



College Clerical Assistant II-Social Services - HAR0000327

Job: Clerical/Secretaries

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Jan 8, 2015, 10:53:08 AM

Duties and Responsibilities

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.

- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.

- Proficient in PC desktop and related software programs. Ability to operate a personal computer.

- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.

- Skill in basic filing, record keeping and operation of a variety of office machines. Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

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

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Sales and Marketing Associate

Location: Chicago , Illinois , United States

SALES AND MARKETING ASSOCIATE

LOCATION: Chicago Headquarters

ROLE: Full-time

REPORTS TO: Head of Business Development and Sales

The Sales and Marketing Associate is responsible for prospecting, qualifying and generating new sales leads to support the Business Development and Sales Directors. This individual will be a highly motivated, self-starter able to identify and develop new business prospects from multiple sources including inbound marketing leads, prospect lists, discovery and individual research. A dynamic personality with a drive to reach decision makers is essential! This position is based in our home office, located in Chicago's River North neighborhood. We offer a competitive compensation package, generous benefits, and a lot of cool perks too!

WHAT YOU'D DO EVERY DAY:

Develop new business via telephone and mass communication such as email and social media to introduce Vokal Interactive and identify appropriate clients within the target market

Develop a strategy for prospecting, including time and budget required

Develop a methodology for qualifying leads based on a set of screening questions

Follow up on leads and conduct research to identify potential prospects

Identify key buying influencers within these prospects to determine budget and timeline

Build and cultivate prospect relationships by initiating communications and conducting follow-up communications in order to move opportunities through the sales funnel

Work with the Sales and Business Development team to develop and grow the sales pipeline to consistently meet revenue goals

Manage data for new and prospective clients, ensuring all communications are logged, information is accurate and documents are attached

Prepare and analyze sales pipeline reports and dashboards

DESIRED SKILLS:

Bachelor's Degree in Business, Communications or related field

1-3 years telemarketing and/or inside sales experience

Demonstrated ability to meet and/or exceed determined sales and activity quotas

A proven track record of strong client relationships

Excellent client service skills

Excellent written and verbal communication skills

Apply online at <http://vokalinteractive.com/careers/?vid=null#op-47648-sales-and-marketing-associate>

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Account Manager

Location: Chicago, IL , United States

The VOKAL Account Manager is an extremely curious, intelligent, and collaborative individual who will work with VOKAL's Business Development, Product and Strategy teams to oversee existing client relationships at VOKAL.

The Account Manager develops day-to-day client relationships and drives business through innovative digital solutions. They are the link that connects VOKAL to our clients - facilitating communication between external clients and internal teams is essential. They know how to represent our ideas, as strongly as they can represent our client's wishes. At the end of the day, they help lead their team to deliver an amazing, ground-breaking solution. They build outside relationships, maintain project revenue, help generate profit, and deliver excellent digital solutions.

The Account Manager should have a comprehensive understanding of the digital arena and how emerging technologies can add value to the client's business. Day-to-day activities include direct communication with clients, participation in project meetings, revenue generation through upsell opportunities, and, ultimately, an incredible client experience for all key clients.

Experience

BA/BS degree or equivalent

Demonstrated ability to manage and balance the needs of multiple teams

2-5+ years experience working in a team-oriented, highly collaborative environment

2-5+ years of account management or other relevant experience

Experience with digital development is preferred (but not required)

Demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization, including executive and C-level

Excellent communication and interpersonal skills

Excellent verbal and written communications skills

Excellent listening, negotiation and presentation skills

Proven ability to manage multiple projects at a time while paying strict attention to detail

Experience with the Google product suite, Excel and PowerPoint

Apply online at <http://vokalinteractive.com/careers/?vid=null#op-44288-account-manager>

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OFFICE ASSISTANT

LOCATION: Chicago Headquarters

ROLE: Full-time

REPORTS TO: Office Manager

VOKAL Interactive is a 100% mobile focused agency looking for an Office Assistant to join our awesome and extremely talented team.

We are a crew of passionate product visionaries, engineers and creatives that work on amazing projects and solve some exciting problems. We are a close-knit group that has a lot of fun while paving the way for the mobile revolution.

The Office Assistant is critical for delivering an exceptional service experience to clients and helping to continue to build the VOKAL brand. This position is based in our home office, located in Chicago's River North neighborhood. We offer a competitive compensation package, generous benefits, and a lot of cool perks too!

WHAT YOU'D DO EVERY DAY:

Provide remarkable support service to our growing team and client base

Meet-and-greet visitors, manage switchboard and assist with office operations

Assist in maintenance of office space (e.g., purchase office furniture, product reorders and organization and cleanliness of the space)

Provide administrative support to the management team (e.g., calendar management, travel accommodations and general tasks as needed)

Assist in the planning and coordination of company outings, lunch meetings and events

IDEAL CHARACTERISTICS OF VOKAL EMPLOYEES:

You love helping others and creating positive experiences for people

You're a great listener, and you are comfortable articulating your point of view

You have a friendly, kind demeanor and demonstrate a sense of humor too!

You're reliable, accurate and a champion problem solver

You're looking to learn and grow in a dynamic start-up environment

DESIRED SKILLS:

You have a bachelor's degree or relevant work experience

Ability to learn quickly and multi-task, you can juggle several tasks with ease

Proficient with Microsoft Word and Excel and have intermediate technical skills

Apply online at <http://vokalinteractive.com/careers/?vid=null#op-45578-office-assistant>

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PT PARKING ENFORCEMENT OFFICER – CHICAGO , IL - 51612762

Company: Serco Inc.

Job Description:

Must be open to Part-Time/On Call work (Maximum 3 hour notice)

- Involves Weekend Work Schedule and Holidays
- Monday - Friday: 6 pm – 2 am (at least 2 Nights/Week)
- Saturdays: Either 9 am – 5 pm, or 1 pm – 9 pm, or 6 pm – 2 am based on customer need
- Holidays: 9 am – 5 pm

- Patrols assigned areas on foot or in a vehicle to enforce parking regulations/restrictions.
- Issues written and computer generated parking citations
- Transfers citation data to centralized system.

Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Little creativity and latitude is expected. Works under general supervision.

Required Skills and Experience:

- High School Graduate or Equivalent required
- Requires walking several miles a day, issuing parking citations, sometimes confrontational situations with the public in protesting a citation
- Must be computer literate
- If any unpaid parking tickets, must be on Payment Plan

Criminal Background Checks are required. We provide a safe and drug-free environment for our clients and employees.

Work may be performed in an area that can be uncomfortable due to drafts, noise and temperature variation. Work may also involve exposure to hazardous materials and/or with equipment where carelessness could result in an injury and/or death.

Employment Type: Full time
Job ID: 51612762

Apply online at <http://jobs.serco-na.com/us/chicago/non-technical/jobid6738306-pt-parking-enforcement-officer-%E2%80%93-chicago%C2%B8-il>

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INSURANCE CLERK II-BUS OFFICE

Palos Community Hospital
Department: BUS OFFICE
Schedule: Full Time
Shift: Day Shift
Hours: 8-4:30

Job Details: High School/GED

High School graduate with some post high school business course desirable; six months - one year previous clerical and insurance experience required; above average communication skills necessary; typing and numerical ability required.

You will work under general supervision, processes patient and commercial billing; handles all inquiries pertain to assigned accounts.

Apply online at

https://www.healthcaresource.com/palos/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=642391&source=Indeed.com

Hotel Front Desk - Suburban Hotel

Holiday Inn & Suites Bolingbrook
205 Remington Boulevard Bolingbrook, IL
Job ID: 9263393
Job Type: Part Time
Shift Type: Morning, Afternoon
Compensation: N/A
Experience: No Experience

Job Description

Looking for friendly and outgoing people

Flexible schedule based on your availability

Apply online at <http://www.shiftgig.com/job/bolingbrook/il/front-desk-clerks-job-openings-at-holiday-inn-suites-bolingbrook-9263393>

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Immediate Warehouse Positions

Skills for Chicagoland's Future

191 N. Wacker Drive. Chicago, IL

West Loop, The Loop

Job ID: 9136581

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: Up to \$10.50 based upon experience

Experience: No Experience

References: Preferred

No walk-ins or phone calls will be considered. Please apply online

Job Description

Skills for Chicagoland's Future (SCF) is a public-private partnership committed to returning unemployed Cook County job seekers to the workforce. To apply to this role, you must be currently unemployed or underemployed, a resident of Cook County, and have the legal right to work in the U.S.

SCF partners directly with employers who are committed to hiring the unemployed/underemployed of Cook County. This provides job candidates who apply to positions through SCF a direct avenue to the employer.

Federal-Mogul Holdings Corporation is an innovative and diversified \$6.8 billion global supplier of quality products, trusted brands and creative solutions to manufacturers of automotive, light commercial, heavy-duty and off-highway vehicles, as well as in power generation, aerospace, marine, rail and industrial

Skills For Chicagoland's Future is working with SMX/Staff Management at Federal Mogul Warehouse in Skokie, IL to hire for the following positions:

Packers

Pickers

Bundlers

Punch Press Operator

Injection Molding

Metallic Operators

Forklift Drivers

Various positions in the distribution department

Requirements & Skills * Must be able to lift 30-50lbs * Must be at least 18 years old *
Must be able to stand for shift duration *

Apply online at <http://www.shiftgig.com/job/chicago/il/warehouse-job-openings-at-skills-chicagolands-future-9136581>

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Electrician - Chicago Bakery-1401508

Description

Nabisco Chicago Bakery currently has an opening for an Electrician.

This position is responsible for the electrical maintenance and repair of all production related machinery and equipment.

Must have the following skills and experience: Electrical/electronic troubleshooting in a high speed manufacturing plant; expertise with Allen Bradley PLC's; instrumentation, troubleshooting, repair and calibration; and experience with Windows based PC's.

Must be able to work well in a team-based environment with limited supervision, and be available to work any shift, weekends and holidays as required.

Only individuals meeting minimum requirements will be considered.

"Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law."

Qualifications

Qualified applicants will have a high school diploma or GED, and possess the following skills and experience:

5 years electrical/electronic troubleshooting in a high speed manufacturing plant;

Expertise with Allen Bradley PLC's;

Instrumentation, troubleshooting, repair and calibration; and

Experience with Windows based PC's.

Must be able to work well in a team-based environment with limited supervision, and be available to work any shift, weekends and holidays as required.

Job : Conversion/Manufacturing

Primary Location : NA-US-IL-Chicago

Apply online at

https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl

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TITLE Front Desk Receptionist

LOCATION Downers Grove

DESCRIPTION

We are seeking a responsible and energetic individual that is looking for a stable career with growth potential.

Job Responsibilities Include:

- Answering the phone
- Greeting patients
- Pre-testing for OD's
- Retrieving benefits online for patients
- Calling patients to confirm upcoming appointments
- Assisting patients with filling out documents when needed
- Outreach Call

POSITION REQUIREMENTS

At least 1 year of prior receptionist, administrative or retail experience. Must be energetic, confident, and friendly, motivated, and have a strong willingness to learn.

Willing to train anyone that is passionate and dependable.

Must be available until 8 pm on weeknights and 4 pm on Saturdays, closed on Sundays and most Holidays.

FULL-TIME/PART-TIME Full-Time and/or Part-Time

EXEMPT/NON-EXEMPT Non-Exempt

SHIFT Various Shifts

SALARY RANGE \$11-\$12 per hour

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

EOE STATEMENT

We are an Equal Opportunity Employer.

Apply online at

https://www.appone.com/maininforeq.asp?Ad=390294&R_ID=984991&Refer=http://www.indeed.com/jobs&B_ID=91

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Distribution Center - Fork Lift Operators-1404690

FORKLIFT/SLIP SHEET OPERATOR:

All aspects of distribution from a manufacturing plant including loading and unloading trucks for incoming and outgoing product.

Job duties include the operation of slip-sheet forklift trucks to load and unload slip-sheeted modules of packaged goods for domestic distribution, record movement of products via an onboard, computerized kwic warehouse management system, and operate and replenish supplies for automated packaging machinery.

Qualifications

Must have a High School Diploma or GED.

Must have 3 – 5 years prior experience as a Certified Forklift Operator preferably in Warehouse or Distribution center with a stable work history

Forklift "Slip Sheet" experience preferred,

Must have basic computer skills

Must be able to work any shift, overtime and weekends as needed.

Strong interpersonal and effective communication skills with desire and ability to work and communicate in a team-based environment with limited supervision,

Ability to perform multiple job duties as assigned,

Ability to respond quickly and appropriately to unexpected changes or modifications of daily work activity, and

Ability to perform hard work in a fast paced, multifaceted work environment and meet defined physical activities (lifting, bending, carrying, pushing, pulling, and other activities as needed).

“Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.”

Apply online at

https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl

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Nabisco Full Time Merchandiser - Naperville, IL-1500105

Primary Role:

The Mondelēz Global Sales Service Representative role is designed to build a world class Direct Store Delivery (DSD) business at the retail level by properly fulfilling the merchandising needs of the customer. The Representative is responsible primarily, though not exclusively, for merchandising Nabisco brands. Areas of focus will include full shelf conditions, neatly merchandised displays and shelves, building display point of sale in all areas of store, properly rotated stock, and accurate price tags / POS in place for all departments. A major objective of this role is to establish and maintain rapport with key store individuals while providing outstanding customer service. This role will be responsible for maintaining a timely and accurate call schedule. Further, this role will be responsible for identifying and communicating individual store problems and opportunities to the appropriate Mondelēz Global personnel.

Qualifications

Key Competencies:

- Ability to perform hard work in a fast-paced work environment and meet the defined physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to the safety expectations and processes
- Planning and organizing skills
- Effective communication skills
- Creativity
- Flexibility
- Detail-oriented
- Problem solving skills
- Computer literate (Microsoft Office, Internet and Cellular/Wireless devices)

Requirements:

- You must be at least 18 years of age, have a valid driver's license, reliable transportation, proof of auto insurance and have access to the internet with a personal email account.
- High School Diploma or GED required
- A flexible work schedule is required, including being available to work weekends and holidays.
- Previous Retail / Grocery experience a plus.
- Successful completion of drug test, MVR check, and general background check.

Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job: Field Sales Execution

Primary Location : NA-US-IL-Naperville

Apply online at

https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl?job=529826&src=JB-10515

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Job Title: Account Technician II

Agency: Human Services

Closing Date/Time: Tue. 01/20/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-11-88313

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires working knowledge of the State of Illinois payroll and timekeeping rules and procedures and the operation of the DHS Payroll and Timekeeping Systems. Requires the ability to travel.

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

Payroll 822 South College Springfield, IL 62704

Please submit CMS 100 (revised 10/2014) applications to:

Milee Butcher

Bureau of Employee Services

Contractual Rights Hiring Unit

100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762

PHONE: 217-557-0347

FAX: 217-524-2116

How to Apply:

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

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Tue. 01/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-88258

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

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

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466

CONTACT: Alice M. Chambers / Human Resources Representative –Building #60

Elisabeth Ludeman Center

114 N. Orchard Dr.

Park Forest, IL 60466

(708) 283 3015

How to Apply:

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

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

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

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

How to Apply:

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

Option 1 - General

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Job Title: Employment Security Specialist III

Agency: Employment Security

Closing Date/Time: Wed. 01/21/15 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: PP 08322

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Regional Program Manager, plans, develops and provides technical assistance to local offices for the implementation of designated major programs and projects and/or numerous special federally funded programs, for UI Benefit Services; regional adjudication monitoring systems.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation, or design; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation or design.

Requires knowledge of program research and design of operational systems with an emphasis on UI Benefit program services, regional adjudication and monitoring systems. Knowledge of governing regulations, of training needs, public relations and automated system capability within area of operation.

Work Hours & Location/Agency Contact: WORK LOCATION: Aurora, IL

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES Recruitment & Selection

607 E. Adams St. - 9th Floor Springfield, IL 62701 Fax - (217)524-3472

How to Apply:

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

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Tue. 01/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 68031

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

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Masters Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in Microsoft Word and spreadsheet applications (i.e., Microsoft Word, Microsoft Outlook, Excel, Powerpoint). Requires ability to travel and a valid IL driver's license.

Work Hours & Location/Agency Contact: 4 day
Health Care Regulation / Healthcare Facilities & Programs
122 S. Michigan Ave Chicago, IL
Human Resources 535 West Jefferson Springfield, IL 62761
ph# 217/785-2031 fax# 217/785-2038

How to Apply:

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

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Job Title: Human Resources Associate - Opt 2

Agency: Department of Labor

Closing Date/Time: Thu. 01/22/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 15-IDOL-0039

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Personnel/Labor Relations Manager, performs complex, specialized paraprofessional functions for the administration division. Serves as agency timekeeper, payroll officer and group insurance representative for the Agency and performs a variety of paraprofessional and clerical duties for the personnel section. Serves as relief for the Chicago office. Performs a variety of duties for other divisions in the Chicago office on an as needed basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college. Requires extensive knowledge of arithmetic computations and a working knowledge of human resource programs, rules and regulation and agency law. Requires ability to type accurately at 30 w.p.m.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm (no weekends or State Holidays)

160 North LaSalle Street c-1300 Chicago, IL 60601

Salvatore Calace

160 North LaSalle Street c-1300 Chicago, IL 60601

sal.calace@illinois.gov 312-793-4463

How to Apply:

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

Option 2 – Typing

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Job Title: Public Service Administrator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 01/22/15 5:00 PM Central Time

Salary: \$3,116.00 - \$7,965.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB062 Bid ID#: 1520003-202562

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Associate Deputy Director of Field Audits, independently performs desk reviews and advanced level audits encompassing the complete range of private agency operations for areas as assigned throughout the state; serves as full line supervisor of subordinate professional staff; plans and conducts complex non-routine audits and prepares final report; conducts entrance and exit interviews; provides regional and central office management with appropriate feedback in a timely manner; conducts follow-up audits to ensure compliance with report findings.

Minimum Requirements: Requires a bachelor's degree with coursework in auditing, business management, economics, computer science, accounting, or other related subjects; preferably requires twelve semester hours in accounting; requires three years of administrative experience in auditing and preferably certification as a CIA or CPA, or requires four years of administrative experience in auditing; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 AM – 5:00 PM

Work Location: Children and Family Services 15115 S. Dixie Harvey, IL

Contact: Jennifer Barrientos 460 E. Monroe, Station 440 Springfield, IL 62701
(217) 558-5386 (217) 785-1765

ALL BIDS SHOULD BE SENT TO THE CONTACT PERSON ABOVE AND MUST BE RECEIVED BY 5:00 PM ON THE DATE OF CLOSE.

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

Option 2 - Fiscal Mgt/Acct-Insur---

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 01/22/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1515001-156659

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Clinical Services Manager, plans, implements, manages and evaluates clinical services for the region; serves as working supervisor; coordinates and provides liaison functions to specialty and community-based services for children, families, and special populations; establishes and maintains effective public relationships for the Department within the region through regular contact with other state agencies, psychiatric hospitals, local mental health departments, and private agencies providing services to children & families.

Minimum Requirements: Requires MSW and three years administrative child welfare experience or MA in an acceptable human services field and four years administrative child welfare experience; preferably requires certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM - 5:00PM

Location: 6201 S Emerald, Chicago IL 60621

Agency Contact: Frances Cunningham

Division of Clinical Practice & Development

JRTC, 100 W Randolph 6-200 Chicago IL 60601

Phone: 312-814-4153 Fax: 312-814-5986

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

Option 6 - Health & Human Services

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Nabisco Part Time Merchandiser - Forest Park, IL-1409066

Description

The Part Time Sales Service Representative/Merchandiser position will contribute to building a world class Direct Store Delivery (DSD) business at the retail level by fulfilling the merchandising needs of our customer primarily focusing, though not exclusively, on our Nabisco brands.

- Make an impact by establishing and maintaining rapport with Store personnel while providing outstanding customer service.
- Flex your creativity and show us you are detailed oriented while focusing on building POS (point of sale) displays in all areas of the store, merchandising displays and shelves, properly rotating stock and assuring accurate price tags and POS are in place.
- Use your planning and organizing skills while maintaining a timely and accurate call schedule
- Act like an owner by identifying and communicating individual store problems and opportunities to Mondelēz Sales Management.

Qualifications

Qualifications:

- Valid driver's license, reliable transportation and proof of auto insurance is required
 - A flexible work schedule is required, including availability to work weekends and holidays.
 - High School Diploma or GED is preferred
 - Retail and /or Grocery experience is preferred
 - Ability to perform physical activities (frequent lifting, bending, and carrying up to 25 lbs., occasionally over 50 lbs., pushing, pulling, etc.) while adhering to safety expectations and processes in a fast-paced work environment
 - Effective communication skills
 - Computer literate (Microsoft Office, Internet and Cellular/Wireless devices) with access to the internet and a personal email account.
 - Successful completion of drug test, MVR check, and general background check.
- Mondelēz International is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation or preference, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job: Field Sales Execution

Primary Location: NA-US-IL-Maywood

Apply online at

https://mondelez.taleo.net/careersection/mndlz_careersite_hourly/jobdetail.ftl

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