



Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required. Qualified candidates must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488

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Service Writer

All times are in Central Daylight Time.

Requisition ID 2015-19967

Job Locations US-IL-CICERO

Posted Date 8/5/2015

Category Admin Support, Clerical & Service Coordinators

Employment Type Regular - Full Time (4)

Travel Requirements 0-10%

Position Code 5397

Position Description:

The Customer Service Coordinator/Service Writer will perform tasks related to parts inventory, scheduling and processing orders in a fast paced maintenance facility.

Requirements:

- High School Diploma or GED equivalent is required
- 18 years of age or older

ADDITIONAL REQUIREMENTS:

- Parts experience is required
- Mechanic knowledge is preferred
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

- This position is responsible for maintaining parts inventory, coordinating with customers to schedule maintenance and processing purchase orders and debit memos
- This position will also assist in scheduling shop workload
- Additional duties are required on an as needed basis by supervisor

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Apply online at <https://technicians-ryder.icims.com/jobs/19967/service-writer/job>

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Body Person

Location: Melrose Park
Office: Revenue Services
Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations. Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position.

Must be able to work independently with little or no supervision.

The performance of these duties may be required at any time of day and night, any night and day of the week.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=549

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Job Title: Reimbursement Officer I

Agency: Human Services
Closing Date/Time: Thu. 08/20/15 5:00 PM Central Time
Salary: \$3,729.00 - \$4,971.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC062
Bid ID#: 10-72-92144

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 24 hour, 7 day a week residential facility located on a 60 acre campus with 43 residential homes housing approximately 400 people with developmental disabilities. Under general supervision of the manager of resident resources, performs professional duties in implementing the resident's reimbursement for care program; establishes parent/family or guardianship liability for resident care and funding for resident care from public and private sources as available.

Minimum Requirements:

Requires knowledge, skills equivalent to completion of four years of college with courses in accounting, economics or business administration. Requires one year of work experience in the reimbursement field.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 AM-4:30 PM Monday -Friday
WORK LOCATION: Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers

114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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: Social Service Program Planner Iv

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
\$65,292.00 - \$99,816.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-97-92750

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Required knowledge and experience using Microsoft Word and Outlook. Requires ability to gather and analyze data. Requires experience working with the TANF population regarding employment and training aspects, Requires knowledge and experience with the Work Verification System (WVS). Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Bureau of Workforce Development
Employment & Training Resource Development, 401 S. Clinton, Chicago, IL 60607

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).

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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.

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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Diesel Mechanic

All times are in Central Daylight Time.

Requisition ID 2015-19965

Job Locations US-IL-HARVEY

Posted Date 8/11/2015

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0-10%

Position Code 7005

Position Description:

Under close supervision, this position performs minor routine maintenance and repair services on different types of vehicles. Works with the assistance of a T2, T3, T4, TIC SS or SM, when performing technical and diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner.

Requirements:

- High Diploma or equivalent
- Post-secondary vocational education strongly preferred
- Must have minimum tools required as outlined in Maintenance policy 2.02

ADDITIONAL REQUIREMENTS:

- Ability to understand and communicate effectively, work shift work/weekend as required, perform all entry level tasks, and demonstrate mechanical aptitude
- Knowledge of and the ability to apply knowledge of computers
- Some experience in transportation maintenance preferred
- This position requires for you to drive Ryder vehicles.

In order to become a Ryder employee you must:

- Must be able to obtain CDL within 6 months after hire
- Pass a Ryder Drug Test
- Pass a DOT physical
- Pass a Ryder road test
- Pass a Ryder Background and Motor vehicle check including Drug and alcohol verification from previous employers for the last 3 years

Important Note: Additional requirements may be required in different locations and/or accounts.

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/19965/diesel-mechanic/job>

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required.

Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Mechanic Helper

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program. Must successfully pass the Air Conditioning Certification.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Airbrake and Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required.

Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=326

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Operations Administrator III

Location: Melrose Park

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Division Manager or designate, will be responsible for assisting in the coordination of Administrative functions between the Manager and Division staff.

Responsible for the attendance and time sheets of non-union employees, records management, filing, typing and all other secretarial functions.

Composing correspondence, preparation of reports, meeting minutes and coordinating project work. Back up to the receptionist and payroll administration.

This is a highly Confidential Position. Responsible for ordering office supplies, maintaining inventories and other duties as assigned or required.

Qualifications:

Qualified candidate must have one (1) to three (3) years progressively responsible experience in an Administrative role and or possess a Bachelors degree in Business, a related field or its equivalent.

Must possess typing and word process skills equivalent to the level of Operations Project Administrator.

Candidate must exhibit excellent organizational and math skills. Above average verbal and written communication skills.

Proficiency in Microsoft Windows, Word, Excel and all other computer applications.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=718

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights
Office: Revenue Services
Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Janitor -3rd shift - Chicago, IL - 900611 (Janitorial)

Kimco Services
Chicago, Illinois
Regular / Regular

This job reports to the Area Manager. Relocation is not provided and travel is not required. This is a Full-Time position, working 3rd Shift.

Job Skills/Requirements: Able to follow directions and perform work instructions
Must be punctual ; Review assignment(s) with Supervisor; Must be able to lift approximately 50 pounds (anything over 50 pounds requires assistance); Repetitive motion required on a daily basis and may include bending, pushing, pulling, reaching, climbing, squatting, and lifting

Responsibilities include: General Cleaning - Dusting - Trash Dumping - Mopping - Other cleaning

Education Requirements - GED or High School Diploma / Diploma de escuela secundaria

Kimco Services is an Equal Opportunity Employer

Screening Requirements: Drug Screen, Criminal Background Check

Apply online at

<https://www.joblinkapply.com/clientResumeMgr/JobSearchDetails.aspx?JobID=201937&frame=false>

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Forklift Operator

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035281

Full or Part Time : Regular Employee FT

Position Description

Responsible for moving product or materials in a production or warehouse environment using powered tools and vehicles.

- Operate industrial vehicles and equipment.
- Transport raw materials, full goods and/or finished goods to designated area.
- Load and unload designated trailers and/or route trucks.
- Ensure compliance with regulatory and company policies and procedures.
- Move product and/or materials manually as required.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/forklift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is required.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/forklift-operator-alsip-illinois-job-1-5567770>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035321

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers
- Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-alsip-illinois-job-1-5553880>

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TITLE Accounting Specialist

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:

Manage all aspects of the accounts payable process; review purchase orders and invoices for accuracy, approval, appropriate account coding, and conformity with policies
Generate checks and electronic payments; maintain related files
Respond to all vendor inquiries and manage vendor relationships as appropriate
Process payroll on a pre-determined schedule; review timesheets; process manual pay adjustments
Review and analyze pre-process payroll registers prior to submitting to outside payroll company
Monitor payroll controls to ensure compliance with internal and external requirements
Oversee employee expense reporting, including corporate credit cards and employee reimbursements
Provide training and support to employees across the organization related to purchase order creation, payroll and timekeeping, and corporate credit card reporting
Support Finance Management on special projects and reports as needed

Education and Experience:

High school degree (or equivalent) plus 1-3 years of related work experience is required
Bachelor's degree in Accounting or related field highly preferred
Must have intermediate Excel skills and basic knowledge of Word and Outlook
Prior experience working within a non-profit or small company dynamic is preferred
Prior experience with Great Plains and ADP WorkforceNow is a plus
Must be detail oriented, have excellent problem solving capabilities and professional verbal and written communication skills
Able to multi-task with a strong sense of meeting deadlines, high degree of flexibility and initiative
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 and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

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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 characteristic protected by law.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! The Adler Planetarium has an exciting opportunity available for an individual who is detail and service minded and enjoys providing support within a financial department. The business office administrative assistant will be responsible for performing a variety of support functions for the accounting office, while interacting with staff at all levels throughout the organization.

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 Coordinator of Social Media & Content

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.

DESCRIPTION

Join us in inspiring space exploration and understanding of the Universe! The Adler’s marketing team is seeking a motivated, dependable, qualified team player with a positive attitude and proven track record to create and manage the content for our social media channels, analyze/report these channels on a monthly basis and update and maintain the Adler’s website, utilizing a WordPress template.

Education and Experience

Bachelor’s degree in Journalism, Communications or a related field
One year experience in managing social media channels in a professional setting
Experience with online monitoring and measurement platforms (i.e. Google Analytics, and Sprout Social)

Skills

Data, analytics, and metrics oriented
Technical understanding of existing digital platforms and the drive to stay updated on emerging technologies/trends and provide recommendations accordingly
Excellent writing and communication skills, and able to successfully interact directly with fans, visitors and members of the community in a public forum
Effective time and project management skills, with the ability to organize and prioritize
Knowledge and competency of WordPress is preferred

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 and to apply, visit our website:
<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Full-Time
REQ NUMBER MAR-15-00002
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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Job Title: Accountant Supervisor

Agency: Juvenile Justice
Closing Date/Time: Wed. 08/26/15 3:30 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IDJJ-27-15-15-0237

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, with courses in business administration and accounting; Requires two years of professional experience in accounting, external auditing, budgetary planning, and control or public accounting; Requires extensive knowledge of accounting and auditing theory, principles, methods, and procedures.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)
Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S.

Human Resources Representative
Illinois Youth Center - St. Charles
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506
630-584-1014 (fax)
susan.swegle@doc.illinois.gov

How to Apply:

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

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Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 08/25/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042 Bid ID#: 16-006

REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Ability to follow oral and/or written instructions including blueprints and other diagrams. Requires ability to lift and carry 80 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs climb ladders to change light bulbs, paint etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns, and perform external maintenance; requires ability to tolerate exposure to a variety of chemical cleaning agents. Requires a valid driver's license in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

Work Hours & Location/Agency Contact:

POSITION LOCATION: Northwest Armory, 1551 N. Kedzie Avenue, Chicago, IL 60651

WORK SHIFT: 800AM - 430PM

BARGAINING UNIT: AFSCME, RC-042

FOR ADDITIONAL INFORMATION CONTACT: Janice M. Estes, State Personnel Office, 217-761-3786.

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