part-Time - TRU0000439

Primary Objective

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: May 26, 2015, 11:51:29 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Call Center Manager- Part Time - DIS0000601

The District Office is seeking a Call Center Manager (Part-Time).

Anticipated Scheduled = Monday - Thursday: 3:00pm - 8:00pm; Friday: 10:00am - 6:00pm; Saturday (possibly): 9:00am - 1:00pm

Leads and manages the call center team ensuring that the call center provides excellent customer service and delivers quality information to students, faculty, staff and the general public who inquire about City Colleges of Chicago's academic programs and other services.

- Develop and administer budgets, schedules, and performance standards. Exerts influence in the development of overall objectives and long-range goals of the organization.
- Assess and manage workflow by monitoring staff, analyzing operational processes and procedures in response to customer inquiries and complaints; developing efficient solutions to improve overall customer experience and prevent issue recurrence.
- Prepare and maintain reports related to Call Center performance.
- Oversee the selection, motivation, training and evaluation of all staff on a continuing basis.
- Responds to requests for information in person, via telephone and by email.
- Greets guests, advises and confers with students and employees on program and class scheduling, and connects callers to employees or provides contact information.
- Maintains ongoing relationships with campus staff and administration to remain current with all marketing and academic components and special events.
- Manages customer service and client relationships with students and academic leadership.
- Coordinates problem resolution with appropriate departments. Refers Financial Aid and Information Technology troubleshooting questions to appropriate departments.
- Maintains a clean and customer friendly environment.
- Adheres to CCC Customer Service Excellence Standards.
- Performs related duties as assigned.

Qualifications •Associate's degree and five years of experience with a minimum of 2 years managerial experience in a customer service environment; Bachelor's degree preferred. •Working knowledge of City Colleges of Chicago's marketing function and operations is preferred. •Excellent verbal and written communication, organizational, and administrative skills required. •Must be able to work well with internal and external constituents and possess the ability to handle all situations with tact and diplomacy. •Must be self-directed, innovative, flexible and able to assess current operations in an effort to develop practical solutions to improve the functioning of the department. •Must be able to complete tasks in a timely manner.

Job: Other Office/Administrative Support

Primary Location: District Office

Employee Type: Part Time | Regular

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Job Title: Health Information Associate

Agency: Human Services

Closing Date/Time: Mon. 06/08/15 5:00 PM Central Time

Salary: \$3,195.00 - \$4,097.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028

Bid ID#: 10-72-90660

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing the use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires the ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact:

WORK HOURS 8:00 AM-4:30 PM Monday-Friday

WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers / Human Resources Representative
Elisabeth Ludeman Center, Park Forest, IL 60466 708-283-3015

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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Office Assistant Part Time

Simply Smart Technology

Chicago, IL

Company Description

We are a small technology company providing IT support services to some of the best and brightest companies in Chicago. Our clients range from non-profits to financial services firms and our technicians work closely with our clients, getting exposure to desktop and server technology within a wide variety of environments.

Job Description

The primary focus of this position will be to provide general office support. Typing, data entry, answering phones, and other office work are all responsibilities of this position.

Job Details

- The office is located in the Bucktown neighborhood of Chicago.
- You will be required to work in the office between the hours of 9am - 5pm
- This position is for 5-10 hours per / week
- Your schedule will be the same days and hours every week between 9am - 5pm
- You can choose your schedule as long as it meets the criteria above
- The office has a casual dress code
- The pay rate for this position is between \$9 / hour - \$11 / hour depending on experience

Qualifications

- Knowledge and experience using the Microsoft Office
- Ability to work on a computer
- Ability to work independently
- Self-motivated, positive attitude
- Reliable transportation
- Excellent communication skills

Additional Information:

All your information will be kept confidential according to EEO guidelines.

Apply online at <https://www.smartrecruiters.com/SimplySmartTechnology/83239220-office-assistant-part-time>

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College Financial Aid Advisor I - TRU0000430

Primary Objective: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

- Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs.
- Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study program.
- Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness.
- Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs.
- Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students.
- Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards.
- Refers students for employment placement in work/study program.
- Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers.
- Perform other duties as assigned.

Qualifications

- Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience.
- Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs.
- Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures.
- Good interviewing skills. Good verbal communication skills. Good human relations skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Seasonal Vehicle Service Attendant in Chicago Illinois Avis Budget Group

We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done. If you want to GO somewhere in your career, Avis Budget Group is the place to be.

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements: * Must be 18 years of age or older * High school diploma or equivalent or preferred * 6 months of prior work experience preferred * Physical ability to move in and out of vehicles * Effective verbal communication skills to communicate with customers, co-workers and management * Must be willing to work outdoors in all types of weather conditions * Must be willing to work various shifts including weekends, nights, and holidays * Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history * Willing to complete pre-employment testing, drug screen and background check

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled.

The information listed above is intended to describe the general nature and level of this

Employee Type: Full Time
Required Experience: None Selected
Category: General Labor
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
Chicago, Illinois 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-service-attendant/883AD7D787FF4322A7A6980050AA8E33/job/>

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Fleet Maintenance Manager in Chicago Illinois

Avis Budget Group is searching for a dedicated Supply Chain Manager to be based out of our location Chicago, IL (ORD) location. This exciting and important position will provide oversight and guidance to the Avis and Budget Maintenance and Damage operations in the O'Hare location and surrounding territories. This position contributes to the success of our company by ensuring the maximization of fleet utilization and increased customer satisfaction through continuous improvements to the fleet maintenance processes. In addition, the successful candidate will partner with the operations management team to develop and implement programs, practices and solutions to attain business objectives.

Minimum Qualifications:

- * High School Diploma or Equivalent
- * 3 years management experience in damage control, reconditioning, maintenance and/or repair of vehicles

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

- * Effective supervisory, communication, and interpersonal skills
- * Ability to effectively interact with customers and the public
- * Experience in managing multiple locations
- * Must be a proactive team player in a service organization culture and be able to work in a fast paced work environment
- * Must also have excellent analytical, creative problem solving and organizational skills
- * Travel is limited to occasional visits to outlying locations within 1 hour drive
- * Flexible availability to oversee the Supply Chain Department on a varying schedule to include weekends to meet business demands

We offer a competitive salary, use of a company car plus gas and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Avis Budget Group is proud to be an Equal Opportunity Employer (M/F/D/V)

Employee Type: Full Time

Required Experience: 3 Years

Category: Installation - Maint - Repair

Career Level: Manager (Manager/Supervisor of Staff)

Required Education: High School Diploma or Equivalent

Apply online at <http://avisbudgetgroup.jobs/chicago-il/fleet-maintenance-manager/944D89066A9E48B4B4B84B2A5D46AD55/job/>

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Courtesy Bus Driver in Chicago Illinois United States

Are you driven to help people?
Are you looking to accelerate your career into the fast lane?
Then Avis Budget Group is the place for you!

As a Courtesy Bus Driver , you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits:

We provide a full-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- This location requires a CDL Class B with air brake and passenger endorsements.
- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions.
Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/7BD22D245F084A138228ABD41BA6674F/job/>

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Rental Sales Associate in Chicago Illinois United States

As a Rental Sales Associate , you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements :

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties. Valid drivers license and a good driving record. Must be willing and able to work a flexible schedule including nights, weekends and holidays
Basic computer skills in order to enter information into our database

At Avis Budget Group , we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Compensation & Benefits :

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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Seasonal Vehicle Return Associate in Chicago Illinois United States

Are you driven to help people?
Are you looking to accelerate your career into the fast lane?
Then Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

- * High school diploma * At least 1 year of prior Customer Service experience
- * Good communication skills * Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- * Willingness to learn and help others * Motivation and dependability

A valid drivers license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Employee Type: Full Time
Required Experience: 1 Year
Category: Customer Service
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-return-associate/09B81ED5965F47AD86DBA6A59D09ADFD/job/>

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Cashier / Boston Market

1424-28 E 53rd
Chicago, IL

Job Description

For many of our guests, you are the person they will remember from Boston Market.

Your interaction may leave a lasting impression on our guests.

As a result, your role is one of the most important roles in our restaurant.

It's true that our guests are counting on you to ring up their order quickly and correctly, and to make sure that they are receiving everything they intended to receive (including any additional food items such as cups for drinks, flatware, napkins, etc).

But THE most important thing you may do to leave a positive, lasting impression on our guests is to smile, greet them warmly, and THANK them for coming to Boston Market.

Our guests have many lunch and dinner options, and they chose Boston Market to spend their hard earned money.

We know they've made this choice because Boston Market is special and offers awesome food that is served quickly at a reasonable price, but it is extremely important that you let them know how much we appreciate their business.

With your warm smile and sincere "thank you," we believe they will come back soon.

Apply online at <http://bostonmarketjobs.com/job-details.php?jobDID=J3H2T25Z22XM8NZ88V6>

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Dishwasher/Utility / Boston Market

1424-28 E 53rd

Chicago, IL

Job Description

You may think you're in the back of the restaurant doing your thing, going unnoticed.

We're here to tell you: we know who you are, and we know what you're doing!!

Oh, and by the way, what you're doing is incredibly important to our success!!

Yes, we create and sell awesome food. Yes, we have warm and friendly servers and cashiers. You know what?

None of that would matter if you weren't there doing what you do!!

Our cooks could not cook and display our awesome food and feel proud about what we are offering to our guests, if you weren't preparing the "tools of their trade" for them all day, every day, every shift.

Our guests would not come to Boston Market, or bring their entire family to eat at Boston Market, if you weren't executing your role at a very high level.

You ensure that we deliver a safe, healthy and sanitary experience to every member of our team, and to all of our guests.

You are responsible to ensure that our guests can enjoy their food on clean plates, using clean silverware, that are served using clean serving pieces, and cooked in clean pieces of equipment.

We know you're back there, and we know that what you do is so important to us all – as team members, and as one of your guests.

Apply online at <http://bostonmarketjobs.com/job-details.php?jobDID=J3G73C6737CWKC9JNWZ>

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Server

830 W. North Ave.
Melrose Park, IL

Job Description

Typically, you are the first person our guests meet or see when they walk in the door.

As a result, it's critical that you make them feel welcome.

This doesn't mean that you need to try and contact them from across the room, but when they approach you to place their order, please smile and greet them with sincerity and kindness.

Ask them if they have any questions about our menu that you may answer, or if they would like to sample any of our awesome gourmet sides.

In doing this, you will delight our guests and may give them a reason to come back to try that side item they have never tried before.

Once you've given them a chance to ask questions and sample our sides, it's time to take their order and prepare their plate.

It's important that you understand that you set the tone for our guests immediately when you meet and greet them.

Your careful attention to their needs, assistance with their order, and preparation of their plates or meal is a big part of the reason Boston Market is a special and unique place.

Apply online at <http://bostonmarketjobs.com/job-details.php?jobDID=J3F2HG6NJ03G2VVD8Y1>

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Delivery Driver/Warehouse

National Office Interiors - Chicago, IL

National Office Interiors is a rapidly growing retailer of new and pre-owned office furniture from top companies. We have a fun and team oriented atmosphere, made up of a group of people who love their jobs and are eager to continually grow the business.

Our store is located at 711 W Jackson Blvd in downtown Chicago.

About the Position:

- Works in warehouse to assemble, stock, clean and organize.
- Drives box truck, delivers and installs office furniture.
- Evaluates vehicle, tracks problems and escalates to supervisor for any repairs.
- Communicates with customers and staff in a professional, timely manner -- delivery schedule, reports.
- Loads and unloads product while following safety guidelines and without damage to product.
- Attention to detail -- able to accurately examine product for damages.
- Provides information for damage reports and is able to coherently explain reason for damage.
- Follows direction well, able to execute on assigned tasks.

Minimum Qualifications:

- Valid Driver's License with excellent driving record.
- Fluent in English required; Spanish is a plus.
- 1-3 years of experience working as a delivery driver.
- 1-3 years of office furniture assembly experience -- cubicles, desks, bookcases.
- Excellent customer service, inter-personal skills.
- Ability to lift 60+ lbs.

Right candidate can start immediately. Background (criminal and driving), e-verify and drug test may be required. INTERESTED CANDIDATES: Please email your resume, pay rate history, plus references to hiring manager via this website.

We are an equal opportunity employer that hires and promotes employees based upon qualifications, skills and job performance. We do not discriminate on the basis of race, religion, national origin, color, gender or any other protected characteristic.

Required experience: Furniture Assembly: 1 year

Apply online at <http://www.indeed.com/cmp/National-Office-Liquidators,-LLC/jobs/Delivery-Driver-Warehouse-0453a141990c79c2>

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Job Title Delivery Team Member

Brand Panera Bread - Catering Hub
Location West Van Buren - Catering Hub
600 West Van Buren
Chicago, IL 60607

Description

Come Join Panera Bread – an industry leading, award winner!
We are growing — both as a Company and as Individuals!
We are shaping food culture within the restaurant industry through our pride and commitment to innovation and differentiation.

LOOKING FOR GOOD CANDIDATES: Delivery Team Members
Panera is seeking Delivery Team Members (Drivers) to coordinate drop-off of our customer orders with 100% on-time delivery and a high level of customer service.

Highly Competitive Wages
Mileage and Tips Paid Daily
Flexible and Independent Schedule
No Cash Handling Required

This job description in no way states or implies that these are the only duties to be performed by the associate occupying this position. Associates may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Requirements

WHAT WE'RE LOOKING FOR:

Valid driver's license and clean driver's record
Proof of insurance
Excellent customer service skills – polite, courteous and respectful
Superior verbal communication skills
Able to work a flexible schedule with early start times
Maintain a professional appearance
Please apply online today. Qualified candidates will be contacted for an interview.

Panera Bread is an Equal Opportunity Employer.

Apply online at <http://panerapeople.com/job-detail/129463/2015-06-01?src=886505>

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