



Job Title: Administrative Assistant I - Opt W7

Agency: Workers Compensation Commission

Closing Date/Time: Wed. 08/05/15 11:59 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: IWCC-50-15-0015

Description of Duties/Essential Functions Benefits Supplemental Questions
Candidate serves as office support for Commissioner's office and serves as front-line support to practicing attorneys, clerks and the general public. Candidate sets cases for oral argument; prepares the Commissioner's Review Call; prepares form decisions, provides information to the public and practicing attorneys about cases on the call; serves as the liaison between the Commissioner and practicing attorneys, clerks and the general public; and performs a variety of professional and clerical duties for the Commissioner.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration.

Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

Requires ability to write and speak the English language.

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

Illinois Workers' Compensation Commission

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

How to Apply: Send applications to:

Illinois Workers' Compensation Commission HR Department

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

Faxed and emailed applications will not be accepted.

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 W7 - Il Workers Comp Comm

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Job Title: Child Protection Specialist

Agency: Children & Family Services

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

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1549010-490232

Minimum Requirements: Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work days/hours: Monday – Friday 8:30 AM-5:00 PM

Location: 15115 S. Dixie Hwy, Harvey, IL 60426

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax: 312/328-2510

Email: Tracey.Hardrick@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).

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Job Title: Corrections Food Service Supervisor III

Agency: Juvenile Justice
Closing Date/Time: Fri. 08/07/15 4:00 PM Central Time
Salary: \$4,649.00 - \$6,970.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: CU500 Bid ID#: IDJJ27-17-15-2027

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires three years institution food preparation experience such as could be gained as a CFSS I or CFSS II or supervisory experience in a large scale food service operation; requires completion of a pre-service orientation training course within six months of employment; requires extensive knowledge of institutional rules and regulations and requirements for the control of residents; requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health; requires extensive knowledge of large scale food service procedures and practices; requires extensive knowledge of preparing, serving and acquiring goods on a large scale food service; requires an ability to maintain satisfactory working relationships with other employees and residents; requires the ability to lift and carry boxes/containers of supplies and commodities, merchandise, and/or equipment, weighing up to 50 pounds.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 AM - 3:00 PM Monday through Friday
DAYS OFF: Saturday and Sunday
LOCATION / AGENCY: Illinois Youth Center - Chicago
136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep. / Illinois Youth Center - Chicago
P.O. Box 12247, Chicago, Illinois 60612
Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

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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TITLE Administrative Assistant Business Office

EOE STATEMENT

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other

The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

Duties and Responsibilities: Assists accounting in the weekly check disbursements process. Processes check deposits for the organization, and donation check deposit coordinating with donor relations department to ensure accuracy of deposits. Daily data entry and maintenance of cash receipts log. Processes purchase orders for the accounting and IT department and coordinates purchasing of office supplies. Administers UPS Campus ship online and postage machine. Support correspondence needs, including but not limited to, making flight reservations for staff, and taking minutes at Finance/Investment Committee meetings.

Education and Experience: Prior experience providing administrative departmental support, preferably in an accounting office. Must have basic excel skills (adding, subtracting, subtotal functions) and must be skilled in typing using MS Word. Prior experience with accounting software, Great Plains, is a plus. Must relate well to others, project a friendly demeanor, be welcoming and supportive, and communicate well and appropriately with a variety of people. Demonstrated ability to maintain strictest confidentiality and highest ethical standards.

The mission of the Adler Planetarium is to inspire exploration and understanding of our universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information, visit our website. <http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME

REQ NUMBER: ACC-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Museum Attendant Guard

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Duties and Responsibilities:

Monitor the building and grounds by patrolling entry points, corridors, galleries, café, etc. Responds immediately to security calls and alarms

Reports of any lost children or other persons in need and assists in locating the individual's group

Reports to Guest Lead Host any damage to exhibits, unsafe building conditions or hazards.

Assist visitors or staff with First Aid and adhere to fire safety and security

May operate freight and passenger elevators to assist visitors or staffing throughout the building

Education and Experience:

High school diploma or equivalent

Customer service background.

Ability to respond to emergency and safety concerns, crowd control, etc.

Strong communication skills and ability to provide exceptional customer service to visitors and staff

Maintain professional appearance and interaction with visitors and staff

First Aid, CPR and AED certified preferred

Ability to use two-way radio, telephone, and Public Address System

Ability to perform tasks requiring physical strength for duties listed above and able to be on your feet for extended periods of time as well as stoop, kneel, crouch, climb, balance, and carry up to 30lbs and assist with moving tables and chairs.

Must be available to evenings and weekends including holidays

FULL-TIME/PART-TIME Temporary

REQ NUMBER CUS-15-00003

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1049550&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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Job Title: Lottery Sales Representative

Agency: Lottery

Closing Date/Time: Fri. 08/07/15 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 10839

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 Department of the Lottery

Sales/Region 1/Territory 104,586 Territorial Drive - Unit A, Bolingbrook, IL Cook County
MUST LIVE WITHIN 25 MILES OF NORTH DOWNTOWN CHICAGO.

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: Mental Health Technician I

Agency: Human Services

Closing Date/Time: Wed. 08/05/15 5:00 PM Central Time

Salary: \$2,577.00 - \$3,779.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 20

Plan/BU: RC009

Bid ID#: 10-75-91557

Minimum Requirements:

Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgment in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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 Administrator III - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 08/05/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1513058-133711

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor to support staff engaged in complex, specialized clerical support services; independently performs complex, technical secretarial office support functions.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years' study at a secretarial/business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience; requires working knowledge of the agency's program policies and operations; requires working knowledge of office procedures and programs; requires ability to direct and supervise the work of a nonprofessional office staff; requires skill in typing accurately at 30 wpm.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday
Location: 1911 S. Indiana, Chicago, IL Supervisor: Carolyn Bailey

Contact: Johnnie Rambo Johnnie.Rambo@illinois.gov
DCFS Regulation & Monitoring, 1911 S. Indiana Ave., 9th Floor, Chicago, IL 60616
Phone: 312-328-2461 Fax: 312-328-2321

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 1 - General

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1518021-189072

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for the Intact Family Services Utilization Management Team, including case opening, tracking, and monitoring activities; creates reports and performs file maintenance, typing, records processing, and other office support functions.

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: 1755 Lake Cook Road, Deerfield, IL 60015

CONTACT: April Coats

406 E. Monroe, Station 30

Springfield, IL. 62701

Phone: 217-557-7430

Fax: 217-785-0395

Email: april.coats@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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Portfolio Mgmt Officer III ~ Commercial Real Estate

Chicago, IL, United States

Job number: 1500045928

Job description

Must have Commercial Real Estate credit experience - Required. Office location is Chicago, IL.

The Portfolio Management Officer (PMO) is a client-facing role within the Credit Products group of the Commercial Real Estate Banking (CREB) group of Bank of America Merrill Lynch. As part of the CREB client team, the Credit Products group is responsible for the credit analysis, underwriting, documentation and origination of commercial real estate credit exposure. Credit facilities include bridge, term, and construction loans nationwide for commercial real estate developers and investors, additionally delivering treasury, hedging, and investment banking solutions to clients. CREB is an industry leader in commercial real estate lending with over 500 employees and \$40 billion of committed loans.

The PMO reports to the Credit Products Manager who reports to the Senior Credit Products Manager in an identified Market area. The PMO interfaces with the rest of the client team, including the Client Manager, Credit Products Officer and Credit Support Associate, assists the Credit Support Associate with financial statement collection and tracking as needed and manages external reporting processes to the regulators. Responsible for being knowledgeable of and adhering to all Bank policies, procedures, and regulations.

Qualifications:

- *3-5 years of real estate finance or asset management experience
- *Strong Financial Skills *Understanding of financial statement review
- *Proficiency of data input *Strong Interpersonal skills
- *Excellent communication skills *Strong team player

Posting Date: 07/27/2015

Location: US-IL-Chicago

Travel: Yes, 10 % of the Time

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500045928/united-states/us/portfolio-mgmt-officer-iii-~-commercial-real-estate>

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Trust Admin Officer II- Chicago, IL

Chicago, IL, United States

Job number: 1500045737

Job description

Primary responsibility for performing service and fulfillment activities to meet U.S. Trust's Trust and Investment Management client needs and expectations. Trust product expert who acts as an additional point of contact within the client relationship team for clients and their advisors and/or as a backup for client-facing Trust Officers. Provides high level administrative client service and support (assistance with all aspects of account administration, document review and interpretation, funds transfers, discretionary actions within Trust engagements, client retention, etc.,) to Trust Officers and other client relationship team members. Secondary responsibility for identifying new current and future business opportunities from existing book of business as well as prospects. Candidates must have the ability to perform at a high level in a fast paced team environment and have a preferred minimum of a BS/ BA degree, paralegal or relevant legal and/or trust administrative experience.

This position is posted as a more senior position but is flexible to be filled as a lower level position (Trust Admin Officer I) if the posted qualifications are met by a strong lower level applicant.

Qualifications

Candidates must have the ability to perform at a high level in a fast paced team environment and have a preferred minimum of a BS/ BA degree, paralegal or relevant legal and/or trust administrative experience.

Posting Date: 07/24/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500045737/united-states/us/trust-admin-officer-ii--chicago-il>

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CHICAGO NORTHWEST-PART TIME TELLER (20) HOURS GLADSTONE BC - CHICAGO, IL

Chicago, IL, United States

Job description

Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.

Qualifications Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment. Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections. Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services. Ability to respond and assist customers with inquiries and/or problem resolution. Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills

Careful attention to detail and time management. Proficiency in basic computer skills

Pass pre-employment assessment

Desired Skills:

Minimum of six months cash handling experience

Posting Date: 07/24/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Part time

Hours Per Week: 20.00

Shift: 1st Shift

Weekly Schedule: Thursday 12:00-5:30; Friday 9:30-5:30; Saturday 8:30-1:30

Apply online at <http://careers.bankofamerica.com/job-detail/1500043009/united-states/us/chicago-northwest-part-time-teller-20-hours-gladstone-bc--chicagoil>

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 1560022-602535

Description of Duties/Essential Functions Benefits Supplemental Questions

Under administrative direction, serves as Statewide Youth Housing Assistance Program and Extended Family Support Program Administrator within the Department's Office of Housing and Cash Assistance; develops statewide policies and procedures; monitors and reviews program standards; identifies problems and develops resolutions; serves as liaison with private agencies regarding service provision.

Minimum Requirements:

Requires MSW and three years professional child welfare experience or MA in an acceptable human services field and four years professional child welfare experience.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM - 5:00PM

Location: 100 W. Randolph
Chicago, IL. 60601

Agency Contact: April Coats

Address: 406 E. Monroe, station 30
Springfield, IL. 62701

Fax: 217-785-0395

Phone: 217-557-7430

E-mail: april.coats@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 6 - Health & Human Services

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Trust Admin Officer II- Chicago, IL

Chicago, IL, United States

Job number: 1500045737

Job description

Primary responsibility for performing service and fulfillment activities to meet U.S. Trust's Trust and Investment Management client needs and expectations. Trust product expert who acts as an additional point of contact within the client relationship team for clients and their advisors and/or as a backup for client-facing Trust Officers. Provides high level administrative client service and support (assistance with all aspects of account administration, document review and interpretation, funds transfers, discretionary actions within Trust engagements, client retention, etc.,) to Trust Officers and other client relationship team members. Secondary responsibility for identifying new current and future business opportunities from existing book of business as well as prospects. Candidates must have the ability to perform at a high level in a fast paced team environment and have a preferred minimum of a BS/ BA degree, paralegal or relevant legal and/or trust administrative experience.

This position is posted as a more senior position but is flexible to be filled as a lower level position (Trust Admin Officer I) if the posted qualifications are met by a strong lower level applicant.

Qualifications

Candidates must have the ability to perform at a high level in a fast paced team environment and have a preferred minimum of a BS/ BA degree, paralegal or relevant legal and/or trust administrative experience.

Posting Date: 07/24/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500045737/united-states/us/trust-admin-officer-ii--chicago-il>

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Administrative Assistant III-GCB (Chicago)

Chicago, IL, United States

Job number: 1500045715

Job description

Performs diverse, advanced and confidential administrative support functions including composing, signing and releasing routine but somewhat complex correspondence. Usually relieves management of administrative details; gathers, compiles and reports information relevant to/for department; may manage a number of different and often conflicting objectives, projects or activities at one time. Communicates with executives and line management to gather or convey relevant information. May be involved in high-level client contact and exposure to sensitive information, and must use considerable tact, diplomacy and judgment. Advanced administrative and analytical skills. Thorough knowledge of a variety of software programs.

Qualifications

Required Skills

Familiar with travel reservations process and systems

Excellent Communication skills

Advanced administrative and analytical skills

Through knowledge of variety of software programs

Extremely strong organizational skills as well as outstanding time management skills

Ability to manage high volume phone calls

Expert level knowledge and use of Microsoft programs (Excel, Power Point, Word)

Posting Date: 07/24/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500045715/united-states/us/administrative-assistant-iii-gcb-chicago>

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Chicago Suburban Central - Personal Banker - Hinsdale Area - Hinsdale, IL
Hinsdale, IL, United States
Job number: 1500023369

Qualifications Required skills

Minimum of one year sales experience in a salary plus incentive environment with individual sales goals where you routinely met or exceeded defined goals and accountabilities

Minimum of one year of customer service experience

Skilled in assessing customer/client needs, providing solid advice/recommendations, and building customer relationships based on mutual trust to optimize sales opportunities with new and existing customers/clients

Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration

Ability to apply strong critical thinking and problem solving skills to meet customer's needs

Ability to demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements

Excellent oral and written communication skills with strong influencing skills

Pass personal banker pre-employment assessment

Desired skills

Demonstrates leadership and assertiveness

Bilingual (fluent verbal and written) skills

Experience in financial services and prior knowledge of financial services industry, products and solutions

Posting Date: 07/27/2015

Location: US-IL-Hinsdale

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: Monday - Friday 9am-6pm and Saturday 9am-1pm

Apply online at <http://careers.bankofamerica.com/job-detail/1500023369/united-states/us/chicago-suburban-central-personal-banker-hinsdale-area-hinsdale-il>

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CHICAGO SUBURBAN SOUTHWEST- Part-Time Teller (20 hours) (Shorewood Financial Center) Shorewood, IL

Shorewood, IL, United States

Job number: 1500044486

Job description

Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.

Qualifications Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment. Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections. Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services. Ability to respond and assist customers with inquiries and/or problem resolution. Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills

Careful attention to detail and time management

Proficiency in basic computer skills. Pass pre-employment assessment

Desired Skills:

Minimum of six months cash handling experience

Posting Date: 07/23/2015

Location: US-IL-Shorewood

Travel: No

Full / Part-time: Part time

Hours Per Week: 20.00

Shift: 1st Shift

Weekly Schedule: S 9-1, MW 12-5, F 9-6

Apply online at <http://careers.bankofamerica.com/job-detail/1500044486/united-states/us/chicago-suburban-southwest--part-time-teller-20-hours--shorewood-financial-center-shorewood-il>

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Job Title: Technical Advisor II

Agency: Children & Family Services

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

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 1503006-030820

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors and staff.

Minimum Requirements:

Requires graduation from recognized law school; requires the possession of a valid license to practice law in Illinois; required travel.

Work Hours & Location/Agency Contact: Hours: Monday-Friday, 8:30am to 5:00pm

Work Location: Office of Legal Services - Juvenile Court

2245 W. Ogden Avenue, 3rd Floor, Chicago, Illinois 60612

Applications and bid forms should be sent to:

Lorne Garrett

Office of Legal Services, 2245 W Ogden Avenue, 3rd Floor, Chicago, IL 60612

Phone: (312) 633-3406 Fax (312) 633-3965 Email: Lorne.Garrett@Illinois.gov

How to Apply:

EMPLOYEES SEEKING PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM OR YOUR BID WILL BE REJECTED.

SPECIAL REQUIREMENTS: All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Budget & Reimbursement Analyst

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital. S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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