



Counter Sales Rep (part-time) - Midway Airport

Job ID 95584

Positions 1

Location US-IL-Chicago

Category Sales

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences:

A minimum of one year of sales or customer experience in a high volume or service oriented environment

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends, holidays, nights and weekends; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/95584/job>

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Counter Sales Rep

Job ID 94235

Positions 1

Location US-IL-Chicago

Category Sales

General Responsibilities:

The Counter Sales Representative is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This sales commissioned team member provides world class customer service and professionally and effectively sells Dollar Thrifty Automotive Group products and services to meet the customer's travel needs.

Mandatory Requirements: Educational Background: High School Diploma or equivalent
Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment. Passion for customer service and attention to detail – Goes the extra mile. Proven strong sales and closing skills and the ability to friendly, engaging manner. Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to: Demonstrate good communication skills both written and oral.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements: Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above.

The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading.

Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Job Title: Administrative Assistant I - Opt H4

Agency: State Fire Marshal

Closing Date/Time: Tue. 07/14/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 50-50-SFM15-006

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as staff assistant for the Division; serves as coordinator of the Electronic Data Collection System for the Division of Elevator Safety; conducts studies and performs special projects; serves as liaison to the Elevator Safety Board in the Division Director's absence.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration.
Requires two years of professional experience in a public or private organization.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 AM to 3:30 PM, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal
Elevator Safety Division, 100 West Randolph Street, Chicago, IL 60601

AGENCY CONTACT: Lloyd Peterson / Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794
PHONE: 217-557-6015

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 H4 - Off State Fire Marshal

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Job Title: Communications Equipment Technician I

Agency: Corrections

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

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-04-15-1101

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years high school, supplemented by two years of technical school with coursework in electricity, electronics and communications systems; requires valid F.C.C. license or certification by an approved organization (Active Radiotelephone First or Second Class Operator's Licenses, while no longer issued by the F.C.C., remain applicable; certification by the National Association of Business and Educational Radio or the Associated Public Safety Communications Officers or an equivalent approved organization is also substitutable; requires possession of an appropriate valid driver's license; requires working knowledge of the practical electronics, with particular emphasis in radio communications principles, theory and equipment circuitry and operation, maintenance and repair; requires working knowledge of electronic test equipment operations and application in complex diagnostic and calibration procedures.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: Stateville Correctional Center - NRC

16830 S. Broadway St., Joliet, IL 60434

Agency Contact: Michelle Tallman

Public Safety Shared Services, 1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

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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Full Job Title: Taco Bell Team Member - Cashier & Food Prep

Job Number: 25953BR

Location: Chicago, IL

Date Posted: 7-1-2015

You enjoy people and providing friendly, accurate service to customers as well as your teammates and managers.

Key responsibilities include greeting customers in the restaurant or drive-thru, taking and ringing up orders, handling payment and thanking customers.

You'll also prepare and store food ingredients, assemble food and beverage orders, check to make sure they're correct, package products, and maintain a clean, safe work and dining environment.

Team Member behaviors include:

Being friendly and helpful to customers and co-workers.

Meeting customer needs and taking steps to solve food or service issues.

Working well with teammates and accepting coaching from management team.

Having a clean and tidy appearance and work habits.

Communicating with customers, teammates and managers in a positive manner.

This Summary Overview generally describes key job duties for Taco Bell Corporate employees. It is not all-inclusive, and a similar job at other Brands, Franchise or License locations may be different.

Apply online at http://jobs.tacobell.com/US/en-US/Job-Details/Team-Member-Cashier-Food-Prep-Job/Chicago-IL/XjdP-jf647-ct101993-jid27235626?s_cid=indeed

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Retail Sales Associate/Cashier

Lovers Playground - Chicago, IL

Want to have FUN in your job?

Are you ready to sell exciting products to an eclectic customer base?

Do you want to help others improve their sexual well being?

Lovers Playground, The Midwest's longest standing retail chain of it's kind, is currently seeking for an enthusiastic and friendly Part-time Sales Associate for our network store in Southwest Chicago under the name of Southwest Book and Video.

Week night and weekend day availability needed.

Cash handling and customer service experience is a plus.

Candidate should be self motivated and can work as a part of a team to meet sales goals.

Candidate also needs to have an open mind and a professional attitude.

Benefits could be available with length of employment.

If interested in the position, please apply in person, Monday to Friday, 8am-4pm

Southwest Book & Video
7733 S Cicero Ave
Chicago, IL 60652

PLEASE DO NOT CALL THE STORE

RESUMES ARE NOT REVIEWED ONLINE AND WILL BE DELETED

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Title: SALES ASSOCIATE, 2019 W 79TH ST, CHICAGO IL

Auto req ID 28764BR

GENERAL SUMMARY:

The Sales Associate position is a key part-time position and will act as the point of contact for customers. Assist in setting and maintaining plan-o-grams and programs. Stock merchandise adequately. Perform other duties as necessary to maximize profitability, customer satisfaction, and teamwork, while protecting company assets.

DUTIES and ESSENTIAL JOB FUNCTIONS:

Unload trucks. Follow company work processes to receive, open and unpack cartons and totes; store merchandise in stock room or move directly to sales floor.
Build merchandise displays.
Stock merchandise; rotate and face merchandise on shelves.
Restock recovered merchandise.
Assist customers by locating merchandise.
Bail cardboard and take out trash; dust and mop store floors; clean restroom and stockroom. Comply with company policies and procedures. Greet customers.
Operate cash register and flatbed scanner to itemize and total customer's purchase; bag merchandise. Collect payment from customer and make change.
Assist with ordering merchandise using hand-held scanners, as needed.
Clean front end of store and help set up sidewalk displays when necessary.

KNOWLEDGE and SKILLS:

Effective interpersonal and oral communication skills. Understanding of safety policies and practices. Ability to read and follow plan-o-gram and merchandise presentation guidance. Knowledge of basic cash handling procedures. Basic mathematical skills. Ability to perform IBM cash register functions.

WORK EXPERIENCE and/or EDUCATION: High school diploma or equivalent preferred. Relocation assistance is not available for this position.

Dollar General Corporation is an equal opportunity employer.

11784

Zip Code 60620

Category Store Careers

Job Category Store Positions - Other

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?partnerid=25411&siteid=5537&jobid=660105&codes=JB-10300>

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Cashier

Address: Chicago, Illinois 60638

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: less than high school education or up to one month related experience or training or equivalent combination of education and experience.

Availability to Work: Special shift requirements, if any, will vary depending on a location's hiring needs. If applicable, availability to work 2nd shift, 3rd shift and/or week-ends may be required. **Mathematical skills:** ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to make change. Language skills: ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, supervisors and other employees of the organization.

Reasoning ability: ability to apply common sense understanding to carry out detailed but standard written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other skills and abilities: ability to use clock (standard/military time), calculator (optional) or credit card machine to handle transactions. Ability to maintain a pleasant and mannerly demeanor when speaking on the telephone and with the public. Ability to effectively respond to customer problems or complaints.

Physical demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk and sit. Specific vision abilities required by this job include close vision.

Additional Information (if applicable):

Special Shift Requirements May Include: Second, Third, and Weekends

SP+ is an equal opportunity employer committed in policy and practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex, age, national origin, citizenship status, marital status, sexual orientation, veteran status, disability or other classes protected by federal or state law. SP+ does not tolerate harassment of or retaliation against any employee or applicant on the basis of these characteristics, or because the individual exercised his or her EEO rights.

Apply online at

<https://pangea.geninfo.com/STANDARDPARKING/apply/JobDetails.aspx?CSQxEN2j7MTXgypjPrAT209FZpEsssJgR4EliRwGyAPWArCrtrW6vWn7cSgMetx09CCoPasIAVA=>

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Grocery Store Clerk – Multiple Departments

Date: Jun 26, 2015

Location: 4821 W North Ave., Chicago, IL, US, 60639

Company Name: Food 4 Less

Position Type: Employee

FLSA Status: Non-Exempt

As a part of our team, you could: Prepare gourmet dishes, make artisan sandwiches and serve local and imported cheeses. Bake fresh breads and cookies, decorate cakes and serve personalized coffees. Build attractive displays and stock shelves. Create artistic floral arrangements. Cut and serve the highest quality meats and seafood. Assist customers at checkout and bag groceries. Contribute in many other areas. We are now accepting applications for all positions including cashier, bagger, grocery clerk, produce clerk, meat clerk, deli clerk and bakery clerk.

We are always looking for smiling, energetic, friendly and fun people. We offer our associates much more than just a paycheck. In addition to medical and retirement plans, we offer paid vacation, life insurance, discounted home and auto insurance, tuition assistance and college scholarships. Associates also enjoy flexible schedules, and many associates who begin in part-time jobs choose to grow with us into long-term careers. If you are interested in becoming a valued member of our team, apply now. We look forward to getting to know you!

We are an equal opportunity employer. Each candidate is subject to a drug screen and background check prior to employment.

Education Level: None Required Certifications/Licenses: None
Position Type: Part-Time Shift(s): Day; Evening; Overnight Regions: Midwest

Jobs at Food 4 Less: At Food 4 Less, our people make us who we are. They are more than just our associates, they're part of the communities we serve. We offer a variety of exciting opportunities in every area of our operation. Whether you want to create a fast, fun and friendly shopping experience for customers in our stores or you want to be part of our innovative corporate team at our headquarters in Los Angeles, Food 4 Less is always looking for outstanding associates. Our associates enjoy competitive pay and excellent benefits, along with a positive work environment built on mutual respect and professionalism. If you are interested in building and advancing your career with Food 4 Less, we invite you to complete an online application today.

Apply online at https://jobs.kroger.com/job/Chicago-Grocery-Store-Clerk-Multiple-Departments-IL-60639/276157100/?feedId=44800&utm_source=Indeed&utm_campaign=Kroger

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Job Title: Maintenance Equipment Operator

Agency: Human Services

Closing Date/Time: Fri. 07/10/15 4:00 PM Central Time

Salary: \$2,660.23 - \$2,660.23 biweekly

\$5,786.00 - \$5,786.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-82/91970

Minimum Requirements:

Education and Experience Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year's experience in performing a variety of semiskilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Knowledge, Skills and Abilities Requires working knowledge of automotive and related machinery and equipment and one or more of the mechanical or building trades. Requires ability to make routine reports. Requires ability to use tools and perform semiskilled manual work. Requires ability to follow oral or written instructions. Requires skill in the operation of maintenance or other automotive equipment. Requires an appropriate valid commercial driver's license - class B. Some positions which operate combination vehicles may require a higher class.

Work Hours & Location/Agency Contact: Epar #91970 Days 8am-4pm

Wanda McNeal/Human Resources

Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141

Fax# 708-338-7078

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 Coordinator - Opt 2

Agency: Central Management Services

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

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 10761

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 30 wpm. Requires ability to communicate via telephone and in person with tenants and the public. Requires ability to exercise independent judgment and initiative and establish and maintain effective working relationships. Requires basic knowledge in computer software programs such as word processing, spreadsheet, database and e-mail applications.

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

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern

James R. Thompson Center, 100 W. Randolph Street, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 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).

Option 2 - Typing

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Job Title: Public Aid Eligibility Assistant - Opt SS

Agency: Human Services

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

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-91854

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at the colloquial skill level.

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

Dupage County FCRC, 146 W. Roosevelt Rd. Villa Oaks Concourse Suite 2

Villa Park, IL 60181-3757

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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 SS - Spanish Speaking

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Janitor

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60657

Property : Belray

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Compensation : 10.00 DOE

Education : High School or equivalent

Category : Other

Job Description :

Must be a team player who provides safe, decent, and affordable housing to the residents of the community. The Janitor/Housekeeper will work in conjunction with maintenance staff to coordinate an appropriate schedule to meet the regular operational maintenance requirements of the property.

Job Requirements :

Education: High School Diploma preferred.

Experience: Experience with janitorial routine.

Abilities:

Sensitivity to the special needs of the resident population.

Good communication skills; able to understand and follow directions.

Ability to perform minor repairs.

Flexibility and reliability.

Treat a variety of people with respect and compassion.

Represent Mercy Housing with a professional manner at all times.

Understand and commit to the Mission and Values of Mercy Housing.

% of Travel Required : None

Open Date : 06/26/15

Apply online at

<https://mercyhousing.tms.hrdepartment.com/jobs/6090/JanitorChicago-IL?referrer=93>

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Title: Janitor/Porter - Temp.

Business Unit: Related Management

Location: Parkway Gardens-75479

City: Chicago

Metro Area: Chicago/Gary/Kenosha

State: IL

Postal Code: 60637

Functional Area: Maintenance

Requisition Number: 952105

First Open Date: 06/23/2015

Description:

Industry leader, Related Management, has a great career opportunity for a skilled, dedicated Temporary Janitor / Porter for 694 unit Section 8 / Tax Credit residential property in Chicago, IL. For 40 years as an employer of choice and an owner manager of over 90% of our portfolio, Related has technology that puts us ahead of the competition; and training and support systems that are unmatched. We deliver an exceptional level of respect-based customer service, a commitment to sustainable practices, including the largest smoke free residential initiative in the industry; and a focus on value enhancement that are unparalleled. We have a growing portfolio of real estate assets which are located in over 15 states. This makes us one of the largest and most diversified privately owned property management firms in the United States. Responsibilities include interior and exterior cleanliness of the building; painting, trash removal, assisting in the renovation of vacant units, landscaping, snow removal, light maintenance and special projects as assigned. Position requires being on call as scheduled by the Maintenance Supervisor. Qualifications include the ability to follow through and carry out work orders, hard-working and energetic, possess strong people skills, and be willing to be part of a great team. Tell us why you should be the next important member of our team who will help us deliver outstanding customer service in all areas of building maintenance and operations. Related Management has set an exceptional performance benchmark for the responsive and professional management of both affordable and market rate communities. Our philosophy of management is anchored in the respect we have for the needs of our employees, our residents and our investors. We realize that to meet the needs of any of these we must address the needs of all three. Equal Opportunity Employer. We do not discriminate on the basis of disability.

Apply online at

https://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=432&cjbc=496329&positionPositionTypeId=291517&companyGeographyId=125977&languageId=1&src=962938&job=870330%3A1-125977&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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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://hire.jobvite.com/CompanyJobs/Careers.aspx?k=Job&su=fLQ9Vfw&c=qxT9Vfw&j=oYBy0fwR&s=Indeed>

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Job Title: Senior Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: 10-66-90495

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field. Requires four years progressively responsible administrative experience in a health or human services organization. Requires thorough knowledge of agency programs and service objectives. Requires extensive knowledge of agency policies and procedures. Requires extensive knowledge of Federal and State standards and regulations related to the provision of care and services to people with intellectual disabilities. Requires ability to clearly communicate information orally and in writing while adapting a style to fit the audience. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

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

SODC Operations

Shapiro Developmental Center, 100 E. Jeffery St., Kankakee, IL 60901

DHS – Bureau of Employee Services

Attn: Eric Mitchell

100 South Grand Avenue East, 3rd floor

Springfield, IL 62762

Phone: 217-524-5545

Fax: 217-524-3385

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Human Resources Coordinator - DIS0000607

Duties and Responsibilities

This is a great opportunity for recent college graduates and individuals interested in pursuing a career in Human Resources. The HR coordinator will work with a variety of HR specialist functions such as Employee and Labor Relations, Compensation and Recruiting. The HR Coordinator provides support for the delivery of HR services with specific responsibility of providing information to employees regarding employment and labor policies and regulations; maintaining records, files, and databases of personnel actions, and assisting in ensuring that personnel functions conform to all applicable union agreements and college and District policies and procedures.

Responsibilities:

- Prepare and maintain employment records related to hiring, separations, leaves, transfers, and promotions.
- Schedules grievance hearings and addresses labor relations matters on behalf of the Colleges as needed.
- Provides assistance with employee training and development.
- Coordinate data for salary survey submissions.
- Coordinate recruiting activities including job posting, resume screening, etc.
- Respond to inquiries regarding policies and procedures and benefits.
- Performs other duties as required.

Qualifications

- Bachelor's degree.
- Extensive computer and software experience, including spreadsheets, database management, PowerPoint and desktop publishing.
- Demonstrated ability to coordinate a high volume of diverse assignments.
- Must possess business maturity and be able to handle confidential situations.
- Must be self-directed.
- Must possess excellent verbal and written communication skills.
- Ability to work with minimal supervision and take initiative.
- Ability to perform moderate to complex research.

Perks of this Role: We offer excellent benefits at a very low cost; Retirement and Investment plans; generous vacation and holidays and tuition reimbursement. For a more detailed overview of benefits please visit our benefits page.

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

Job: Human Resources

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Jun 30, 2015, 8:52:55 AM

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

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Human Resources Associate - HAR0000384

Duties and Responsibilities

Under general supervision of the College Human Resources Director, this position is responsible for performing professional human resource responsibilities including recruitment; onboarding/orientation of new hires, administration and employee relations. Manages faculty and staff recruitment and hiring activities.

Actively sources for open positions; reviews applications and screens for qualified candidates. Represents the College HR Director in his/her absence.

Investigates labor relations matters as needed, including terminations, suspensions, and other progressive discipline. Analyzes HR workforce trends and identifies areas for process improvements. Delivers high levels of customer service when responding to inquiries regarding policy, pay and other HR procedures.

Perks of this Role:

Excellent Benefits at a low cost; Investment and Retirement Plan; Generous paid time off; Tuition Reimbursement. For a more detailed overview of benefits, please visit our benefits page.

Qualifications

Bachelor's degree from an accredited college or university supplemented by at least three (3) years of working experience in human resources, customer service, administration or a related field. Master's degree preferred. Must be analytical and customer service oriented. Must be able to work well within a culturally diverse environment with the ability to handle all situations with diplomacy, tact, and confidentiality. Good organizational and planning skills. Results-oriented. Must possess the ability to be self-directed and handle multiple projects simultaneously. Must be computer proficient with knowledge of a variety of software programs. Experience using automated Human Resources Management Systems highly desirable.

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

Job: Human Resources

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Jun 30, 2015, 8:52:23 AM

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

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Product Delivery Driver

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Other Location :

Requisition Number : HV047413

Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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College Clerical Asst I (Disability Access Center) - Part-Time - TRU0000439

Primary Objective

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

Qualifications

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jun 29, 2015, 12:40:09 PM

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

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