



Job Title: Student Worker

Agency: Central Management Services
Closing Date/Time: Mon. 01/06/14 5:00 PM Central Time
Salary: \$1,346.00 - \$2,848.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: CMS 8611

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, for a period not to exceed six months in any given calendar year, and while attending high school or college, performs clerical support functions. Answers the telephone and answers simple questions. Performs various mail functions for the Division. Assists staff within the Division on special project assignments.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to enrollment in high school, or college. Requires ability to follow instructions and to carry out routine operations, once established, without further instruction. Prefers basic computer skills in software applications such as spreadsheet and database applications.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Central Management Services
JRTC, 100 West Randolph Suite 4-500 Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
217-558-0962 217-782-9925 Fax

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 interested applicants must submit a CMS-100 employment application 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).

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



Job Title: Office Associate - Opt 2

Agency: Employment Security

Closing Date/Time: Fri. 01/10/14 11:59 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: RCRA11444

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serving as the secretary for the Lombard Call Center Manager, performs a variety of highly complex secretarial duties requiring the use of a personal computer, word processing and scheduling software. Exercises independent judgment in making decisions on a variety of office activities and through the dissemination of information to call center staff; composes and types correspondence for the manager; maintains files, schedules appointments; ensures the Lombard Call Center is run in an efficient manner and that all confidential material is secure.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion high school and two years of experience. Requires extensive knowledge of IDES office practices and procedures and familiarity with requirements of the Illinois Unemployment Insurance Act and Administrative Code. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to work within short timeframes, make decisions independently, work with and maintain confidentiality of documents. Requires ability to operate a PC with related software such as Microsoft Word, Excel, Outlook and the internet. Requires the ability to type accurately at 45 WPM.

Work Hours & Location/Agency Contact:

WORK LOCATION: Lombard Claimant Service Center Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

607 E. Adams - 9th Floor Springfield, IL 62701

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Vocational Instructor - Opt C

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-77318

THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION

This position provides occupational instruction in Photo shop, Corel Draw, and other graphics software providing both the necessary practical knowledge and marketable work skills to facilitate student entry into employment or self-employment; adapts training materials to structure a lesson plan and provide a systematic course of instruction; evaluates student progress, prepare individual reports and maintain program records.

Minimum Requirements:

Education: Requires two years of practical experience in a variety of graphic software application; i.e., Photoshop, Corel Draw, Corel Paint, Illustrator.

Experience: Requires extensive knowledge of the practical application of graphic software applications; Requires ability to maintain discipline, safety, and an effective learning environment; Requires ability to use the tools, materials, software and hardware associated with graphic software applications and instruct others in their proper and skillful use; Requires ability to prepare reports and evaluate training progress using suitable performance measures; Experience working with people with disabilities preferred.

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 C - General/Multiple Areas

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Mon. 01/13/14 11:59 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#: RCRA 11447

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college including courses in mathematics, statistics, accounting, computer systems, public administration or business administration. Requires three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications, Microsoft SQL and benefit business operations. Requires working knowledge of management principles, applied research, and systems modeling. Requires ability to develop and manage an operational subsystem of a management information system and to resolve management problems through computer applications; effectively document and determine benefit business requirements. Preferred experience in Illinois Benefits Information System (IBIS), Illinois Job Link (IJL), Overpayment Recovery System (ORS), Benefit Audit Reporting Tracking System (BARTS) and New Hire directory.

Special Skills: Requires education/experience as outlined above for the following: extensive knowledge of PC hardware, software, applications, applied research and systems modeling, management principles and practices. Application programming, database management systems, and business processes analysis/systems analysis and design; PC software: Windows XP, File Transfer Utilities, Adobe, Microsoft Internet Explorer, Outlook, Word and Excel. Requires working knowledge and experience of the complexity of the various parts of the functions contained in the Benefits systems.

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

Work location: 33 South State Street Chicago, Illinois

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 3 - Mgt Info Sys/Data-Telec

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 01/18/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Front Desk Sales Associate (Clybourn and Elston Location)

EUROPEAN WAX CENTER is one of the fastest growing franchises in the country. We provide upscale waxing at an affordable price. We feature our exclusive Comfort Wax and a 4-step to gorgeous process designed for efficient, silky-smooth results, giving our guests the Ultimate Wax Experience. Our facility is new, beautiful, comfortable, luxurious and clean.

GUEST SERVICE COORDINATOR

We are seeking Guest Service Coordinators who are friendly, well spoken, passionate, detail oriented and conscientious and who will thrive in a fast-paced work environment and are committed to delivering exceptional customer service. WILL TRAIN to learn the secrets that make us the Ultimate Wax Experience! As a front desk Guest Service Coordinator, you would be responsible for working with our guests, booking reservations, selling products and packages and helping to deliver a great experience. It is important to be able to multi-task. Must be outgoing, personable, have an upbeat, positive attitude while delivering amazing customer service at all times.

We are open 7 days a week and offer day and night shifts.

REQUIREMENTS: -MUST be able to work a minimum of 25 hours a week including weekends as a KEY HOLDER -Be positive, friendly, upbeat and have a desire for personal success -Maintain a professional, CRISP appearance at all times -Able to work in a fun, fast paced environment -Must be passionate about yourself and your guests - Ability to work as a team player and market yourself and business -Ability to work flexible days and hours -Have reliable transportation or available use of public transportation

BENEFITS/COMPENSATION: -Discounts on services and all retail products -Great referral program -Working in a beautiful, well managed facility -Being part of a successful team -Hourly wage plus performance incentives

Work in a fast paced environment with a proven process that delivers outstanding service to our customers. Candidates must have a strong sales personality and desire to offer amazing customer service along with a passion for being the best at what they do. Exceptional sales, customer service skills and experience hitting and exceeding your individual sales quota are a MUST!!!!

Serious candidates should only apply. If you are a beauty conscience, passionate sales and customer service professional, we want to talk to you.

Inquire at <http://chicago.craigslist.org/chc/spa/4264967588.html>

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



Job 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

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



Job 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

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
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Compensation Analyst / CTA

Location Chicago, IL, US

Job Type Full Time Permanent

Department Human Resources

SALARY TARGET: \$50,000 - \$65,000

Position Summary: Develops, conducts and reviews studies involving compensation, position analysis, organization changes; participates in the development, implementation and administration of compensation, classification and HR initiatives; provides advice and guidance to Authority departments on various HR issues to meet identified organization objectives and needs.

Education and Experience Requirements

Bachelor's degree in Business Administration, Human Resources/Personnel Administration, Industrial/Organizational Psychology or a related area of study is required, or a combination of education and experience relating to this position. Three years professional Human Resources, compensation-related experience, including project management and HR analysis. Benefits and HRIS preferred. Knowledge of compensation/salary administration principles and practices and compensation issues related to employment and hiring and federal compensation regulations. Experience working with a large bargained for employee population is preferred. Exceptional MS Office skills are required and knowledge of Oracle HRMS is preferred. Proven analytical skills and critical thinking skills are required. Must have effective verbal, interpersonal and written communication skills. Must be a creative and innovative problem-solver as well as a flexible, collaborative team player that demonstrates a high energy level, a great tolerance for change and the ability to effectively communicate and collaborate at all levels of our organization. Requires sensitivity and tact in dealing with numerous departments and all levels of employees and professional when dealing with issues of a confidential nature.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at https://irecruitment.transitchicago.com/OA_HTML/OA.jsp?

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



Business Development Representative

Job Code: 89429

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 60-70%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1.00

Position Summary: The Hospital is seeking a full-time Business Development Representative who will aid Hartgrove Hospital in sustaining its tradition of excellence in the health care field. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of new and existing hospital programs.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, executive presentations on hospital services, and physician recruitment.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

Job Requirements:

- Bachelors Degree in Marketing or related clinical field such as Psychology required; Masters Degree strongly preferred.
- Experience within healthcare marketing and business development required.
- Ability to create and maintain relationships with physicians, clinicians, and other healthcare professionals.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused.

Benefits: • Competitive Salary Package • 401(k) • UHS Stock Purchase Plan • Health, Dental & Vision • Tuition Reimbursement • Much More

Apply online at <http://hartgrovehospital.com/job-hartgrove.html>

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



Outpatient Intake Counselor

Job Code: 109637

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Contract/Temp

Minimum Education Required: Master's Degree

Category: Human Resources

FTE: 0.01

Position Summary:

Hartgrove Hospital is seeking fee-for-service Intake Counselor to complete initial intake assessments at our outpatient center, Austin Family Counseling Center. The Intake Counselor may also hold a small caseload of individual and family therapy clients. Supervision toward Licensed Clinical Professional Counselor (LCPC) requirements can be provided as well. This is a contract position, which will begin with a half-time (20-24 hours) workload and the potential to expand to full-time within several months.

Primary Responsibilities

- Complete semi-structured clinical interviews with new clients/families initiating services within the clinic
- Formulate initial diagnosis and treatment recommendations and assist client/family in establishing follow-up appointments
- Provide a limited number of individual and family therapy sessions to children, adolescents and adults in an outpatient setting
- Maintain and submit appropriate documentation related to all clinical services
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Provide a safe, secure, therapeutic, and professional environment at all times

Requirements

Job Requirements

- Must be a Licensed Professional Counselor (LPC) within the state of Illinois
- Must be a graduate of an accredited M.A./M.S. program
- One year clinical experience within an inpatient/outpatient psychiatric mental health setting
- Must possess knowledge of general psychiatric principles, working concepts and theory, age specific growth and development, limit setting, as well as crisis and behavioral management
- Spanish Bilingual capabilities are a plus!

Apply online at <http://hartgrovehospital.com/job-hartgrove.html>

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



Financial Counselor

Job Code: 106063

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.0

Position Summary:

The Hospital is seeking a full-time Financial Counselor to work within our Business Office. This is a newly added position and is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Enters all correspondence accurately and timely entered in to the patient account notes.
- Posts cash and adjustments accurately and timely
- Coordinates the work day with Business Office and admission staff to ensure daily work is completed
- Meets with patients within 48 hours of admission for financial consult
- Accurately answers any questions regarding insurance coverage and patient financial responsibility
- Coordinates collection procedures with Business Office Staff and Supervisor
- Utilizes tickler report to follow up on accounts aging
- Supplies app patients with necessary information needed
- Offers assistance to co workers when appropriate
- Delivers excellence that goes beyond departmental and individual job responsibility
- Other duties as assigned

Requirements:

- A minimum of a High School Education Associates Degree in Business, Finance or related field preferred
- Ability to work with a 10key calculator, detail orientation
- Previous hospital experience preferred, knowledge about the Affordable Care Act and the IL Health Insurance Exchange a plus!

Benefits: • Referral Bonus • 401(k) • UHS Stock Purchase Plan
• Health, Dental, & Vision • Tuition Reimbursement • Much More

Apply online at <http://hartgrovehospital.com/job-hartgrove.html>

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



Service Representative

Job ID 63397 # Positions 1

Location US-IL-Chicago

Category Sales - Sales Administration

General Responsibilities:

As a Service Representative you will partner with one of our insurance business partners onsite to represent Hertz and facilitate the rental process. You will maintain and grow strong relationships with your business partner, provide outstanding customer service and generate increased business. This is a growth orientated opportunity in our Sales organization and is positioned to lead to an exciting career path at Hertz.

Responsibilities:

- Identify opportunities and implement initiatives to grow revenue and market share.
- Manage and facilitate the rental process for assigned insurance business partner.
- Liaise with rental locations and with various internal and external clients to carry out rental initiatives and resolve issues.
- Act as primary contact for business partner customer support.
- Perform daily administrative activities; conduct phone calls, collect receivables and ensure account rental management is up to date.
- Explore and implement new ways to improve customer service, improve metrics and create value for the business partner.
- Partner with Sales Account Representatives to carry out marketing initiatives.

Mandatory Requirements:

Educational Background: •A Bachelor's degree.

Knowledge: •Customer service/sales work experience.

- Sales experience and/or a desire to work in a sales organization.
- Possess a strong commitment to customer service.

Skills: •Well-developed organizational, verbal and written communication skills.

- Demonstrated ability to work independently.
- Must be a self-starter, quick learner and possess excellent decision making skills

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-hertz.icims.com/jobs/63397/service-representative/job?hub=20>

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



Sales Representative

Job ID 54739

Positions 1

Location US-IL-Chicago

Category Sales - Inside/Outside Sales

As a Sales Representative . . .

The successful candidate is responsible for:

- Daily territory management and revenue growth through on site visits to customer job sites in addition to contacting potential customers via telephone
- Plan and organize business strategies to achieve desired results and exceed quota by renting and selling equipment
- Identify customer needs and react appropriately while understanding market conditions and local competitor pricing
- Penetrate customer at the strategic level to diversify customer base to include industrial, traditional and nontraditional accounts *LI-MN1

Mandatory Requirements:

- BA/BS University degree with a concentration in marketing, sales, or business. Other disciplines are encouraged to apply
- Works effectively with all levels of the company
- Uses business processes to achieve desired results
- Exceptional communication skills including face-to-face interaction
- Ability to follow up with customers in a timely manner
- Must react to changing business needs
- Multi tasker who uses project management skills to accomplish goals
- Must have valid driver's license and driving record in good standing
- Proven track record with 3 to 5 years sales experience within the heavy equipment industry and or 5 years plus sales experience in a related field
- Very good knowledge of the heavy equipment and small tool rental business
- Detailed knowledge of all types of equipment and how it is used
- Understanding of local competition and market rates in order to drive results
- Ability to work autonomously in a fast paced environment

Candidate will be given the use of a company fleet vehicle for business purposes.

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE AA/M/F/D/V

Apply online at <https://usassessment-hertz.icims.com/jobs/54739/sales-representative/job?hub=20>

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



Entry Level Production - 2nd Shift

Job ID 1420 Location US-IL-West Chicago

Posted Date 12/3/2013

Category Production, Shipping/Receiving – Production

Shift (1st - 2nd - 3rd) and Time 1st and 2nd

Regular or Temporary Regular Full-Time or Part-Time Full-Time

Overview:

INX International Ink Co. is the third largest producer of inks in North America with over 15 facilities in the U.S. and Canada, and is a global supplier as part of Sakata INX worldwide operations. We offer a complete line of ink and coating solutions technology for commercial, packaging and digital print applications. As a leading global manufacturer of inkjet inks, we provide a full palette of digital ink systems, advanced technologies and integrated services.

We are seeking one entry level production workers for a manufacturing facility in West Chicago, Illinois. The essential function of this position is to operate a mill to manufacture high quality printing ink.

Responsibilities include:

Operate mills and mixers

Weigh up batches of ink

Perform verifications to equipment when needed

Follow established safety practices

Qualifications (Skills - Education - Experience):

High school diploma or general educational degree (GED)

Previous experience in a manufacturing environment is helpful

General math and communication skills and basic computer skills

SAP experience

Forklift experience

Must be willing to work 1st or 2nd shift

We offer a competitive salary with excellent benefits including medical, dental and 401K. A post offer pre-employment drug screen, physical and background check are required. EOE

Apply online at <https://jobs-inxinternational.icims.com/jobs/1420/entry-level-production---2nd-shift/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=788&height=421&bga=false&needsRedirect=false>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Janitor

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60644

Property : Lavergne Courts

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Education : High School or equivalent

Description : Must be a team player who provides safe, decent, and affordable housing to the residents of the community. The Janitor/Housekeeper will work in conjunction with maintenance staff to coordinate an appropriate schedule to meet the regular operational maintenance requirements of the property.

Job responsibilities include:

1. Cleans and maintains entry lobby, including cleaning of windows, doors, mopping floors, vacuuming carpets, etc., at least daily, and more if necessary to maintain excellent entrance appeal.
2. Cleans laundry room, community room, conference room, and management offices on a daily basis.
3. Vacuums hallways on a daily basis.
4. Cleans community bathrooms on a daily basis, more if necessary to maintain in a sanitary manner.
5. Cleans stairways and elevators on a regularly scheduled basis.
6. Does cleaning of units, including stoves, refrigerators, bathrooms, floors, windows, etc.
7. Reports all maintenance repairs needed to Maintenance Supervisor.
8. Sweeps and cleans parking lot on daily basis.
9. Waters flower box on a daily basis (seasonal).
10. Picks up trash from grounds.
11. Uses hose to clean front entry walks.
12. Changes all light bulbs in hallways and common areas.
13. Does minor work orders for residents and/or management as assigned by Maintenance Supervisor.
14. Sets a good example for residents and assists residents in learning good housekeeping/cleaning skills.

Job Requirements :

Education: High School Diploma preferred.

Experience: Experience with janitorial routine.

Abilities: Sensitivity to the special needs of the resident population.

Good communication skills; able to understand and follow directions.

Ability to perform minor repairs. Flexibility and reliability.

Treat a variety of people with respect and compassion.

Represent Mercy Housing with a professional manner at all times.

Understand and commit to the Mission and Values of Mercy Housing.

% of Travel Required : None Open Date : 12/27/13

Submit resume to <https://mercyhousing.tms.hrdepartment.com/cgi-bin/a/apply.cgi>

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



Stocker
Chicago, IL

Job Description

Eataly is the largest artisanal Italian food and wine marketplace in the world! With various restaurants, our market sells the same quality products used by our chefs: cured meats, cheeses, fruits and vegetables, meat and fish, handmade pasta, pastries, coffee and tea, as well as dried pastas, sauces and olive oil. A cooking school, bookstore, housewares and beauty section makes it even easier to bring Italy home!

As a leader in the food and beverage industries, Eataly offers great benefits, staff discounts and tremendous growth opportunities. We are a young, energetic and innovative start-up that is rapidly expanding and we are looking for a new Stocker to grow with us! As an ambassador of Eataly products and services, our Stocker is responsible for helping to create and maintain quality experiences for each guest that comes to Eataly. Eataly ambassadors are expected to actively engage with guests and spend quality time with each customer.

Job Title: Warehouse Stocker
Reports To: Warehouse Manager

Job Description: Receive, store, and maintain Eataly products. Stock shelves, racks, tables and other retail stations with Eataly products. May periodically take physical count of stock or check and mark stock. Uses forklift to accept deliveries and stock shelves.

Duties & Responsibilities:

--Stock shelves, racks, tables and retail stations with new or transferred supplies.
--Receive, open, unpack and stock products. --Take inventory or examine merchandise to identify items to be reordered or replenished.

Minimum Qualifications:

--Previous stock clerk or related work desired. Must have demonstrable experience with a forklift. --High school diploma or equivalent preferred. Must have open availability. --Must be physically able to exert up to 50 pounds of force occasionally; exert up to 20 pounds of force frequently; and exert up to 10 pounds of force constantly to move objects.

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?jid=223270&cid=6817&refid=20131230223270>

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



Job Title: Film Crew

AMC Theater Location: 7601 South Cicero Avenue Chicago, Illinois 60652

General responsibilities for all positions include, but are not limited to:

- Exhibit excellent guest service skills.
 - Present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests.
 - Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.
 - Work effectively with supervisors and co-workers.
 - Demonstrate consistent and effective sales techniques.
 - Meet sales expectations through loyalty card sales, suggestive selling, upselling, merchandising, and sampling.
 - Complete transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals, making change accurately, completing loyalty transactions, and thanking guests.
 - Ensure the security of all cash, receipts and tickets.
 - Enforce the movie ratings system courteously and effectively. Uphold "zero tolerance" policy in regards to ID checking.
 - Distribute, ensure proper working order of, and understand how to operate Assisted Moviegoing Equipment.
 - Clean and maintain the exterior and interior areas of the theatre including auditoriums, restrooms, lobbies, concession areas, and box office areas.
 - Control access to the theatre.
 - Frequently monitor auditoriums for picture and sound quality, temperature, lighting levels, audience behavior, and film piracy.
 - Perform daily stocking and maintenance duties.
 - Follow all procedures to ensure a safe work environment, as well as the safety of our guests.
 - Follow instructions on safe use of all chemicals/cleaning materials.
 - Maintain regular personal attendance for all scheduled shifts to ensure timely performance of duties.
 - Uphold AMC's Business Practices Standards and ensure compliance with company programs.
 - Assist with other Film Crew functions and perform other duties as directed.
- Expanded lists of essential functions for the Concessionist, Cashier and Usher positions are available upon request from theatre management.

MINIMUM REQUIREMENTS: Requirements to be performed, with or without reasonable accommodation:

- Standing, walking, lifting, twisting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor).
- Ability to work with minimal supervision. A list containing the Tools Used, Machine and Equipment Operation, and Environment are available upon request from theatre management.

UNIFORM

Provided by Theatre: Black t-shirt, nametag

Provided by Associate: Black pants, black shoes, black socks, black belt

Apply online at

https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=4304

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Team Member- General Floor Staff

Kerasotes ShowPlace Theatres

Job Type: Part-Time

Location: Chicago, IL

Box Office: Handles all ticket functions. Greets patrons and properly, quickly and accurately processes patron's requests for tickets, movie money and/or information. Must be an excellent cash-handler. Maintains door security in the absence of a greeter. Informs patrons of rules for outside food and drink, as well as large bags/backpacks. Keeps area clean and free of hazards. Can assist in at least one other area, as needed.

Greeter: Greets patrons, tears their tickets and effectively directs them to the proper auditoriums, handling any rule violations that the box office didn't notice. Effectively tracks show schedules and can assist in managing hold-out lines. Maintains door security, requesting manager assistance as needed. Can assist in at least one other area, as needed.

Usher: Greets patrons with a smile and eye contact. Watches for opportunities to assist with full-hands, door opening/closing, crowd-control. Picks up trash, sweeps, mops (only as needed, following safety standards). Assists in managing hold out lines, preventing cross-over or any unauthorized admission. Keeps entire theatre inside and out, including rest rooms, clean, well-stocked, and free of hazards. Can assist in at least one other area, as needed.

Concession: Greets patrons and properly, quickly and accurately fills requests for concession items and basic information. Can up-sell or suggestive sell comfortably. Must be an excellent cash-handler. Ensures that inventory and cash are secure and properly handled. Keeps area, including equipment clean and stocked at levels appropriate for business. Follows proper food-handling techniques and properly markets all products, including popping proper amounts of popcorn at the appropriate times and ensures the availability of all items. Can assist in at least one other area, as needed. Stays well-versed in proper emergency procedures and is aware of all patrons in their area. Other duties as assigned

Qualifications: ·Excellent attendance record, with good availability
·Ability to work with minimal unplanned absences ·The ability to stand and/or walk for prolonged periods of time ·The ability to bend, squat, twist and reach ·The ability to lift and transport up to 30 pounds unassisted · Excellent cash-handling skills · The ability to handle cleaning duties, including cleaning up after accidents · Excellent customer service skills; very friendly ·The ability to follow basic procedures and instructions

Apply online at

https://www4.recruitingcenter.net/Clients/KerasotesShowplaceTheatres/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10004&esid=az

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Title: Administrative Assistant – Full-time Position

Company: TPS Parking Management, LLC

Reports to: Senior Vice Presidents

Position Summary: Provide executive level administrative support to the Senior Vice Presidents at the corporate level and other management members, as needed.

Key Responsibilities:

- General administrative duties
- Travel arrangements (air travel, hotel and car rentals)
- Prepare expense reports for direct reports
- Answer and screen phone calls, mail/fax distribution, copy and file of documents, word processing correspondence, reports, and presentation materials
- Maintain appointment schedule for business related meetings; arrange conference calls
- Reserve conference rooms as needed for meetings and events
- Prepare financial spreadsheets, tax returns and data entry
- Liaison between Field Management and VPs
- Primary back-up to Office Administrator: oversee front of office, answer phones, stock kitchen, order supplies and maintain inventory
- Maintain Photo Library of materials for presentations
- Reconcile monthly corporate expenses on American Express bill
- Reconcile monthly expenses on Wells Fargo Visa bill
- Reconcile monthly airfare America Express bill
- Complete daily Visa/Master card Charge-backs for each facility
- Complete American Express charge-backs
- Reconcile each facility's checking accounts
- Maintain spreadsheet with weekly car counts for each property

Knowledge, Skills & Experience Required:

- Extensive knowledge in making travel arrangements via the Internet (air travel, hotel, car rentals)
 - Advanced knowledge of Microsoft Word, Excel and PowerPoint (Power Point a Must)
 - Experience in preparing presentations and animation (binding with tabs, etc.)
 - Excellent communication skills both written and oral
 - Must be extremely organized, detail oriented and outgoing
 - Ability to multitask and prioritize workload
 - High level of professionalism and ability to think quickly and problem solve
- Must have 3 years of executive level administrative support experience

Apply online at

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?k=Job&c=qjC9VfwJ&j=oltfYfwL&s=Indeed>

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