



General Office / Office Assistant

Job ID: 15-113

Base Pay: \$16.00 to \$18.00 per hour to start

Employee type: full-time

Job Skills: General Office Skills, Administrative Skills

Location: Deerfield Area

Job Description: Our client, a well-respected commercial construction company, has an immediate opening for a General Office / Office Assistant.

The job duties will include:

- Answering phones (sometimes busy!)
- Taking messages and/or directing calls
- Greeting occasional visitors (not a high volume of walk-in traffic)
- Handling the incoming and outgoing mail
- Keeping the calendar
- Scheduling meetings
- Assisting with preparation of documents, spreadsheets, memos and emails
- Assisting with basic bookkeeping duties (our client will train providing you have an aptitude for working with numbers)
- Assisting clients of the firm with their questions, problems, billing inquiries, etc. as needed

The skills and experience needed for this position include:

- Prior general office and/or administrative office experience
- A friendly and welcoming phone manner
- The ability to multitask
- Accuracy in your work
- The ability (once trained) to work independently and make your own decisions

Any bookkeeping experience is a plus!

The position will start between \$16.00 and \$18.00 per hour.

Indeed ID - Deerfield, IL

Apply online at http://www.jobgiraffe.com/jobs/4016/general-office-jobs/administrative-jobs?utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed

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Administrative Assistant - IL - Campus Facilities - (MP10997)

Job Requisition ID: MP10997

Job Type: Full-Time

Location: Downers Grove, IL

Faculty/Staff/Visiting Faculty: Staff

License/Credentials Requirements: Position does not require a license/certification

FTE: 1.0 Pay Grade: 08

Job Description:

Maintain work order requests using Computerized Maintenance Management Software for Electricians, Engineers, and Telecommunications for the University and Multi-Specialty Clinic. Maintain and track operational budgets and purchases. Serve as liaison between the University, Multi-Specialty Clinic and Maintenance. Provide general administrative clerical support by performing the following duties.

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.

Other Qualifications: Formal training on a Computerized Maintenance Management Software (CMMS) or related management system. Ability to operate standard office equipment. Ability to communicate required information, draft routine correspondence and basic reports, and keep accurate records of work performed. Organization, communication and interpersonal/customer relation skills. Must be able to work independently and as part of a team.

Education and/or Experience

High School diploma or General Education Degree (GED); 1 to 3 years related experience and/or training; or equivalent combination of education and experience.

Computer Skills: Computer skills and knowledge of MS Outlook, Word, Excel and PowerPoint required. The noise level in this environment is moderate to loud.

Midwestern University is an Equal Opportunity/Affirmative Action employer that does not discriminate against an employee or applicant based upon race, color, religion, gender, national origin, disability, or veterans status, in accord with 41 C.F.R. 60-1.4(a), 250.5(a), 300.5(a) and 741.5(a).

Apply online at

https://www4.recruitingcenter.net/Clients/midwestern/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10997&esid=az

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Relay at Chicago Midway Airport is Hiring: Sales Associates

Chicago Midway Airport

As a Sales Associate, you will: *Consistently achieve individual goals that support store objectives *Drive revenue by providing a highly memorable and personalized customer experience through product knowledge and an exceptional store environment

You have: *Strong service orientation with a strong commitment to providing an exceptional customer service experience *Excellent communication and interpersonal skills *Strong organizational, multi-tasking, and time-management skills *Experience in a retail/merchandising/sales position/Supervisor role-if applicable *Scheduling flexibility to meet the needs of our dynamic work environment including days, evenings, and weekends.

The experience of working in a dynamic and fun retail setting, the opportunity to work with a fantastic team of individuals, the recognition and support provided by the company, as well as the opportunity to let your career take flight are just a few amazing reasons to apply.

Apply online at <http://lstrna.com/work-with-us/current-opportunities/relay-at-chicago-midway-airport-is-hiring-sales-associates/>

RESTAURANT STAFF (O'HARE AIRPORT and CHICAGO LOCATIONS)

Restaurant management positions include overseeing and managing the day to day operations of our carry-out & delivery restaurant operations. This includes, but is not limited to employee training & supervision, maintenance and submittal of paperwork and ensuring the integrity and quality of our product, as well as superior customer service. Restaurant employee positions include food preparation, taking orders and overall customer service. We are now taking applications for all of our restaurant locations.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc. 340 West 83rd Street, Chicago, IL 60620

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

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DIRECT STORE DELIVERY DRIVERS (CORPORATE OFFICE)

Under the direction of the Director of Sales & Marketing, delivery drivers needed to deliver pizza and other food products on a DSD (direct store delivery) basis.

Responsible for delivering, stocking and merchandising product at assigned grocery store accounts within territory amongst other miscellaneous duties.

Monday – Friday, but ability to work weekends as needed. Early 5 AM start time.

QUALIFICATIONS:

Must have DSD (or similar delivery route driver) experience; Drug screening test required.

Must be mature and have a clean driving record; CDL license required. Salary is dependent upon experience.

Resumes are now being considered for IMMEDIATE hire.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620

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RESTAURANT DELIVERY DRIVERS (CHICAGO LOCATIONS)

Under direction from restaurant manager, driver must deliver pizzas to customers and goods to/from corporate office within specified times. Must have own vehicle, car insurance and valid driver's license and clean driving record.

HOW TO APPLY:

If you would like to be considered for opportunities with Reggio's Pizza, Inc., you may complete an application at our office Mondays – Fridays from 9:00 AM to 3:30 PM

Reggio's Pizza, Inc.
340 West 83rd Street
Chicago, IL 60620

Vacancies occur throughout each year; however, the vacancies do not equal the number of qualified applicants. If an appropriate position becomes available, your application will be considered and you will be contacted for an interview. Applications are kept on file six months from the day that you apply. Reggio's Pizza, Inc. is an equal opportunity employer.

Bed Flow Coordinator-1405041458

Bachelors Degree preferred
CPR certified
IL RN Licensure Required
Experience is required

This position will coordinate the placement of all admissions (elective and emergent) and transfers in accordance with the clinical standards and guidelines. This position will also be responsible for ensuring the patient is admitted to the most appropriate bed available using criteria for admission, and determining if the patient is a candidate for observation or inpatient status.

Qualifications: Must have at least 5 or more years of clinical nursing experience. BSN required. Must have current IL RN license.

Job: Nursing
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: Full-time
Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Cashier/Sales Associate - HudsonGroup

Job ID: 9310563

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: < 1 Year

No walkins or phone calls will be considered. Please apply online

Job Summary: Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

- *Acknowledge and greet customers as they enter the store or approach the cashwrap.
- *Follow all company policies, cash handling policies and special store loss prevention procedures. *Communicate effectively with customers, fellow employees and store management. *Effectively operate a cash register. *Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards. *Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store. *Be knowledgeable and familiar with the surrounding businesses/offerings within the facility. *Assist other store employees in maintaining security in stores.
- *Stock merchandise. *Inform management of any out of stock situations.
- *Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.
- *Perform related work as assigned.

Knowledge, Skill and Ability:

- *Ability to interact with diverse personalities.
- *Proficiency in the operation of a cash register.
- *High degree of interpersonal skills.

Education and Experience:

- *High School Graduate or equivalent.
- Prior cash handling experience preferred

Requirements & Skills

MUST RESIDE IN THE CITY OF CHICAGO

Must be unemployed/underemployed

Apply online at <http://www.shiftgig.com/job/des-plaines/il/cashiers-job-openings-at-chicago-ohare-international-airport-ord-9310563>

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Guest Service Rep-PM - Marriott Hotels (150003RW)

Chicago Marriott Oak Brook 1401 W 22nd St., Oak Brook, IL

Job ID: 9492129

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: doe

Experience: < 1 Year

References: Preferred

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

Responsibilities include: Process all guest check-ins by confirming reservations in computer system, verifying guest identity, requesting form of payment, assigning room, and issuing room key in accordance with property policies and procedures. Operate telephone switchboard station. Respond to and resolve guest requests, including wake-up call requests. Run daily reports (number of arrivals, departures), identify any special requests, and check reports for accuracy. Review shift logs/daily memo books and document pertinent information in logbooks. Process all payment types such as room charges, cash, checks, debit, or credit. Count and secure bank. Complete end-of-day activities including posting charges to accounts, completing cashier and closing reports, running night audit backup, and roll the date. Print and fold folios and ensure that they are placed under each guest room door the night before check-out.

Follow all company safety and security policies and procedures, and report accidents, injuries, and unsafe work conditions to manager. Follow all company policies and procedures, ensure uniform and personal appearance are clean and professional, and maintain confidentiality of proprietary information. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. Speak with others using clear and professional language, and answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others, and listen and respond appropriately to the concerns of other employees. Stand, sit, or walk for an extended period of time or for an entire work shift. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Apply online at <http://www.shiftgig.com/job/oak-brook/il/front-desk-clerks-job-openings-at-chicago-marriott-oak-brook-9492129>

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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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: Licensed Practical Nurse II

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,254.00 - \$4,627.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters; obtains laboratory specimens; administers injections; assists in or provides special treatments; records the administration of medications and treatments.

Minimum Requirements: Requires Illinois license as a practical nurse and one years experience as a practical nurse; requires extensive knowledge of practical nursing theory and practice; requires ability to apply simple nursing techniques as delegated by physicians or professional nurses; to provide guidance and leadership to other nursing personnel, and to promote effective patient interaction.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Jeri Gulli Phone: 815-468-6581 ext 328
Fax: 815-468-1596

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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Administrative Assistant 2

DePaul University

Posted Date 1/22/2015

Requisition # 18455

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Presidents Office

Department Office of the President

Campus Loop Campus

Location US-IL-Chicago

General Summary: The Administrative Assistant (2) will report to the Director of IGH and will be responsible for performing high-level administrative duties, working closely with a wide range of constituencies, supporting the Director and the professional operation of the Institute. Because IGH is a new and highly specialized initiative, this position requires strong problem-solving, writing and critical thinking skills to handle new and evolving processes. The Assistant will be expected to quickly come up to speed on homelessness terminology and best practice.

Minimum Requirements

Associate degree or equivalent experience. Minimum of 3-5 years of broad and increasingly responsible clerical/secretarial experience in a professional environment. Must be able to work on a computer and sit for long periods of time.

Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook).

Proficiency with Google products, including Gmail and Google Docs.

Must have the ability to handle multiple tasks in a fast paced, dynamic environment and demonstrate a willingness to shift easily between various responsibilities with diverse stakeholders. Must be able to work independently with minimal supervision. Receives and relays criticism constructively. Excellent communication skills (both interpersonal and written). Exceedingly good organizational skills.

Willingness to embrace and actively support the unique culture and values of the Institute of Global Homelessness. Occasional overtime required. The position may require limited travel.

Preferred Requirements:

Bachelor's degree. Experience planning event logistics.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at www.depaul.edu

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SUSA Mobile/Patrol (STS) Officer

Securitas Security Services USA, Inc.
150 S. Wacker
Chicago, IL 60606

Job Description

As part of Securitas Timesharing Services (STS) provides shared guarding services to project a security presence, which may include operating a vehicle to perform patrol, inspection, and/or incident response services.

Checks for unsafe conditions, hazards, security violations, and unauthorized persons; inspects buildings, grounds and security devices; monitors and sets security devices. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations; sets up barriers and signage, and provides direction or information to others.

Prepares logs or reports as required for patrol route; writes and/or types reports. Observes and reports incidents or suspicious activity to client representatives or company management.

Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents.

Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers. May be required to have a valid driver's license for state of operation and any required endorsements for class of vehicle operated. Driving record must meet company and/or insurance standards.

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408502&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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Job Title: Office Assistant - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Thu. 01/29/15 4:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-2015-0052

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Business Administrator (PSA), performs a variety of difficult clerical duties as timekeeper at IYC Warrenville; maintains personnel time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets; prepares payroll sheet on a bi-monthly basis; serves as back-up to payroll clerk in absence; and serves as the Worker's Compensation Coordinator.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices; procedures and programs. Requires working knowledge of spelling, punctuation, and grammar. Requires working knowledge of basic mathematics and alpha-numeric sequencing. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8AM - 4PM Monday - Friday Off Days - Saturday and Sunday

Work Location: IYC Warrenville

30 W 200 Ferry Road Warrenville, IL 60555 DuPage County

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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SUSA Armed Security Officer

Location: Chicago, IL (150 S. Wacker)
Securitas Security Services USA, Inc.
150 S. Wacker
Chicago, IL 60606

Job Description

Responds to unusual or emergency situations at client's site using the appropriate escalation of force level up to and including armed response by following established protocol. Maintains proficiency in the use of all assigned protective equipment, restraint devices and weapons. Responds to incidents of fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous materials, inclement weather, and other incidents. Prepares logs and reports as required.

Requirements

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling. Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. Additional physical requirements may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. Must be able to meet and continue to meet any applicable state, county and municipal licensing and permit requirements for Security Officers and armed security work and specific protective device and weapons qualifications.

Works in environments and under conditions that require carrying authorized weapons and ammunition, the use of protective gear and devices, and awareness of personal safety and safety of others. Required to utilize rapid and effective judgment in responding to unusual or emergency situations using appropriate escalation of force level.

Experience in physical security, military service, law enforcement or a related field, sufficient to meet the minimum requirements for state and local licensing and/or site standards as established by the company.

Apply online at

https://wfa.kronostm.com/index.jsp?LOCATION_ID=13906727114&locale=en_US&applicationName=SecuritasNonReqExt&SEQ=postingLocationDetails&POSTING_ID=13907408442&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed

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Eviction Clerk

Chicago, IL

Full-time

Company Description

Pierce & Associates is a Law Firm located in Chicago, in the Loop area. We process Foreclosures and Bankruptcies and have been a leader in this industry for over 30 years.

Eviction Tech position summary: Position is to acknowledge and handle basic processing on eviction files from start to finish

Overtime will be required at times (1-10 hours a week during busy/heavy volume times)

Review and handle emergency motions.

Prepare and handle misc. eviction motions and notices

Assist with audits

Prepare and handle forcible detainer actions

Qualifications

EDUCATION:

High School Diploma or equivalent. Paralegal Certificate is a plus.

EXPERIENCE: Two or more years experience in legal environment preferred or call center experience dealing with conflict resolution. Customer service experience is a must.

REQUIRED SKILLS: Strong Multitasking skills, Detail Oriented, and Strong organizational skills.

PREFERRED SKILLS: Self-Motivated, confident, and energetic. Knowledge of the Foreclosure industry.

Additional Information

All your information will be kept confidential according to EEO guidelines.

Apply online at <https://www.smartrecruiters.com/atty-pierce/80861704-ecviction-clerk>

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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:

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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 01/23/15 4:59 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: 10/79-15/02

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Quality Manager, serves as Infection Control Coordinator; monitors the review of all suspected and proven infections. Develops and reviews facility Infection Control policies and procedures. Provides clinical advice and guidance to treatment staff on the implementation of infection control procedures. Reports communicable diseases to the Illinois Department of Public Health and or local health authority. Conducts monthly infection control surveillance on the treatment units and wherever patient care is provided or risk of infection is high; prepares reports including medical record review for antibiotic usage and prepares hospital acquired and community infection rates. Compiles data and conducts case studies.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or a bachelor's degree in nursing and one year of professional nursing experience or a Master's degree in nursing. Requires current Illinois license as a Registered Nurse. Requires previous experience in Infection Control, Public Health or school nursing. Candidates must have basic computer software skills and knowledge of statistics.

Work Hours & Location/Agency Contact: Monday-Friday 7am-3pm or 8am-4pm
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 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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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 01/26/15 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-87999

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact: WORK HOURS: Mon -Fri 8:00 AM -4:30 PM
WORK LOCATION: Elisabeth Ludeman Center
114 North Orchard Drive, Park Forest, IL 60466
CONTACT PERSON: Alice M. Chambers / Human Resources Representative
Elisabeth Ludeman Center 114 North Orchard Drive 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: TM VI Contract Compliance Officer

Agency: Transportation

Closing Date/Time: Tue. 01/27/15 4:30 PM Central Time

Salary: \$6,535.00 - \$11,020.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40215

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is accountable for administering and implementing the Equal Employment Opportunity (EEO)/Labor Compliance policy and provisions, including appropriate utilization of minorities and women in the work force, on all district contracts and City of Chicago and Cook County projects involving federal funds.

Minimum Requirements:

The following criteria is required:

- A valid driver's license
- Districtwide travel

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business or public administration or equivalent training and experience
- Four to seven years highway construction and/or design experience
- Knowledge and experience with EEO/Labor Compliance rules and regulations
- Ability to plan and direct efforts of employees in the efficient accomplishment of objectives
- Strong oral and written communication skills; human relation skills

Work Hours & Location/Agency Contact: 8:00 am – 4:15 pm / Monday – Friday
Highways/District One/Executive/201 W. Center Court, Schaumburg, IL

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, January 27, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.dot.il.gov/techapp/vacancy.html>

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Program Specialist

Requisition ID: 00117005

Work Locations: 536 N. Harlem

Job Posting: Jan 19, 2015, 12:01:00 AM Closing Date: Feb 1, 2015, 11:59:00 PM

Full-time Posting Salary: \$40,760 Yearly

Forest Preserve District of Cook County

Minimum Qualifications: Must possess a high school diploma, GED, or higher and six (6) or more years of practical work experience providing activities, programs or workshops in a hands-on, outdoor recreation, arts education, or youth development capacity; OR must possess a bachelor's degree or higher in communication, natural sciences, conservation, environmental sciences or education, recreation/leisure studies, social services or substantially similar area from an accredited college or university and one (1) or more years of professional work experience providing activities, programs or workshops in a hands-on, outdoor recreation, arts education, or youth development capacity. Must possess a current valid driver's license. Have at least one (1) season of practical work experience with the Forest Preserves of Cook County within the Conservation and Experiential Programming Department in a full-time, OR seasonal OR part-time position or have at least two (2) years of practical experience working on Forest Preserves property with a Forest Preserves of Cook County partner group.

Veteran's Preference: When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must: Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?" Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of your application. If there are multiple DD 214s, DD 215s, or NGB 22s, the one with the most recent date should be submitted. Coast Guard members must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911). Provide original applicable discharge papers at time of interview.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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