



Courier Driver / RR Donnelly

Tracking Code

23334

Required Skills

Skill in manipulating controls for starting, stopping, backing, and driving the vehicle in all types of traffic and road conditions. Knowledge of the height, width, length, and weight of the vehicle in order to judge overhead and side clearances, the turning radius, braking distance, and the safest distance to be maintained from other vehicles. Skill to read and understand a road map, and to determine the shortest and safest route for both short and long runs. Knowledge of defensive driving techniques, including skill to recognize developing hazardous road and traffic conditions and the judgment to select alternate routes to avoid potential problems. Knowledge and skill to adjust driving methods to the practices of the surrounding traffic in order to avoid accidents and to transport cargo and passengers safely. Knowledge of State and local safety rules and regulations, and the rules of other jurisdictions for operating vehicles. Knowledge and skill to load cargo properly onto the vehicle, using appropriate tie-downs such as chains, binders, or straps for transit on public roads at highway speeds or under similar driving circumstances. Knowledge of the operator's manual for their assigned vehicle and skill to apply such knowledge to particular driving situations. Ability to recognize developing maintenance problems when conducting an operator's inspection of their assigned vehicles, and to report technical problems to the supervisor.
OTJ-MAN

Required Experience

Must be at least 21 years old

Have a valid driver's license and a good driving record, MVR check required

Commercial driving experience preferred but will train the right candidates

Multi-stop, local pick-up and delivery experience a plus

Able to communicate and speak English well Able to pass a criminal background check

Be able to lift and handle up to 70 pounds.

Must enjoy working in a professional environment with the public

Must have a good knowledge of local area and interstate system.

Job Location: Chicago, Illinois, United States

Position Type: Full-Time/Regular

Employee Referral Bonus eligible: No

Apply online at

https://rrdonnelley.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=195032&company_id=16098&version=1&jobBoardId=1112

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Job Title: Administrative Assistant I

Shift: 1st

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

Specialty: Neurological Surgery

Job Number: 2015-1078

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 I position supporting the Neurosurgery department!

Position Highlights:

Work/Life: 8:00am – 4:30pm, no weekends or on call

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

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

Position Highlights:

An administrative assistant responsible for providing direct administrative support for the Department including research, clinical and teaching efforts of the physicians. 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 1- 3 years administrative experience in a healthcare setting preferred.

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

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=20150602104121&

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Careers at Jeni's Splendid Ice Creams, LLC

Welcome to our online Career Center! Jeni's Splendid Ice Creams, LLC uses People Matter to make the application process simple.

Apply immediately: You are applying for the position of Fulfillment Driver - Jeni's Splendid Ice Creams, LLC

Description

The Jeni's Fulfillment department is in need of a drive. The fulfillment driver will work in our warehouse and deliver ice cream to both internal and external customers. Start time and hours will vary by route, however this position is a perfect fit for morning people, work can start as early as 5 am.

To be considered for the position candidates must have a valid drivers license with no felony charges and no more than two moving violations in the last two years. We're looking for someone who will hustle, scrap, focus and compete to support Jeni's growth and expansion.

Responsibilities:

- Maintain a warehouse environment appropriate for frozen and dry storage
- Work within our ERP system (Plex) to ensure inventory accuracy while managing FIFO system for our products
- Operate both light and medium duty vehicles in the delivery of frozen and dry goods to our scoop shops and wholesale partners
- Maintain processes and metrics to track accuracy and efficiency
- Communicate effectively with internal departments and wholesale partners
- Report daily to supervisors regarding interactions and issues
- Comply with warehouse safety requirements
- Responsible for the delivery & return of product and keeping organized paperwork including logs and signature of receipt

You are applying at the following locations:

Fulfillment- Chicago

Apply online at

<https://my.peoplesmatter.com/jenis/Hire/Application/?alias=jenis&jobPostId=ff5ceead-95b2-4cda-aa17-a4ab0041e0c2&jobOpeningId=a804854a-fb43-424e-ac61-a42e007f1d8d&d=1>

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Job Title: Gaming Special Agent

Agency: Gaming Board

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$4,821.00 - \$7,304.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 10684

Minimum Requirements:

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three consecutive years of continuous, full-time service as a police officer with the same law enforcement agency; or, requires successful completion of the Gaming Special Agent Trainee training program. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires a working knowledge of methods and techniques of criminal investigations. Requires ability to prepare properly documented investigative reports and findings. Requires working knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires possession of an appropriate valid driver's license. Requires ability and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating work schedule

Work Location: Illinois Gaming Board

Enforcement – Riverboat / Rivers Casino

3000 S. River Road, Des Plaines, IL – Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

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

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Job Title: Office Associate - Opt 2

Agency: Corrections

Closing Date/Time: Fri. 06/12/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: IDOC-29-82-15-0044

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the Business Administrator (PSA), performs varied and complex timekeeping tasks for the employees of the Stateville Correctional Center and Northern Reception and Classification Center (NRC), involving the compilation and/or verification of complicated summary reports regarding time usage or projections on future utilization of time; serves as leadworker.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to type accurately at 45 wpm. POSITION # 30015-29-82-180-31-01

WORK HOURS & LOCATION/AGENCY CONTACT: WORK HOURS: 7:00 a.m. to 3:00 p.m. Monday through Friday, Days Off Saturday and Sunday
LOCATION/AGENCY: IDOC/STATEVILLE CORRECTIONAL CENTER P.O. BOX 112 JOLIET, IL 60434
CONTACT: JAMILLE KENT, Human Resources Rep, Stateville Correctional Center P.O. Box 112 Joliet, Il 60434 815-727-3607 ext. 5693, Fax # 815-727-0838, e-mail Jamille.Kent@doc.illinois.gov

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

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Claim Intake Representative-ADM0001PT

Supervisory Position: No

Description

The downtown Chicago CNA office has an immediate opening for a Claim Intake Representative within the Surety Organization. Individual will be responsible for timely and accurate processing of non-technical claim duties, utilizing procedures and processes to perform activities. Individual will analyze and troubleshoot to resolve complex activities.

Job Summary

Under limited supervision, receives, verifies and records incoming claim data.

Reporting Relationship

Skills, Knowledge & Abilities

1. Strong typing (accuracy and speed) and data entry skills.
2. Strong attention to detail.
3. Good verbal and written communication skills.
4. Good organizational and follow-up skills
5. Good listening and customer service skills.
6. Ability to receive and make phone calls in courteous approach and manner.
7. Ability to work independently and to work effectively in a high volume environment.
8. Ability to work with other teams in a call center environment.
9. Knowledge of Microsoft Office Suite and other business related software.

Education & Experience

1. High school diploma, GED, or equivalent experience.
2. Typically a minimum six months to one year typing, data entry, or call center experience preferred.

*LI-TC1

CB1

Job: Administration

Primary Location: United States-Illinois-Chicago

Organization Surety - Claim

Job Posting May 29, 2015

Unposting: Date Ongoing

Apply online at <https://cna.taleo.net/careersection/2/jobdetail.ftl?job=114110&src=JB-10060>

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Leasing Agent

Shaw Real Estate Group - Chicago, IL

We're currently Hiring for a Leasing Agent full-time Sales positions. Our firm is a full-service real estate company complete with a law office.

We offer very generous commission splits and additional performance-based bonuses.

Through the preferred candidate does not need prior experience in real estate sales or leasing, the candidate must have experience with sales.

All candidates must have, or will receive within 120 days of hire, a leasing agent license or a real estate sales agent license.

Expected Duties:

- Locate property
- Advertise our managed and listed properties
- Complete closings
- Maintain clients
- Be willing, open, and able to learn techniques of the industry
- Negotiate contract terms with owners and clients
- Maintain and continuously improve an advertising strategy

Requirements:

- Prior sales experience (preferred)
- Car w/proof of car insurance (preferred but not required)
- Ability to work a flexible schedule that includes evenings and weekends.

Compensation:

Commission plus applicable bonuses

The position is available for immediate consideration; please respond to this posting or email your current resume.

Email: hr@callmpa.com

2451 N Lincoln Ave, Chicago, IL 60614

Ph: 773-975-9400

Fx: 773-975-9403

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Package Handler Part Time

Franklin Park, IL

Job ID: ILFRA1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577638-package-handler-part-time-jobs>

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Chauffeur for Limousine Company

Worldwide Transportation - Chicago, IL

We are seeking flexible Chauffeurs who demonstrate safe driving skills and who promote a positive image to clients and the public in general.

As a Driver for Worldwide Transportation Service Inc. you will be responsible for safely transporting our clients, with prearranged reservations for ground transportation, to their destinations while providing superior customer service in accordance with company policies and procedures and in compliance with state driving laws.

Fluent in English. Bilingual is a plus. Looking for drivers who speak fluently Portuguese, French, Italian, etc....

Additionally, a qualified candidate must be able to lift baggage up to 50 lbs. General working conditions are outside. HACK license is a requirement. (Application to obtain one will be provided) CDL certification is a PLUS.

EOE M/F/D/V

Skills:

Good reading, writing, and verbal communication skills in the English language

Have and maintain a clean driving record and valid driver's license

Good working knowledge of roads and driving routes in the geographic area in Atlanta, GA. Able to read a map and follow directions

Proficient knowledge of and able to use a computer navigation system

Able to properly maintain clean appearance of the vehicle.

MUST have 3 years of general driving experience.

Attributes and Characteristics:

Willing and able to provide customer service at the highest level

Good personal hygiene and a neat and clean appearance

Punctual and reliable - demonstrating good attendance at all times

Able to make accurate decisions quickly

Trustworthy

Dependable

Please email following items to apply!

Driver's License color copy

States County HACK License (Chauffeur Permit)

Background Check from local police department

DMV 3-year Driving History

Apply online at <http://www.indeed.com/cmp/Worldwide-Transportation/jobs/Chauffeur-Limousine-Company-e89b2e62fe94af8d>

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Delivery Driver/Service Technician

AdvaCare Systems, Inc. - Chicago, IL

Job Description

The Delivery Driver/Service Technician is responsible for the delivery, set-up and pick-up of durable medical equipment, supplemental oxygen products, and supplies to home care patients within a prescribed and assigned geographical area.

Company Description: For over twenty years, AdvaCare Systems has worked with hospice organizations, nursing homes, rehabilitation centers, assisted living facilities, and hospitals to provide quality products and service. Our commitment to providing end-of-life quality drives us, and we are proud to call like-minded individuals our employees. If patient care is your passion, or if you are looking for a career that makes a difference, consider AdvaCare Systems.

Job Duties: Delivery, Pickup, and Repair of Durable Medical Equipment (DME) to facilities (Nursing Homes, Assisted Living, Hospitals) and Private Homes. Thorough and accurate completion of all associated paperwork. Safe operation of a company-owned vehicle (16' box truck).

Job Requirements: Preferred candidates will have previous route-based driving experience, excellent communication, organizational, interpersonal, problem solving, and mechanical skills. No CDL license required. Please note: this is not an over-the-road driving position. All candidates must possess a clean driving record and criminal background (candidates will undergo a motor vehicle and criminal background check as part of the hiring process). Candidates will also be subject to a drug screen to be considered for the position.

Optional Shift Information: 24/7/365 Service. In addition to rotating schedule, Delivery Driver/Service Technician is required to perform on-call shift periodically.

Benefits: We offer our employees an extensive benefit package which includes: 401(k), Medical, Dental, Vision, Short-Term & Long-Term Disability, Group Term & Supplemental Life Insurance, Paid Sick/Personal Days, Holidays, and Vacation.

Signing Bonus: New Delivery Driver/Service Technician that remain with the AdvaCare team will receive a \$500 bonus at six months and one year.

Required experience: Route-Based Driving: 1 year

Apply online at <http://www.indeed.com/cmp/AdvaCare-Systems,-Inc./jobs/Delivery-Driver-Service-Technician-302077929f1db034>

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Job Title: Administrative Project Assistant (HSM Student) - Temporary

Department: MSP Ob/Gyne

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Project management

Job Number: 2015-1090

Job Description: Temporary Administrative Project Assistant

Are you a self-starter with project management skills and the ability to think critically and problem solve? Do you have an academic background (graduate-level) in Health Systems Management (HSM) or a related discipline? If so, we are seeking a dynamic individual to join our Obstetrics and Gynecology team at Rush University Medical Center! The ideal candidate would have a Bachelor's degree and complete graduate-level coursework in HSM.

Position Highlights

This is a project based role, with the opportunity to work with all members of the management team. The project mix for this role will include both operational and strategic work, spread across Medical Service Plans, Academic Programs, and Administrative Support areas. It is expected that the individual will develop and maintain a level of expertise on all relevant data systems used by the organization MPC, UHC FPSC, Press Ganey, Epic and Business Objects. The individual must act in accordance with the Rush policies and procedures and exemplify the Rush mission, vision, and values.

This is a temporary position that is 20 hours every two weeks, not eligible for benefits.

Qualifications : Minimum of a Bachelor's degree, ongoing studies at the master's degree level (Health Systems Management) Analytical perspective and problem solving approach to tasks. Excellent organizational skills and ability to multi-task . Able to work independently with minimal supervision, while seeking guidance and support when necessary. Able to work with and communicate with employees across all levels of the organization. Proficient at using basic Microsoft office programs

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

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Job Title: Health Information Management Clerk 2

Department: Health Information Management

Shift: 1st

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

Job Number: 2015-1062

Position Highlights:

Principally responsible for retrieving patient records/documents for user and maintaining the record in the order designated by the department and hospital.

Represents Health Information Management and RUMC internal and external to the medical center, by accurately following all applicable federal, state and local guidelines for the processing of patient information.

Position Qualifications Include:

High school graduate. Some college courses in accounting, healthcare or secretarial courses highly desired

Medical terminology highly desired (must complete with a C or above grade within first 12 months of employment)

Healthcare or Health Information Management experience preferred

Windows application experience, necessary

Most have advanced PC, math, spelling, and alphabetizing skills

Demonstrates attention to detail and accuracy

Proficient in computer use and software applications such as Word, Excel, Access, etc.

Telephone, copier, and fax machine skills

Minimum typing skills of 15-20 wpm

Ability to transport charts, paper, records and items throughout the medical center.

Ability to lift up to 50 lbs

Ability to stand and walk for long periods of time

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.

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Job Title: General Radiography Tech - Part-time - 4th Rotating Shift

Department: Radiology General

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1149

Job Description: Rush Medical Center is seeking a part-time General Radiography Tech!

Position Highlights:

Provides quality patient care in an efficient and cost-effective manner.

Applies knowledge of the modality to produce quality diagnostic images.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service Standards. This is a part-time position that is 40 hours every two weeks, benefit-eligible. 4th rotating shift

Position Qualifications Include:

Formal training in an accredited Radiologic Technology Program.

Valid Illinois Emergency Management Agency (IEMA) license.

Registry or Registry-eligible with the American Registry of Radiologic Technologists.

Proficient in modality physics and operation of equipment.

Knowledge of human anatomy, pathology and physiology.

Demonstrates good interpersonal and communication skills and ability to work in a team-oriented environment.

Requires full range body motion including handling and lifting patients when necessary.

Requires manual and finger dexterity and eye-hand coordination.

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

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Automotive Mechanic

Addison, IL

Job ID: ILADD8

UPS is hiring individuals to work as Full-Time Automotive Mechanics. Fleet and diesel engine experience is highly desirable. Strong troubleshooting skills and transmission and clutch experience is also required for this position. UPS Automotive Mechanics must be at least 21 years old, proficient operating standard transmission vehicles, meet the DOT driving requirements and have a complete set of hand tools.

The work for this position is typically performed during nights and weekends. An attractive pay and benefits package is offered. Uniforms are provided.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/illinois/automotive-mechanic/jobid5577618-automotive-mechanic-jobs>

Part time Dockworker

Palatine, IL

Job ID: ILPLA36

UPS Freight is hiring individuals to work as Part-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred.

Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers; must receive satisfactory results from a background check, conducted in accordance with applicable laws; and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/palatine/manual-labor-and-warehouse/jobid5577659-part-time-dockworker-jobs>

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Full time City Driver
Palatine, IL
Job ID: ILPLA39

UPS Freight is hiring individuals to work as Full-Time City Drivers.

This position involves the driving of a tractor-trailer and the daily pick up and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language.

Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/palatine/driver/jobid5577661-full-time-city-driver-jobs>

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Operations Clerk Part Time UPS Freight

Palatine, IL

Job ID: 75684

UPS Freight, a leader in the LTL trucking industry, is currently seeking an Operations Clerk to answer customer inquiries, process paperwork, and follow procedures concerning overages, shortages, damages, claims, and the tracing of freight.

An Operations Clerk will also be responsible to:
Review invoices

Work with both central and local dispatch offices to assist in managing load schedules

Answer customer inquiries relating to rate quotes, appointments, etc.

Perform data entry functions (i.e. keying bills from manifests)

Transportation industry understanding and/or previous data entry experience preferred.

BASIC QUALIFICATIONS:

Must be at least 18 years of age

U.S. citizen or otherwise authorized to work in the U.S.

High school diploma or equivalent

Basic computer skills

OTHER CRITERIA:

Employer will not sponsor visas for position.

UPS is an Equal Opportunity Employer

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Apply online at <http://jobs-ups.com/palatine/operations/jobid6844319-operations-clerk-part-time-ups-freight-jobs>

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Tower Clerk 3 30am 8 30am

Northbrook, IL

Job ID: 81996

The ideal candidate for Tower Clerk will have six months to one year experience in a fast-paced operation environment.

The candidate will have the ability to communicate effectively, solve intermediate level problems, assist with basic research, and time management skills.

The Tower Clerk may be responsible for:

Communicating within the operation
Answer telephones while observing operation

Relaying important information to the operators and management team
Notify operations of concerns and/or updates throughout the daily operation

Pay close attention to operations activities

This job description is intended to describe the general nature and level of work being performed by persons assigned to this classification.

It is not intended to be an exhaustive list of all job responsibilities, duties and skills required for this position.

Qualifications

HS Diploma or equivalent is required

A minimum of six-months operation support experience is required

Demonstrated ability to handle multiple tasks in a fast-paced environment under supervision with a high attention to detail

Effective oral/written communication, problem solving, basic research, and time management skills

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

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Tractor Trailer Driver

Chicago, IL

Job ID: ILJEF7

Tractor trailer driver - \$27/hour

UPS is hiring individuals to work as full-time, temporary, seasonal Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift. Some work is performed outdoors.

Seasonal Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards. UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that you live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

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Facilitator 1

Location: Chicago, IL

Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests.

F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours.

F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Qualifications:

One year of college or 1-2 years' related or relevant experience.

Ability to learn and teach exhibit content in a museum environment.

Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.

Exceptional public speaking skills.

Ability to learn math and science content.

Ability to learn and engage guests with science content.

Ability to anticipate guests' needs and solve guest issues.

Positive attitude required: enjoy working with people in a fun, educational atmosphere.

Ability to talk and engage guests for long periods of time.

Ability to handle several activities at one time.

Must be able and willing to work weekends and holidays, and some evenings.

Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

The Museum of Science and Industry is an AA/EOE/ADA employer

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Guest Admissions Representative

Location: Chicago, IL

Job Title: Guest Admissions Representative

Division: Education and Guest Services

Status: Temporary Part Time (until 9/7/2015)

The Museum of Science and Industry, Chicago (MSI) is seeking individuals with excellent customer service skills to interact with guests to build fun and memorable Museum experiences. Guest Admissions Representatives (GARs) work with guests onsite or over the phone to sell Museum Entry tickets; special tours, events and exhibitions; and memberships. They provide compelling and personalized information, while recommending event/show times to maximize the guest's visit. GARs also perform core operational functions of MSI's ticketing system, help with wayfinding, and assist in the opening and closing of overall ticketing operations. Cross-training in this position will include training for all ticketing positions, as well as positions in the Entry Hall, Lost and Found and Coat Check.

Qualifications:

One year of college experience or one- to two years of related or relevant experience. Previous cash handling experience required.

Prior computer experience/familiar with basic Windows operations, Microsoft Office and Internet required.

Successful customer service experience.

Ability to multitask (i.e., explain Museum content while actively completing ticketing transactions).

Ability to work in fast-paced environment while being friendly and outgoing.

Flexibility to work in multiple areas (i.e., Membership, Lost and Found, Coat Check and Ticketing)

Ability to work weekends, holidays and some evenings.

Curiosity and enthusiasm to learn Museum content and culture; ability to communicate that to guests in an engaging and inclusive way.

Capability to learn and utilize the Museum's ticketing system to ensure efficient and accurate transactions.

Positive attitude, strong love for working with people in a fun, inviting atmosphere.

Bilingual a plus.

The Museum of Science and Industry is an AA/EOE/ADA

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