



AMC Theatre Job Opportunities

Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:
Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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



Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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



Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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



Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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



Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations

Identify picture and sound problems and correct accordingly

Execute trailer and pre-feature programming

Assist with other functions and perform other duties as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Ability to consistently meet deadlines in a timely fashion

Standing, walking, lifting, twisting and bending on a frequent basis

Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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



Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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



Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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



Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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



Cook

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.
Adhere to recipes to ensure consistent food quality and presentation.
Answer questions courteously, accurately, and quickly.
Perform required sanitation procedures. Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.
Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:
Proficiency in kitchen operations and execution.
Complete food handling training and obtain any local or state mandated certification.
Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume. Ability to follow instructions on safe use of all chemical/cleaning materials. Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/cook>

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



Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast
Maintain facilities that are clean, safe and in good repair
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages
Assist with other functions as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills
Persuasive written and oral communication skills along with strong analytical skills
Ability to effectively delegate and follow up with booth crew members
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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



Healthcare Job Opportunities

ADVANCED PRACTICE NURSE

Facility Presence Saints Mary and Elizabeth Medical Center

Department PHYSICIAN ASSISTANTS

Schedule Full-time

Shift Night shift

Hours varied

Location Chicago, IL

Req Number 135247

Job Details

An Advanced Practice Nurse practices within the scope of the Advanced Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills. The APN/NP incorporates the carative factors of human care and performs established procedures in accordance with the organization's and the nursing division policies, procedures, and standards of care.

The APN/NP is a specialty health care provider who provides medical and nursing services to individuals and families. The APN/NP is adept at diagnosing and managing acute and chronic illnesses, and emphasizes health promotion and disease prevention. Services include, but are not limited to, ordering, conducting and interpreting diagnostic and laboratory tests, prescribing medications, and teaching and counseling individuals and families. Comprehensive health assessments with a broad scope of medical management for patients with acute and/or chronic health problems characterize the APN/NP's practice.

Requirements:

Master's Degree in Nursing. Registered Nurse with current Illinois License.

Certification in clinical specialty. BLS required.

- 3-5 years experience in a clinical role.
- Experience in staff education, and quality management preferred.
- Experience working with teams as a member and leader.
- Good customer relations and interpersonal skills.
- Preferred computer skills include, Microsoft Word, Excel and PowerPoint.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100210>

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



ASSISTANT TEACHER

Facility Presence Resurrection Medical Center
Department CHILD CARE CENTER
Schedule Full-time
Shift Day shift
Hours 8-4:30
Location Chicago, IL
Req Number 130765

Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. AA in Early Childhood Education (ECE) or 60 semester hours with 6 hours in ECE, or Child Development Associate (CDA) certification. Must be DCFS qualified for position as teacher and/or assistant. A minimum of one year of classroom experience is preferred. Bi-lingual preferred. Current CPR and First Aid Certification, including CPR for infants and children.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=187106>

LABORATORY AIDE

West Suburban Medical Center, Oak Park, IL
Department: LABORATORY
Schedule: Registry
Shift: Rotation

Job Details:

Reporting to the Shift Supervisor the Laboratory Aide performs a variety of clerical tasks related to specimen retrieval, filing, record keeping, inventory supply and other duties necessary for meeting regulatory agency requirements. Level of knowledge normally acquired through the completion of a High School Diploma. The computer skills necessary to check for the completeness of testing, locate duplicate orders and locate specimens with multiple accession numbers. Ability to maintain documents, records and laboratory supplies in an organized system. The interpersonal skills necessary to assist co-workers. Must be able to lift from 5 lbs. to 50 lbs.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100100115

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



Cash Application Rep I - Bolingbrook, IL

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 133850

Job Details

This position is located in our Bolingbrook, IL Office location.

SUMMARY:

Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.

QUALIFICATIONS:

High school diploma or equivalent.

Six months of experience in hospital billing.

Basic computer experience.

Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally).

Excellent interpersonal skills.

Able to work in a fast paced environment.

PREFERRED QUALIFICATIONS:

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=231134>

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



CONTRACTS COORDINATOR

Facility Presence Saint Joseph Hospital - Chicago

Department ADMINISTRATION

Schedule Full-time

Shift 8 hour shifts

Hours 9:00 am - 5:30 pm

Location Chicago, IL

Req Number 135363

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.

Ability to: Create and use tools for management of extensive contractual documents and compliance requirements. Help parties create and manage effective contracts to aligned ministry needs and contractual entities provision of compliant, high-value services and deliverables. Oversee a large volume of contracts and their compliance requirements with strong personal responsibility for the full scope of the process

Qualified candidates will have: Superb organizational skills
Good analytical skills to identify issues and propose solutions to problems
Effective communication skills
Skilled at understanding and converting business terms into appropriate draft language for Legal review

Education and/or Experience: Associate's degree in Business or Legal Studies
Two years of experience concentrated in Healthcare contracting, purchasing and standardization with one of those years in a paralegal role

PREFERRED: Bachelors degree in Business or Legal Studies

Computer Skills : Proficient in MS Office products, specifically database and spreadsheet applications. Experience in contract management software (e.g., sharenet)

Certificates, Licenses, Registrations

Paralegal certification

PREFERRED: CSCR or CPIM

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100131>

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



Ryder Job Opportunities

Ryder Home Daily Truck Driver, CDL- A in Harvey, IL

Requisition ID 2014-13087

Primary State/Province IL

Posted Date 12/22/2014

Primary City HARVEY

Category Drivers

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Pay & Benefits: estimated weekly average of \$900-\$1000+. Full benefits package available 60 days, immediate 401K.

Home daily! Regional Dedicated reefer work transporting produce.

Work Schedule: Tuesday thru Saturday. Plenty of HOME TIME

SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years. Must meet our minimum driving experience requirements as outlined below.

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit

- 9 months experience within the past 3 years, OR
- 2 years' experience within the last 5 years, OR
- 5 years' experience within the last 10 years

Requirements:

- Minimum 22 years of age
- Minimum of 9 months verifiable driving experience
- Valid Class A CDL
- Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/13087/ryder-home-daily-truck-driver%2c-cdl--a-in-harvey%2c-il/job>

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



Diesel Mechanic Wanted! Top Pay! Growth Opportunity! Great Benefits!

Requisition ID 2014-13041

Job Locations US-IL-CHICAGO

Posted Date 12/23/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

Under close supervision, this position performs minor to average routine maintenance and repair services on different types of vehicles.

Works with the assistance of a T3, T4, TIC, SS or SM, when performing highly technical and superior diagnostic type repairs. Task assignments are directed by shop management to encourage development in a productive manner.

The T2 Technician performs minor to average repairs and routine maintenance under limited supervision. The T2 may be assigned to work/train directly with a T3 or T4.

Requirements:

- High school diploma or equivalent
- Post-secondary vocational education strongly preferred
- Must have minimum tools required as outlined in Maintenance policy 2.02

ADDITIONAL REQUIREMENTS:

- Must have a valid driver's license
- Valid CDL (license A) is highly desired; mandatory in some locations
- Must possess state license as required

This position requires for you to drive Ryder vehicles. In order to become a Ryder employee you must:

- Pass a Ryder initiated drug and alcohol screening test
- Pass a regulatory agency (DOT) specific physical examination
- Pass a Ryder road test
- Provide appropriate CDL and endorsements for the position
- Verify competency in critical skill areas for the specific driving position (e.g., hazmat, doubles, frequent backing)

Apply online at <https://technicians-ryder.icims.com/jobs/13041/diesel-mechanic-wanted%21-top-pay%21-growth-opportunity%21-great-benefits%21/job>

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



Fueler / Truck Wash Wanted! Top Pay! Growth Opportunity! Great Benefits!

Requisition ID 2014-12711

Job Locations US-IL-Romeoville

Posted Date 12/10/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

Position Description:

The SEI position is an entry-level position which will allow opportunities to train in SE II level responsibilities. The SE I will perform tasks related to the Fuel Island including fueling and washing vehicles, checking fluid levels and other minor maintenance tasks as assigned by the supervisor.

Requirements:

- 18 years of age or older
- Must be able to read codes and instructions on the computer
- Must be able to document repairs on the computer

ADDITIONAL REQUIREMENTS:

- High School Diploma or GED equivalent preferred
- Must have a valid Driver's License and the ability to meet Ryder's driving qualifications
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

- This position is primarily responsible for performing all tasks related to the Fuel Island at the maintenance facility
- Responsibilities include: fueling vehicles, recording fuel activity, checking oil, washing windows and vehicles, checking tire pressures and reporting service issues to the shop
- This position is also responsible for performing minor maintenance tasks such as tire repairs under close supervision

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/12711/fueler---truck-wash-wanted%21-top-pay%21-growth-opportunity%21-great-benefits%21/job>

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



Macy's Job Opportunities

Retail Cosmetics Sales - Counter Manager Origins, Full Time: Chicago, IL - Macy's State Street

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71231419

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

Qualifications:

Education/Experience: High school diploma or equivalent. A minimum of one year of previous selling experience required, preferably in Cosmetics. Previous supervisory experience preferred

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

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

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

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

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71231419>

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



**Retail Alterations Tailor/Seamstress, Full Time: Chicago, IL –
Macy's State Street**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71231320

Job Overview:

The Tailor's primary responsibility is to sew garments, either to repair or to alter to customer's tastes and to operate on sewing equipment. Performs other duties as assigned. The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

Qualifications:

- **Education /Experience**
High School degree or equivalent. Prior experience a plus.
- **Communication Skills**
Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.
- **Mathematical Skills**
Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.
- **Other Skills**
Must be able to operate and perform basic maintenance on sewing machines. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers.
- **Work Hours**

Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71231320>

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



Macy's Regional Corporate Sales Specialist North Central

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: MAC03699

Job Overview: Drive sales by expanding volume of existing corporate client base and generating new client business in an assigned geographic area.

Qualifications:

Education/Experience

Bachelor's degree or 3-5 years of relevant experience preferred

Communication Skills

Ability to read, write, and interpret instructional documents such as reports and procedure manuals. Excellent written and verbal communication skills

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Basic analytical skills

Physical Demands

This position requires regular walking, standing, hearing, and talking. May occasionally be required to stoop, kneel, or crouch. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus

Other Skills

Strong leadership profile and excellent negotiation skills

Must be able to work independently with minimal supervision

Superior organizational skills, detail oriented

Proficiency in Microsoft programs (Word, Excel Power Point)

Proficiency in using the internet as a research resource

Continuously current with new technology, as it relates to marketing and communication channels

Work Hours: Ability to work a flexible schedule based on business/company needs.

This job description is not all inclusive. Macy's Inc. reserves the right to amend this job description at any time. Macy's Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

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

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