



Sales Agent- (Midway Airport)  
Job ID 2015-142193  
Location US-IL-Chicago  
Category Sales – Sales  
Airport / City Chicago Midway Arpt

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques.

This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience.

Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time evening position working approximately 25 hours/week.

#### Knowledge/Skills/Abilities

Possess strong skill set in customer service and problem prevention  
Ability to communicate instructions from management to other positions  
Ability to work in high stress and pressure situations  
Ability to effectively offer and sell incremental items  
Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

#### Qualifications:

Must be at least 18 years old  
High School Diploma or G.E.D. required  
Must have a minimum of 1 year of commission or incentive based sales experience  
Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future  
Must be able to work 3-4 nights a week until 1AM, including weekends  
Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/142193/sales-agent-%28midway-airport%29/job>

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**Part-time Customer Greeter (O'Hare Airport)**

Job ID 2015-146096

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago O'Hare Intl Arpt

**Overview:**

National/Alamo has an exciting opportunity for a Customer Assistance Host/Greeter position at O'Hare Airport. It is a part-time position working 25 hours per week. The hourly rate of pay is \$10.00.

Our philosophy is to take care of our customers and employees first. We know if we do this, success will follow - for both our company and our employees.

The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age

High School Diploma or G.E.D.

Minimum of 1 year experience handling customer service functions.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work day, night and weekend shifts

Apply online at <https://nationalalamo-erac.icims.com/jobs/146096/part-time-customer-greeter-%28o%27hare-airport%29/job>

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**Part-Time Driver (O'Hare Airport)**

Job ID 2015-145813

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago O'Hare Intl Arpt

**Overview:**

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:**

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$10.00/hour.

Must be willing to work late/overnight shifts, typical hours being 10:00pm - 6:30am.

Apply online at <https://nationalalamo-erac.icims.com/jobs/145813/part-time-driver-%28o%27hare-airport%29/job>

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**Full Time Maintenance Technician (Oil, Lube, Tire Technician) - O'Hare Airport**

Job ID 2014-130869

Location US-IL-Chicago

Category Automotive - Maintenance Technician - Oil, Lube, & Tire Technician  
Airport / City Chicago O'Hare Intl Arpt

**Overview:**

National/Alamo has an exciting opportunity for a Maintenance Technician. The Maintenance Technician performs car service, repair, preventive maintenance, in-fleet service, and buy back/turn back service according to company policy and procedures. This is a position of routine difficulty requiring the exercise of reasonable judgment and initiative. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:**

Ensure all repairs and preventative maintenance are completed according to the manufacturer's specifications and guidelines. Provide safe and reliable vehicles upon completion of repairs and preventative maintenance. Perform in-fleet servicing on new cars according to company procedures as required. Perform buy back/turn back servicing according to company procedures as required. Perform vehicle servicing/repairing to maintain company standards; maintain Out-Of-Service at or below 2%. Maintain safe and clean work area. Perform other related duties as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:** Requires a minimum of 1 year experience changing oil and performing tire rotations. Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years. Must be able to understand, read, write, and speak English. Must be willing to accept starting pay of \$10.00/hour.

Must be able to work the following schedule: O'Hare location:

Friday, Saturday, Sunday: 11:00pm - 7:30am.

Wednesday, Thursday: 6:00am - 2:30pm

Frankling Park location:

Sunday, Monday, Tuesday, Wednesday, Thursday: 3:00pm - 11:30pm

OR Monday, Tuesday, Wednesday, Thursday, Friday: 2:30pm - 11:00pm

Apply online at <https://nationalalamo-erac.icims.com/jobs/130869/full-time-maintenance-technician-%28oil%2c-lube%2c-tire-technician%29---o%27hare-airport/job>

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

Agency: Juvenile Justice  
Closing Date/Time: Thu. 08/27/15 4:00 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#: IDJJ27-17-15-0416

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedure and programs; extensive knowledge of composition, grammar, spelling and punctuation; extensive knowledge of basic mathematics; working knowledge of the logic of computer programs/language; ability to follow oral or written instructions; and the ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type at 30 wpm.

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

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday  
DAYS OFF: Saturday and Sunday  
LOCATION / AGENCY: Illinois Youth Center - Chicago  
136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.  
Illinois Youth Center - Chicago  
P.O. Box 12247, Chicago, Illinois 60612  
Tel: 312-633-5219 x-4080 FAX: 312-633-5229

**How to Apply:**

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

**Option 2 – Typing**

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**Job Title: Public Service Administrator - Opt 6**

Agency: Human Services

Closing Date/Time: Fri. 09/04/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-66-92477

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 three years progressively responsible administrative experience in a public or private organization with individuals who are intellectually disabled. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. 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 the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires the ability to communicate effectively both verbally and in writing. Requires the 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 – Ludeman Center

114 Orchard Drive, Park Forest, IL 60466

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 6 - Health & Human Services

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**Job Title: Public Service Administrator - Opt 8N**

Agency: Human Services

Closing Date/Time: Fri. 09/04/15 5:00 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: GB063 Bid ID#: 10-72-92456

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Director of Nursing and Unit Director. Serves as a working supervisor; supervises and directs the unit licensed personnel in performance of nursing duties and responsibilities in accord with sound nursing practices and applicable standards. Directs LPN and RN subordinate staff in completion of work assignments. Keeps abreast of current regulations and standards of Public Health, Health Care Financing Administration (HCFA), Public Aid and Accreditation Council on services of People with Developmental Disabilities (ACDD) that pertain to nursing services. Adheres to the most recent version of the Mental Health code, Confidentiality Act and pertinent DMH/DD rules in provision of services to people served.

Minimum Requirements: Requires knowledge, skill and mental abilities equivalent to completion of four years college with course work in nursing services and three years progressively responsible administrative experience. Requires a RN license from the State of Illinois.

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

Work Hours: 8:30 a.m. to 5:00 p.m. Monday to Friday

May serve in a monthly rotation as Administrator on duty outside of normal business hours (weekends, evenings & holidays).

Location: Ludeman Center , 114 North Orchard Drive , Park Forest, IL 60466

Contact: Alice M. Chambers / Human Resources Representative

114 N. Orchard Drive, Building # 60, 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8N - Nurse Registered II**

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**Job Title: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Wed. 09/02/15 5:00 PM Central Time

Salary: \$43.84 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 11093

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hours: Rotating shifts; rotating days off

Work Location: Illinois Department of Central Management Services

BOPM/Facilities Mgmt/Northern Region/Elgin MHC

750 S. State St., Elgin, IL , Kane County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

How to Apply: his position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Storage Tank Safety Specialist**

Agency: State Fire Marshal

Closing Date/Time: Mon. 08/31/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-50-SFM15-007

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of a stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

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

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

**WORK LOCATION:**

Office of the Illinois State Fire Marshal  
DuPage County Field Office

**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: PROPERTY MANAGER**

Department: Corp Real Estate Services

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1856

**Position Highlights:**

Under the direction of the Director of Corporate Real Estate Services, manages day-to-day real estate operations administration for all Rush University Medical Center properties. Assists Director with budgeting, planning, construction, and lease management activities for all corporate real estate. Responsible for maintenance and custodial service administration..

**Position Qualifications Include:**

High school diploma or equivalent G.E.D. required; Bachelor's degree in Real Estate, Business Management, Business Administration or related discipline preferred.

Minimum five (5) years' of property management experience in a corporate or medical office setting required.

Active real estate broker or managing broker license preferred.

General knowledge of construction/maintenance processes, life safety codes and project management required.

Ability to effectively communicate orally and in writing with all disciplines and levels of professionals. Strong customer service skills.

Strong organizational and process management skills.

Excellent computer skills, including spread sheet and word processing software, in order to develop budgets and other management materials as necessary.

Ability to work independently.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150824120212&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150824120212&)

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**Part-time Customer Greeter (Midway Airport)**

Job ID 2015-146104

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support  
Airport / City Chicago Midway Arpt

**Overview:**

National/Alamo has an exciting opportunity for a Customer Assistance Host/Greeter position at O'Hare Airport. It is a part-time position working 25 hours per week. The hourly rate of pay is \$10.00. The Greeter provides superior, friendly, efficient service during all aspects of the rental car process; greeting and fulfilling club member needs as they relate to the Emerald Aisle rental process. Provides member with appropriate vehicle selection as determined by the Emerald Aisle program guidelines. Creates and maintains a friendly, efficient environment for all customers. Assists in making all transactions quick and efficient. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:** Work proactively with drivers, service agents, handheld return agents and managers to ensure proper vehicle supply. Welcome members to the facility when they exit the bus or arrive on the lot. Direct customers to exit booth, provide local directions and maps and provide return directions where applicable. Assist members with questions and concerns to minimize counter visits. Communicate customer service issues to management. Ensure that hangtag information is completed correctly. Maintain clean low mileage fleet mix requirements. Maintain Emerald Aisle for cleanliness. Thank member for their business. Provide upgraded vehicles on request. Perform other customer service related duties in addition to those listed, to ensure our service meets the needs of our customers.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age. High School Diploma or G.E.D.  
Minimum of 1 year experience handling customer service functions.  
Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must be able to work day, night and weekend shifts

Apply online at <https://nationalalamo-erac.icims.com/jobs/146104/part-time-customer-greeter-%28midway-airport%29/job>

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**Sales Agent- (Midway Airport)**

Job ID 2015-142193

Location US-IL-Chicago

Category Sales - Sales

Airport / City Chicago Midway Arpt

**Overview:**

National/Alamo car rental are looking for experienced sales professionals for Midway Airport. Our rental sales agent earns an hourly rate of \$10.00 + an average of \$1500/month in incentives. If you have experience with incentive or commission based sales, this is a great opportunity for you!!

The Rental Sales Agent provides a superior, friendly, and efficient transaction (at time of rental) using the company approved sales and service techniques. This person will also facilitate the rental process through verification and documentation of all necessary driver information to provide for an efficient and timely rental and return experience. Lastly, they perform all responsibilities with a focus on the wants and needs of our customers and in accordance with our Quality Standards.

This is a part time evening position working approximately 25 hours/week.

**Knowledge/Skills/Abilities**

- Possess strong skill set in customer service and problem prevention
- Ability to communicate instructions from management to other positions
- Ability to work in high stress and pressure situations
- Ability to effectively offer and sell incremental items
- Comply with all uniform appearance requirements

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

- Must be at least 18 years old
- High School Diploma or G.E.D. required
- Must have a minimum of 1 year of commission or incentive based sales experience
- Must be authorized to work in the U.S. and not require work authorization sponsorship by our company now or in the future
- Must be able to work 3-4 nights a week until 1AM, including weekends
- Must be able to accept a pay rate of \$10.00/hour plus incentives

Apply online at <https://nationalalamo-erac.icims.com/jobs/142193/sales-agent--%28midway-airport%29/job>

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**Personal Banker (Milwaukee Branch)**

One to two years of experience in banking or customer service is required. Will assist customers in their selection of various accounts and financial services.

Will open, maintain and close accounts. Duties will also include cross-selling bank products and providing support for branch operational duties.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Senior Tellers (Chicago Location)**

Will assist supervisor and function as supervisor during their absence. Coordinates daily teller activities at the respective branches.

Provides high quality customer service to all customers. High school diploma and one-two years related experience.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Teller Supervisor (Broadview Branch)**

Will supervise, manage, and provide direction to the overall teller line operations.

Position requires prior experience with teller line operations, environment and management.

Ideal candidate will possess excellent customer service skills and a professional appearance and attitude.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).



**Tellers (Chicago Locations)**

Will accept and process deposits and withdrawals on all account types, loan payments and utility payments; issue checks and money orders and other teller-related duties as assigned by the supervisor. A high school diploma and 1-2 years of teller or cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**PART-TIME Teller (Crestwood Branch)**

A minimum of one year cash-handling experience and a high school diploma are required. Will process deposits and withdrawals and other teller-related duties as assigned by the supervisor. Candidates must be able to work flexible hours.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).

**Tellers (O' Hare Airport)**

Will process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. A high school diploma and 1-2 yrs of teller or cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Please send resume to [HR@seawaybank.us](mailto:HR@seawaybank.us).



### **Part-Time Driver Franklin Park**

Job ID 2015-145812

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

#### Overview:

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$10.00/hour

#### Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

#### Qualifications:

Must be at least 18 years of age.

12 months work experience preferred.

Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past five years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$10.00 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/145812/part-time-driver-franklin-park/job>

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**Part- Time Building Support Staff /Custodian (O'Hare International Airport)**

Job ID 2015-145892

Category Other - Other

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

**Overview:**

Get on the fast track to a more rewarding career with National and Alamo- teams that are committed to quality, innovation, customer satisfaction and employee development. National and Alamo has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

**Responsibilities:** Maintain clean, professional looking buildings and grounds at all times. Maintain clean, professional bathrooms and customer waiting areas. Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks. Perform duties in customer service areas during business hours and contribute to the quality of customer service. Perform other related jobs as required. Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years of age. Experience handling building support responsibilities is preferred. Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be able to work weekends. Must be willing to work for \$10.00/hour Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI). Must be able to work the following shift/schedule: Monday and Friday from 11am to 7:30pm and Sunday 6am to 3:30pm. Shift includes 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/145892/part--time-building-support-staff--custodian-%28o%27hare-international-airport%29/job>

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**Sr. Customer Assistance Representative - Evanston**

Job ID 2015-145023

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: North Suburbs

**Overview:**

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs.

The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location. This role is regular part time.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old

High school diploma or GED equivalent required

Some college preferred

Must have at least 1 year prior customer service retail or administrative support experience

Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observation, must be able to work the following schedule(s):

Tuesday 7:00am-6:00pm, Wednesday 12:00pm-6:00pm and Thursday 7:00am-6:00pm

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**Part-Time Service Agent (car detailer) - Chicago, IL (2640 S. Michigan Ave)**

Job ID 2015-149221

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

**Responsibilities:**

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Must be at least 18 years old. Must have 1 year of prior work experience  
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years  
No drug or alcohol related conviction on driving record in the past 3 years  
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.  
Must have reliable transportation to and from 2640 S Michigan Ave, Chicago, IL

Must be able to work the following schedule:

Thurs & Fri 2:00 pm - 8:00 pm, Sat 9:00 am - 3:00 pm, Sunday 10:00 am - 4:00 pm

Apply online at <https://us-erac.icims.com/jobs/149221/part-time-service-agent-%28car-detailer%29---chicago%2c-il-%282640-s.-michigan-ave%29/job>

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## **Account Specialist - Truck Rental - Chicago**

Job ID 2015-148228

Category Sales - Sales

Location US-IL

Area Chicagoland

### Overview:

Enterprise Truck Rental, a division of Enterprise Rent-A-Car has an opening for an Account Specialist. The Account Specialist is responsible for influencing the buying decision, in a business to business sales environment, while exceeding the customer's expectations for service, knowledge and professionalism. The Account Specialist will be knowledgeable of our complete menu of services including vehicle acquisition, maintenance management, insurance management, licensing and cycling of our trucks.

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business. The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business. The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit.

The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately manage their own office.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be at least 21 years old.

Must have a Bachelor's degree

Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required

Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/148228/account-specialist---truck-rental---chicago/job>

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### **Admin Representative-Business Center**

Job ID 2015-151568

Category Administrative/Clerical - All Positions

Location US-IL

Area Chicago: West Suburbs

#### Overview:

Enterprise Holdings in Chicago has an opening for a Full-Time Administrative Representative to work in our newly developed Business Center. This position is based at our Group Headquarters in Lombard, IL. This position will assist in handling Daily Rental Callbacks in addition to other miscellaneous customer service functions.

This is a Full-Time Level One position that provides a flexible schedule option which allows an employee to work four-10 hour days with Fridays as a flex day off (certain limitations apply).

#### Responsibilities:

Making a high volume of outgoing calls to customers to update the rental information and deposits

Recording detailed notes regarding customer interactions in the rental ticket  
Taking incoming calls regarding DNR screens and other misc. customer service issues

Answering general questions and providing information and resolution for customers and branch personnel

Providing a high level of customer service by assisting customers over the phone  
Taking payment from customers over phone

Performing miscellaneous and backup job-related duties as assigned.

#### Qualifications:

A minimum of basic level experience and understanding of PC and Microsoft Office Products (Word, Excel, Outlook)

Ability to handle high volume of calls while maintaining exceptional customer service

High School Diploma or GED

Apply online at <https://us-erac.icims.com/jobs/151568/admin-representative-business-center/job>

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