



Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1400001-002639

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; provides general information and assistance to office inquiries; abstracts information and supportive data; serves as lead worker of lower level clerical staff.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires Illinois licensure as a notary public.

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

LOCATION: JRTC 100 W. RANDOLPH, 6-100 CHICAGO, IL 60601

SUPERVISOR: T. COSEY

Contact: Shirley Treseler

DCFS 406 East Monroe, Station 70 Springfield, IL 62701

Phone: 217/785-0364 Fax: 217/557-0690

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 6

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1413005-139217

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Statewide Associate Deputy Director-Foster Home Licensing, serves as the Cook County Foster Home Licensing Manager; provides input into statewide policies and procedures; plans, develops, implements, and monitors the Department's mandates to establish and maintain comprehensive licensing programs to meet the needs of the Cook County regions; serves as working supervisor of subordinate professional staff.

Minimum Requirements:

Requires an MSW from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires travel.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday

Location: 1911 S Indiana, Chicago, IL

Contact: Johnnie Rambo 1911 S Indiana, 9th Flr Chicago, IL 60616

312-328-2461 (phone) 312-328-2321 (fax)

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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Receptionist

Job ID 2014-1105 Location US-IL-Chicago

Posted Date 1/14/2014 # Positions 1

Company Information

Fidelity Life strives to provide financial security for the growing middle class through innovative Life Insurance products, consumer-friendly service and a staff of some of the most talented, dedicated and creative people in the industry.

Established in 1896, Fidelity Life has a tradition of a consumer-centric reputation built on innovation. We are dedicated to providing a unique customer experience in the industry today.

Job Summary:

Greets visitors, answers incoming calls and processes incoming and outgoing mail and packages.

Responsibilities:

- Answer phone and direct clients and vendors to the proper personnel
- Greet and assist visitors, customers, vendors and employees

- Process security check-in for visitors
- Assist in the ordering, receiving, stocking and distribution of office supplies

- Process building maintenance work orders
- Responsible for HR communications
- Sort and distribute mail, deliver packages and prepare and post outgoing mail
- Other administrative projects for various departments as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience with multi-line phone

Apply online at <https://salescareers-efinancial.icims.com/jobs/1105/receptionist/job?mobile=false&width=788&height=421&bga=false&needsRedirect=false>

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Assistant Conductor

Qualified applicants must possess at least one of the following requirements to proceed to the assessment/interview process: High School Diploma or GED and a minimum of two (2) years of train service experience with a railroad; OR 60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; OR Minimum of two (2) years of active Metra employment, with operating rules qualification or minimum of two (2) years of active Metra employment and must pass a preliminary operating rules assessment; OR Minimum of two (2) years of active duty Military service and must pass a preliminary operating rules assessment. No assessments or interviews will be scheduled until all official documentation is received, which includes, proof of eligibility (college, military or previous experience) AND letters of recommendations.

Must submit a copy of your college transcripts and/or diploma (if applicable); OR Must submit Military DD Form 214 (if applicable); AND Must provide three (3) letters of character and/or work-related letters of recommendations. The interview process will evaluate the candidate's ability to: Be a self- starter; able to work independently; and have an excellent work record; Be on 24-hour call (which includes working any District and any shift within the Metra region which could require traveling long distances with two (2) hours notice); and Deliver excellent customer service with detail to handling cash transactions. Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor.

Failure to complete the course may result in termination of employment with Metra.

Other Important Information: External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history. This position is subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Only qualified candidates will receive consideration. Relocation is not available for this position. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

If you are interested in being considered for the Assistant Conductor position, please send all of the above requested documentation to:

Email: jobs@metrarr.com

Metra is an Equal Opportunity / Affirmative Action Employer

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Electrician

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities:

This position maintains electrical equipment on diesel/electric locomotives, self-propelled coaches and passenger railcars including propulsion systems, electronic controls, lighting, generators, battery charging systems, CAB signal systems, heating & air condition systems, and industrial wiring. Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment. Performs all other duties as assigned.

Minimum Acceptable Qualifications:

The selected candidate will be a Journeyman Electrician or possess a minimum of four years of experience working on similar equipment.

Must be able to read schematic drawings.

Must be available to work all shifts and work at various locations in the six county metropolitan area.

Other Important Information:

May be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

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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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Membership Services Representative

Department: Membership

1 Full Time Position (35 hours/week)

Job Description

The Membership Services Representative will fulfill customer service demands of Field Museum members to generate revenue by acquiring new members and retaining current members. This individual will also assist with additional guest audiences including but not limited to corporate members, general guests, donors and trustees.

Qualifications

- High school diploma or equivalent
- One year customer service experience required
- Customer service experience in an educational, cultural or entertainment environment or related field preferred
- Ability to use Raisers Edge to access data and Patrons Edge to issue tickets
- Ability to clearly communicate in person and over the telephone and exchange information in a pleasant, respectful and professional manner
- Ability to prioritize work and perform under time pressures
- Demonstrate exceptional human relations and communication skills, traits and competencies
- Listens effectively and has an acute understanding of member/donor needs and expectations
- Must be enthusiastic and positive when speaking to members, donors and all other internal/external customers
- Quickly analyze inquiries and determine steps for resolution. Go "above and beyond" to assist members by making their satisfaction a high priority
- Must accurately access and document information and recall new or changing procedures that may impact customers
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/Email or on the telephone
- Ability to stand for long periods of time

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=119138&CoId=45&rq=1>

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Front Office Assistant

H&B Inc.

We are currently looking for our next great Front Office Assistant to join our successful team this is Full-Time position. As a customer service professional, you will interact with customers by phone to answer questions, resolve concerns, verify customer information. You will also be responsible for other related administrative duties.

As an associate you will enjoy: Ability to work independently as part of a team

Competitive Salary and Bonus Program Varying Benefit Packages

Industry and Company Training Advancement Opportunities

Job Requirements

We are looking for highly motivated and passionate individuals who meet the following:

- * High School Diploma (or GED) * Excellent oral and written communication skills
- * Advanced problem solving skills and proven time management * Ability to multi-task
- * Ability to work in a fast paced, results-oriented environment
- * Previous knowledge of MS Office, excel, word.

Apply online at <http://hbinc.catchthebest.com/apply/8e46/61eb>

SECRETARY

Facility: Presence Behavioral Health, Chicago, IL

Department: OUTPATIENT MENTAL HEALTH

Schedule: Full-time

Shift: Day/PM rotation

Hours: Mon and Tues-Evenings, Wed, Thurs, Fri or Sat Day hours,

Req Number: 125699

Job Details: High school diploma or equivalent is required

1-2 years experience is required

Performs secretarial duties including word processing, filing, answering telephones and making copies. High School diploma or equivalent, additional vocational training preferred. 2 to 3 years secretarial experience. Types 35 to 50 wpm. Must be customer friendly and have accurate computer skills. Must be able to multitask by scheduling Dr. appointments, registering patients, collecting fees, verifying insurance coverage, letting patients in the building, assisting staff and patients alike, and answering the phones. Bilingual in Spanish highly preferred. *This job is located in Melrose Park.*

EOE/AA/M/F/D/V

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=316778&source=Indeed.com

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Job Title: Registered Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$4,527.00 - \$6,141.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 34-50-13-Cont. 2

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.
Requires licensure as Registered Nurse in the State of Illinois.

Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact:
Jeri Gulli
815/468-6581 ext 328

How to Apply:

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Scheduling Clerk - Chicago, IL

Job ID #: 96963

Employment Type: Part Time - Permanent

Location(s): IL-Chicago

Education Preferred: High School Diploma

Business Unit: AIG Life and Retirement

Functional Area: Administration/Office Services Travel Percentage: 0%

Position Description

his position is for the individual who has effective telephone skills, basic computer knowledge and a professional attitude. Attention to detail and ability to organize and prioritize tasks are important.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Make outgoing calls to schedule appointments with current clients for financial advisors. • Meet call and appointment scheduling goals.
- Complete Marketing task which includes but not limited to (sorting, making copies, putting together Marketing projects, Mail Merges, running postage machine & shipping UPS).
- Partner with Marketing to ensure all Marketing tasks are completed.
- Work with MS Office – data entry, misc. clerical duties.

Hours: 20 hours per week. Monday – Thursday 2pm- 7:00 pm (hours can vary slightly) Office Location: 125 South Wacker Drive, Ste 1900. Chicago, IL 60606

SCHEDULING CLERK JOB REQUIREMENTS:

× Effective communication and interpersonal skills. × Independent judgment required to manage multiple tasks and deadlines in a detailed, organized manner with minimal supervision. × Strong attention to detail × Must be familiar with MS office suite. × Proficiency in the use of desktop applications. × Self-starter, must be able to follow through on projects. × Strong phone communication skills required. × Willingness to support other regional office positions as needed. × High School Diploma or GED × 6 months customer service experience in an office environment × Pass pre-employment credit, background check (no criminal convictions) and drug screen

SAFG:CB01/09/2014

Apply online at

https://careers.peopleclick.com/careerscp/client_aig/external/gateway.do?functionName=viewFromLink&jobPostId=254046&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE

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Receptionist

Company Information

Fidelity Life strives to provide financial security for the growing middle class through innovative Life Insurance products, consumer-friendly service and a staff of some of the most talented, dedicated and creative people in the industry. Established in 1896, Fidelity Life has a tradition of a consumer-centric reputation built on innovation. We are dedicated to providing a unique customer experience in the industry today.

Job Summary:

Greets visitors, answers incoming calls and processes incoming and outgoing mail and packages.

Key Responsibilities:

- Answer phone and direct clients and vendors to the proper personnel
- Greet and assist visitors, customers, vendors and employees
- Process security check-in for visitors
- Assist in the ordering, receiving, stocking and distribution of office supplies
- Process building maintenance work orders
- Responsible for HR communications
- Sort and distribute mail, deliver packages and prepare and post outgoing mail
- Other administrative projects for various departments as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience with multi-line phone
- Highly organized
- Ability to multi-task
- Exceptional positive interpersonal communication skills.
- Strong customer service skills
- Dependability

Education/Experience:

Associate's degree (A.A.) or equivalent from two year college or technical school; and one to two years related experience; or equivalent combination of education and experience.

Apply online at http://jobview.monster.com/Receptionist-Job-Chicago-IL-US-129300950.aspx?WT.mc_n=Indeed_US&from=indeed

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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).

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Job Title: Senior Public Service Administrator - Opt 2

Agency: Criminal Justice Information Authority

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: 40070-50-05-200-00-01

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as Associate Director, develops and implements the Authorities Fiscal policies and procedures; Directors and administers projects for the office of Fiscal Management; Administers, plans and coordinates activities, either directly or through subordinates supervisors, leading to the development, attainment and management of the Authority's multi-funded annual budget; Formulates and recommends the Authority's annual budget; presents to Authority members, collaborates with the staff of the Bureau of the Budget to achieve initial funding levels; interprets to staff of the General Assembly appropriations committee; appears before the Committee to defend and obtain final budgetary levels. Supervise staff and assigns work. Manages the Authority's accounting computerized record-keeping system. Performs other duties as required or assigned.

Minimum Requirements: CPA preferred but not required; Master's Degree required; five to ten years demonstrated experience in finance; minimum of five years of supervisory experience; capable of accurate detail work; advance spreadsheet and database skills excellent verbal and written communications skills; ability to independently complete projects on time and accurately; hands on managerial skills; strong interpersonal skills; team player.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m.
Maria S. Espindola / Illinois Criminal Justice Information Authority
300 W. Adams St., Suite 200 Chicago, Illinois 60606 FAX: 312-793-8422

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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Secretary- Part Time

Location: Chicago, IL

Exempt/Non-Exempt: Non-Exempt

Employment Type: Part Time

Department: Other

Description: Join a reputable, first rate child welfare agency serving at-risk youth and their families through residential treatment, education, foster care and older adolescent programs. Secretary performs a variety of clerical duties including filing in 3-5 drawer lateral and vertical file cabinets, use of typewriter, computer, telephone, copier, fax and other various office machines. Utilizes effective customer services skills. Utilizes effective and professional verbal and written communication with agency staff as well as outside resources. Applies basic working knowledge of agency software as required by position.

JOB RESPONSIBILITIES

- Greets clients/visitors/callers, handles their inquiries, and directs them to the appropriate persons according to their needs. • Answers telephones and gives information to callers, takes messages, or transfers calls to appropriate individuals.
- Arranges conferences, meetings, and travel reservations. • Completes forms in accordance with agency procedures. • Composes, types, and distributes meeting notes, routine correspondence, and reports. • Mails newsletters, promotional material, and other information as needed. • Maintains scheduling and event calendars.
- Makes copies of correspondence and other printed material. • Opens, reads, routes, and distributes incoming mail and other material. • Sets up and maintains paper and electronic filing systems for records, forms correspondence, and other material.
- Collects and disburses funds from petty cash accounts, keeping records of collections and disbursements for Foster Care. • Performs other duties as assigned.

QUALIFICATIONS

- High School Diploma or equivalent. Requires at least one year clerical experience.
- Ability to pass standard agency clerical tests and demonstrate computer proficiency according to needs of the position.
- Dependent upon department, may require travel in personal vehicle between site locations. • Knowledge of Medical Terminology a plus.

Equal Opportunity Employer M/F/D/V

NO PHONE CALLS PLEASE!!

Apply online at <http://lawrencehall.iapplicants.com/ViewJob-353497.html>

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Job Title Cashier

Requisition ID 282517BR
Business Stores - Kmart Hourly
Job Function Customer Service
Employment Category Regular, Part-time
Sears Req Type Hourly

Job Description

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Location Address 1360 ASHLAND AVE NORTH Chicago IL 60622-2220
Store/Unit 04729
AON Assessment Type Customer_Service_Kmart_hourly
Recruitment Representative Zaida Carrion

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1097311&PartnerId=455&SiteId=185&codes=IND>

Drivers & Chauffeurs - Executive Transportation

555 LIMO - Chicago, IL
Base Pay \$24,000.00 - \$55,000.00 /Year
Other Pay Benefits available
Employment Type Full-Time/Part-Time
Job Type Customer Service, Transportation, Management
Education High School

Ideal candidate will work with a team of staff to ensure timely service to our customers. Ability to navigate efficiently and safely within the Metro Area in all types of driving conditions.

Work hours are 8:00am-10:00pm weekdays M-F. Weekend Saturdays
Positions Open: 14

Great team work and communication skills, positive attitude and ability to think creatively in difficult situations. ***Position available immediately.***

Apply online at <http://www.indeed.com/cmp/555-LIMO/jobs/Driver-Chauffeur-b7968961bf205bd6>

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Retail Associate

Chicago, IL (USA)

Company: Ross Dress for Less

Job Type: Full Time

Education: High School / GED

Experience: 6 months - 2 years

Travel: Negligible

Reference: IL0jIYKIG3

Job Description

Greets and responds to all customers in a courteous and friendly manner. Ensures proper merchandise presentation. Operates cash register in accordance with policies and procedures. Maintains a clean work area at all times. Provides customer service according to the Star Service program guidelines. Associate may assist in specialized areas of store including, Cash Office, Front End, Fitting Room, Stock Room, Fine Jewelry or Customer Service.

RESPONSIBILITIES:

Maintains good quality customer service at all times

Ensures proper merchandise presentation is maintained in accordance with company standards

Execution of cashier responsibilities within in company policies and procedures

Responsible for controlling shortage through personal awareness and compliance with company standards and theft deterrents

Additional tasks and responsibilities as assigned by store management

COMPETENCIES: Customer Service Adaptability Communication Teamwork

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

Ability to interact with customers and co-workers in a friendly, cooperative and pleasant manner Good communication skills

Able to meet normal store demands which includes standing, lifting, loading and unloading trucks, and unpacking merchandise

Ability to work variety of shifts

SUPERVISORY RESPONSIBILITIES: None

Apply online at <http://www.allretailjobs.com/cgi-local/search.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=7449904&from=indeed2organic&Source=indeed-sponsored>

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

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

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Security Officer (Pt) - MAL0000184

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Jan 16, 2014, 9:15:00 AM

PRIMARY OBJECTIVE: Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

- Patrols and monitors assigned area, including building, dock area and parking lot.
- Protect and assist staff, students and visitors.
- Enforce state and municipal laws and the rules of the Board of Trustees and make arrests as required under such laws.
- Make appearances as required when officer is complainant, witness or arresting officer.
- Informs Security Director and/or Officers of disturbances and/or irregularities.
- Enforces parking regulations.
- May perform clerical functions within the security office.
- Performs other duties as assigned.

Qualifications

- High school diploma or equivalent required, Associates Degree or higher preferred.
- Two years or more experience on a state or municipal police force required.
- Working knowledge of applicable state and local criminal and civil statutes.
- No past criminal activities. Excellent communication skills - both verbal and written.
- Physical ability to perform the assigned duties and responsibilities of the position.
- Must be able to work well with staff and students.
- Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Working knowledge of personal computers and the applicable software used on them helpful.
- Must be self-directed and able to prioritize assignments.
- Preference will be given to off-duty Police Officers, Correctional Officers, Cook County

Sheriff's Police, Retired Police Officers and any officers with power to arrest.
Chicago residency is required for all full-time employees within 6 months of hire.
We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=30640>

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Job Title: Technical Advisor II

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: 1403003-030527

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff.

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois; requires travel.

Work Hours & Location/Agency Contact: Monday-Friday 8:30a-5:00p
2245 W. Ogden, Chicago IL 60612
Supervisor: J. Ahern

Contact: Lorne Garrett
Office of Legal Services 2245 W. Ogden 3rd Floor Chicago, Illinois 60612
PHONE: 312-633-3406 FAX: 312-633-3965

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period. 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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**Macy's State Street, Chicago, IL: Retail Cosmetics Sales - Counter Manager
Bobbi Brown, Full Time**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71222768

Education/Experience

- High school diploma or equivalent
- A minimum of one year of previous selling experience required, preferably in Cosmetics ·Previous supervisory experience preferred

Communication Skills

- Ability to read, write, and interpret general business reports and labels including warnings and ingredient lists on products
- Ability to effectively communicate with and present information to customers, vendors, buyers, peers, and all levels of management

Mathematical Skills

- Basic math functions such as addition, subtraction, multiplication, and division
- Able to use a calculator and calculate percentages and ratios
- Must be able to make change in American monetary units

Reasoning Ability · Must be able to anticipate and solve problems

Other Skills

- Superior organizational and time management skills
- Must be able to build relationships and influence others
- Ability to set and achieve goals
- Ability to multi-task in a fast-paced environment
- Must possess a strong sense of urgency and a thirst for knowledge
- Must be able to lead by example

Work Hours

- Ability to work a flexible schedule including days, nights, weekends, holidays, and sales events, based on department and store/company needs

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71222768>

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