



U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO, IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items. **SKILLS/KNOWLEDGE:** Must possess a Class B Commercial Driver License (CDL), a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

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

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

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=119033&mode=

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The Employee Services Section will accept applications, with resumes from:
December 20, 2013 through January 6, 2014

Operational Services/ Seasonal Temporary/ \$10.00/Hour
 Toll Operations Toll Collector

COUNTIES AND PLAZA LOCATIONS

Boone /Winnebago Lake County (Illinois) Plaza 1 South Beloit Plaza 21 Waukegan Plaza 5 Belvidere	Plaza 24 Deerfield Plaza 43/45 Country Club Hills
North Cook County South Cook County Plaza 17 Des Plaines Plaza 35 Hillside Plaza 19 Rosemont Plaza 36 Justice Plaza 29 Des Plaines Plaza 39 Bridgeview Plaza 33 Shiller Park Plaza 41 Hazelcrest	Du Page County Kane County Plaza 51 Hinsdale Plaza 9 Elgin Plaza 52 Oakbrook Plaza 61 Aurora Plaza 73 Addison Plaza 89 Bolingbrook Dixon/De Kalb County McHenry County Plaza 66 De Kalb Plaza 7 Marengo Plaza 69 Dixon

****Please Note**** When applying for multiple counties a Seasonal Application must be completed for each county. Application for a particular location does not guarantee all work will be performed at that location.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED: Must be able to pass written exam with a seventy five percent (75%) or higher score in order to qualify for an interview. Must be able to work from approximately May 15, 2014 through October 31, 2014. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five (25) pounds is required. Excellent verbal and written communication skills are required.

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
- This position may be subject to Random Selection.

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Digital Signage Designer

United Center

Responsibilities include but are not limited to designing and creating motion graphics displayed on our various sizes video displays from concept to completion.

The main responsibility will be to manage, schedule, coordinate and create graphics for our outdoor displays and indoor concourse monitor wall.

These include sponsor animations, logo treatments, opens, headshots, etc.

Extensive knowledge in After Effects, Photoshop and Illustrator is mandatory.

Additional experience in non-linear editing, 3d software and workflow in a digital environment is advantageous.

College degree preferred and 2-3 years of experience are necessary.

Flexible schedule is a must.

Competitive salary and benefits.

Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

No phone calls please.
EOE in a Drug Free Workplace

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Accounting Clerk
United Center

Responsibilities include but are not limited to:

- Processing weekly payroll
- Reconciling accounts
- Processing AP/AR

Two to four years experience preferred. Associate's degree required.

Bachelor's degree preferred.

Sage and Paychex or equivalent system experience preferred.

Ability to work in a fast paced environment and multi-task are essential for this position.

Competitive salary and benefits.

Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

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Help Desk Analyst

United Center

The successful candidate will respond to end users inquiries concerning problems including service requests, system status, network connectivity and hardware/software issues for all applications and operating systems.

The candidate will need to analyze and resolve simple to moderately complex inquiries, provide technical support during events as well as other assigned duties.

Must be able to handle multiple projects in a timely and efficient manner.

A flexible schedule is necessary; two years experience preferred.

Competitive salary and benefits.

Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

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LEVY RESTAURANTS

United Center

Great food in an exciting atmosphere is what you will find at the United Center.

Levy Restaurants at the United Center, is currently hiring for the following part-time/seasonal positions:

- Clubs - Supervisor, Runner, Busser, Host, Server
- Banquets - Porter
- Suites - Supervisor, Dessert Attendant
- Warehouse - OP Tech
- Culinary - Dishwasher, Cook
- Concessions - Runner, Server
- Retail - Store Associates

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.com or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)
Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Other Location :

Requisition Number : 00015298

Full or Part Time : Regular Employee FT

Position Description

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.

- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups. Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- High school diploma or GED required.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.

- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4145169>

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General Laborer, Warehouse

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Other Location :

Requisition Number : HV022807

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-illinois-job-1-4138577>

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Warehouse Distribution Sparkling Supervisor- Chicago, IL (Cicero)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Other Location :

Requisition Number : 00017731

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.

- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.

- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.

- Secure company assets.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.

- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-sparkling-supervisor-chicago-il-cicero-chicago-illinois-job-1-4121919>

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.

- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.

- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.

- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Route Process Administrator

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Other Location :

Requisition Number : 00016736

Full or Part Time : Regular Employee FT

Position Description

Performs pre-settlement and/or cashing duties in a Sales Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load)
- Review and verify end of day driver paperwork
- Run daily route status report to verify that all delivery routes settled

- Send messages to route accounting department regarding settlement issues
- Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.)
- Perform cashing duties including ensuring Fed-Ready status of deposit
- Ensure security of route cash

- Validate proper use of cash drop log
- Receive and verify full service bag count.
- Count full service cash and finalize handheld
- Prepare driver paperwork for Imaging

- Maintain driver compliance logs as necessary (DOT, DVR, etc)
- Maintain cash reconciliation and driver deposit log
- Maintain records in BASIS route accounting system
- Review settlement exception reports and resolve issues

- Prepare deposit for pick up by armored car service
- Troubleshoot handheld issues impacting settlement
- Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items

- High School - GED or Diploma required. - Some college preferred.
- 2-5 years experience in automated office environment required.
- Experience using BASIS route accounting system preferred.
- Experience in cash room environment preferred.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/route-process-administrator-st-charles-illinois-job-1-4001842>

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Order Builder (Loader)

Talent Area : Warehouse Operations

Location : Springfield, IL, USA

Requisition Number : HV022764

Full or Part Time : Regular Employee FT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.

- Stage completed pallets in designated area.
- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.

- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.

- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-springfield-illinois-job-1-4139376>

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Account Manager Relief - Chicago

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV023407

Full or Part Time : Regular Employee FT

Position Description

Responsible for selling and ordering product into existing accounts. Ensures consistent adherence to merchandising and customer service standards.

- Executes and closes all sales calls for assigned (relief) sales route(s)
- Maintains and sells incremental displays, as needed; and secures incremental equipment placements

- Sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate orders.

- Communicate account activities to appropriate parties
- Transport, replace and maintain point of sale advertising as appropriate for accounts
- Periodic lifting of 50+ pounds, bending, reaching, kneeling

- High School or GED (General Education Diploma) required
- Bachelor Degree/3-4 Yr College - Univ. Degree preferred
- 1+ years of general work experience

- 1+ years previous sales experience preferred
- Food/beverage industry experience a plus
- Ability to multitask handling multiple customer accounts

- Strong attention to detail and follow-up skills
- Excellent planning and organization skills
- Proficient computer application skills
- Ability to create and conduct sales presentations preferred
- Valid driver's license and driving record within MVR policy guidelines

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-manager-relief-chicago-chicago-illinois-job-1-4160351>

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Departmental Job Title Receptionist/Benefits Assistant (Confidential)

Requisition Number 094313

Number of Positions Available 1

Division Administration Department 78704-VP & Chief Human Resource Officer

Job Summary Receptionist/Benefits Assistant II Confidential: Responsible for receiving walk-in visitors and handling telephone traffic for Human Resource Services at 6054 South Drexel Avenue. Assist walk-in visitors and handle routine requests about University Human Resource Services (HRS) matters for staff and faculty. Distribute forms, summary plan descriptions and other materials to visitors. Provide information on accessing the HRS Web site for additional information. Under the guidance and direction of the Manager, Benefits and Leave Administration; review for accuracy and legal and/or policy compliance; record; and process Family Medical Leave (FMLA), short term disability (STD); personal leave of absence (LOA) documentation, communication and notices related to staff employees, and long-term disability (LTD) applications for staff and faculty. Handle employee address changes. Education High school diploma or equivalent, required.

Associates degree, preferred. Experience Three years of professional administrative or clerical experience in an office environment, required. Experience working in a human resources department, preferred. Competencies Candidate must demonstrate the following competencies: manage interpersonal relationships and interact/communicate with clarity, tact and courtesy with staff, faculty, and others; communicate effectively in English, both orally and in writing; identify priorities; recognize and resolve or refer problems; work effectively with supervision and as a part of a team, use or learn a range of position-related software applications including knowledge of MS Word, Excel, and Access required; previous experience with computers required; previous clerical experience required, preferably in a University setting; knowledge of general human resources practices preferred; knowledge of alphabetical and alphanumeric filing required; excellent customer service skills required. Required Job Seeker Documents Resume Optional Job Seeker Documents Cover Letter Work Location Campus - Hyde Park Other Work Location Work Schedule Full-Time Hours/Week 37.5 If other than regular hours (M-F, 8:30-5:00) please detail Regular Benefits Eligible? Yes Union (If applicable): Non-Union Pay Grade NA Pay Range \$15.57 - \$23.50 Pay Frequency Biweekly Does this position require incumbent to operate a vehicle on the job? No Is a Background Check Required? Yes Is Drug Testing Required? No Employee Referral Bonus Amount None Posting Date 12-20-2013 Remove from posting on or before 05-20-2014

Apply online at

https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=601221

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Job Title: Private Secretary 1

Agency: Independent Tax Tribunal

Closing Date/Time: Mon. 01/06/14 5:00 PM Central Time

Salary: \$2,892.00 - \$5,797.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: ITT 77859

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, performs highly responsible and complex secretarial duties for the Illinois Independent Tax Tribunal Office; composes and types a variety of confidential and general material involving legal and technical terminology including correspondence, memoranda, legal opinions, rulings, directives, and bulletins; maintains and processes records and all necessary files and documents; serves as a receptionist; maintains inventory case control of all hearings cases; coordinates the scheduling and workload of the office by monitoring and assigning a variety of duties pertaining to the scheduling of hearings; opens, date stamps, routes and delivers incoming mail. Performs a variety of special project assignments. Travels to attend meetings.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and three years secretarial experience; or, completion of high school and five years secretarial experience. Requires working knowledge of agency programs, rules and regulations. Requires extensive knowledge of manual and automated office equipment. Requires thorough knowledge of composition, grammar, spelling and punctuation. Requires ability to apply human relations skills to interaction with management, officials of government and private industry, and the public. Requires ability to communicate clearly and effectively both orally and in writing. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Independent Tax Tribunal

Bilandic Building Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-782-6605 217-782-9925 Fax

How to Apply:

Submit a CMS-100 Employment Application and resume to the Agency Contact address listed above.

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Receptionist-1343038

Job Physicians Office

Primary Location: IL-Waukegan (Chicago region)

Organization Vista Clinic Corp

Description

The Receptionist will be responsible for greeting, registering patients and verifying accuracy of patient demographic information.

The successful candidate is will display a helpful and pleasant demeanor to assist patients as they enter and leave the clinic.

This fulltime opportunity will be Monday through Friday and an occasional Saturday. Work hours will be from 9am to 5pm but hours do vary. This will be in our EMT clinic in Gurnee, IL.

Qualifications

Education:

- High School diploma or GED

Experience and Responsibilities:

- One year of receptionist or clerical experience.
- Experience with Microsoft Word and Excel.
- Hospital or Clinical office preferred.
- Registering patients, Collecting paperwork, Preparing product orders, Receiving payments, Insurance verification, handling billing/ insurance questions, Basic accounting. Other clerical responsibilities as needed.

Shift Day Shift

Forecasted paid hours per shift 8

Forecasted hours per pay week 40

Employee Status Full-time

Apply online at

<https://chs.taleo.net/careersection/10001/jobdetail.ftl?job=1343038&src=JB-12080>

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Front Desk Clerk (Part-time)

Req ID: 1862

Location: Chicago - North Side

of Openings: 1

Shift: Varies

FT/PT: Part time

Employment Type: Regular

Salary Schedule: BU 1

Job Notes: Needs to be available to work all 3 shifts, including 12:00am-8:00am and weekends

Essential Duties and Responsibilities:

- Check in and checkout guests according to policies stated in the Front Desk Policies and Procedures Manual.
- Monitor traffic through the lobby and into the living area.
- Monitor entrance to and use of the lobby and controlled exit from the living area.
- Report any hazardous conditions or emergency situations to building management.
- Conduct periodic inspections of common areas of the building.
- Monitor security door and fire alarms.
- Be responsible for monitoring adherence to and compliance with building policies as stated in the Front Desk Policies and Procedures Manual and Residency Rules & Regulations.
- Prepares and submits written reports in accord with procedures outlined in the Manual.
- Adhere to professional standards of confidentiality regarding building tenants.
- Other duties may be 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High School diploma or GED, Demonstrated ability to work effectively with a wide range of populations and demonstrated ability to complete written reports and follow written instructions. •A criminal background check is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Frequently required to stand, sit, and walk.

Apply online at

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&ws=1&rid=1862&source=Indeed>

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Receptionist

Holy Cross Hospital

Code: 311

Closing On: Friday, 31 January 2014

Category: Administrative Department: Public Safety

Shift: Part-time

Education: High School

Job Description: Under the direct supervision of the Manager/Supervisor, Public Safety responsible for greeting and providing directions to all visitors, patients, Employees, sales representatives. Controls access to the hospital and issues passes according to hospital policy. Incumbent is subject to overtime and callback as required by the hospital.

Preferred Skills: High School Graduate or equivalent. Ability to perform receptionist duties and responsibilities as normally acquired through prior experience. Bilingual in Spanish/English preferred.

Apply online at

http://holycrosshospital.org/index.php?option=com_jobgrok&view=posting&id=85&Itemid=30&lang=en

Dental Assistant

Palos Dental - Palos Hills, IL

Dental Assistant position located in Southwest suburb for general dentist that performs all procedures. This is a permanent position.

Some Dental Assisting experience necessary or dental certificate/assisting school (Only apply if you have the above) Ideal candidate will be professional, work excellent with staff and patients and contribute a positive work ethic. Must be proficient with Digital X-rays , assisting procedures , charting, taking and pouring impressions. Some front desk work. Dependability and good work ethic is a must! Bilingual is a plus This a part - time position but can lead to additional hours Currently we need availability on Mondays, Thursdays and some Saturdays. Schedule to be determined. Salary is based on experience, skills and education.

Please email your résumé that highlights your skills and salary history to Office Administrator

Apply online at <http://www.indeed.com/cmp/Palos-Dental/jobs/Dental-Assistant-b8461a090833aa6a>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1348022-489535

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work hours: Monday through Friday 8:30 AM to 5:00 PM Team: 6C0544

Location: DCFS 1026 S Damen Ave Chicago, Il 60612

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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).

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

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77324

*** THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION ***

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give nontechnical information.

Minimum Requirements: EDUCATION: Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Require ability to type accurately at 35 wpm.

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT

ATTN: BENJAMIN DAVIS 1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608
312/433-3147 - OFFICE 312/433-3180 - 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 2 – Typing

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