



Annual Giving Director

Location: Chicago, IL

The Annual Giving Director manages the annual giving program, which raises approximately \$5.2 Million in annual, unrestricted contributions from individuals. He/She is responsible for staffing members of the Board of Trustees on Trustee annual giving campaigns and The Leadership Committee of The Founders' Council, as well as, project management of all fundraising for The Chairman's Circle, (\$25,000+ annual donors), The Founders' Council (annual donors giving \$2,500-\$24,999 annually) and the Annual Fund (donors giving \$1-\$2,499 annually).

The Annual Giving Director reports to the Vice President of Institutional Advancement and supervises the Donor Relations Manager, Giving Society Manager, Individual Giving Specialist, Annual Giving Coordinator, and Individual Giving Administration.

Responsibilities

Work with Vice President of Institutional Advancement, and other IA directors to develop long-term strategies for annual fundraising, inter-departmental relations, database integrity, and stewardship of annual donors

Oversee renewal solicitations of Founders' Council members

Solicit renewal gifts from Chairman's Circle members

Administrative team participation/leadership: work with Vice President to set goals for Individual Giving Team, work with fellow Institutional Advancement directors to ensure a donor-centered and effective approach to our work and workplace culture, and understand Museum mission and form professional relationships with staff throughout the organization

Auxiliary group management: manage the key volunteer-auxiliary groups to ensure they deliver an optimal experience to the donor/volunteer, and provide a positive financial outcome for the Museum

Qualifications

Bachelors degree required

5+ years of development experience is strongly desired

Annual fund experience required; campaign experience is preferred

Ability to effectively manage, lead and motivate staff

Must possess superior communication skills – written, verbal, non-verbal

Must be able to think creatively and strategically, and communicate ideas, concepts and plans with enthusiasm and diplomacy

Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint; knowledge of Raiser's Edge a plus

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Community Service Officer (Part-Time)

Plainfield, Illinois
Plainfield Police Department
14300 S. Coil Plus Drive
Plainfield, IL 60544
Phone: 815-439-7654
Fax: 815-267-7228
E-mail: humanresources@goplainfield.com
Website: www.plainfield-il.org

Starting Salary: \$17.12/hour
Population: 40,000
Sworn Officers: 51
Application Deadline: 7/31/15

**COMMUNITY SERVICE OFFICER
(PART-TIME)**

The Plainfield Police Department is seeking applications for a part-time Community Service Officer. This position reports to the Community Services Sergeant.

Duties include:
School crossings
Motorist assists
Parking enforcement
Animal complaints
Traffic control, etc.

Hours vary between 8 PM-7 PM Monday-Friday with some weekends.
Age 18 years or older with a HS diploma or equivalent and a Valid IL DL in good standing. Starting Salary: \$17.12/hour

Applications may be picked up at:
Village Hall / Management Services Department
7:30 a.m. – 5:00 p.m. Monday – Friday

OR

Available on our website at: www.plainfield-il.org

Deadline for applications is July 31 and can be emailed to:
humanresources@goplainfield.com

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



Patrol Commander

Oak Park, Illinois
Village of Oak Park
c/o GovHR USA
650 Dundee Road, Suite 270
Northbrook, IL 60062
Phone: 847-380-3240
E-mail: resume@govhrusa.com
Website: www.govhrusa.com
Salary: \$90,000 - \$125,000 DOQ
Population: 53,000
Sworn Officers: 116
Application Deadline: 8/1/15

The Village of Oak Park, Illinois (53,000) is seeking experienced police professionals as candidates to fill one vacant Patrol Commander Position in the Oak Park Police Department. An exempt sworn police officer at the rank of Commander is assigned to command and manage a patrol shift or other specific division within the Department. The ideal candidate will have five years of law enforcement experience including one year as a Police Sergeant.

Possession of a bachelor's or equivalent degree from an accredited college or university with major coursework in police science, criminal justice, public administration or a related field is required; a graduate degree and/or advanced command level training from the FBI National Academy, Northwestern University Traffic Institute (NUTI), Southern Police Institute (SPI), or other general or specialized law enforcement training is desirable though not required.

Possession of police certification in Illinois is required.
Possession of a valid Illinois driver's license is a condition of employment.
Those selected for final interviews will be required to complete a physical and psychological exam.

[Download: Click here to view full job description](#)

The annual salary range for this position is: \$90,000 - \$125,000 DOQ
Submit resume, cover letter and contact information for 5 professional references by August 01, 2015
to Mysi DeSantis at: www.govhrusa.com/current-positions/recruitment

Electronic submissions are required.

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



Firefighter/Paramedic

(Part-Time)

Chicago Ridge, Illinois
Village of Chicago Ridge
10063 Virginia Avenue
Chicago Ridge, IL 60415

E-mail: gsheets@chicagoridgefire.org

Website: www.chicagoridge.org

Salary: \$15.00/hour

Population: 14,323

Sworn Officers: 13

Application Deadline: Open

Required:

High School Diploma/GED

Valid Illinois driver's license with acceptable driving record.

Must be able to read and write English.

Possess State of Illinois Licensed Emergency Medical Technician Paramedic, and is in good standing with the departments resource hospital.

Must be at least 18 years of age.

Must possess the Basic Firefighter Certification or Firefighter II from the Illinois Office of the State Fire Marshal.

Will be required to pass all pre-employment tests before hire.

Must be a United States citizen.

Only applicants meeting the REQUIRED qualifications listed above need apply.

Apply online at <http://www.theblueline.com/feature/ILchicagoridgeffp1.html>

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



Security Guard, Armed

Chicago, Illinois

Securatex, 651 W. Washington Boulevard, Chicago, IL 60661 Phone: 312-207-1462

E-mail: mkruschke@securatex.com Website: www.securatex.com

Salary: \$15.00 - \$18.00/hour Application Deadline: NA

Maintains safe and secure environment for customers and employees by patrolling and monitoring premises and personnel. These positions are in various setting/environment are part-time and full-time.

REQUIREMENTS:

High school Diploma

40 hour certificate

PERC

FOID

Security experience

Prefer certification in handcuffs

Good customer service and hospitality skills required

Must pass drug test, and thorough background investigation including driving history

Must have own reliable transportation

Must be flexible

Must be physically fit

Prefer military and/or law enforcement experience

SKILLS/QUALIFICATIONS:

Surveillance skills

Good judgment

Objectivity

Dependability

Integrity

Safety management

High professionalism

Some lifting

Extended walking and standing

Detailed report writing

Handcuff skills

Apply to link below:

<https://www.kwantek.com/clientResumeMgr/JobSearchDetails.aspx?JobID=193147&frame=false>

EEO/M/V/D

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Kimco Services

3rd shift Janitor-Chicago, IL-930190 (Janitorial)

Chicago, Illinois

Is this a temporary or regular assignment? - Regular / Regular

This job reports to the Lucy Magiera.

Relocation is not provided and travel is not required.

This is a Full-Time position, working 3rd Shift, Thursday-Tuesday.

Job Skills/Requirements

Able to follow directions and perform work instructions

Must be punctual

Review assignment(s) with Supervisor

Must be able to lift approximately 50 pounds anything over 50 pounds requires assistance)

Repetitive motion required on a daily basis and may include bending, pushing, pulling, reaching, climbing, squatting, and lifting

Responsibilities include:

General Cleaning

Dusting

Trash Dumping

Mopping

Other cleaning

Education Requirements

- GED or High School Diploma / Diploma de escuela secundaria

Additional Information/Benefits

Kimco Services, LLC is an Equal Opportunity Employer committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices. Therefore, Kimco Services LLC expects that all relationships among employees will be business-like and free of bias, prejudice and harassment.

Screening Requirements: Drug Screen, Criminal Background Check

Apply online at

<https://www.joblinkapply.com/clientResumeMgr/JobSearchDetails.aspx?JobID=199305&frame=false>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Building Maintenance - non union

Ansonia Property Management - Chicago, IL

Assist Chief Engineer with daily operation and maintenance of vintage 17 story commercial office building in the East Loop. Engineering duties as well as minor maintenance to include changing locks, light bulbs, ballasts, snow removal, light painting, power washing, oversee contractors and light janitorial. Basic knowledge of plumbing and electrical repairs, HVAC system operation and maintenance for chiller, cooling tower, air handling units and VAV box heat. Good customer service skills required to handle tenant maintenance requests and follow up in a prompt and professional manner. Reports to Property Manager and Chief Engineer.

M-F day shift with 24/7 emergency call as needed and vacation coverage.

Salary + benefits which include health insurance, 401K with employer match, flex spending capabilities, PTO.

Non union. Small, private but well established local company.

Looking to place someone in this position in mid-late August 2015.

Required experience: Building maintenance: 3 years

Apply online at <http://www.indeed.com/cmp/Ansonia-Property-Management/jobs/Building-Maintenance-e24f1a97f48cb84d?q=Janitorial>

CLINICAL AIDE

Facility Presence Saint Joseph Hospital - Chicago

Department TRANSPORTATION

Schedule Full-time

Shift 8 hour shifts

Hours 12:00pm-8:30pm

Location Chicago, IL

Req Number 140530

Job Details CLINICAL AIDE (FULL TIME)

TRANSPORTATION DEPARTMENT

12PM-8:30PM

Provides transportation services of patients and ancillary equipment to and from the Cardiology department. -Preferably 1 year of experience in Clinical Aide.

- High school diploma is preferred. -CPR

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033105>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Bookkeeper/Accounting Clerk

Job Locations US-IL-Chicago

Category Accounting/Finance

Type W-2 Employee

More information about this job:

DUTIES:

Utilizes computerized accounting software programs (Quickbooks, Excel, Word) to perform duties and responsibilities.

Generates invoices and subsequently bills to applicable clients based on established billing terms/frequency.

Maintains open line of communication with clients and respective account managers in terms of billing issues and proactively follows up as needed to resolve such issues.

Deposits cash receipts on a daily basis and ensures receipts are applied to appropriate invoices.

Prepares the open receivables report on a weekly basis and proactively corresponds with clients regarding past-due invoices to ensure payment is submitted.

Manages invoice database for all invoices received and processes invoices utilizing the implemented accounting software.

Codes invoices to appropriate expense accounts and cost centers by analyzing invoice/expense reports.

Maintains open invoice listing of invoices received/entered but not approved for payment.

Obtains payment approval from applicable management personnel and issues check for payment. Performs ad-hoc tasks as necessary.

Will report to the Senior Staff Accountant

REQUIREMENTS:

Associate's or Bachelor's degree, preferably in Accounting or Finance.

2+ years of Accounting or Finance classes. Proficiency in Microsoft Excel.

Ability to listen, communicate (written and verbal), excellent grammar, spelling and proof reading skills and follow-up effectively with all staffing levels and clients/customers. Ability to multi-task, prioritize and work efficiently.

Ability to work within a fast-paced environment.

Ability to have some flexibility with work schedule, as required.

Excellent technical and analytical skills.

Excellent spoken and verbal communicative skills.

Apply online at <https://corporate-shiftgig.icims.com/jobs/1144/bookkeeper-accounting-clerk/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Family Care Center Custodian

Branch: College of Officer's Training
Location: Chicago, IL
Department: Property
Division: CFOT
Weekly Hours: 25
Position Type: Part-Time

Description and Key Duties

This individual will provide general cleaning of the Family Care Center

Some essential functions:

Clean all FCC bathrooms daily. Vacuum all carpets daily.
Clean tables and chairs daily. Empty trash.

Disinfect toys and surfaces weekly.
Dust furniture and remove cob webs weekly
Sweep and mop floors daily.

Required Experience and Education

Experience - At least 3 months experience in facility janitorial maintenance or child care center maintenance.

Additional Information

The Salvation Army is a faith based non-profit organization that has been providing social and spiritual services to communities around the world since 1886.

This position is located at our College For Officer's Training in Chicago Illinois. It is located in Wrigleyville.

In compliance with the ADA Amendments Act if you have a disability and would like to request an accommodation in order to apply for this position, please call 847-294-2166

The Salvation Army is an Equal Opportunity Employer. (EOE)

Apply online at

<https://salvationarmycentral.agileats.com/CPExternal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzp6j10XhpKIPrm1DCMYWI/9Npf4nD3DduXNZQYHfFPT8Lj9AtMQ4Dps1bhdO/awMksw>==

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



General Maintenance Trade Specialist

Chicago- John Hancock Center , IL , USA

Role and Responsibilities

In order to provide the most efficient service possible to our customers, SMS Assist is seeking a technical expert in the area of General Maintenance (construction, maintenance, repair, plumbing, basic electrical, janitorial, etc.) to provide technical expertise to our internal employees and our customers. This is an office based position that does not generally require hands-on work/repair.

Core Responsibilities

Serve as a technical expert and resource for Operations/Customer Service Managers in our Facilities Department. Prepare, review, and approve quotes and invoices for facilities maintenance work (pricing, scope, etc.).

Serve as key point of contact and able to resolve contract issues with affiliates/contractors

Key Competencies

Experienced maintenance professional with experience in the following areas: construction, preventative maintenance, repair, plumbing, basic electrical maintenance, etc. Experience with general janitorial work related to the interior/exterior of a building and performing a wide range of maintenance and repair related to general upkeep of a building. Ability to negotiate contracts and resolve conflicts with contractors/affiliates

Ability to source, onboard, and train new affiliates

Ability to review and approve quotes and invoices

Strong verbal communication/negotiation skills

Flexible and adaptable

Ability to develop relationships with affiliates

Strong work ethic and integrity

Awareness of risk mitigation techniques

Strong desire and ability to contribute to and work with a team

Ability to solve problems

Takes initiative to proactively solve problems

Ability to collaborate with others in a corporate/office environment

Experience and Education:

Hands-on technical expertise in the areas of construction, general maintenance, plumbing, basic electrical work, janitorial work, etc. Work experience in facilities maintenance. Relevant industry certifications are a plus

Apply online at <https://smsassist.recruiterbox.com/jobs/fk0g6q/?referer=indeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Warehouse Specialist

Clearstaff, Inc Bensenville, IL 7/10/2015

Base Pay \$11.00 - \$2.00 /Hour

Employment Type Full-Time

Job Type Warehouse

Education Not Specified

Experience Not Specified

Manages Others Not Specified

Industry Import - Export

Required Travel Not Specified

JOB DESCRIPTION

Need Warehouse candidates!!!

Warehouse positions located in the Bensenville Area.

These warehouse positions are full time positions; pay for these warehouse/forklift general labor is

\$11-12hr. All Shifts Available
Mon-Friday & Sunday

Call if you are interested in these full time warehouse forklift positions or the general warehouse positions 630-521-1400.

We are an E-Verify office and will verify that documents are legal to work in the United States.

If you have at least one year of General Warehouse Experience using the forklift, picking, packing, sorting, and doing general warehouse work call us.

Immediate openings for Warehouse general labor, Warehouse clerks, Warehouse forklift drivers, and a warehouse dock supervisor.

Call for more details or apply from 8am to 3pm at 718 W. Irving Park Rd.

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?utm_source=indeed.com&rx_source=indeed&utm_campaign=organic&siteid=cb001&job_id=JHS16D6MYWSZ8PQ2L39&showNewJDP=yes&utm_medium=aggregator&IPath=EXINDSEP_G

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Front Desk Associate

Weil Foot & Ankle Institute - Des Plaines, IL

A very busy podiatry practice with multiple locations, is seeking a full time front desk associate to support physicians by answering phones, route and screen calls, greet/check in patients and visitors, schedule appointments, collect appropriate patient information, co-pays, deductibles and balances due. The main focus of this position will be front desk responsibilities. Some travel may be required between office locations. The candidate of choice will possess good communication skills, a strong work ethic and the ability to work independently. Qualifications: minimum of 2 years experience in a healthcare position and basic knowledge of computers and office equipment. Candidate must also have reliable transportation. The practice offers a competitive salary based on experience and benefits.

Required experience:

Front Desk experience in medical office: 2 years

Apply online at <http://www.indeed.com/cmp/Weil-Foot-&-Ankle-Institute/jobs/Front-Desk-Associate-c1c33410393d7f1f?sldu=QwrRXKrqZ3CNX5W-O9jEvRfQ2IAUyuwhAgxPW4jiRzWLGJwjNZ8x9cFEW4oPuo6BHF82AdDSreT3u4qMQrQu9Q>

Front Desk Receptionist

The Buckingham Athletic Club - Chicago, IL

Executive athletic club located in downtown Chicago needs full-time front desk person. Prior front desk/reception experience preferred: phones and computers are a must. We are looking for someone who is: a people person (positive and personable attitude), reliable and responsible and someone who can multi-task. Only serious applicants, who can commit to a flexible schedule, please.

Requirements:

- * MS: Word, Excel, and some Publisher would help
- * Word processing, spreadsheets, database, and point of sales system
- * Demonstrate quality communication skills (written, verbal, interpersonal)
- * Scheduling, faxing, copying, typing, printing, and front desk cleaning
- * Professional appearance at all times
- * Detail-oriented individual

Apply online at <http://www.indeed.com/cmp/The-Buckingham-Athletic-Club/jobs/Front-Desk-Receptionist-ffaba374be68bb7c?q=Front+Desk>

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



Job Title: Lottery Sales Representative

Agency: Lottery

Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 11014

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner; requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Lottery

Sales/Region 2/Territory 208, 586 Territorial Dr., Bolingbrook, IL

Must live within 25 miles of Zion, Highland Park, Lake Bluff, Wadsworth, Waukegan and

Mundelein areas. 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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 07/30/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 5533036-334136

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions. Performs rotating Receptionist duties for the Joliet Field Office.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM.
LOCATION: 1619 W. Jefferson Street, Joliet, IL 60435
SUPERVISOR: E. Kimble

CONTACT: LORA BUSSE-FLECK
NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506
PHONE: (630) 801-3575
FAX: (630) 801-3530
Email: Lora.Busse-Fleck@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

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



Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Fri. 07/31/15 11:59 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11556

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in a related Information Technology field, including two years of administrative experience in coordinating a subsystem of computer based management information systems. Requires knowledge of IT industry standard techniques, methodologies, and processes. Requires extensive knowledge in the areas of computer hardware, software communications, and applications. Requires extensive knowledge of management principles and applied research procedures system modeling. Requires developed oral and written communication skills to present technical information to business as well as technology teams with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: DB2 for z/OS v8 or 9; IBM DB2 Utilities (COPY, REORG, RUNSTATS); SPUFI, QMF, OSC, DB2 monitoring tools (BMC-DB2MON); IBM Content Manager v. 8 on Mainframe and AIX; Websphere Application Server, MQ Series, Data modeling experience using PowerDesigner; Structured Query Language (SQL); Interpret EXPLAIN output; database performance tuning; Stored Procedures (COBOL and NATIVE), triggers and UDFs, RMF and use of SMF data; TSO/JCL; UNIX and LINUX environments; UDB on LUW; Java, .NET, J2EE; IBM mainframe operations, the IBM Rational Toolset (ClearCase, ClearQuest) and Microsoft SharePoint.

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

Work location: 33 South State Street, Chicago, Illinois

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 3 - Mgt Info Sys/Data-Telec

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Revenue Collection Officer Trainee

Agency: Revenue

Closing Date/Time: Thu. 07/30/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 10771

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher level collector.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or has access to utilize public transportation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Collection Bureau/Field Compliance Division

100 West Randolph, Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 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).

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



Front Desk Attendant

All times are in Central Daylight Time.

ID 2015-1233

of Openings 1

Job Locations US-IL-Chicago

Posted Date 7/17/2015

Category Customer Service/Support

Overview:

The Front Desk Attendant is responsible for welcoming all members, guest and prospects into the club.

Shifts required: Monday-Friday: 12:30pm-7:00pm

Responsibilities:

Greet members by name and with a smile and create "First Impression" for the club

Check in members and guests to the club

Act as liaison between current and prospective members and Membership Department

Answer incoming calls within three (3) rings and direct calls accordingly in professional manner and in accordance with FFC greeting script

Field all member questions, concerns and complaints

Perform opening and closing functions regarding the front desk

Take payment as needed and ensure cash drawer is balanced at the start and end of shift

Maintain an accurate cash drawer and balance cash register at the close of each shift

Attend all required department and club staff meetings

Provide additional support the Customer Service Manager as needed

Qualifications:

Personal Training certification is not necessary but if they want to peruse the avenue its preferred. Six (6) months to one (1) year of previous customer service, hospitality, retail (or related industry)

Excellent interpersonal and communication skills

Energetic and enthusiastic personality

Passionate about the health and fitness industry

Ability to multi-task, demonstrate initiative and strong work ethic

Apply online at <https://jobs-ffc.icims.com/jobs/1233/front-desk-attendant/job?mode=job&iis=Job+Board&iisn=Indeed.com&mobile=false&width=897&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Morning Receptionist-Secretary/Morning Shift 9:00am-1:00pm/Evanston

Posted by The Salvation Army on Thursday, July 16, 2015 · Leave a Comment

POSITION TITLE: Morning Receptionist/Secretary

LOCATION/DEPT: Evanston Corps

REPORTS TO:

Corps Officer

RELATIONSHIPS: The individual relates to, and interacts with, a wide variety of contacts both within and outside The Salvation Army. In these contacts, they act as a representative of the Army and its mission.

EDUCATION/ EXPERIENCE: High School Diploma or GED equivalent. A minimum of one year's experience in an office environment or any equivalent combination of training and experience that provides evidence that the applicant possesses the required knowledge, skills, and abilities.

COMPETENCIES: Knowledge of general office equipment and procedures, including a personal computer and the use of the Microsoft Office software applications. Knowledge of the methods, techniques, materials, and equipment used in the operation of a business office. Demonstrated ability to answer a multi-line phone system and receive and transfer phone calls through the phone system. Demonstrated ability to create simple documents using the Microsoft Office suite software. Good communication and interpersonal skills. Ability to use initiative and to be a self-starter. An attention to detail. A positive attitude and the ability to be flexible in light of changing job situations/priorities. Supportive of the mission of The Salvation Army.

COMPENSATION: Non Exempt Regular Part-Time

Qualified candidates please submit a resume to:

Denesia_Polusca@usc.salvationarmy.org

Equal Opportunity Employer M/F/D/V

Applicants with disabilities may contact us at (773)725-1100 or METHR@usc.salvationarmy.org for additional information or assistance with the application process.

THE SALVATION ARMY MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

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



Front Desk Associates - Gold Coast

Chicago, IL. Part-time

Company Description

Job Description

Equinox is hiring Front Desk Associates for our club at 900 N Michigan Ave!

Job responsibilities include but are not limited to the following:

- Provide the highest level of customer service to members, prospective members, and guests;
- Professionally greet members and guests;
- Scan membership ID's;
- Answer phones;
- Update members' accounts;
- Maintain an orderly lobby area
- Able to work opening shifts

Qualifications

- Reliable, professional, computer literate, energetic, and friendly;
- Interested in health, fitness, and/or sports.

As a member of the Equinox Team, you will receive:

- Competitive compensation;
- Complimentary club membership;
- Discounts on services, products, and much more

Additional Information

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

Must have a legal right to work in the United States. While we appreciate every applicant's interest, only those under consideration will be contacted. We regret that phone calls will not be accepted. EOE

Apply online at <https://www.smartrecruiters.com/Equinox/84060408-front-desk-associates-gold-coast?sn=Indeed>

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



Front Desk Receptionist and Customer Service/Sales

Location: Downtown Chicago, IL

Rosin Eyecare is seeking to fill Front Desk Receptionist and Customer Service/Sales positions in our Downtown area. Both positions are full time and come with a full benefits package that includes paid training, paid time off, medical, dental, vision insurance, and 401K.

Our employees have a stable work schedule that does not require you to work late nights during the week or weekend. Potential candidate must be available until 7 pm on weeknights and 4 pm on Saturdays. We are closed on Sundays and major Holidays.

Job Responsibilities for Front Desk Receptionist:

- Answering the phone
- Greeting patients
- Pre-testing for doctors
- Retrieving benefits online for patients
- Calling patients to confirm upcoming appointments
- Assisting patients with filling out documents when needed
- Outreach Call

Job Responsibilities Include for Customer Service/Optical Sales:

- Greeting patients
- Discussing eyeglasses and contact lenses, following prescriptions written by Optometrist.
- Educate and assist patient in selection of frames and lenses.
- Recommending eye glasses, lenses, and additional coatings based on patient's prescription.

Job Requirements:

- Previous Optical experience is helpful but not necessary.
- Must be energetic, confident, friendly, and motivated.
- Must have a strong willingness to learn.
- At least 1 year experience in retail or the medical field

To find out more information about Rosin Eyecare, please visit our website:

www.rosineyecare.com.

Local Candidates Only Please!

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