



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**District Office**  
4800 W Chicago Ave,  
Chicago, IL 60651  
TEL: 773-378-5902  
FAX: 773-378-5903

**Oak Park Office**  
816 S Oak Park Ave,  
Suite A  
Oak Park, IL 60304  
TEL: 708-445-FORD  
(3673)

**Springfield Office**  
239-E Stratton Office  
Building  
Springfield, IL 62706  
TEL: 217-782-5962  
FAX: 217-557-4502

12/25/2015



## School Receptionist (Lincoln Park Campus)

The British International School of Chicago - Lincoln Park Campus - Chicago, IL  
The British School of Chicago is an international private school based in Chicago's Lincoln Park neighborhood. The school caters to children aged 3 – 12 years old. We are currently seeking a full-time receptionist to act as the first point of contact for the Primary School to greet school visitors, parents and students.

Responsibilities: Handling a high volume of phone calls  
Screening/routing phone calls appropriately  
Greeting and assisting visitors  
Clerical tasks and projects as assigned by supervisor  
Daily attendance report  
Yearbook Responsibilities  
Excel Documents  
Google Docs Sharing

Requirements: Proactive team-player, Proficient in Word, Excel, and Outlook  
This is a full-time position that works the full calendar year. Comprehensive benefits package offered, Salary commensurate with experience.

Job Type: Full-time

Local candidates only: Chicago, IL

Required experience: Proficiency in Excel and Google Docs: 3 years

Required education: High school or equivalent

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## Part Time Administrative Assistant | Scheduler

We are looking for an Intake Part Time Administrative Assistant | Scheduler who has driven and passion for assisting a great team. The Scheduler reports directly to the Support Services Manager, and should have great interpersonal skills, great organization skills, excellent written and verbal communication, & analytical & decisive skills.

This individual must have the ability to multi-task, prioritize daily, provide guidance to staff and serve as an example of exemplary professionalism. The Scheduler position start around \$12.00 per hour with averaging 20-25 hours per week (hours would mostly be between 2:00 p.m. to 7:00 p.m.)

We are located at:  
28045 N Ashley Cir  
Libertyville, IL 60048

Required Skills: What you will need to be successful in this position: HS diploma required and a BA from an accredited university is preferred,

A minimum of 3 years of hands-on experience, working in a professional office, scheduling experience is a huge asset. Reliable means of transportation, A supreme attention to detail and good with juggling priorities and hourly/daily change, Proactive problem solver, Not afraid of new computer systems, and a good working knowledge of PC and web based systems, such as Outlook and Microsoft Office Suite Ability to process information from a number of sources, Effective organization and time-management skills, Collaborative spirit, good judgment and energetic personal initiative Motivational personality and a get it done attitude.

Job Location  
Chicago | Libertyville, Illinois, United States

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## Spanish/English Receptionist, Law Firm

Din Law, LLC - Chicago, IL. Fast Paced Immigration Law Firm is seeking a Spanish/English receptionist and translator. Our office in on the North Side of Chicago is within walking distance from the Brown Line. More information about our law firm is available on our website: [www.dinlaw.com](http://www.dinlaw.com)

Due to the nature of our practice, every day is different from the previous day and presents its own exciting challenges. We have a lot of fun working in our fast paced environment and we are looking for someone to complement our team and who will enjoy this type of work environment and can keep up with, or better yet, stay one step ahead. You will be interacting with clients and staff so charm and tact are essential.

We are looking for someone who can handle a variety of client types with ease. Being organized is the key to keeping up in this job. You will have to be proficient in MS Office Software. You will be required to answer calls and forward them or take messages, as appropriate. You will also be translating between clients and members of our team. You will also be required to translate documents as needed. There may be slight travel involved. This is a full time position and any past experience as an admin/receptionist is helpful. If you are not experienced but are able and willing to learn, we are willing to train you.

Please apply with an updated resume and past compensation history with your level of expertise in Spanish rated between 1 and 10 (1 being beginner and 10 being fluent) in the Subject Line of the e-mail.

Job Type: Full-time

Required experience: Receptionist: 1 year

Required language: Spanish

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## Receptionist Compass Group North America

This is a GREAT OPPORTUNITY to become a leader in a great company, and growing corporation. In this position you will be responsible for providing support in the areas of documentation, logistics, and customer service. We are seeking an autonomous individual with excellent problem solving, interpersonal, and communication skills. The ideal candidate would be highly organized and able to manage confidential and sensitive information.

**Job Responsibilities:** Supports operations with data entry, note taking, and sending meeting minutes. Monitors weekly time sheets, tracks updates, and manages scheduling of resources. Answers telephone and provides information/assistance to internal and external clients. Composes and types routine correspondence and memoranda using Microsoft software. Compiles and tracks daily, weekly and monthly statistical data using Excel. Performing other related duties as required.

**Job Requirements:** At least two years previous Administrative experience. Associate's Degree strongly preferred. Proficient in Microsoft Word, Excel, Outlook, and Power Point. Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping. Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports. Ability to establish priorities, work independently, and proceed with objectives without supervision. Ability to handle and resolve recurring problems. Ability to meet deadlines and to follow up effectively. Excellent phone communication and interpersonal skills. Strong organizational skills.

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## Receptionist, Broadway Youth Center

### POSITION SUMMARY\*:

The receptionist is responsible for coordinating clinical service delivery at Broadway Youth Center (BYC) by greeting and electronically registering all clients & patients accessing clinical services. The receptionist is also responsible for supporting overall programmatic operation by assisting staff with administrative and clerical tasks.

### QUALIFICATIONS, SKILLS AND ABILITIES:

#### Required:

- High school diploma or equivalent
- Must be highly organized, a strong communicator, and demonstrate the ability to work effectively with diverse populations.

#### Preferred:

- Bilingual Spanish-English speaking is strongly preferred.
- Previous administrative and/or customer service experience highly regarded.
- Previous trainings on harm-reduction, youth work, and providing trans and gender-non-conforming-affirming care is also highly regarded.

### WORKING CONDITIONS:

The Broadway Youth Center is a fast-paced, pleasant working environment where meeting the needs of at-risk youth always comes first. Schedule is pre-established: Monday, Tuesday, Thursday, and Friday from 11:30 a.m. – 8:00 p.m. and Wednesday from 9:30 a.m. – 6:00 p.m. These hours are subject to change.

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## Medical Office Assistant (Full Time)

Title: Medical Office Assistant (Full Time)  
ID: 081521  
Employment Type: Medical Support  
Location: 5215 N California (Erie Foster Avenue)

The Medical Office Assistant assists professional nursing staff in managing a variety of tasks including routine patient care, office management and clerical tasks to support the delivery of patient care. Conducts functions of medical office personnel including answering phones, scheduling appointments, obtaining results, retrieving patient information, and communicating health information to patients as directed by providers and nurses.

Requirements: High School Diploma, completion of Medical Assistant Education Program. Certified by the American Association of Medical Assistants preferred. One year experience in a health care setting. Experience working with all populations in family practice models a plus. Bilingual fluency in English and Spanish or Arabic.

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## Front Desk Officer - Downtown Residential

Guardian Security Services, Inc. - Chicago, IL, \$11 - \$14 an hour. Door Staff/Security Officer

Job Requirements: Must be a minimum of 21 years of age.

Possess a high school diploma or the GED equivalent.

Must be able to pass our pre-employment screening process including an in-depth criminal background investigation.

Possess strong communication skills, both verbally and written.

Maintain an impeccable image and adhere to our professional grooming standards.

Must maintain a working telephone at all times in order for us to contact you.

Must be able to stand for extended periods of time depending on the post assignment.

Must have a valid Permanent Employee Registration Card (PERC) or willing to apply for one.

Must have a 20-hour training certificate or complete the training within in 30 days of employment

Guardian Security Services, Inc. is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other characteristic protected under applicable federal, state, or local laws.

License #122.000419

Required license or certification:

PERC, 20 hour certificate

Required education:

High school or equivalent

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## School Clerk Assistant

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the school principal, performs a variety of clerical functions of average difficulty in a Chicago Public Schools facility; and performs related duties as required.

### MINIMUM QUALIFICATIONS:

**Training and Experience.** Graduation from high school (or G.E.D. equivalent), and the ability to type 35 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. General clerical work experience is highly desirable.

**Knowledge, Abilities, and Skill.** Good knowledge of general clerical office methods, procedures, and practices; good knowledge of basic office machines and equipment.

Ability to follow oral and written instructions, ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public.

Good skill in basic arithmetic, good typing skills, oral and written communication skills, good personal computer skills are desirable.

**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.

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## Front Desk Clerk

Part-Time Front desk personnel interact with tenants and visitors on a regular basis. Superior customer service and communication skills are a must at all times. Staff must maintain a clean-cut, professional appearance and attitude at all times.

### Job Duties:

- Greet residents and visitors in a friendly, welcoming manner
  - Sign in/out all visitors
  - Show model unit to prospective renters
  - Ensure that all visitors are at least 18 years old
  - Prevent unwanted visitors from entering the building
  - Record all activities in the Daily Log
  - Clean and maintain the front desk, lobby and common areas
  - Sort and rack all incoming mail and packages
  - Record and file maintenance requests
  - Record and file all incident reports
  - Monitor surveillance equipment
  - Perform other duties as assigned by management
- Available Shifts (Front desk clerks work 25-28 hours per week)

12:00 am – 8:00 am

8:00 am – 4:00 pm

4:00 pm – 12:00 am

### Dress Code

Small business casual. Excessive visible tattoos and extreme hairstyles are not appropriate for front desk staff. We expect staff's appearance will exhibit common sense and professionalism.

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## Receptionist/Legal Assistant

Aggressive, hard-working law firm with rapidly expanding nationwide practice seeks to hire full-time entry-level legal assistant.

Ideal candidate will have strong organizational and interpersonal skills, and work ethic, to provide direct assistance to clients, attorneys and support staff. Candidate must possess a high level of initiative to complete tasks with little supervision. Variety of responsibilities include: handling client calls, conducting research, performing interviews, responding to discovery, performing document review and data analysis, making filings in federal and state court, completing errands, and performing other administrative tasks. Great opportunity for personal and professional growth.

Strong personal and technical skills required, including advanced knowledge of Microsoft Word, Excel and Westlaw. Knowledge of the federal electronic court filing (ECF) system is a plus.

All resumes must be submitted via email. NO PHONE CALLS PLEASE.

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## Receptionist / Facilities Coordinator

What you'll do: We are looking for someone to be our front facing, company representative, working at our Front Desk. Reporting to, and being, the right hand person to the Regional Facilities Manager. Greet all incoming guests and the reception area, including coordinating with building security to provide access to the office. Assist in various workplace projects and daily operations to help maintain the look and feel of the office. Send and receive all incoming mail and packages and see that employees receive mail and packages. Assist in the planning, and communicate office events and happenings. Manage catering and snack vendors. Order and maintain office supplies.

Assist in the set up / onboarding of new hires. Manage all conference room scheduling and set up of conference rooms for client meetings. Track and complete tickets in our internal work order ticketing system. Act as a help desk / concierge to guests and Rocket Fuel team members alike to assist them with questions and directions. Assist in travel booking, calendar management and other various administrative tasks for the executives in the Chicago office

Who you are: You are creative and able to contribute new and fresh ideas to our "Nerdy and Loveable" culture. You are a people person -- comfortable with collaboration and can build internal relationships with teams and individuals at all levels. You are eager to work in a high-tech, start-up environment that rapidly changes. You are highly organized and able to contribute to a well-run and efficient work environment. You are able to stay calm under stress and easily prioritize multiple tasks and projects.

What you need: 2-5 years administrative or Reception experience. Excellent time management and multi-tasking skills. Ability to be a self-starter. Excellent customer service skills. Excellent writing and communication skills. Willingness to do whatever it takes to get the job done. Ability to maintain a professional and friendly demeanor as the "face of Rocket Fuel" at all times. Familiarity with Google Apps and Microsoft Office. College degree preferred.

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## Patient Service Representative - Dermatology

The NMG Patient Service Representative is primarily responsible for greeting patients, answering and appropriately managing incoming telephone calls; registering patients, scheduling patient appointments; responding to customer's information needs, collecting payments, and cash management. Answer incoming telephone calls promptly and in accordance with NMG standards. Manage calls by working with customer to meet their need or referring to appropriate party. Scheduling patient appointments.

Confirm accurate patient registration in both the billing (Medical Manager) and Hospital (IBAX) registration systems. Manage flow of patients in and out of waiting room. Collect and scan insurance cards into NISP system. Confirm insurance plan is accepted by NMG. Collect co-pays, patient balances, and full payment for services not covered by insurance. Print receipts and or statements as required. Post payments and/or charges in Medical Manager if applicable. Perform daily close according to Cash Management policy. Functions as a patient representative as requested.

Personal characteristics and competencies include: Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff, and other customers; Demonstrated customer service skills, including the ability to use appropriate judgment, independent thinking and creativity when resolving customer issues; Ability to effectively handle challenging situations; Ability to balance multiple priorities; Excellent verbal and written communication skills; Ability to use personal computers and select software applications, including Medical Manager, IBAX and Cerner applications; Basic knowledge of physician billing, insurance and multi-line telephones preferred; Ability to manage cash and balance at the end of the day. AA/EOE.

Qualifications: High School Diploma

Desired: Bachelor Degree preferred

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## Administrative Assistant/Receptionist

Alim Corporation - Evanston, IL, \$25,000 a year. Office in Evanston is looking for a full time administrative assistant to answer phones, assist with correspondence, support field staff and offer office support in a fast paced environment. The ideal candidate will have a pleasant and professional phone voice, be articulate and detail oriented, have an innate sense of protocol, good communication skills and a desire to learn and grow.

Requirements: Excellent knowledge of Microsoft Office. Friendly and courteous demeanor in person and on the phone. Knows how to work with all levels of an organization to accomplish goals. Good listener that handles direction well. Superior follow through with attention to detail Ability to be flexible and prioritize tasks accordingly.

Superior work ethic and is willing to take initiative. Responsible and accountable. Highly organized and ability to create organizational protocol. Employee Benefits Provided - Health Insurance, Dental Insurance, Life Insurance, Vision Insurance, 401K with Employer Match, Tuition Reimbursement for higher education and career advancement learning, Paid Time Off and Holidays and opportunity to work from home.

Job Type: Full-time, Salary: \$25,000.00 /year

Required education: High school or equivalent

Required language: Ability to speak Spanish is preferred

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## Experienced Receptionist

Ellehomme Spa - Chicago, IL, We are seeking an individual experienced in customer service with great communication skills and a warm attitude. We require a minimum of 1 year experience. We are currently seeking to fill a full time receptionist position. Your duties will include answering phones, sales and booking appointments. Compensation is hourly plus sales commission.

Please email your resume and availability. Availability for interviews are held every Monday and Tuesday at 9 a.m. We look forward to hearing from you.

Job Type: Full-time

Required experience:

Customer service: 1 year

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## Medical Receptionist: Plastic Surgery

**JOB DESCRIPTION** Medical Receptionist: Busy orthopedic and plastic surgery practice is looking for a full-time medical receptionist. This position is for both Plainfield and Morris Locations.

**Summary:** Under the direction of the Practice Administrator, the medical receptionist will greet and welcome patients to the practice. Essential duties include: Acknowledge and welcome patients and visitors; Inform staff of completion and assist patients with appropriate paperwork; Ensure waiting area is clean and have appropriate patient announcements and brochures; Insurance Verification; Obtain registration information from patient and enter into EMR; Verify and update demographic information.

Schedules appointments into EMR according to practice protocol; Collects co-pays, cash, check or credit card payments and posts into EMR. Answers many lines, screen calls and takes detailed messages and directs to appropriate staff. Must be able to travel to other practice locations.

**Hours:** Full Time

Monday-Friday with an occasional Saturday.

**Knowledge/Experience:**

High school diploma or GED.

Minimum 3-5 years' experience in healthcare working with patients preferably in specialty practice setting.

**Teamwork:** Works effectively with others to accomplish common objectives and goals.

**Computer Efficiency:** Nextgen experience a plus, but not necessary. Basic knowledge in Microsoft applications.

**Job Type:** Full-time

**Required experience:** Three years' experience working as a medical receptionist at a specialty group: 3 years

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## Medical Office Receptionist

Category: NCH Medical Group

Department: Site to be determined

Status: Full time

Schedule: Day/PM, weekends as needed

Description: Reporting to the Site Manager, serves as a member of the support staff; responsible for opening and closing the office, greeting and scheduling patients, taking and relaying messages from patients, and recording daily revenue. Will also maintain an orderly appearance of the office and waiting room and assist with filing and scanning as needed.

Job Requirements: 1. Level of knowledge normally acquired through the completion of high school. 2. One year experience interacting with the public. 3. PC experience required. 4. Knowledge of medical terminology preferred.

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## 10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.
  
3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.
  
4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.
  
5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

#### Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).