



Sportswear Associate

Location: Chicago, IL
Requisition ID: 762-953236
Posting Date: 8/27/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales/Fitting Room Attendant will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard 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:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/sportswear-associate-chicago-illinois-job-5112775>

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Stock Merchandise Flow Associate

Location: Chicago, IL
Requisition ID: 762-952782
Posting Date: 8/24/2015
Shift: Flexible
Status: On Call

GENERAL PURPOSE OF POSITION:

Working under the direction of the ASM Operations, the Stock & Merchandise Flow Team Supervisor is responsible for the day-to-day operations of our stock room & receiving areas. The Stock & Merchandise Flow Team receives, processes, and displays all merchandise on our selling floor within 24 hours of receipt and keeps a timely flow of merchandise from the receiving area to the sales floor.

RESPONSIBILITIES:

Deliver excellent customer service and demonstrate a high degree of professionalism
Assist ASM in the recruitment and hiring of the most qualified applicants to meet the needs of the department
Work with your Store Management team & Regional Operations Manager to create the most efficient floor plan
Train, coach and supervise all Stock & Merchandise Flow associates
Oversee and participate in the timely receipt and distribution of all incoming and outgoing deliveries
Ensure that all shipping and receiving functions that affect the store inventory are processed accurately by verifying purchase orders and ticketing, and auditing the validation and verification reports
Maintain an orderly and neat stock and receiving area as well as the general maintenance of the store
Ensure the sales floor is continuously well-stocked with new receipts and merchandised according to company standards
Help solve problems and make informed decisions that affect the service, and productivity of the flow team

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5108684>

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Markdown Associate

Location: Chicago, IL
Requisition ID: 557-943816
Posting Date: 8/24/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard 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 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:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise. Communicate customer requests to management. Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any member of the management team

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-5108631>

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Receiving Associate

Location: Chicago, IL
Requisition ID: 557-948202
Posting Date: 8/24/2015
Shift: Flexible
Status: Regular

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area
Clear processed garments/cartons to staging areas
Ensure the truck is unloaded
Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler
Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-5108623>

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Customer Service Supv

Location: Chicago, IL
Requisition ID: 949768
Posting Date: 8/16/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

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:

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERV

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-5102201>

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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

Direct Supervisor Job Requirements - Internal Use Only -

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

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Shoes Associate

Location: Chicago, IL
Requisition ID: 838-946202
Posting Date: 8/13/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard 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:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/shoes-associate-chicago-illinois-job-5099967>

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Youth Associate

Location: Chicago, IL
Requisition ID: 838-946201
Posting Date: 8/13/2015
Shift: Flexible
Status: Regular

GENERAL PURPOSE OF POSITION:

As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard 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:

Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service
Maintain an awareness of all promotions and advertisements
Assist in floor moves, merchandising, display maintenance, and housekeeping
Assist in processing and replenishing merchandise and monitoring floor stock
Aid customers in locating merchandise
Communicate customer requests to management
Assist in completing price changes as a member of the mark-down team
Participate in year-end inventory and cycle counts
Assist in ringing up sales at registers and/or bagging merchandise
Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/youth-associate-chicago-illinois-job-5099935>

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DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis.

Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties.

Monday – Friday, but ability to work weekends as needed. Early 5 AM start time.

QUALIFICATIONS:

Must have DSD (or similar delivery route driver) experience;
Drug screening test required;
Must be mature and have a clean driving record;
CDL license required.
Salary is dependent upon experience.

Resumes are now being considered for IMMEDIATE hire.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants.

If an appropriate position becomes available, your application will be considered and you will be contacted for an interview.

Applications are kept on file six months from the day that you apply.

Reggio's Pizza, Inc. is an equal opportunity employer.

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RESTAURANT STAFF (O'HARE AIRPORT and CHICAGO LOCATIONS)

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations.

This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service.

Restaurant employee positions include food preparation, taking orders and overall customer service.

We are now taking applications for all of our restaurant locations.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

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340 West 83rd Street
Chicago, IL 60620
(773) 488-1411

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RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver's license and clean driving record.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
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(773) 488-1411

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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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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Job Title: Building Services Worker

Agency: Central Management Services

Closing Date/Time: Fri. 09/11/15 5:00 PM Central Time

Salary: \$2,951.00 - \$3,934.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: CMS 11171

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school, supplemented by six months of experience performing janitorial/maintenance work. Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations. Requires ability to use various cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to perform minor manual labor. Requires the ability to lift up to 50 pounds individually and 75 pounds with assistance to load and unload equipment and in assisting with the set up of events. Requires the ability to utilize agency supplied materials/equipment (pager, cellular phone, blackberry, etc.).

Work Hrs & Location/Agency Contact: Work Hrs: 8:00 A.M. – 4:00 P.M.; No lunch hour

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region/JRTC

100 W. Randolph Street, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

How to Apply:

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

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Job Title: Human Resources Specialist

Agency: Employment Security

Closing Date/Time: Thu. 09/10/15 11:59 PM Central Time

Salary: \$2,674.00 - \$6,972.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: RA 02063

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, functions independently as labor relations administrator for an assigned geographical area performing complex labor relations duties requiring a thorough knowledge of the 7 labor relations contracts used by IDES; through periodic travel, provides technical advice, support and assistance to upper management in proper contract administration, constructive labor management relations and proper application and / or implementation of IDES rules and procedures; investigates, researches, analyzes and evaluates grievance and disciplinary actions; using a personal computer, compiles and analyzes data to assist management in defining position in contract negotiations; develops training modules and conducts managerial and supervisory workshops.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years college with courses in Public Administration, Industrial Relations or related fields and two years of professional experience in labor or employee relations. Requires thorough knowledge of the theories and concepts of collective bargaining; extensive knowledge of interpretation and application of contract language; working knowledge of agency programs and policies. Requires the ability to: travel, deal effectively with management personnel and employee representatives; accurately interpret negotiated contract language; deal diplomatically with interested parties concerning volatile issues; gather information and present results in a clear, concise manner; perform research on historical records and legal documents and to use a personal computer and related software packages.

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).

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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. Non State candidates apply below.

How to Apply:

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

Option 1 – General

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Job Title: Office Clerk - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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. Non State candidates apply below.

How to Apply:

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

Option 2 - Typing

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Job Title: Senior Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Thu. 09/10/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: IDPH 92257

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval as a policy expediting manager, organizes, plans, executes and controls the Field Operations for the Division of Health Care Facilities and Programs (HCFP); develops budget for field staff; evaluates program components to correct deficiencies and improve program delivery. Supervises professional and non professional staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in health and nursing. Requires four years of professional nursing and administrative experience. Must be a licensed as an R.N. in the State of Illinois.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulations

Division of Health Care Facilities & Programs 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl., Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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 8N - Nurse Registered II

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

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: This 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 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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**Facilitator 1, Group Center - Temporary Part Time
(11/2/2015 until 12/31/2015)**

Location: Chicago, IL

This individual will perform core operational functions of facilitating the arrival and departure of groups, engaging chaperones and youth in a positive, fun, inclusive, and educational capacity in addition to providing information regarding their visit to the Museum. This position will provide exceptional, "World Class" service for all Museum Guests and prepare them for their day at the Museum.

Responsibilities: Duties include, but are not limited to the following:

Must be able to provide exceptional Guest Service while efficiently, safely and courteously moving guests throughout the Museum

Ability to work closely with others including co-workers, Manager, Coordinators and Guest Admission Representatives to provide a safe, nurturing and educational environment for all guests. As part of the Group Center team, demonstrate positive interpersonal skills that promote open communication with guest, large groups and co-workers and be willing to effectively provide acceptable solutions to day-to-day challenges. Responsible for facilitating efficient and courteous cycling of groups through the lunch room, including transporting lunches and cleaning lunch tables

Familiar with exhibit content and exhibit activities grounded in science, technology, engineering, and medicine. Ensure guest service and safety goals in order to contribute to organizational objectives. Responsible for preparing all the necessary paperwork and tickets for each group arriving in the group center each day

Tracks and records guests frequently asked questions

Must show a demonstrated commitment to the Museum

Qualifications:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience

Education/experience in Hospitality, Education, or Performing Arts preferred

Exceptional Guest Service skills. Effective problem solvers

Able to speak to and move large groups in a safe, courteous, and efficient manner

Ability to think quickly and multi-task

Must be able to work independently and as part of a team

Positive attitude; Ability to adapt to change; Sense of humor

Thursday and Friday availability required to meet the needs of the department

Must be able to push, pull or lift 50 pounds.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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Digital Producer

Location: Chicago, IL

Job Title: Digital Producer

Department: Digital Media

Status: Temporary Full Time (through March 2016)

The Digital Producer is responsible for managing and developing web-based educational resources, interactive exhibit experiences, and hands-on activities for the Museum.

This position will work on a variety of projects across the entire Museum, working from the "big idea" through the entire development process to final product. The candidate should have strong concept design and project management skills working in a creative or education environment.

Qualifications

Bachelor's degree and/or two to four years of related experience and/or training; or equivalent combination of education and experience. Strong project management skills managing internal and external team members.

Well-versed in Web tools and technologies, information design, and usability testing. Experience working with large content-managed websites.

Proven experience in creating web content for public or educational audiences.

Strong organization and communication skills with proven ability to meet project deadlines; detail-oriented. Educational content development experience is desired.

Ability to work well in a collaborative, multi-disciplinary team.

Excellent verbal, presentation and written communication skills.

Able to manage projects to deliver on objectives within timeline and process.

Client-service-minded and ability to be diplomatic.

Proactive, self-starter, problem-solver and organized.

Strong project-management skills.

Energized and able to manage and prioritize many tasks simultaneously.

Demonstrates leadership abilities.

The Museum of Science and Industry is an AA/EOE/ADA employer.

Apply online at <http://www.msichicago.org/about-the-museum/jobs/opportunities/>

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