



Resumes are required and must be submitted with the application.
January 8, 2014 through January 22, 2014

Toll Operations Cash Handling Manager \$75,000.00-\$85,000.00/Year (G-7)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: • This position requires an Associates degree with course work in accounting, business or other related subject areas.

EXPERIENCE: • A minimum of five (5) years supervisory experience is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Desired background in cash handling and dealing with a large diverse group of people in a production atmosphere.
- Requires experience in meeting deadlines, maintaining equipment and supporting a number of other departments.
- Must possess excellent interpersonal and organizational skills.
- Strong knowledge of Microsoft Office Word, Excel and Outlook is required.
- Requires incumbent to be physically able to lift in excess of 80 lbs.
- To ensure smooth operations incumbent must maintain close communications with other departments within the Authority as well as outside vendors.
- General knowledge of contracts and procurement processes.
- Actively manages personnel including disciplinary action, salary reviews and recommendations.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

- By mail: Send the completed application to:

Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Resumes are required and must be submitted with the application.
January 8, 2014 through January 22, 2014

Procurement Warehouse Manager \$80,000.00 \$100,000.00/Year (G-6)

EDUCATION: • A high school diploma or equivalent is required. College strongly desired.

EXPERIENCE: • Ten (10) years of warehouse inventory security, control, and asset management are required

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Excellent knowledge of Microsoft Word, Excel, and Outlook is required. Attention to detail is required.
- Excellent verbal and written communication skills are required.
- Ability to interact effectively with various levels of management and to communicate well with staff and vendors is required. Ability to compose memos and reports is required.
- The ability to handle more advanced tasks, such as the implementation and management of a new warehousing program such as Vendor Managed Inventory, is strongly preferred.
- Relevant experience in managing a warehouse operation from planning to acquisition to distribution and disposition of surplus equipment is required.
- Five (5) years or more of demonstrable relevant experience of a high degree of skill in accounting for property at a central location is required.
- Experience in managing work of logistics and distribution is desirable.
- Knowledge of modern warehouse design methodologies and processes is desirable.
- Any experience managing inventory at satellite locations is desirable.
- A valid Illinois Driver's license is required.
- The selected candidate for this position will be required to be on call for emergency situations and overtime will be required. Relevant experience in managing delivery personnel and operations is desirable.
- Experience in administering labor related contract obligations for several groups of union employees is required.
- Relevant experience in supervising a warehouse staff of six direct reports and a staff of approximately twenty-five (25) on different shifts is preferred.
- Experience with managing personnel covered by collective bargaining agreements with members of AFSCME, SEIU, and Teamsters is preferred.
- Management experience of a lost and found program is desired.
- Management experience of auctioning of inventory and property items is desired.

Ways to apply • Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

• In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

• By mail: Send the completed application to:

Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Academic Faculty 12M

Presence United Samaritans Medical Center
Chicago

Job Description

2014-2015 Academic Year

College of Nursing - Full Time- Academic Faculty Position

Resurrection University highly values the unique knowledge, skills, and talents that each employee contributes to this learning community. This is a dynamic and diverse collegial environment where everyone has a vital role in sustaining a dynamic community of learning. Teaching and learning are the highest role priority. Professional service is emphasized at the student and employee level.

Position Summary and Requirements

Responsibilities include teaching 12-14 workload credits per semester. Clinical supervision and academic advising, participation in committees, community service, and professional organizations is required. Ongoing scholarly activities are expected and supported.

Applicants must have the following minimal qualifications:

- MSN/MS in nursing required, doctoral degree in nursing or a related field preferred.
- Current unencumbered IL RN license, and potential for leadership within the profession and institution.
- Successful teaching experience and a professional, scholarship trajectory are desired.

The CON is continuing to grow and expand so this is an exciting time to join our ranks. Candidates who love to teach are welcome and encouraged to apply!

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit presencehealth.org to learn more.

Employment Type: Full-time

Apply online at <http://www.ilhospitaljobs.com/job/107814/danville/academic-faculty-12m>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



ADVANCED PRACTICE NURSE

Presence United Samaritans Medical Center
Chicago

Job Description

Essential Functions: An Advanced Practice Nurse practices within the scope of the Advanced Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills. The APN/NP incorporates the carative factors of human care and performs established procedures in accordance with the organization's and the nursing division policies, procedures, and standards of care.

The APN/NP is a specialty health care provider who provides medical and nursing services to individuals and families. The APN/NP is adept at diagnosing and managing acute and chronic illnesses, and emphasizes health promotion and disease prevention. Services include, but are not limited to, ordering, conducting and interpreting diagnostic and laboratory tests, prescribing medications, and teaching and counseling individuals and families. Comprehensive health assessments with a broad scope of medical management for patients with acute and/or chronic health problems characterize the APN/NP's practice.

Requirements:

Master's Degree in Nursing. Registered Nurse with current Illinois APN License. Behavioral Health experience preferred.

Certification in clinical specialty. BLS required.

- 3-5 years experience in a clinical role.
- Experience in staff education, and quality management preferred.
- Experience working with teams as a member and leader.
- Good customer relations and interpersonal skills.
- Preferred computer skills include, Microsoft Word, Excel and PowerPoint.

Employment Type: Full-time
Schedule: Day/PM rotation

Apply online at <http://www.ilhospitaljobs.com/job/107826/danville/advanced-practice-nurse>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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

Compensation: \$25,000 - \$28,000/year, depending on education and experience
Only candidates with resumes attached will be considered for this position.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Leasing Agent Chicago

ID: 1007

Department: Field Management

Description

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our tenants. In just over 3 years, our portfolio has grown to over 7,000 apartment buildings owned and operated.

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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Leasing/Office Manager

ID:1022

Department: Administrative

Description

Pangea Real Estate is searching for a talented, ambitious, self-directed candidate to work in Leasing/Office Management in Baltimore. 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.

Responsibilities:

Administrative/Office Responsibilities:

- Answer phones, accept packages, greet guests
- Ensure office runs smoothly
- Navigate, update, and work effectively in PropertyWare software environment
- Scan, file, and organize all documents

Leasing Responsibilities:

- Schedule, coordinate, and conduct unit showing with prospective tenants
- Meet and exceed monthly leasing targets
- Work flexible schedule to show units

Community Manager:

- Audit quality of community grounds and buildings for defects
- Keep track of unit inventory
- Give phenomenal customer service for tenants
- Any projects or additional duties as requested

Qualifications / Minimum Skills to Apply:

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willingness to work very hard
- Access to reliable automobile - REQUIRED

Compensation and Benefits: Salary negotiable.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjclop4>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



LPN SR SERV

Facility Presence Bethlehem Woods Retirement Community
Department ASSISTED LIVING
Schedule Part-time (benefits eligible)
Shift Day/PM rotation
Hours 7a-3:30p; 3p-11p
Location La Grange Park, IL
Req Number 125447

Job Details

The position the Licensed Professional Nurse (LPN) practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience the nursing process and leadership skills. The LPN coordinates family involvement in the treatment, continuing care of the patient, and ensures completion of patient care tasks by appropriate caregivers.

Requirements:

* New Grads welcome. * Associates Degree or equivalent. * Current Illinois Licensed Practical Nurse License. Must have CPR card.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=879650>

RECEPTIONIST

Facility Presence Bethlehem Woods Retirement Community
Department ADMINISTRATION
Schedule Temporary
Shift Weekends
Hours Fri and Sat 12a-8a;
Location La Grange Park, IL
Req Number 125425

Job Details

Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=132872>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Maintenance Manager Chicago

ID:1002

Department: Maintenance

Responsibilities include but are NOT limited to:

- Manage building maintenance for 600-1500 scattered site apartment units in the West and South sides of Chicago

- Manage a team of 8+ maintenance technicians

- Manage 2-3 supervisors over different functional areas, including unit turns and Section 8 inspection prep

- Complete management of \$5,000-\$20,000 of monthly maintenance material spending, including storage and inventory

- Ensure maintenance complies with monthly, quarterly, and annual continuous preventive maintenance schedules

- Recruit, train, assess, and cultivate maintenance talent

- Communicate and escalate issues with our heavy construction team

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 and credit checks

- Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.). 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. Computer literacy a plus

Compensation and Benefits:

- Base pay starts at \$45,000 in addition to a mileage allowance of up to \$3,600 per year

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

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjs1a3>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Property Manager Chicago

ID: 1005

Department: Field Management

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>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Title: Resident Care Manager

ID:1016

Department: Client Services

Responsibilities include but are NOT limited to Performance Management:

Supervises a team of ~20 (3 Team Leads)

Assign duties to workers and schedules break periods and work days/hours.

Maintains optimal staffing by reviewing call volume trends and meeting with Team Lead & Top Level management to discuss personnel needs

Continuously monitors daily call statistics and KPIs to ensure best possible answer rates

Cultivates Representatives and Team Leads by facilitating periodic 1-on-1 performance reviews

Works closely with Field Operations to ensure accurate & rapid maintenance troubleshooting

Works closely with QA/QC department to evaluate call monitoring and identify procedural pain points

Works closely with Training department to review and update training material for new hires and refresher sessions

Data Analysis and Presentation: Maintains reports (Excel) for staffing, call volume, utilization, maintenance issues, feedback surveys, contact ratios, call strategies, etc
Identifying benchmarks and team/individual goals

Delivers weekly presentations to top-level management for assessment of current and future areas of strength/improvement

Continual Improvement: Proactively refines scripting and procedures as necessary to enhance efficiencies. Develops and manages individual project plans to further drive department growth. Works with QA to continually revise company intranet with process changes. Identifies needs for expansion and compartmentalization as dictated by company growth

Qualifications: Strong History of Staff Management & Customer Service (preferably call center): 4-Year Degree; Proficiency in Microsoft Office; Experience in Developing Standards, Decision Making and Planning; Multi-Tasking, Attention to Detail & Ability To Work In An Ever-Changing, Fast-Paced Environment

Compensation and Benefits:

Base pay depending on experience, starting at \$40,000 - \$45,000 annually

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

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjanbf5>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Manager, Guest Experiences

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum.

This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

- Master's degree in science-related field or equivalent, preferred

- Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience

- Six to ten years of strong management experience, including team management and project management skills

- Theater experience or strong familiarity with improvisation important

- Demonstrated successful collaboration experience and negotiating skills

- Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies

- Excellent verbal, written communication skills

- Positive demeanor with solution focus and creative problem solving skills

- Demonstrated ability in working with diversity of skills, professions and cultures

- Must be able and willing to work weekends and holidays

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Marketing Coordinator

Department: Marketing & Public Relations

Status: Full Time

Responsibilities

The Marketing Coordinator will support the Marketing Manager with the development and execution of the Museum's advertising and marketing research programs, and lead/support marketing projects as assigned. Specifically, this individual will assist the Marketing Manager with the following:

Qualifications

Bachelor's degree (B.A.) from four-year college or university; and/or a minimum of 1-2 years of related experience/training; or equivalent combination of education and experience. Strong ability and experience in marketing/advertising execution. Solid project management skills with the ability to effectively prioritize workload and diligently follow through on all projects. High degree of flexibility and the ability to change course and be imaginative and practical at the same time. Available a minimum of 35 hours per week. Available to work nights and weekends at off-site locations. Excellent interpersonal and written communication skills. Proficiency with Microsoft Office. A reliable vehicle and valid driver's license required. Job requires assembly of displays for outdoor festivals, as well as assembly of floats for parades, etc.

The Museum of Science and Industry, one of the largest science centers in the world, offers world-class and uniquely interactive science experiences that inspire inventive genius and foster curiosity. From groundbreaking and award-winning exhibits that can't be found anywhere else to Live Science Experiences that make you the scientist — a visit to MSI is where fun and learning mix. Through its Center for the Advancement of Science Education (CASE), MSI offers a variety of student, teacher and family programs that make a difference in communities and contribute to the Museum's larger vision: to inspire and motivate children to achieve their full potential in science, technology, medicine and engineering. If you are equally passionate about our vision and want to be surrounded by a team of dynamic, smart and innovative people, the Museum of Science and Industry is the right place for you.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/marketing-coordinator/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Classification Specialist

Requisition ID: 00115310

Post Date: January 7, 2014

Closing Date: January 21, 2014

Salary: COMPETITIVE SALARY

Location: John H. Stroger, Jr. Hospital of Cook County

Visibility: Both

JOB SUMMARY: This is responsible for writing job descriptions and maintaining the integrity of the job description library. The incumbent will gather information and compose job descriptions which include critical information such as essential duties, educational and experience requirements, licensure and credentialing requirements, and other related information used for posting, compensation, employee selection, and performance management. The Job Classification Specialist will also conduct desk audits and participate in market studies as required. This is a highly confidential position.

MULTIPLE OPENINGS

MINIMUM QUALIFICATIONS: Bachelor's degree or higher is required. (Must provide original transcript at time of interview) Minimum of four (4) years of experience with job analysis and writing job descriptions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Prior experience conducting interviews and gathering job related data. Prior experience preparing written documentation (i.e., job descriptions, compensation summaries, proposals, organizational announcements, etc.) Strong analytical skills; the ability to understand organizational and departmental goals and translate them into critical job skills and hiring criteria. Proficiency with Microsoft Office Word and Excel.

PREFERRED QUALIFICATIONS: Master's degree in Industrial/Organizational Psychology or Human Resources. Knowledge of Title VII and related Employment laws gained through college coursework, education, or on the job experience. Prior experience in union environment. Prior experience in a compliance driven environment. Must Meet All Required Qualifications At Time of Application Filing.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at http://www.cookcountyhhs.org/career_opportunities/job-classification-specialist/

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



ACCOUNTS PAYABLE CLERK

Facility Presence Health Corporate - Frankfort
Department PH FINANCE
Schedule Full-time
Shift Day shift
Hours 8:30a - 5:00p
Location Frankfort, IL
Req Number 123945

Please note: This position will be located at Presence Mercy Medical Center in Aurora, IL.

SUMMARY

You will be responsible for processing vendor invoices for payment and related activities.

QUALIFICATIONS

Education and/or Experience
High School Diploma or equivalent

Three (3) years Accounts Payable experience or College Accounting coursework may substitute for experience (completion of Accounting I and II, and Intermediate Accounting I)

Computer Skills

Microsoft Office applications. Experience with Meditech software preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=345064>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
- Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
- Ensure that alcohol is consumed in designated areas only.
- Set up and maintain appropriate stock levels for the bar.
- Assist in placing orders for all liquor and bar related supplies.
- Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

- Provide proof of age (21 or older).
- Possess basic food handling training and obtain any local or state mandated certification.
- Success in a high volume bar environment.
- Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling.
- Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Booth Crew Member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly. Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution.

Complete food handling training and obtain any local or state mandated certification.

Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others