



**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, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: RCRA 11502

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to successful completion of four years of college including courses in mathematics, statistics, accounting, computer systems, public administration or business administration. Requires four three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications. Requires working knowledge of management principles, applied research, and systems modeling. Requires ability to develop and manage an operational subsystem of a management information system and to resolve management problems through computer applications. Preferred experience in TaxNet and/or Laptop Audit systems.

**Special Skills:** Requires education/experience as outlined above for the following: extensive knowledge of .NET framework technologies, .NET Group Systems and Subsystems, Microsoft Visual Studio; Visual Basic; C#, DB2, IMS-DC, MS SQL Server, database design, stored procedures, Source Safe, COBOL, Panvalet, networking technologies; experience managing a team of IT .NET framework developers. Working knowledge of UI Tax Law.

**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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

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

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

**How to Apply:**

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

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Part-Time Claims Office Assistant**

Job ID 2015-145796

Category Administrative/Clerical - All Positions

Location US-IL

Overview: ELCO Administrative Services, Co., a subsidiary of Enterprise Holdings, Inc. has an opening for a part-time (20 hours per week) Claims Office Assistant in our Lombard, IL office. The office is located on N. Lombard Road.

Minimum starting pay for this position is \$11.00/hour and we are looking for someone available to work Monday-Friday four-hour shifts.

### Responsibilities:

- Answering phones and directing calls
- Filing and organizing closed claim files
- Completing various office reports
- Picking mail up from the post office PO Box
- Sorting and distributing mail in the office
- Ordering office supplies; Maintaining file inventory
- Transcribing statements
- Other general administrative tasks to help the office run smoothly

Knowledge, Skills and Abilities; Strong analytical abilities  
Excellent verbal and written communication skills  
Demonstrated organization and time management skills  
Dependability and strong work ethic  
Proficiency with Microsoft Office products and office equipment.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

- High School diploma or GED
- A minimum of 1 year of administrative, clerical or office work experience that included regular use of a computer
- Satisfactory driving record and current/valid driver's license
- Ability to lift and carry 10 to 15 pounds
- Ability to type at least 40 words per minute
- All relevant work experience needs to be noted on your application.

Apply online at <https://us-erac.icims.com/jobs/145796/part-time-claims-office-assistant/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Work From Home - Reservation Sales Representative**

Job ID 2014-120586

Category Customer Service/Support - Contact Center/Call Center

Location US-IL

Area Chicago Metro (All Areas - Work From Home Position Only)

Overview: Must currently live in the state of Illinois

Must currently live in the Chicago metropolitan area

Training Schedule: 9:00-5:30pm CST Monday-Friday for 4 weeks (Paid Training)

Work schedules are based on business need and could include morning, afternoon, and evening hours. All schedules require working both weekend days, Saturday and Sunday  
Starting pay is \$12.45/hr with the opportunity to bonus based on individual and team performance. Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be at least 18 years old. Minimum of 6 months experience in EITHER customer service or sales. Minimum 1 year work experience at the same employer. Basic computer navigation skills and ability to toggle between different computer screens and programs. Must be able to work 40 hours per week. Must be able to work morning, afternoon, and evening schedules, based on business need. Apart from religious observation must be able to work both weekend days (Saturday and Sunday)

Work From Home Requirements: Must currently live in the state of Illinois; Must currently live in the Chicago metropolitan area; Have permanent residence with a defined working space that is clean, ventilated and quiet

### Work From Home Technical Requirements:

Computer or PC (no Mac); Compatible OS Versions: Windows 7 or Windows 8  
Computer USB Headset with Microphone  
High speed Internet access provided by a cable or DSL provider (Satellite broadband does not meet our requirements); Minimum up load speed of 1000 kbps (1.0 mbps); Minimum down load speed of 3000 kbps (3.0 mbps); Use of wireless and WiFi "air cards" is prohibited

\*\* Enterprise reserves the right to verify that your PC meets or exceeds the above requirements.

Apply online at <https://us-erac.icims.com/jobs/120586/work-from-home---reservation-sales-representative/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Clerk - Opt 1**

Agency: Human Services  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: A-HCD Continuous

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

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

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

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

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

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

Option 1 – General

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



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

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: C-HCD Continuous

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

**Minimum Requirements:**

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

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

Work hours: 8:30 am – 5:00 pm

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

**How to Apply:**

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

**Option 2 - Typing**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Maintenance Mechanic I**

### Summary

Title: Maintenance Mechanic I

ID: 1012

Department: Facilities

### Description

Perform preventive maintenance on all base building and life support equipment which includes but is not limited to:

Assemble all tools, supplies and instruments necessary to complete the job.

Perform work with a minimum amount of disruption in the Aquarium.

Conduct immediate cleanup of work area. Complete the preventive task sheet.

Return tools to workshop and unused supplies to the store room.

Report any impending supply or material shortages to the maintenance foreman.

Advise the maintenance foreman of any equipment problems.

Perform water transfers and mixing salt. Assist with Service Desk function by utilizing Excel spreadsheets and other computer programs. Routine building up-keep including changing light bulbs, cleaning vents, painting, carpet repairs and replacements, and cleaning/organizing rooms. Install and repair plumbing, piping, and tubing.

Install and rebuild pumps and motors while also replacing bearings in all types of motors and seals on pumps. Install and rebuild air compressors and heat exchangers.

Assist with repair of piping, valves, filters, hot water systems and associated controls.

Assist other mechanics and operators with major repairs and maintenance of building and equipment. Assist with the maintenance of electrical controls, switching and motor controls, pumps, valves, piping, filters and associated controls, boilers, heating, ventilating and hot water equipment, water cooling and air conditioning equipment, air compressors and associated controls, and also other building machinery and equipment as assigned. Complies with departmental policy for the safe storage, usage and disposal of hazardous materials. Maintains a clean and safe workspace. Maintains records for work completed in a neat and organized manner. Performs other duties as assigned.

### Qualifications:

Education: Minimum of a high school degree required.

### Experience:

Minimum of two years' experience in industrial repair and maintenance.

Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred. Minimum of one year electrical system maintenance experience or educational equivalent. Intermediate computer skills including knowledge of Excel

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5i5y2o>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Production Supervisor**

Bridgeview, IL

Supply Chain

### Essential Functions:

Achieve shift TE and reliability goals, Productivity, Waste Reduction metrics and AOP variable costs targets (OT, Yield, Cullage) Deliver Quality and Safety metrics and strategies for the site. Provide a positive work environment consistent with PepsiCo Values, leveraging diversity and inclusion to gain competitive advantage in people capability and work force effectiveness. Ability to lead various plant teams Ability to manage and communicate effectively with direct reports as well as present information and effectively communicate upwards. Ensure development and effective coaching of Hourly Lead Operators and technician team members through 1:1's, performance evaluations, and daily feedback. Effectively facilitate and lead shift overlap meetings, team and shift wide trainings, and various project teams

This position requires a minimum 4-year business / technical manufacturing degree and 2- 3 years site manufacturing experience in operations and/or TE / Process Improvement . Foods manufacturing or Consumer Products Sector (Household & Personal Products Industry) experience is strongly preferred. The successful candidate must possess strong skills, knowledge and ability in: TPM or Lean Manufacturing equivalent, Financial Accounting, Project Management, Human Relations, Savvy Communications, and Statistics / Logical Problem Solving.

Solid working knowledge of HSE / Quality regulatory compliance, Plant Operations, Maintenance and Engineering, Ingredient and Package Material Procurement, and Production Planning & Deployment is a must.

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.

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=69418BR&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Porter (Lunchroom Services)(Job Number: P025692)**

West Side-2850 West 24th Street (Maria Saucedo Scholastic Acad)

CLASS TITLE: Porter

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, performs manual work duties in and around a Chicago Public Schools lunchroom; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

Assembles and transports soiled dishes, trays and utensils from dining areas; operates dishwashing machine and replenishes dinnerware items; assists in serving food to customers; fills storeroom requisitions and maintains storeroom in an orderly fashion; rotates stock and lifts and carries bulk commodities to designated areas; sweeps and mops kitchen, serving areas, storerooms, lunchrooms, and lunchroom restrooms and locker areas; washes pots, pans, shelves, tables, and walls; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; scrapes dishes and trays; de-limes dishwashing machines as necessary; empties wastes; follows departmental personal hygiene requirements.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of basic sanitation principles and practices.

Ability to follow oral and written instructions.

Basic skill in performing sanitation duties.

**Physical Requirements.**

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **STAFF ACCOUNTANT**

The Senior Staff Accountant reports to the Chief Financial Officer and is an exempt salaried position.

As a member of the Finance Department, the Senior Accountant performs technical accounting work in support of the museum and its departments, including professional accounting functions related to the examination, maintenance, preparation, reconciliation and analysis of financial statements, ledgers, journals and reports.

Provides accounting support for effective fiscal management of the museum. Serves as lead for the museum on external audits. Provides fiscal assistance, as needed, to other accounting staff.

Please email resume, cover letter, references and salary requirements (current or most recent salary acceptable) to Kristina Eason at [keason@dusablemuseum.org](mailto:keason@dusablemuseum.org), with "Staff Accountant" as the subject.

The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.

### **THE FRONT DESK RECEPTIONIST**

The Front Desk Receptionist is the first impression of the Museum. The Receptionist needs to have an outgoing personality and a smile on their face. They must courteously greet and pro-actively anticipate the needs of all guests.

The Receptionist is required to be professional, hands on, and very pleasant even in the event of adversity. The Receptionist is a part time non-exempt union position.

Please email resume and cover letter to Kristina Eason at [keason@dusablemuseum.org](mailto:keason@dusablemuseum.org), with "Receptionist Search" in the subject line. The DuSable Museum of African American History is an equal opportunity employer.

Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.



### **STORE CLERK**

The retail store clerk is responsible selling merchandise, totaling bills, accepting payments and making change for customers. The store clerk is responsible for ensuring that all transactions are accurate and handled courteously and efficiently. The Store Clerk is a part-time nonexempt union position

Please email resume and cover letter to Kristina Eason at [keason@dusablemuseum.org](mailto:keason@dusablemuseum.org), with "Store Clerk" in the subject line. The DuSable Museum of African American History is an equal opportunity employer. Applicants from diverse cultural backgrounds are encouraged to apply. We will contact only those candidates whose professional experience meets our requirements. NO PHONE CALLS PLEASE.

Administrative Assistant-Student Finances  
Northwestern College - Chicago, IL

### **Administrative Assistant (Part-Time)**

We are currently seeking a Part-Time Administrative Assistant, who will take responsibility for helping our Business Office and Financial Aid departments for our Chicago campus. This position will have the possibility of becoming Full-Time.

Responsibilities include:

Maintaining and fostering positive communications with students and other departments

Supporting the department by answering incoming calls, greeting visitors, accepting deliveries, and routing messages

Being knowledgeable and proficient in all NC computer information systems leading to a timely completion of required tasks

Requirements include:

Associate's degree or equivalent preferred

One to two years' office and computer experience preferred

Software proficiency in Microsoft applications (Word, Excel, Outlook, PowerPoint) and Adobe Acrobat

Strong organizational skills, excellent verbal and written communication skills, and multi-line phone experience

We encourage you to share with us your expertise! Email resumes or fax to 773-326-0957 – please be sure to include "AA-SF" in the subject line.

Required experience: Office and computer: 1 year

EOE

Visit us at: [www.nc.edu](http://www.nc.edu)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## UberX Driving Partner

Posted in Chicago

Posted on 7/16/2015

### WHO WE ARE:

Drive with Uber and get paid weekly in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, full time or part time job opportunities.

### WHAT YOU NEED TO KNOW:

Earn Great Money: Make up to \$21+/-hour in fares.

Flexible Schedule: Make your own schedule as a contractor – part time, full time, day or night.

Getting Started is Easy: Signing up is quick & easy – no experience required!

Get Paid Weekly: Get checks deposited into your bank account weekly.

### REQUIREMENTS:

You're at least 21 years old

You have a 4-door vehicle

You have a driver's license and insurance

You're friendly and excited to earn money on your schedule!

### ADDITIONAL INFORMATION:

If you have previous employment experience in transportation (such as a delivery driver, full time driver, part time driver, professional driver, driving job, truck driver, heavy and tractor-trailer driver, cdl truck driver, class a or class b driver, local truck driver, company truck driver, taxi driver, taxi chauffeur, cab driver, cab chauffeur, taxi cab driver, transit bus driver, bus driver, coach bus driver, bus operator, shuttle driver, bus chauffeur) you might also consider partnering with Uber and earn great money. We also welcome drivers who have worked with other peer-to-peer ridesharing or driving networks like Lyft, Sidecar, Deliv, Postmates, Roadie. Our driver partners come from all backgrounds and industries ranging from traditional driving and transportation industries to other industries.

Inquire at

[https://get.uber.com/cl/scr/?sr=&cy=chicago&de=20151607&es=21&je=genudp&rx\\_job=44167333&rx\\_group=1113&rx\\_page=jobview&rx\\_source=Indeed&rx\\_campaign=Indeed540&utm\\_source=rcx-Indeed&utm\\_medium=image\\_copy\\_partp2p&utm\\_campaign=rcx-Indeed\\_1\\_7\\_chicago\\_d\\_all\\_acq\\_fix\\_en\\_ft\\_transportation\\_driver&rx\\_medium=cpc](https://get.uber.com/cl/scr/?sr=&cy=chicago&de=20151607&es=21&je=genudp&rx_job=44167333&rx_group=1113&rx_page=jobview&rx_source=Indeed&rx_campaign=Indeed540&utm_source=rcx-Indeed&utm_medium=image_copy_partp2p&utm_campaign=rcx-Indeed_1_7_chicago_d_all_acq_fix_en_ft_transportation_driver&rx_medium=cpc)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Retail Sales positions – 360 Chicago**

Event Network, Inc. - Chicago, IL

Join our remarkable team! Now hiring seasonal Sales Leads and Sales Associates. Imagine yourself helping our guests create memorable experiences...Now imagine having a fun summer job at our 360 Chicago gift stores.

Submit your resume today – or Apply at our Career Center at <http://www.eventnetwork.com/talent> (click on 'apply online').

**WHAT WE'RE LOOKING FOR:** We are searching for friendly, enthusiastic and reliable retail talent who love interacting with guests and who are committed to delivering outstanding guest service. You will be primarily responsible for ensuring that our guests have the best shopping experience ever. This is done by engaging with guests and creating an entertaining, fun, exciting and memorable experience.

**SALES ASSOCIATE (Part-time Seasonal ):** Prior retail, cash-handling and customer service experience a plus. Merchandising skills a plus.

**SALES LEAD, Keyholder (Part-time Seasonal) :** Store opening and closing, returns and exchanges, and assisting in leading a team. Prior retail keyholder, supervisory, cash-handling and customer service experience required. Strong merchandising skills a must.

#### **Other Requirements:**

We work in a fast-paced retail environment, so candidates must be energetic and motivated. Must have a flexible schedule and able to work weekends and early evenings. Exceptional communication and interpersonal skills

Able to provide optimal guest service ensuring that guest needs are met in a timely manner. Ability to demonstrate strong guest-focused engagement on and off the sales floor. Ability to proactively intercept, engage, and demonstrate product to customers in a positive, welcoming and outgoing manner, and able to effectively communicate product features

We require the successful completion of a pre-employment drug screening and background check.

Event Network, Inc. is an equal opportunity employer.

Required experience: Retail, cash handling, customer service: 1 year

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Seasonal Grounds Worker**

Lincoln Park Zoo

To perform a variety of semi-skilled tasks involving plant care, watering and garden maintenance.

### **EDUCATION REQUIREMENTS**

High School degree (or equivalent).

### **EXPERIENCE REQUIREMENTS**

Experience watering and fertilizing plants helpful.

### **PHYSICAL REQUIREMENTS**

- Ability to lift 80+ pounds.
- Ability to swim.
- Ability to pick up trash from landscape beds.
- Ability to remain on feet for long periods of time.
- Ability to frequently bend, stoop, reach and climb.
- Ability to move about on sometimes slippery, muddy surfaces.
- Ability to work on uneven terrain.
- Ability to lift and empty trash cans into trash dumpsters.
- Ability to remove trash material from water using poles, nets or by hand.
- Ability to carry long hoses.
- Ability to perform essential duties in a wide variety of weather conditions for extended periods of time including unfavorable weather conditions.
- Ability to lift and carry containers potted with plants.
- Ability to work well with your hands to hold and use watering cans, hoses, plant pruners, boat paddle and boat.

### **ADDITIONAL REQUIREMENTS**

- Available to work weekends, holidays and evenings as assigned
- Available to work special events that may occur outside of regular work schedule as assigned
- Must have valid driver's license with good driving record
- Able to work flex schedule seasonally

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Operations Accounting Admin**

Accounting | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

We are looking for a short-term team member to perform Operations Accounting Admin/Data Entry. This role will last for three to four months, with the possibility of longer-term employment.

### Responsibilities

- Apply money order, rent payments, and DCS payments
- Request turn on/ turn off with utility companies
- Assist in transitioning Pangea onto the NWP utility invoicing system by setting up CSAs and requesting address changes
- Various data entry tasks
- Assist the team in ad hoc day-to-day tasks

### Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- Some data entry experience required
- Some customer service experience required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be an average to advanced excel user (test will be administered)

### Compensation and Benefits:

- Salary will depend on experience
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## Full Stack Developer

Computers/Software | Chicago, IL, United States

- VOIP Telephony Integration.
- Use Lean Analytics to Improve Application Performance.
- Content Management System.
- Customer Relationship Management.
- Workflow Automation.
- Mobile Application Development.
- Automate Money Order & Check Processing.
- Use GPS & Geolocation Data to Improve Route Efficiency.
- Identity & Employment Verification.
- Inventory Management

We've already made a dent in this out dated industry. In the past 2 years we've been able to build.

- Automated Online Application Process
- Predictive Credit Model
- Automated Scheduling System for Lease Signings & Apartment Showings.
- Online Apartment Listing Search
- Content Management System

In 5 years Pangea Real Estate has grown from 0 Apartments, 10 Employees and \$500,000 in revenue to over 10,000 Apartments, 428 Employees, and over \$48,000,000 in revenue!

All while helping revitalize troubled neighborhoods and serve the community.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





## **Leasing Advisor**

Contact Center - Leasing | Chicago, IL, United States

Are you that type of person who enjoys locating new places for you and your friends to experience? Are you the go to person who enjoys resolving conflicts? Are you the friend that is the conversationalist of the group? Well if you answered yes to all the following questions, you might want to keep reading on.

Pangea Real Estate we are a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Here at Pangea Real Estate we are currently seeking great people as yourself to join our team here at for our Leasing Advisor Department.

### Duties of a Leasing Advisor:

Conduct Inbound/Outbound calls daily

Search for Pangea Units in the Chicagoland, Indianapolis and Baltimore area

Schedule appointments for potential tenants to view desirable unit

Data entry

Be knowledgeable on South & West side neighborhoods

Must be able to multitask and adjust quickly to company updates

### Requirements:

Some college

1-2 years of call center experience

1-2 sales

**\*\*Fluent in Spanish Speaking\*\***

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$14 per hour, plus Bonus Tier

One week of Temp full-time schedule during training, with chance for full-time employment afterwards

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Resident Care Representative**

Contact Center - Resident Care | Chicago, IL, United States

Are you the type of person to quickly analyze a problem and give a rapid response? Do you enjoy being able to help others? Want to be apart a growing company located in the Downtown Chicagoland area, where you're allowed to be comfortable and wear jeans each day?

We are currently seeking individuals who able to handle multiple calls on a daily bases to assist with our Tenants in our Residential Care Department.

Duties of a Resident Care:

Interact frequently with field employees to resolve resident issues

Efficiently and accurately navigate the company's online Customer Relationship Management system

Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians

Assess situations and deescalate the issue.

Conduct outbound survey calls to gauge resident satisfaction with Work Order completions

Eviction Calls

Billing Inquires

Requirements:

- Some college
- 2 years of call center experience

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. -- 5 P.M.

Compensation: \$14

- One week of Temp full-time schedule during training, with chance for full-time employment afterwards

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Leasing Agent - Chicago**

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- \* Schedule, coordinate, and conduct unit showings with prospective tenants
- \* Meet and exceed monthly leasing targets
- \* Work flexible hours as needed to show units
- \* Navigate, update, and work effectively in PropertyWare software environment
- \* Any projects or additional duties as requested

Qualifications:

- \* 2-year Associates degree highly desired
- \* Good working knowledge of Microsoft Excel and Word
- \* Willing to work very hard, and flexible schedule as needed
- \* Access to reliable automobile - REQUIRED
- \* Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- \* Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- \* Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Maintenance Technician - Chicago**

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:  
(Job consists of minor repairs in.)

- Plumbing
- Electrical
- Carpentry
- Flooring
- Concrete/Roofing

### Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

### Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

### Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.  
Benefits include health insurance, two weeks' vacation and five sick days per year.  
Bonus of up to \$1000 per year depending on performance.  
Potential for promotion from within the company.  
Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others