



ADMINISTRATIVE ASSISTANT

Facility Presence Resurrection Medical Center
Department ADMINISTRATION
Schedule Full-time
Shift 8 hour shifts
Hours 8am to 4:30 pm
Location Chicago, IL
Req Number 141652

Job Details

The Administrative Assistant provides general administrative support to the Vice Presidents and other C-Suite staff assigned to support. Support and work under the direction of the Executive Assistant to consistent operations of Administration. The incumbent performs routine tasks and special projects that support the efficient and effective operation of the department.

QUALIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Three to five years of experience supporting an office. Experience with support executive staff preferred. One to two years of college coursework in Business or related area from which applicable knowledge can be drawn. Must have excellent organizational and communication skills, both verbal and written. Must be service oriented.

Computer Skills

Proficiency in keyboarding, Microsoft Word,

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033968>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-948691
Posting Date: 8/13/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
Communicate customer requests to management
Enter all media from register into the tally program
Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-5099985>

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CUSTOMER ACCOUNT SPECIALIST II

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours Mon to Fri 8am to 4:30pm

Location Chicago, IL

Req Number 138989

Job Details

Provide billing and follow-up related to patient/customer complaints and advocacy for patients related to complaints or billing issues. Ensure proper submission and adjudication on all claims submitted to third party carriers/intermediaries. Respond to all inquiries according to CBO policy and procedures.

Required qualifications:

High School diploma or GED.

Three years in patient accounting/business office environment, specifically billing and/or collections in the assigned insurance area.

Experience with computers, adding machine and normal office equipment (telephone, fax, copier, voice mail, etc.) Microsoft Office.

Knowledge and ability to apply high level of knowledge of respective insurance billing regulations and guidelines.

Able to communicate clearly and professionally and have excellent interpersonal, verbal communication skills.

Above average typing skills.

Preferred qualifications:

Two-year higher education or Associates Degree in finance, accounting or business.

Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

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INS VERIFICATION REP I

Facility Presence Health - Corporate Office
Department INSUR VERIFICATION/PRE REGISTR
Schedule Full-time
Shift Day shift
Hours 9:30-18:00
Location Chicago, IL
Req Number 140920

Job Details

Primarily responsible for the completion and coordination of pre-encounter insurance verification, pre-certification, payor authorization, financial clearance process and the associated seamless transfer to Patient Access ministry staff.

Additionally, complete and coordinate these activities for in-house patients, all required patient status changes and, as necessary, for pre-registered and registered accounts to ensure payor requirements have been met to secure timely reimbursement and minimize payor denials.

Prioritize, coordinate, and complete patient accounts; ensure all insurance requirements are met, secure payor authorizations, complete medical necessity screening and complete patient payment estimate.

Ensure that all documentation is entered into applicable systems for ministry staff. This position requires a High school diploma or equivalent.

Previous experience in hospital admissions, business office and/or physician/Es office preferred.

Medical terminology knowledge preferred.

Working knowledge of Microsoft Office and patient accounting systems experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033863>

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PATIENT SERV SPECIALIST

Facility Presence Medical Group - Chicago & North Suburbs
Department RMG-WOMEN FIRST
Schedule Full-time
Shift Day shift
Hours 9am - 5pm
Location Chicago, IL
Req Number 139088

Job Details

Performs all functions related to the registration of patients as required at the facility by coordinating the completion of registration forms, entering of information into the appropriate database and scheduling and all site specific special services or programs.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032330>

REG/CUSTOMER SERV OFFICER

Facility Presence Saint Joseph Hospital - Chicago
Department PARKING GARAGE
Schedule Registry/PRN/Flex
Shift Rotation
Hours Rotation
Location Chicago, IL
Req Number 140550

Job Details REGISTRY CUSTOMER SERVICE OFFICER / PARKING GARAGE

The Customer Service Officer performs a variety of duties associated with visitor screening and providing information to employees, patients and visitors entering the facility and assists Security Officers in maintaining a safe and secure environment by reporting unusual activities and occurrences.

- PSTN Customer Service course Certification (within 180 days of employment).
- CPR/AED Certification (within 180 days of employment).
- NIMS IS 100 and IS 200 FEMA certification (within 180 days of employment).
- Must have good computer skills with Microsoft Word and Outlook.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033104>



OFFICE COORD

Facility Presence Saint Joseph Hospital - Chicago
Department REHAB & FITNESS CENTER
Schedule Part-time (benefits eligible)
Shift Day shift
Hours varies
Req Number 140002

Job Details Position Locations:

Rehab and Fitness Center, 1525 W. Belmont, Chicago, IL

Presence St Joseph Hospital, 2900 N. Lake Shore Drive, Chicago, IL

Under general supervision, provides secretarial, receptionist, and general office support. Assignments may involve work of a confidential nature and require a basic knowledge of the practices and procedures of the function. Carries out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides instructions on new assignments and checks work for accuracy.

1. Receives, assists, and directs visitors, patients and telephone calls.. Responds to or directs inquiries concerning the department's operation and related matters. Accurately relays all messages to appropriate personnel.
2. Schedules appointments, screens referrals, oversees patient appointment scheduling activities including prioritization of cases to be treated/canceled in events of professional staffing limitations to assure maximal productivity of professional staff and quality patient care. Transcribes orders.
3. Enters charges and credits in to the billing system. May register accounts and independently verify billing information and pre-authorization status, collects payments, handles billing complaints and discrepancies and refers to manager if necessary. Works directly with financial departments to facilitate timely and effective billing and collection processes.
4. Assembles patient charts, processes Medical Record storage and release, works with Medical Records on department issues. Establishes and maintains departmental record keeping and filing systems. Classifies, sorts and files correspondence, patient records, reference materials and the like. Retrieves and assembles specific data from files.
5. Maintains knowledge and accurate use of current e-mail, database and word processing software, copier, fax machine, and other similar machines.
6. Recommends, develops, and implements improvements in clerical processes that enhance operations.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032757>

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Part Time Unit Secretary

Facility Presence Saint Joseph Hospital - Chicago
Department BIRTHING CENTER
Schedule Registry/PRN/Flex
Shift 12 Hr. Shifts
Hours 7p-7a
Location Chicago, IL
Req Number 140501

Job Details

UNIT SECRETARY (PART TIME)

BIRTHING CENTER

7PM-7AM

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit.

Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

The Unit Secretary facilitates a smooth, efficient patient care unit.

Prior experience as a unit secretary preferred.

Able to comprehend medical terminology.

Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033102>

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Job Title: Information Systems Analyst II - Opt J

Agency: Employment Security
Salary: \$6,217.00 - \$8,699.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC063
Bid ID#: RCRA 11439

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in Java development for large, web-based applications. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires extensive knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of web-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving difficult technical and operational problems where solutions may be of a precedent-establishing nature. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others to coordinate the activities of work associates to achieve desired results. Requires developed oral and written communication skills to present technical information to others with clarity and precision, including large and small audience settings.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm
Work location: 33 South State Street , Chicago, Illinois

How to Apply:

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

Option J - Java Application Developer

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Job Title: NONCODE ADMINISTRATIVE ASSISTANT 1

Agency: Human Services

Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time

Salary: \$30.40 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 10-90-92157

"This Is A Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading."
The Illinois JTED-SNAP Program Specialist under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, JTED-SNAP Project Manager. Works with staff across the state agencies to meet project administration and reporting requirements. Assists with project planning and in resolving operations issues. Because this is a grant-funded position the duties and or requirements of the position may be modified as required by the federal agency. Coordinates the scheduling of all project meetings, site visits, inter agency meetings, and maintains and organizes all project files. Prepares draft reports as required. Assists in development of project reports. Provides assistance where required to insure program administration, reporting, and presentation, requirements are met. Performs a wide variety of supportive functions under the direction of the project manager to help ensure the goals of the project are met. Works with staff across the state agencies to meet project administration and reporting requirements. Assists with project planning and in resolving operations issues. Maintains project's records and files. Assists in development of project reports. Participates in site visits to community based providers.

Minimum Requirements: Requires knowledge, skill, mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization, preferably in project management. Must have good written and oral communication skills. Must have excellent problem solving skills. Must have at least two years of experience in project management.

Work Hours & Location/Agency Contact:

Work Location: IDHS, Family & Community Services

Bureau of Workforce Development, 1308 W. 105th, Chicago, IL 60643

How to Apply: Applications should be mailed directly to:

Illinois Department of Human Services

Bureau of Workforce Development

1308 W. 105th Street, Chicago, IL 60643

ATTN: Katherine Staten Phone: (773) 881-2932 Fax: (773) 881-2939

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Job Title: NONCODE EXECUTIVE 2

Agency: Human Services

Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time

Salary: \$32.00 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 10-90-92155

“This Is A Part-Time Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading.”

The Evaluation Coordinator is under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, Illinois JTED-SNAP Project Manager. The position is responsible for inter-agency coordination required to support the national evaluation. The position provides supervision to project activities and components related to the data analysis, evaluation, performance measurement and assessment. Provides oversight to all grant related evaluation and data activities and contracts. Because this is a grant-funded position, the duties and or requirements of the position may be modified as required by the federal agency. Position is responsible for facilitating evaluation meetings. Monitoring project recruitment, informed consent process for the project evaluation component and overseeing all aspects to comply with requests from the national evaluation. Oversees database development, preparation, transfer of data and confidential data for the program. Must be able to understand, support and be able to interpret and communicate the authorizing legislation, rules and regulations governing all components of the project.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of responsible administrative experience in a public or business organization. Requires professional experience in the application of analytic procedures, excellent oral and written communication skills. Requires the ability to create reports and communicate results that are understood by diverse audiences. Knowledge regarding the implementation and evaluation of employment and training projects. Experience in development and utilization of performance measures for management and program evaluation.

Work Hours & Location/Agency Contact:

Work Location: IDHS, Family & Community Services

Bureau of Workforce Development, 1308 W. 105th, Chicago, IL 60643

How to Apply: Applications should be mailed directly to:

Illinois Department of Human Services

Bureau of Workforce Development, 1308 W. 105th Street, Chicago, IL 60643

ATTN: Katherine Staten ,Phone: (773) 881-2932, Fax: (773) 881-2939

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Tue. 08/25/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1503009-033414

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; receives and processes subpoenas received by Cook County staff; obtains legal materials for staff attorneys; files court documents and serves legal papers; travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate; requires travel.

Work Hours & Location/Agency Contact:

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

Work Location: 160 N. LaSalle, Chicago IL 60601

Supervisor: L. Alberg

Lorne Garrett / Office of Legal Services

2245 W. Ogden, 3rd Fl., Chicago, Il 60612

Phone: 312-633-3406

Fax: 312-633-3965

Email: Lorne.Garrett@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: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Wed. 08/26/15 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: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-92657

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.

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.

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

Kankakee County
285 N. Schuyler Avenue
Kankakee, IL 60901

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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Counter Sales Rep (O'Hare Airport)

Job ID 98912

Positions 3

Location US-IL-Chicago

Category Sales - 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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Courtesy Bus Driver - No CDL Required (O'Hare Airport)

Job ID 98227

Positions 5

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver 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 team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

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

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

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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Part-Time Lot Attendant (Midway Airport)

Job ID 97158

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

Job Summary:

Responsible for ensuring that the overall car rental flow in the lot is as efficient and seamless as possible, including monitoring the car lot supply, movement and cleanliness, receiving and inputting car ready tickets, and processing vehicles upgrades, exchanges, and Express rentals.

Mandatory Requirements:

Required Education/Experience:

High School Diploma/or equivalent

1 year of car rental experience preferred

Valid driver's license as required by State

Required Qualifications:

Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation

Ability to speak and understand English

Ability to operate radio, security and computer equipment

SPECIAL JOB DIMENSIONS: Varied hours.

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements :

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

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Part-time Courtesy Bus Driver (O'Hare Airport) - No CDL Required

Job ID 96263

Positions 2

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver 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 team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

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

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

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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Counter Sales Rep (Part Time)

Job ID 95812

Positions 2

Location US-IL-Chicago

Category Sales - 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.

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Retail Gift Registry Advisor, Full Time: Skokie, IL, Macy's Old Orchard Mall

Location: Skokie, Illinois

Job Category: Stores

Requisition ID: 71237562

Essential Functions: Guiding couples through the creation of a personalized gift registry including items for their home including kitchen, dining, bedding and bath items. Extending personalized service to couples, gift givers and all home store customers. Continual communication through email, telephone calls and in-person appointments with couples regarding their registry. Assist registering couples in developing their desired personal style for their new home through product knowledge and promoting all Families of Business (FOB's) including furniture. Maintain a professional attitude with sincerity and enthusiasm reflecting Macy's commitment to our customer – the most important person in our stores. Ability to incorporate technology; computers, tablets, smart phones and social media tools to enhance the registry experience. Regular, dependable attendance & punctuality

Education /Experience: Retail or sales experience in customer service focused business. 2-4 years retail/customer experience preferred
Direct Home Store experience preferred, but not required

Communication Skills: Ability to effectively communicate with and present information to customers, vendors, peers and all levels of management. Able to communicate via email and on the telephone with proper etiquette. Ability to read, write, and interpret instructional documents such as product information, operating and maintenance instructions, and procedure manuals

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division and use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Other Skills: Superior organizational skills and time management skills
Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to task in a fast paced environment. Must enjoy meeting and interacting with customers. Possess strong sense of urgency and a thirst for learning.

Work Hours : Must be able to work a four-week fixed rotating retail schedule including days, evenings and weekends.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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Retail Sales - Fragrances, Part Time: Chicago, IL, Macy's State Street

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71237318

JOB OVERVIEW:

The Fragrance Sales Associate is responsible for providing professional services to customers by selling and demonstrating fragrances and related items, as well as contributing to the success of the department through achieving personal sales goals. Perform other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

QUALIFICATIONS:

Education/Experience: High School degree or equivalent.

Previous selling experience is required, preferably in fragrances.

Communication Skills:

Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Other skills: Superior organizational and time management skills.

Must be able to multi-task in a fast-paced environment.

Must be able to build relationships and influence others.

Must possess a thirst for knowledge.

Ability to collaborate and function as a member of a team.

Must possess a strong sense of urgency.

Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

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Retail Commission Sales - Furniture/Bedding, Part Time: Schaumburg, IL, Macy's Woodfield Furniture Clearance Center

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71237460

Job Overview:

The Big Ticket Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned.

Qualifications:

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Physical Demands: This position involves constant moving, talking, hearing, reaching, and standing. Involves standing for at least two consecutive hours. Involves lifting at least 30 lbs. May occasionally involve stooping, kneeling, crouching, and climbing ladders. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

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