



Job Title: Building/Grounds Laborer
Agency: State Police
Closing Date/Time: Tue. 09/15/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 21-31-ISP15-044

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, and shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to follow simple oral and written instructions. Requires possession of an appropriate valid driver's license. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday

WORK LOCATION: Illinois State Police

Forensic Science Center at Chicago, 1941 W. Roosevelt Road, Chicago, IL 60608

AGENCY CONTACT: Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794-9277

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 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: Health Facilities Surveillance Nurse

Agency: Public Health

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

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 49-16-0016

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervisor of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (hospitals, Ambulatory Surgical Treatment Centers, (ASTCs), End Stage Renal Dialysis Centers (ESRDs), Home Health Agencies, Hospices, and Health Maintenance Organizations) for compliance with State Licensure requirement and/or Federal Medicare/Medicaid certification.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate or Diploma Degree in Nursing and three years of professional nursing experience, or a Bachelor's degree in Nursing and two years of professional nursing experience, or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires possession of a Valid Driver's License.

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).

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Job Title: Information Systems Analyst I - Opt W

Agency: Employment Security

Salary: \$5,435.00 - \$7,544.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server. Work Hours & Location/Agency Contact: WORK LOCATION: Central Office Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION
33 S. State Street - 8th Floor, Chicago, IL 60603

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 W - Web Developer

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Fri. 09/18/15 5:00 PM Central Time

Salary: \$3,174.00 - \$6,004.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-92966

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM -5:00 PM Monday through Friday

WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

CONTACT: Alice M. Chambers

Human Resources Representative –Building #60

Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466

(708) 283 3015

How to Apply:

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

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Job Title: Public Service Administrator - Opt 8N

Agency: Public Health

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

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 91226

Minimum Requirements:

Requires graduation from an approved nursing education program with an Associate's Degree or a Diploma in nursing plus six years of professional nursing experience, or a Bachelor's Degree in Nursing plus four years of professional nursing experience, or a Master's Degree in Nursing plus two years of professional Nursing experience. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of professional procedures and practices relating to health care and ability to interact with other health care professionals, as well as the public. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires the ability to travel. Requires possession of a valid Illinois drivers license. Prefers working knowledge of Microsoft Office products including Microsoft Word, Excel and Power Point.

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:

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Option 8N - Nurse Registered IL

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. 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).

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Administrative Assistant

Title: Administrative Assistant

ID: 1019

Department: Marketing/Business and Shared Services

Description

This is an Administrative Assistant, Full Time position.

The Administrative Assistant provides advanced and confidential administrative, programmatic and operational support to the Business & Shared Services (BASS) and Marketing groups to sustain efficient daily operations.

S/he must be personable with guests, staff and volunteers, and be able to maintain a calm demeanor under pressure, with excellent time management and organizational skills.

S/he must provide impeccable communication and follow-up while managing multiple tasks and maintaining attention to detail.

The Administrative Assistant supports events, presentations and special projects as needed and acts as a back-up for administrative assistants as designated.

QUALIFICATIONS

Education: Bachelor's degree preferred in business, management, or organizational communications.

Experience:

Minimum of 2 years previous experience in an administrative supporting role

Experience with facilitating accurate purchasing and accounting practices

Excellent customer service skills and strong interpersonal skills. Ability to remain polite and courteous, maintaining a professional image.

Strong work ethic.

Exceptional oral and written communications skills.

Detail-oriented, ability to prioritize and multi-task; good decision-making ability.

Excellent organizational skills to manage multiple projects; ability to work independently and handle multiple tasks simultaneously.

Ability to maintain confidentiality.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5jt2gy>

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Coordinator, Promotions & Events

Title: Coordinator, Promotions & Events

ID: 1018

Department: Marketing

Description

This position plays a central role in Shedd Aquarium's Marketing Team by driving revenue and attendance through best-in-class promotional partnerships and events on-site at the Aquarium and throughout the city of Chicago. The Promotions and Events Coordinator seeks to build brand-aligned partnerships, activations, trades, contests, and events to keep the Aquarium top of mind, both locally and nationally.

Qualifications:

Education: Bachelor's degree in Marketing or related field required.

Experience:

2-5 years of applicable experience in Marketing, Promotions or Event Management.

Experience planning large scale events from start to finish, with multiple stakeholders and detailed logistics required.

Ability to independently brainstorm, strategize, and develop promotional plans and generate new and fitting partnership ideas on an on-going basis.

Must have demonstrated negotiation skills - able to leverage Shedd assets and offerings to form mutually beneficial partnerships.

Experience creating and adjusting partnership agreements and event plans.

Motivated self-starter with excellent written and verbal communication.

Ability to juggle numerous deadline with attention to both process and people/ Must have excellent people skills!

Must have excellent networking skills and ability to form strong, on-going partnership relationships.

Ability to work independently, as well as cooperatively with other Shedd staff.

Ability to prioritize competing tasks and projects.

Ability to problem-solve and suggest solutions in line with Shedd goals.

Calm and collected demeanor. Willingness to support the team at every level.

Detail-oriented and exceptional organizational skills required.

Ability to work evenings and weekends as needed.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5uvlum>

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Guest Experience Ambassador - SEASONAL

Title: Guest Experience Ambassador - SEASONAL

ID: 1021

Department: Guest Experience

Description

As a guest experience ambassador you will be part of our guests' total experience. Guest experience ambassadors can be the primary contact for all guest interaction within the aquarium. Each team member actively engages the guest, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Operationally, the guest experience ambassadors monitor assigned areas for traffic flow and safety concerns. All team members act as role models for outstanding customer-service standards, both within the department and within the aquarium.

Must be willing to work weekends and holidays (varied hours), we are currently looking for individuals with open availability. This is a seasonal (or temporary) position to help with the busy fall/winter holiday seasons. Positions would begin October 16, 2015.

Other duties as assigned.

Qualifications:

Education: High School diploma or equivalent.

Experience:

Retail, attraction, or customer-service experience in a high-volume environment.

Previous ticketing system or cash handling experience preferred.

Performance or theatrical background a plus.

Fluency in multiple languages is also desirable.

The guest experience must be the highest priority.

Ambassadors must be outgoing, dynamic and enthusiastic.

Must have reliable cash-handling track record or experience.

Must have the ability to multi-task, have good verbal and written communication and be friendly and personable to all; embracing the multicultural differences of our guests.

Must be willing to work weekends and holidays (varied hours).

This is a seasonal (or temporary) position to help with the busy holiday season.

May be required to stand or sit for long hours.

May be required to work outdoors.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5yu2qh>

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Coordinator of Communications and Public Relations

Title: Coordinator of Communications and Public Relations

ID: 1003

Department: External Affairs and Communications

Qualifications:

Education

Bachelor's degree in a communications, environmental science or education-related field preferred - emphasizing public relations and writing skills.

Experience

Minimum: A minimum of 3 years of experience in public relations and media relations communications.

Preferred: Experience with conservation and animal-related public relations strongly preferred. PR agency experience and strong writing skills.

Special Skills

Excellent writing, editing, verbal and organizational skills required. Demonstrated ability to tell compelling stories in a variety of formats to a wide range of audiences including, but not limited to, social media, web, print media, grant proposals and reports, annual reports, etc. Must possess a high level of decision-making ability; good planning, problem-solving skills; understand complementary relationship between external and internal communications; perform well under pressure, juggle multiple tasks simultaneously. Must know word processing and be computer literate. Must be available 24/7 via cell phone (with exception of scheduled vacations.)

Positive attitude and supportive to colleagues in a team based environment necessary. Interest in conservation, zoo/aquarium, non-profit, cultural institutions and strong desire to excel in this industry. Ability to handle confidential information, maintain composure, be flexible and perform under pressure. Demonstrated love for adventure, exploration and storytelling. Interact with staff and the public in a consistently honest, friendly and positive manner.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires handling live animals. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <http://sheddaqarium.applicantstack.com/x/detail/a23xwy5hf5oq>

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Houseperson

Description

Houseperson is responsible for: ensuring the cleanliness of guest floor corridors, foyers, stairwells, and public areas; assisting housekeepers in maintaining IHR's high standards of quality; stocking linen closets with amenities and supplies; and emptying housekeeping carts. This position requires the ability to lift, bend, move heavy equipment and remain on one's feet for extended periods of time.

Must be available to work flexible hours including evenings, weekends and holidays.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The hotel features 257 guestrooms, including 38 suites, in addition to a three-meal restaurant and bar, a rooftop bar and lounge, a coffee and sundries outlet, and a fitness center. It also includes eight meeting rooms totaling more than 5,000 square feet.

The Hyatt Centric (<http://hyattcentric.com/#experience>) hotels are at the center of the most unique destinations—in the middle of the action, in the know, and always on-hand to serve up insider knowledge, intriguing tidbits, and great conversation over a well-crafted cocktail. We are your local home base, preparing our guests to explore the best our cities have to offer.

Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

The Hyatt Centric spirit of exploration continues beyond the walls of our hotels. Simply put, we strive to be a part of our guests' unique adventures — in our destinations and beyond.

Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Part-Time
Job: Housekeeping/Laundry
Req ID: 726269

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=726269&LangID=1>

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Public Area Attendant

Description

Lobby Attendant is responsible for maintaining all public restroom and public areas of the hotel in keeping with IHR's high standards of quality. This individual have the ability to interact with guests in a courteous and friendly manner.

Ideal candidate must be available to work flexible schedule, including weekends and holidays and all hours of the day.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry
Req ID: 729044

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=729044&LangID=1>

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Sales Manager

Description

What you will be doing

Managing accounts to achieve guest satisfaction.
Ensuring all revenue goals are achieved or exceeded by soliciting past and new business.

Requirements

The ability to effectively communicate with guests in a friendly and positive manner.
The ability to meet/exceed client needs and resolve complaints.
Knowledge of departmental interaction and organizational structure in a hospitality context.
Previous hotel sales experience preferred.
Please note

Thank you for your interest in this career opportunity. Please be aware that the satisfactory completion of an online Sales Management pre-hire assessment is required step in our application process for all Interstate Hotels & Resorts' Sales Management job openings. If you have already completed an Interstate Hotels & Resorts Sales Management pre-hire assessment for a similar position within the last 90 days you will not be required to complete it again.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Sales/Marketing/Public Relations

Job Category: Sales

Req ID: 740215

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=740215&LangID=1>

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Accounting Clerk

Description

Previous accounting, hotel front desk or night audit experience preferred.

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Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Part-Time

Job: Accounting/Finance/Tax

Req ID: 740219

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=740219&LangID=1>

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Cook

Description

The Cook prepares all menu items and adheres to plate presentation ensuring that all food meets White Lodging and brand standard of excellence.

Standard Policies for all Positions:

Follow all company policies and procedures. Maintain a clean and orderly work area in accordance with hotel standards. Complete daily/weekly cleaning schedule. Attend work on time as scheduled and adhere to attendance policy. Report unsafe conditions and suspicious activity to management. Practice safety standards at all times and keep the property safe for guests and fellow associates. Use wet floor signs as required. Use personal protective equipment. Lift, carry or otherwise move up to 10 lbs. regularly. Lift, carry or otherwise move up to 50lbs occasionally with assistance. Follow proper moving and lifting procedures identified in Departmental Orientation Handbook. Regularly required to stand; sit; walk; reach; use hands to finger, handle or feel; talk and hear. Must pass certification quiz/test for position. Wear uniform, including nametag at all times in accordance with the Standards of Appearance. Maintain knowledge of hotel property, hotel staff, hotel services, hotel service hours of operation and hotel surroundings (i.e. mall, restaurants). Adhere to all work rules, procedures and policies established by the company. This includes, but is not limited to those contained in the Associate Orientation Handbook and the red Emergency Response Procedures Manual. Complete Chemical Training and Bloodborne Pathogen Training.

Benefits

White Lodging offers competitive benefits including medical, vision, dental insurance for Full Time associates. Other benefits include Short term and long term disability. We also offer paid time off, vacation pay, 401K employer match. We offer tuition reimbursement. White Lodging is an equal opportunity employer.

Property: Hyatt Place Chicago River North
Company: White Lodging
Primary Location: United States-Illinois-Chicago
Schedule: Part-Time
Job: Food and Beverage/Culinary
Job Category: Culinary/Kitchen
Req ID: 741718

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=741718&LangID=1>

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Guest Services Agent

Description

If your smile has the ability to brighten someone's day, we're looking for you. Our friendly Guest Service Agents exhibit an eagerness and commitment to surpassing guest expectations at every turn.

How to shine in this role:

Accommodate guests by making them feel welcome, informed, and cared for during the entire length of their stay

Relate to guests in a friendly and helpful manner

Ensure satisfaction by going the extra mile

Anticipate and respond to guest needs

Handle all aspects of guest registration, which can include:

Expediting the check-in/check-out process with swift computer and cash register skills

Following hotel rate structures, discounts, and selling strategies

Issuing room keys

Informing guests about hotel features and amenities, as well as local attractions

Satisfying special requests whenever possible

Find solutions quickly, and confidently address and resolve guest concerns

Remain flexible and adaptable in a consistently busy hotel environment

Collaborate with all hotel departments and utilize your complete knowledge of hotel operations

If you're a people pleasing enthusiast with a professional attitude, we look forward to reviewing your qualifications.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Part-Time

Job: Front Office/Guest Services/Transportation

Job Category: Guest Services

Req ID: 747684

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=747684&LangID=1>

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Part-time Beverage Server Assistant (Busser)-M/X Lounge

Description

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences. We care about our associates and our customers. This is the Hyatt Touch.

The Hyatt Regency McCormick Place is currently seeking a Beverage Server Assistant for the M/X Lounge. Responsibilities include the following:

Assisting the Cocktail Server in providing excellent service to all guests

Engaging in casual conversation

Maintaining an attractive setting

All applicants must have excellent customer service skills. This is a fast-paced environment. Previous food and beverage experience preferred. Must be 21 years of age.

Qualifications

Excellent customer service skills

Must be 21 years of age

Previous food and beverage experience preferred

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006854

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Server Assistant-In Room Dining/Part-Time, Full-Time

Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest. This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact.

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI007015

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007015&LangID=1>

Part-time Buffet Attendant

Description

The Buffet Attendant is responsible primarily for maintaining buffet items. This person must have good communication skills as this is a fast paced position with continual customer contact. The ability to lift, pull and push moderate weight is necessary.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Food and Beverage
Req ID: CHI007117

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Security Officer

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

The Security Officer is responsible for the oversight of the safety and security of the hotel guests and employees. This person will follow safety and security standards and complete incident reports as required.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal and written communication skills
Ability to stand for long periods of time and walk moderate distances
Must be able to work a flexible schedule, including weekends and holidays
Proficient in basic computer skills
Previous security experience preferred

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Loss Prevention/Safety

Req ID: CHI007112

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007112&LangID=1>

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Administrative Assistant

Description

The candidate must be a self-starter with fine-tuned interpersonal and communication skills. The candidate will support a VP within HR. The role will include making travel arrangements, as well as processing subsequent expense reports. It will including booking conference rooms and taking minutes. The candidate must be able to work independently and balance a multitude of tasks.

The primary job responsibilities are:

Calendar management

Travel planning and securing international travel visas as needed

Reconciling expense reports and processing invoices

Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines

Monitoring and responding to manager's email account as appropriate

Coordinating and attending regularly scheduled team meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Minimum 5-10 years of administrative experience or

Hospitality experience a plus

High school diploma required

Associate's degree or equivalent a plus

Fully proficient in Microsoft Office suite

Prior experience working in a highly confidential environment

Project a professional image and ability to work independently

Ability to juggle multiple projects and priorities at the same time

Property: Human Resources

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Schedule: Full-time

Job Level: Administrative

Job: Administrative

Req ID: CHI007129

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