



## **Store Management and Sales Associates**

Store Management opportunities with Dots can begin with the position of Assistant Manager and can progress through the ranks.

Along the way, you can take advantage of our many exciting, ongoing sales incentives, bonus programs, and the opportunity to earn exotic trips through our President's Club program! Dots Store Managers are in charge of their own destiny. They make numerous decisions every day and have to be quick-paced.

Customer service and effectively leading a team of store associates are the key duties of this position. A Dots Store Manager serves as a role model who must manage his or her time wisely in order to achieve results. Most importantly, our Store Managers are responsible for living and passing on the Dots culture of shared values.

### **Benefits**

Benefits may vary slightly depending on which position an associate holds. The following benefits are offered to our Store Management Associates:

#### **Full-Time Associates**

- medical insurance
- dental insurance
- vision insurance
- life insurance
- supplemental life insurance including insurance for spouse and children
- short-term disability
- long-term disability
- savings and retirement plan 401(k) with Company match
- associate discount
- paid vacation
- paid holidays
- personal and sick days
- bereavement pay
- paid jury duty

If you're interested in a Store Management position, please visit your nearest Dots store to obtain an application or click to print the downloadable application and return it to your nearest Dots location.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



Our **Store Sales Associates** are the secret to our success!

They are the direct link to our customers and it is through their expertise and care that we have built such a loyal customer base. Ideal associates are friendly, fashion-minded people who enjoy working in a fast-paced environment.

#### Responsibilities

- providing exceptional customer service
- processing customer sales
- providing assistance at the fitting room
- merchandising replenishment
- maintaining store standards
- performing basic housekeeping duties

#### Qualifications

- friendly
- outgoing
- energetic
- fashion-minded
- good communication skills
- at least 16 years old

#### Benefits

- medical insurance
- dental insurance
- paid vacation
- holiday pay
- associate discount
- savings and retirement plan 401(k) with Company match

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## **Leasing Agent Chicago**

### Summary

Title: Leasing Agent Chicago

ID: 1007

Department: Field Management

### Description

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

### Responsibilities include but are NOT limited to:

- Schedule, coordinate, and conduct unit showings with prospective tenants
- Meet and exceed monthly leasing targets
- Work evenings and weekends as needed to show units
- Navigate, update, and work effectively in PropertyWare software environment
- Any projects or additional duties as requested

### Qualifications:

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willing to work very hard, and work nights and weekends when needed
- Access to reliable automobile - REQUIRED
- Background checks will be run as this position deals with cash and potential high stress

### Compensation and Benefits:

- Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- Benefits include health insurance, two weeks' vacation and five sick days per year.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj7pk4z>

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**Title: Custodian Chicago**

ID: 1006

Department: Custodial

**Description**

Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

**RESPONSIBILITIES:**

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.
- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.
- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

**REQUIREMENTS:**

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjc2i49>

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**File Clerk**

Salary:\$11.09 to \$12.84 per hour

Location: Chicago, IL

Post Date: Dec 24, 2013

Employment Type: Temporary

Industry: Professional Services

Job Order Number:01302-107385

**Description:**

OfficeTeam is sourcing for a part time File Clerk for an architecture firm located in the loop for a large scanning and filing project. The ideal candidate will perform clerical tasks, such as scanning, arranging letters, memoranda, invoices and other indexed documents according to an established system. This person will operate office equipment and complete general office work. Additional duties may include answering phones, data entry, reconciling trades and data entry

**Requirements:**

Intermediate Alpha 8,001-10,000 kph, Intermediate Typing 45-60 WPM, Intermediate Scanning, Intermediate Numeric 8,001-10,000 kph, Intermediate Files, Intermediate FAX, Intermediate E-Mail, Intermediate Copying, Intermediate Collating, Intermediate Basic Office Skills, Advanced Excel, Intermediate Word, Intermediate Outlook.

OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We offer job opportunities ranging from executive and administrative assistants to customer service representatives, receptionists and general office support. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

Our parent company, Robert Half, once again was listed on FORTUNE® magazine's list of "World's Most Admired Companies." (March 18, 2013).

OfficeTeam is an Equal Opportunity Employer.

*Apply for this job now or contact us today at 1.800.804.8367 for additional information.*

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

Chicago River East, IL., 205 N. Michigan Ave., Suite 3301 Chicago, IL 60601

Phone: 312.616.8258 Fax: 312.616.1807 E-mail: [chicago@officeteam.com](mailto:chicago@officeteam.com)

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### **Attendant Professional Office Building (POB)**

Rush Medical Center

Job Location: Chicago, IL

Professional Office Building (POB) Attendant- 1st shift 9:30am-6:00pm

The POB Attendant provides safe, timely and accurate transport service to non-ambulatory outpatient patients of the Medical Center. This position is responsible for greeting and responding to the needs of all patients and visitors by providing information, high quality customer service and support in a timely manner.

#### Position Highlights:

- Provides curbside transport service to patients and visitors. Greets all staff and visitors with a smile.
- Take on the responsibility to call the dispatcher on the telephone when the radio is not working. Notifies dispatcher of delays and cancellations. Clears calls immediately after transports are completed.
- Ensures the comfort of the patient by being attentive, engaging in appropriate conversation involving the patient and making sure the proper equipment is available upon request.
- Makes and carries out independent decisions when dealing with ill or handicapped patients, Doctor Codes, fire codes, or disasters.

#### Position Responsibilities:

- Alerts clinical staff immediately to any signs of patient distress or alerts management of equipment malfunction.
- Develops and promotes positive effective customer service relations with patients, patient family members, visitors and staff; ensures accurate and timely transport of patients and patient-related items.
- Demonstrates proper phone, pager and two-way radio handling; ensures proper functioning of communication equipments at all times.
- Report building issues (such as any damage to the facility) to Medical Center Engineering. Work together with staff and Lead POB Attendant to solve problems using teamwork and professional demeanor.

#### Position Qualifications Include:

- Minimum high school diploma or GED required.
- Customer service experience preferred
- Able to push and pull equipment weighing 50lbs or more.
- Proficient bi-lingual skills
- Knowledge of proper radio etiquette
- Understands and applies knowledge of basic patient transport concepts, infection control practices, and proper body mechanics.

Apply online at [http://careers.jobstrush.com/us/united-states/faculty/jobid4523796-attendant-professional-office-building-\(pob\)](http://careers.jobstrush.com/us/united-states/faculty/jobid4523796-attendant-professional-office-building-(pob))

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## **Outpatient Medical Records Coding Auditor**

Rush Medical Center

Job Location: Chicago, IL

### Position Responsibilities:

- Responsible for continuous monitoring of the coding quality performed by staff both within and external to the Health Information Management Department.
- Provides educational programs to both physicians and coding personnel to improve coding quality.
- Prepares various reports for administration and the Compliance Council. May also directly supervise HIM Clerk II, Data Analyst, and HIM coders.
- Represents Health Information Management and RUMC at forums that are internal and external to the medical center.
- Maintains a demeanor and appearance appropriate for representation of RUMC.
- Through daily auditing, identifies coding-related DRG losses and variances as well as compliance-related issues.
- Monitors both Medicare and non-Medicare cases for coding accuracy
- Educates physician staff on documentation requirements

### Position Qualifications Include:

- RHIA or RHIT, CCS credential
- Bachelors of Science degree in a related field preferred
- Progressively responsible experience in Health Information Management with no less than 3 years as a Senior or Lead Coder

Apply online at <http://careers.jobstrush.com/chicago/coders/jobid2353560-outpatient-medical-records-coding-auditor-jobs>

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**Title: Maintenance Manager Chicago**

ID: 1023

Department: Maintenance

**Description**

Pangea is currently looking for an experienced Maintenance Manager who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south, east, and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

**Qualifications:**

Access to reliable automobile/truck with valid driver's license and insurance  
Must have own tools; Honest and able to work in a self-directed, fast-paced environment with minimal oversight; Hard working and flexible on hours; willingness to work weekends if necessary; Must commit to Pangea full time  
Must pass criminal check; Must be able to effectively communicate in English, both written and oral; Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.)  
Ability to use a personal computer, including knowledge of Microsoft Office Suite  
Ability to use general office equipment, including telephone, printer, copier, and scanner; More than 2 years experience directly leading construction projects with over \$1 million budgets; Experience working with City of Chicago zoning, permitting, licensing, and buildings departments  
Experience in large construction company (over 100 employees)  
Expertise in larger (200+ unit) residential apartment buildings

**Other Skills:**

Boiler installation and troubleshooting (both steam and water) for 24+ unit buildings  
Low Voltage experience, including the installation and repair of commercial intercom systems for 24+ unit buildings  
Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections  
Management experience preferred

**Compensation and Benefits:**

Competitive salary and benefits, including health insurance, generous paid time off, and 401(k) with matching company contributions.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjs5g2>

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**Title: Maintenance Technician Chicago**

ID: 1004

Department: Maintenance

**Description**

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to: (Job consists of minor repairs in.)

Plumbing: Electrical: Carpentry: Flooring: Concrete/Roofing:

**Qualifications:**

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time Criminal checks will be run. Computer literacy a plus.

**Other Skills A plus:**

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings.

Knowledge of 220V.

Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Appliance repair.

**Compensation and Benefits:**

Base pay starts at up to \$17/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj3hj07>

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**Title: Office Administrator/Receptionist (River North)**

ID: 1017

Department: Administrative

**Description**

We are seeking a receptionist/back office administrator to manage the office at our River North headquarters. You will be meeting and providing customer service to an array of personalities and will working on multiple tasks, so strong problem-solving skills are a must.

If you're friendly and welcoming, organized, punctual, and have exceptional customer service skills, then this could be the role for you.

Some specific tasks will include:

- Ensure office runs smoothly and employees have what's needed to work effectively
- Scan, file, and organize all documents
- Assist in the preparation of marketing documents
- Answer phones
- Accept packages
- Reception and greeting of guests
- Set up meetings
- Assist in problem resolution for guests, residents, and contractors
- Order supplies for multiple satellite offices as well as HQ
- Distribute food orders to multiple HQ kitchens
- Create IDs for new field workers
- Book travel as necessary
- Book meetings and appointments as necessary
- Make sure back office common areas are clean, well-appointed, and welcoming
- Send and receive mail, certified mail, and FedEx packages
- Provide administrative support for a variety of Human Resources tasks
- Take on additional projects and business responsibilities as opportunities and personal capabilities and interests arise.

Please look us up at [www.pangeare.com](http://www.pangeare.com)

Compensation: \$25,000 - \$28,000/year, depending on education and experience

Only candidates with resumes attached will be considered for this position.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjmck7>

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**Title: Property Manager Chicago**

ID: 1005

Department: Field Management

**Description**

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 200 with the majority of promotions sourced from within.

**Responsibilities:** Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore). Show, walk through, and sell units to prospective residents Manage paperwork flow between prospective residents and corporate office. Follow-up on maintenance / repair requests and ensure properties stays in excellent condition. Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction. Collect monthly rents and administer collection procedures when needed Successfully pass annual CHA Section 8 unit screening to ensure continued revenue Perform routine drive/walk by of properties at various times throughout the day/night Treat the units and residents as if they were your own

**Qualifications / Minimum Skills to Apply:**

2-year Associates degree. Demonstrable conflict management and problem solving skills. Working knowledge of Microsoft Excel, Word, and mobile communication  
Access to reliable automobile – REQUIRED  
Willingness to invest time outside of normal business hours to ensure the zone prospers

**Desired Qualifications:** Property management a plus, but NOT required; training is provided. Experience running/managing a multiple-site retail store/chain  
Sales or management experience. Face-to-face customer service experience

**Compensation and Benefits:**

- Base pay depending on experience, starting at \$33,000 - \$38,000 annually
- Bonus plan has potential to pay up to \$6,000 annually
- Full benefits available for full-time employees
- Gas and phone allowance available for full-time employees
- Company stock potential for top performers

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjaejpu>

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**Title: Leasing Advisor**

ID: 1001

Department: Sales

Description

Title: Customer service/sales

(call center role) Reports to: Operations

Location: This position is based in Chicago, IL with over 7000 units owned and under management. Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service backgrounds to lead our leasing program. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

Responsibilities

Reach and exceed various phone and sales targets

- # calls answered within 30 seconds

- # converted leads per week/month

- 99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Being a new role, there will be many changes along the way. Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications / Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Associate's degree required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation: \$12-\$14 per hour, depending on experience

Salary/Hourly: Temporary hourly role to start, with chance for full-time employment

Shifts: Must have M-F 7AM-9PM and Saturdays open in order to apply for this job

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj05d0h>

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## **Telephone Interviewer and Bilingual Telephone Interviewer**

### Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

### Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

### To Apply

If interested in applying please email your resume to [employment@telesight.com](mailto:employment@telesight.com).

## **Applications Developer**

### Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.  
Work collaboratively as part of a development team. Report directly to department manager.  
Work independently with minimal supervision.

### Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.  
Experience in developing SSIS packages, stored procedures and complex SQL statements.  
Experience with HTML (CSS and JavaScript a plus).  
Knowledge of PHP a plus.

### To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: [systemshr@telesight.com](mailto:systemshr@telesight.com).

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

**Qualifications:**

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=661](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661)

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

**Job Description:** Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

**Qualifications:** Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **General Clerk**

Employee Type: Full-Time Location: Chicago, IL Job Type: Admin - Clerical, Customer Service Experience: Not Specified Date Posted: 12/5/2013 Apply Now

#### **Job Description**

Staffing firm in the loop is seeking candidates for various general office assignments involving mailroom services, copy and scanning projects, office hospitality, reception, meeting room set-up, moving of light boxes etc.

Many requests are last-minute and a great way to keep busy if you have other obligations such as theater, school, other part-time jobs, for those looking to make \$ while on full-time search etc.

These positions are in professional corporate environments, generally standard business hours (ex: Mon-Fri 9-5) and typically require business casual attire.

**Experience required:** -Ideally 6 months+ office experience with clerical tasks outlined above -Friendly and approachable with strong communication skills  
-Adaptable to new environments and flexible with a strong work ethic

Apply online at <http://www.jobs.net/jobs/mindspring-partners/en-us/job/united-states/general-clerk/J3F5D766493X97W56NR/?IPath=EXIND>

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**RETAIL SALES / CUSTOMER SERVICE - CHICAGO LOOP - \$9.50 / HR + BONUS-134247**

**JOB DESCRIPTION**

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

**BENEFITS**

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one (1) year of Customer Service and/or Sales experience

- Energetic, outgoing, customer oriented personality

- Strong communication, interpersonal and problem resolution skills

- Enjoys and easily operates independently or as part of a small team

- Detail oriented with strong organizational and time management skills

- Some knowledge of computers in a windows environment

- Valid driver's license with access to reliable transportation used during the work day

- Willingness to work in multiple locations

Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

- Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at <https://publicstorage.taleo.net/careersection/2/jobdetail.ftl>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Facility Maintenance Technician**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, IL

#### Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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 - 8am to 5pm  
Tue - 8am to 5pm  
Wed - 8am to 5pm  
Thu - 8am to 5pm  
Fri - 8am to 5pm  
Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=123833&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123833&mode=)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Hoffman Estates  
2475 Pembroke Ave  
HOFFMAN ESTATES, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm  
Mon - 1pm to 7pm  
Tue - 7am to 1pm  
Wed - 1pm to 7pm  
Thu - 7am to 1pm  
Fri - 1pm to 8pm  
Sat - 12pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=115475&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=115475&mode=)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Loop  
500 W Cermak Rd  
CHICAGO, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

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- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm  
Mon - NA  
Tue - NA  
Wed - NA  
Thu - NA  
Fri - 7am to 8pm  
Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=124596&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124596&mode=)

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please feel free to forward job leads to others



**General Manager - Trainee**

U-Haul Regional Marketing Offices  
Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO, 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 - 6am to 7pm

Mon - 6am to 7pm

Tue - 6am to 7pm

Wed - 6am to 7pm

Thu - 6am to 7pm

Fri - 6am to 8pm

Sat - 6am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=122752&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=122752&mode=)

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