



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



Payroll Clerk Job

Location: Oak Lawn, IL, US, 60453

Payroll Clerk

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and Rehabilitation care, hospice care, home health care and rehabilitation therapy.

The Payroll Clerk is responsible for the payroll process as well as a variety of routine clerical tasks in support of the business office. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

High School Diploma, preferred.

Previous experience in business office or payroll, preferred.

[Apply Here](#)



Sales Representative

Enjoy the safety net of \$500 per week, while you build your expertise and ramp up in a generous compensation plan that offers uncapped earnings!

We are so confident in the earning potential of our Design Consultant role that we want to help pave the way to your long term success.

Not only are we offering a \$500 per week safety net, but we provide paid training and all of the state of the art tools and resources necessary for your success – at no cost to you!

The Design Consultant position is a fast paced, high energy job that is challenging and rewarding for sales professionals who are seriously committed to their careers!

We provide our Design Consultants with 4 weeks paid training, \$500.00 per week draw, laptop/tablet, smartphone, product samples, mileage reimbursement, full benefits...AND...our exceptional marketing team produces an ABUNDANCE of high quality appointments for our in home Design Consultants!

[Apply Here](#)



Uline – Shipping Supply Specialists

POSITION RESPONSIBILITIES

Pick, pack and release orders.

Ensure order accuracy.

Report to Warehouse Manager / Warehouse Management team.

MINIMUM REQUIREMENTS

High school diploma or equivalent.

Desire to work in a fast-paced, organized and positive warehouse environment.

Able to lift up to 70 lbs.

Ability to work full-time, 40 hours per week.

Attention to detail / time management.

[Apply Here](#)



Medical Office Scheduler

Southwest Gastroenterology - Oak Lawn, IL

Southwest Gastroenterology is looking for a full time scheduler for their office. The position will be based at the New Lenox and Oak Lawn office. The essential functions of the job are:

- Scheduling patients for procedures, completing facility paperwork
- Reviewing patient's health history
- Scheduling appropriate medical clearances
- Scheduling patient for follow-up appointments and test
- Other duties as assigned

Knowledge

- Knowledge of practice management and scheduling software
- Computer background/knowledge preferred
- Knowledge of procedures desirable
- Medical terminology helpful

[Apply Here](#)



Office Associate - Opt 2

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

8:30 am - 5:00 pm

OIG/Madden MHC
1200 S. 1st Ave, Pav. 12
Hines, IL 60141

Please submit applications to:
Kelly Kindred
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116

PHONE: 217-557-0347

[Apply Here](#)



Part-Time After School Enrichment Teacher

Little Scholars -Chicago, IL

\$30 an hour

Little Scholars is looking to hire the best teachers around Chicago! Are you ready to join our team?

Little Scholars, a leading provider of after school enrichment programs, is seeking responsible, energetic and dynamic teachers to teach after school enrichment programs. We are looking to hire teachers to work part time ranging from 2-10 hours per week . Our classes are offered once a week at local public and private schools between the hours of 3-5 for up to 10 weeks. A teacher may teach between 1-5 days a week depending upon schedule availability.

Little Scholars provides the curriculum including the materials and supplies to teach the programs. This is a great position for education students, graduate students, retired teachers, teachers looking to return to part time work and preschool teachers.

[Apply Here](#)



Front Desk Associate for Northwestern Mutual - Chicago (Chicago)

Minimum Job Requirements

Bachelor's degree preferred

- Basic computer skills
- Multi-line phone experience preferred
- Customer service experience strongly preferred
- Ability to handle detailed work with high degree of accuracy
- Excellent interpersonal skills
- High level of organizational skills
- Excellent written and oral communication skills
- Professional office skills
- Ability to take independent action to make sound decisions
- Ability to multi-task
- Ability to be flexible and open-minded.
- Ability to work effectively with people at all levels

Full time position offers a full salary and benefits package including health and dental insurance, short term and long term disability, life insurance, 401k, pre-tax transit, medical and dependent care accounts and more.

[Apply Here](#)

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Position: Package Handler - Part-Time

Job Group: Manual Operations

Location: Hodgkins, IL 60525 - Chicago (Hodgkins I-294 & I-55)

Sunrise (4:00 AM - 9:00 AM)

Day (10:00 AM - 3:00 PM)

Twilight (5:00 PM - 9:00 PM)

Night (10:00 PM - 3:00 AM)

JOB DESCRIPTION:

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Note; this location does not offer temporary summer seasonal opportunities.

[Apply Here](#)



Cashier

Description: Want to work with a team that has fun every day by helping guests and making them happy. Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner.

Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services. Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell.

Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling.

Qualifications: Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments.

[Apply Here](#)



Registrar Office Assistant 2

Minimum Qualifications:

A high school diploma or the equivalent combination of education, training and experience from which comparable skills can be acquired;

1 year of administrative support or other relevant experience required.

Minimum Competencies: (Skills, knowledge, and abilities.)

Ability to understand and explain university procedures;

Consistently displays accuracy and attention to detail;

Good organizational, time management and problem solving skills;

Excellent customer service and interpersonal skills;

Good attendance and commitment to work requirements;

Familiarity with multiple computer applications including MS Word, PowerPoint, Excel, email, web browsers; Ability to facilitate open and effective

communication, cooperation and teamwork within and outside of one's own team;

Demonstrated ability to perform duties and responsibilities with attention to detail and support for organizational policies, as well as the ability to anticipate demands/pressures of assignments and adjust accordingly.

[Apply Here](#)



Medical Receptionist

Company Overview: UroPartners LLC is the second largest urology group practice in the country with more than 60 physicians, and nearly 400 employees. Our physicians offer outstanding urological care at 32 offices, 35 hospitals, two radiation prostate treatment centers, and a pathology lab. The goal of UroPartners, LLC is to provide World-Class Urological Care to our patients.

Please visit our website for more information <http://uropartners.com/>
Interact with clients', medical professionals and additional team both within the clinic and at outside facilities offering precise, prompt and responsive information to facilitate the best patient care daily.

[Apply Here](#)



Representative - Inflight Crew

Respond to escalated incoming phone calls (via FLT-LINE) and e-mails from flight attendants and Inflight Bases regarding the administrative functions of the flight attendant position.

Qualifications

High school diploma, GED, or equivalent work experience required

Bachelor's degree preferred

Knowledge/Skills

Use of a laptop computer required

Microsoft Office required

Proficient in Microsoft Excel required

Navigation of case management/data base and online content required

Technical writing preferred

Experience

Minimum 2 years in a service environment required.

Experience in a service (external client) environment; function within a team atmosphere; implement established written and verbal communication skills.

[Apply Here](#)



Valet Attendants

Luxe is a cool new startup that is changing the way people park. Our company brings on-demand parking for frustrated parkers in Chicago. We're looking for rock star people who are friendly, energetic and tech savvy. This is the perfect job as we offer flexible hours, great pay, and you don't need a car. We're hiring aggressively, apply now!

What you need to know

Great Money: Earn up to \$15-\$20/hour plus tips! No hidden fees.

No need to buy or lease a car: Get around by foot, scooter or skateboard. You don't need a car to make good money!

Job Openings: We're aggressively hiring for people who want flexible hours and great money.

Stay Active: You will be consistently walking/running around Chicago. We offer scooters and skateboards as well to help you get around the city.

Get Started!

Live in/around Chicago

Be at least 18+ years old

[Apply Here](#)



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.) ***NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: <http://work.illinois.gov/default.htm>

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Retail Hiring Event January 19th

Location: Lincolnwood, Illinois

AT&T IS HIRING RETAIL SALES PROFESSIONALS

Throughout the North Shore, IL Area

(Skokie, Evanston, Niles, Glenview, Lincolnwood)

Are you a People Person?

Then you're an AT&T Person!

Join us for a Hiring Event to learn about

AT&T's exciting career opportunities and interview with Hiring Managers!

Please join us Tuesday, January 19th from 10:00 a.m. – 5 p.m. at:

Doubletree by Hilton

9599 Skokie Blvd, Skokie, IL 60077

We look forward to seeing you Jan 19th!

There are retail jobs, and there are retail careers. If you're passionate about helping people get the most out of the technology they love, you could be a great fit for our retail team. Our motivated employees work directly with our cutting-edge line of products and services. We're passionate about innovation – and even more passionate about connecting our customers to the future.

As a Retail Sales Consultant, you'll belong to a supportive team in a fast-paced environment. Together, you can connect people to the latest technology – all while meeting sales goals. If you love working with people, then this may be the job for you. From the initial greeting to closing the sale, you will play a big role in shaping the retail experience. Bottom line? You are the go-to customer service expert.

Sharing your knowledge with our growing customer base comes with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$50,636 in total compensation in the

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first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$57,511 per year.

You'll also gain an amazing benefits package, including:

- Ongoing paid training
- Exciting career paths
- Supportive team environment
- Employer-provided mobile device
- Medical/dental coverage
- 401(k) plan
- Tuition reimbursement
- Paid time off

Not to mention some pretty cool perks, like:

- One of our latest devices and a service plan. Using our technology, gain first-hand expertise to share with our customers.
- Discounts on accessories and additional AT&T products and services. That means you always have access to the coolest gadgets around.
- A spring and fall fund to spend on a wide range of Team Color apparel. You'll even receive a welcome kit of fun gear to get you started (including two shirts).

To qualify, we'd like you to have 1 to 3 years of retail or customer-facing sales experience.

[Apply now.](#)



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
 - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

Once in the program, what are the expectations?

- 30-day reviews are conducted throughout the duration by immediate supervisors within their assigned work location



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.



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).