



### **Guest Service Concessions**

Provide professional and courteous service to guests and operate seasonal concessions.

#### **ADDITIONAL RESPONSIBILITIES**

- Accept directions during safety drills and emergency situations.
- Other duties as assigned

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Posses a pleasant, service-oriented and enthusiastic personality.
- Excellent communication skills.
- Excellent organizational skills.
- Ability to quickly and accurately operate cash register or PC.
- Ability to perform numerical detail work with speed and accuracy.
- Ability to work independently
- Ability to handle multiple work assignments.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, guests and general public.

#### **EDUCATION REQUIREMENTS**

High School degree (or equivalent)

#### **EXPERIENCE REQUIREMENTS**

One-year cash handling experience preferred

NOTE: A comparable combination of education, experience or training that would provide the level of knowledge, skills and ability required may qualify an individual

#### **PHYSICAL REQUIREMENTS**

- Ability to work alone for long periods
- Ability to remain on feet for long periods of time
- Ability to traverse zoo grounds
- Ability to work in small, confined space
- Ability to work in all weather conditions
- Ability to work with mild cleaning supplies
- Ability to do light lifting of boxed merchandise

#### **ADDITIONAL REQUIREMENTS**

Available to work all necessary hours, including weekends, holidays, special events and all shifts.

Apply online at <http://www.lpzoo.org/careers>

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773.378.5902 fax 773.378.5903  
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### **Retail Sales Associate**

To work as a cashier, assist in restocking the sales floor, assist in checking in new merchandise, greet the guests as they enter the store and assist them with any questions they may have.

#### **ESSENTIAL JOB FUNCTIONS**

- Enters sales into the register and balances cash drawer daily.
- Greets and welcomes all guests entering the shop, as well as thanking them for supporting the Zoo when they leave.
- Monitors crowd levels and potential shoplifting situations, alerting management to any problems. •Follows all shop policies and procedures and seeks management assistance when needed. •Assists in straightening and restocking of shelves.
- Answers Zoo related questions.
- Knowledgeable in store merchandise.
- Adheres to all loss prevention guidelines and procedures.
- Perform various tasks and other duties as assigned.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of guest service and retail operations.
- Skill in effectively resolving difficult guest service situations.
- Skill in presenting a pleasant, service-oriented persona, able to deal persuasively with zoo guests and vendors.
- Ability to express oneself clearly and effectively in oral and written form.
- Ability to read and understand written and oral instructions.
- Ability to represent the Zoo in a professional manner at all times.
- Well-developed interpersonal skills. Ability to get along with diverse groups. Tactful and mature. •Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public

**EDUCATION REQUIREMENTS:** High School degree (or equivalent)

#### **PHYSICAL REQUIREMENTS**

Ability to remain on feet for long periods of time.  
Ability to frequently bend, stoop, reach and climb.  
No allergy to plants or animals which may interfere with the ability to work.  
Ability to work in all weather conditions.

#### **ADDITIONAL REQUIREMENTS**

Available to work holidays and special events which may occur outside of regular work schedule as assigned.

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**General Manager - Trainee**

U-Haul Regional Marketing Offices  
UHC Northwest Chicago Suburbs  
4504 Northwest Hwy  
CRYSTAL LAKE, IL

Description:

In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center.

Learn cash management policies and procedures necessary to direct a profitable center.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA  
Mon - 7am to 5pm

Tue - 7am to 5pm  
Wed - 7am to 5pm

Thu - 7am to 5pm  
Fri - 7am to 5pm  
Sat - 7am to 4pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=154301&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=154301&mode=)

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**Position: OVERNIGHT - Cargo Mail Agent**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Job Responsibilities:**

1. Must be able to carry 50lbs 2. Scan mail in correct mode. They must understand the difference from Delivery-Tender-Build. 3. Agents must understand how to decipher flights and move mail to load planes. 4. They will have a fit sheet and assign mail to next fit available. 5. Floor agent is responsible for filling out the running slip, with the following information: FLT, CART, DESTINATION, WEIGHT, and PC COUNT. 6. Floor agent is also the last person to inspect the units to make sure. 7. Must have valid Drivers License, there is no public transportation for this shift and you need a DL to operate within the airfield.

All employees must conform to a background check, CDA check and fingerprinting, ICE background check, drug testing and show proof of eligibility to work in the US. All attendance policies must be adhered to for the duration of employment. This is a 24/7 operation so weekends will be required.

Full Time-Long Term-3rd Shift-Weekend Shifts

**Associate Requirements:**

- HS Diploma or GED
- Able to Lift 60 pounds
- Background Check Required
- Drug Test Required
- Stand for Shift Duration
- Must be at least 18 years old

**Associate Benefits:**

Paid Training, Weekly paychecks, Direct Deposit or Cash Card pay options, Medical / Dental, Paid Sick Leave, Sign on Bonus (Restrictions Apply), \$12 per hour with bonus Sign on Bonus and \$1 per hour attendance bonus

**Work Location**

FARO O'Hare-0438  
630 North Access Road  
Chicago, IL 60666

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

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**Position: Cargo Mail Agents**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Warehouse/Distribution Positions Available**

We need ambitious and detail oriented individuals for fast paced work handling mail for our contract with the USPS. Brining in mail, scanning, sorting, and getting it to the proper destinations.

**Job Responsibilities:**

1. Must be able to carry 50lbs
2. Scan mail in correct mode. They must understand the difference from Delivery-Tender-Build.
3. Agents must understand how to decipher flights and move mail to load planes.
4. They will have a fit sheet and assign mail to next fit available.
5. Floor agent is responsible for filling out the running slip, with the following information: FLT, CART, DESTINATION, WEIGHT, and PC COUNT.
6. Floor agent is also the last person to inspect the units to make sure.

All employees must conform to a background check, CDA check and fingerprinting, ICE background check, drug testing and show proof of eligibility to work in the US. All attendance policies must be adhered to for the duration of employment. This is a 24/7 operation so weekends will be required.

Full Time  
Long Term  
All Shifts

**Associate Requirements:**

HS Diploma or GED, Able to Lift 60 pounds  
Background Check Required, Drug Test Required  
Stand for Shift Duration, Must be at least 18 years old

**Associate Benefits:**

Paid Training-Weekly paychecks-Direct Deposit or Cash Card pay options  
Paid Sick Leave-Paid Time Off-\$10 - \$15

Work Location map  
FARO O'Hare-0438  
630 North Access Road  
Chicago, IL 60666

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**Position: Packaging**

Location: Burr Ridge, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Manufacturing Positions Available

Packing positions in Mars Ice Cream production facility

Packing ice cream/palletizing packages.

Full Time

1st Shift

Associate Requirements:

Drug Test Required

Able to Lift 40 pounds

Background Check Required

Stand for Shift Duration

Associate Benefits:

Weekly paychecks

\$11.25 Packaging

NA

Work Location

Mars Snackfood Burr Ridge-0103

660 w 79th street

Burr Ridge, IL 60527

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

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**Position: Manufacturing - Pick-Pack, Light Assembly, Material Handler, Machine Operator or Forklift Driver**

Location: Skokie, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Job Responsibilities:**

Pick-Pack, Assembler & Material Handler positions require: -Pick parts, assemble, package, bundle materials. -Handle, inspect & move pieces or parts by hand, conveyor or by hand-truck. -Inspect seals, labels & printing on boxes and packages. Machine Operator positions require set-up & operate punch press, coater, digital scales or small press equipment. Forklift Operators required to work as a cross-functioning team to move materials & product within a warehouse using High-Rise Lift Truck or Forklift. -All positions require safety checklist completed prior to equipment use. -Read and interface with tools & mechanical equipment. -Maintain clean & orderly work area. -Report equipment malfunctions, personal injuries & unsafe conditions.

Must be able to pass drug & background checks. All positions require ability to lift 30-50 lbs. Must be able to stand for shift duration (8 or 12 hours). Manual dexterity. Regularly required to reach, bend and stoop for objects. Perform repetitive movements with arms and hands while upright. All must be at least 18 years old. Must be able to read, speak, & comprehend English.

Long Term, Full Time, 1st Shift, 2nd Shift, 3rd Shift

**Associate Requirements:**

Drug Test Required  
Background Check Required  
Stand for Shift Duration  
Must be at least 18 years old

**Associate Benefits:**

Paid Training-Weekly paychecks-Direct Deposit or Cash Card pay options  
Medical / Dental-STD /LTD-Earn \$10 to \$12 per hour

**Work Location**

Federal Mogul - Skokie  
7450 N. McCormick Blvd  
Skokie, IL 60076

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**Position: Material Handlers and Production Operators**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Manufacturing Positions Available**

Line worker responsible of working an area within the pail and can assembly production businesses.

**Job Responsibilities:**

Production/Assembly line worker.

1 yr. manufacturing experience, able to stand up to 8 to 10 hours.

Full Time

Part Time

All Shifts

**Associate Requirements:**

HS Diploma or GED

Able to Lift 60 pounds

Background Check Required

Drug Test Required

Stand for Shift Duration

Must be at least 18 years old

**Associate Benefits:**

Weekly paychecks

Direct Deposit or Cash Card pay options

Hourly

**Work Location**

BWAY Corp./Chicago-7015

3200 S. Kilbourn Ave.

Chicago, IL 60623

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**Position: Production Associates**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Manufacturing Positions Available**

Staff Management | SMX is currently hiring at Mars Snackfood facility. We have openings for general production and packaging positions. Join our team as an Associate learning and working important positions within the organization that will benefit you as you propel your career. If you're energetic, reliable, aspire to do more and you have a "can-do" attitude, work in an environment where people, technology and efficiencies meet, every day.

**Job Responsibilities:**

Join our team as an Associate learning and working important positions such as picking and packing.

Able to Lift 40 pounds Must stand 8 to 12 hours per shift Must be able to communicate in English Must be able to work weekends Must be able to rotate shifts

Full Time  
Part Time  
All Shifts

**Associate Requirements:**

Drug Test Required  
Able to Lift 20 pounds  
Background Check Required  
Must be at least 18 years old

**Associate Benefits:**

Weekly paychecks  
Direct Deposit or Cash Card pay options  
Medical / Dental  
Competitive Pay

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**Position: General Warehouse**

Location: Morton Grove, IL

**Warehouse/Distribution Positions Available**

Perform the required duties with safety and quality as the top priority. Take pride in your work and your daily productivity. Measure your individual contributions yet enjoy a team of individuals performing a similar function.

**Job Responsibilities:**

Staff Management | SMX, is hiring warehouse associates to load, unload, and sort boxes for delivery service drivers. You will need to read work orders and follow oral instructions to identify package destinations. Be prepared to work in a fast paced and casual environment.

Must be at least 18 years old HS Diploma/GED Required Able to Walk/Stand for Shift Duration Able to Lift at Least 49lbs Pass Drug Test and Background Check

Part Time

Full Time

2nd Shift

1st Shift

3rd Shift

**Associate Requirements:**

HS Diploma or GED

Background Check Required

Drug Test Required

Must be at least 18 years old

**Associate Benefits:**

Paid Training

Weekly paychecks

Direct Deposit or Cash Card pay options

Medical / Dental

Up to \$12.75 per hour

**Work Location**

Amazon DCH2 / Morton Grove, IL-7523

8290 Austin Ave

Morton Grove, IL 60077

Apply online at <https://apply.smjobs.com/pro/views/jobDetails.jsf>

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**Position: Inside Sales Account Representative**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

**Administrative/Clerical Positions Available**

Staff Management| SMX is currently screening candidates for Inside Sales Account Representative. This excellent direct hire position is an great opportunity for individuals looking to build a career in sales. This position is the first line of contact, working with executives and professionals who have requested additional information through their web site or marketing materials.

**Job Responsibilities:**

Establish a connection with your inbound leads and convert them to sales; Maintain and actively service existing customers; Close new accounts by answering telephone, fax, and e-mail inquiries; Initiate sales process by calling on inbound leads; Make initial presentation; Understand account requirements and converting them to sales; Ask probing questions in order to establish client's needs; Build product value based on established goals and need; and Manage sales pipeline.

Candidates must have: ability to meet sales goals, have closing and relationship building skills, have excellent verbal and written communication, and possess a strong work ethic. Candidates must be proficient in Microsoft Office applications, and be able to type 50+ wpm. Bachelor's degree preferred, or relevant work experience.

Full Time  
Direct Hire  
1st Shift

**Associate Requirements:**

Bachelors; Background Check Required  
Drug Test Required; Must be at least 18 years old

**Associate Benefits:**

Paid Training; Salaried

**Work Location**

Exact Data / Chicago, IL  
328 S Jefferson St. # 550  
Chicago, IL 60622

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**Position: SMX Onsite**

Location: Chicago, IL

With Staff Management | SMX, you'll get a weekly paycheck, learn new skills, meet new people, and work with a great management team in a clean and safe environment.

Administrative/Clerical Positions Available

SMX Service Team

Full Time

Part Time

All Shifts

Associate Requirements:

HS Diploma or GED

Must be at least 18 years old

Associate Benefits:

Weekly paychecks

Direct Deposit or Cash Card pay options

Pay Rate Will Vary

Work Location

HR Internal

860 W Evergreen

Chicago, IL 60622

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## **Administrative Assistant**

Job ID: 15-1163

Base Pay: Up to \$19.00 per hour to start plus considerable OT at time-and-a-half during tax season

Employee type: full-time

Job Skills: Administrative Skills, General Office Skills

Location: North Suburbs / Downtown

Job Description: Our client, a well respected Chicago-based CPA and consulting firm, has an immediate opening for an Administrative Assistant.

No matter the location, the duties of the Administrative Assistant include:

- Performing day-to-day administrative office support duties
- Managing the professional staff's calendar
- Scheduling appointments, meetings and conferences
- Acting as a first point of contact for clients
- Managing, sorting and filing a high volume of client tax documentation
- Locating missing client files and documents
- Assembling tax documents
- Maintaining and updating client records in the company database
- Learning to assist with basic billing functions
- Assisting with front desk reception duties when needed
- Doing whatever you can to help your team accomplish their goals

The skills and experience required for this position include:

- At least two years of administrative office experience
  - Intermediate to advanced MS Office skills (Word, Excel, PowerPoint)
  - Excellent data entry skills
  - Must be willing to work overtime during tax season
  - Must be OK working in the Downtown office as needed (located near the Merchandise Mart and easily accessible by Metra or CTA)
  - Must be able to work well and thrive in a fast-paced, results-driven environment
- Any previous experience with accounting or tax preparation is a plus.

Any two or four year degree is also a plus.

The salary starts up to \$19.00 per hour plus you will earn considerable overtime at time-and-a-half during tax season.

Benefits include medical, dental, life, disability, a 401k, paid holidays, paid vacation and more!

Apply online at [http://www.jobgiraffe.com/jobs/5072/administrative-jobs/general-office-jobs?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.jobgiraffe.com/jobs/5072/administrative-jobs/general-office-jobs?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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## **Vehicle Service Attendant in Chicago Illinois United States**

ITS EXCITING being on the fast track to career success!

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

### **VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

Must speak English

Must be 18 years of age or older

High school diploma or equivalent

6 months of prior work experience preferred

Physical ability to move in and out of vehicles

Effective verbal communication skills to communicate with customers, co-workers and management

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Must be willing to work outdoors in all types of weather conditions

Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/469F92B0BB0C4C129B3055A9AC03CB99/job/>

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### **Rental Sales Associate in Chicago Illinois United States**

Are you a talented and motivated sales person searching for a new exciting challenge or fresh opportunity? If you have experience in a sales and customer service environment then we want to hear from you!

As a Payless Rental Sales Associate, you will contribute to the success of our company by assisting customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services utilizing proven sales techniques. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and sales and enjoys working in a fast-paced environment.

#### **Compensation & Benefits:**

We provide a full-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for a comprehensive benefits package that includes Medical, Prescription Plans, Dental, Vision, 401K Savings Plan, Paid Time Off, and employee discounts including tuition reimbursement. We provide extensive training and opportunities for advancement.

#### **Rental Sales Associate Requirements:**

Must have a high school diploma or equivalent

At least 1 year of experience in a role where sales and customer service were key elements of your duties

Ability to use proven sales techniques while providing a positive customer experience in a fast paced environment

Willing to work various shifts including nights, weekends, and holidays

Basic computer skills in order to enter information into our database

Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/A55C47E21F3249458D42257BEB362639/job/>

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### **Courtesy Bus Driver in Chicago Illinois United States**

As a Courtesy Bus Driver , you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

At Payless , we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

**Compensation & Benefits:** We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Basic Life and 401K Savings Plan.

#### **Basic Qualifications/Minimum Requirements:**

Must have a high school diploma. At least 6 months of experience in a customer service role. Valid driver's license and a good driving record with previous driving experience Must be willing and able to work a flexible schedule including nights, weekends and holidays. Basic computer skills in order to enter information into our database Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you: Competitive pay; Medical, Dental, Vision & 401K  
Full training to learn the business and enhance your professional skills  
In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer  
Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/A962507140C2447E9798A9368AC589AE/job/>

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## **Temporary School Clerk 1(Job Number: 150002VJ)**

### Description

CLASS TITLE: School Community Representative

CHARACTERISTICS OF THE CLASS: Under the immediate supervision of the school principal, performs liaison functions between the school and the community in which the school is located; and performs related duties as required.

ESSENTIAL FUNCTIONS: Meets with community organizations and individuals to explain and respond to inquiries concerning various school programs and activities; consults with educational staff to obtain information concerning teachers' interests and concerns and communicates this information to community members; becomes acquainted with community organizations and social service agencies and their programs and policies; attends and participates in community meetings, workshops, and activities related to educational matters; meets with community leaders and business representatives to solicit their support for school programs; communicates in person and on the telephone with parents to encourage their children's regular attendance at school and parent's participation in school activities; recruits school staff and community representatives to provide specialized information to groups of parents; prepares activity reports for submission to the school principal; may send school newsletters to parents and guardians.

### MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D equivalent). Previous general work experience is highly desirable.

Knowledge, Abilities, and Skill. Good knowledge of community organizations and social service agencies, knowledge of Chicago Public Schools rules and regulations.

Ability to work with various and diverse community organizations and members, ability to prepare routine written reports, ability to recognize and respond to community and parents' concerns and educational interests.

Good human relations skills, excellent oral communication skills, good writing skills.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. A position is classified as Sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=81898>

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## **School Clerk I (School Office Services)(Job Number: P028806)**

**ESSENTIAL FUNCTIONS:** Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

### **MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience.

**Knowledge, Abilities, and Skill.** General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable.

Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

**Physical Requirements.** Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=80608>

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## **Response Center Representative**

National Louis University

FLSA Non-Exempt

Position Information

Position Status Full Time

If part time, hours per week

Position Type Regular-(permanent) Position

Position Title Response Center Representative

Campus Chicago

### Position Summary

This position will provide superior customer service to anyone who contacts the university via phone, email, chat or message, answering calls and questions related to university programs, registration, admissions, student finance and advising.

### Required Qualifications

High School diploma. College education preferred.

Office experience

Proficient with Microsoft applications, email applications and internet research capabilities. Must learn & become proficient with SCT Banner.

### Responsibilities

- Answers incoming phone calls/emails/messages in a timely & courteous manner; assists potential students with information on the university programs, admissions, advising, student finance and others;
- Enters and updates prospective student information into the student information system (BANNER) in an immediate & accurate manner ensuring that the most up-to-date, accurate information is available to university departments;
- Maintains strong knowledge of programs, admissions, registration and processes that are important for student enrollment;
- Works collaboratively with Enrollment, Admissions, and other departments to ensure excellent customer service.

### Posting Detail Information

Posting Number STA191

Number of Vacancies 1

Open Until Filled Yes

Apply online at <https://jobs.nl.edu/postings/1440>

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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is.

And if that's the way you like it, check out your soon-to-be responsibilities:

- Develop routine systems to guarantee constant monitoring of critical areas in theatre
- Complete necessary repairs and schedule any repairs with vendors as needed
- Report facility problems that can't be immediately repaired to the General Manager
- Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts
- Observe, direct and follow-up with janitorial service provider about cleaning duties
- Manage the theatre's variable operating expenses for maintenance, repairs and supplies
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

- Solid mechanical skills and manual dexterity
- Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment
- Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues
- Extreme attention to detail to perform and document facility inspections
- Proficient guest service, administrative and follow-up skills
- Safe use of all cleaning materials in the theatre
- Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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