



**Job Title: Child Welfare Administrative Case Reviewer - Opt SS**

Agency: Children & Family Services

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

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1560001-600942

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to a Master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare. Requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: Administrative Case Review, DCFS

8 E. Galena Blvd, Aurora IL 60506

AGENCY CONTACT: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602 FAX # (312)814-7134

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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**Job Title: Correctional Sergeant**

Agency: Corrections

Closing Date/Time: Mon. 01/12/15 4:00 PM Central Time

Salary: \$4,161.00 - \$6,139.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC006

Bid ID#: IDOC29-82-14-4053

Position Number: 09717-29-82-310-12-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program; requires one year of experience as a Correctional Officer in a penal or security institution; requires thorough knowledge of institution's physical layout and prison operation; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires elementary knowledge of purposes, methods and practices of modern correctional institutions; requires visual/audio acuity; requires ability to climb, bend, stoop, run, jump, walk and stand for short or extended periods of time; requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures; requires a valid driver's license; requires ability to properly use firearms.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00 a.m. to 3:00 p.m. Friday through Tuesday, Days off Wednesday /Thursday,  
LOCATION/AGENCY: IDOC/Stateville Correctional Center P.O. Box 112 Joliet, IL 60434  
CONTACT: Jamille Kent, Human Resources Rep, Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 e-mail [Jamille.Kent@doc.illinois.gov](mailto:Jamille.Kent@doc.illinois.gov)

How to Apply: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed above. Applicant must be deemed qualified or have submitted a promotional application to CMS to receive a qualifying grade PRIOR to the closing of the posting period. Application is required for each posting/bid ID or your bid will be rejected.

FORMER STATE EMPLOYEES: Submit an Official Position Vacancy Bid Form and new version of the CMS 100 Employment Application to the Agency Contact address listed.

NON STATE EMPLOYEES: PLEASE SEE INFORMATION BELOW FOR INSTRUCTIONS ON HOW TO APPLY. DO NOT APPLY DIRECTLY TO THIS AGENCY. CANDIDATES MUST BE DEEMED QUALIFIED.

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**Job Title: Investigator**

Agency: Executive Inspector General \*

Salary: \$3,333.50 - \$6,667.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 00000-315

Minimum Requirements:

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance; • strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel; • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and • ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

How to Apply: Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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**Job Title: Juvenile Justice Youth and Family Specialist - Opt 1**

Agency: Juvenile Justice

Closing Date/Time: Thu. 01/15/15 3:59 PM Central Time

Salary: \$4,571.00 - \$6,878.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-42-2014-0126

**Minimum Requirements:**

Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use a personal computer and office software in data tacking and preparation of work reports and case management. Requires ability to administer objective psychometric tests. Requires ability to travel.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 9:00am-5:00pm Sunday, Tuesday, Wednesday and Thursday

12:00pm-8:00pm Monday OFF DAYS: Friday and Saturday

LOCATION/AGENCY: IYC Warrenville

30 W 200 Ferry Road Warrenville, IL 60555

CONTACT: Kelly Meeks, HR/GIR (630) 983-6213 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Bachelor Degree

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Wed. 01/14/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413125-131614

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical support services for Agencies and Institutions Licensing staff, including the preparation of reports, file maintenance, records processing, typing, and other office support functions; exercises independent judgment and a command of legal, social, and medical terminology to review documents.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

**Work Hours & Location/Agency Contact:**

Department of Children and Family Services

Regulation & Monitoring 1911 S. Indiana, Chicago, IL 60616

Supervisor: Vacant Work Hours: 8:30AM - 5:00PM -- Monday thru Friday

Contact Person: Johnnie Rambo

Mailing Address: 1911 S. Indiana, 9th Fl, Chicago, IL 60616

Phone #: 312.328.2461 Fax#: 312.328.2321

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Public Service Administrator - Opt 1**

Agency: Human Services

Closing Date/Time: Wed. 01/14/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-97-87957

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Bureau Chief, performs duties/responsibilities in relation to the delivery of professional training programs in Family & Community Services (FCS). Conducts training programs required to implement organizational change and improvements. Trains DHS personnel responsible for the conduct of Welfare reform and administration of DHS programs and services. Develops and provides training focusing on organizational change, management development, and team building. Develops and updates training curricula, materials, and programs. Maintains liaison relationship with other department divisions, administrators, and interest groups.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of four years of college in business or public administration. Requires prior experience equivalent to three years progressively, responsible administrative experience in delivery of training programs. Requires knowledge of programs operated by FCS. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Bureau of Training and Development 401 S Clinton Chicago, IL 60607  
How to Apply: Please submit CMS 100 (revised 10/2014) applications to:  
Bureau of Employee Services / Lisa Horsley  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762  
PHONE: 217-557-0347 FAX: 217-524-2116

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Registered Nurse II - 3rd SHIFT**

Agency: Human Services

Closing Date/Time: Tue. 01/13/15 4:30 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-70-14-0067

Description of Duties/Essential Functions Benefits Supplemental Questions  
Serves as staff nurse for the Unit during THIRD shift; routinely provides nursing coverage to other major treatment units on a regular basis; ensures proper implementation of nursing treatment plan; functions as resource person to technical and professional staff on night shift. Conducts nursing rounds; administers medications; checks vitals and records in resident's charts; updates medical histories; takes nightly count of controlled drugs at beginning and end of each shift. Monitors staff service provision for adherence to policy and procedures.

Minimum Requirements: Requires current State of Illinois License, Associate Nursing Degree in Nursing with three years of progressively responsible professional nursing experience, or a Bachelors Degree and two years of professional nursing experience, or a Masters Degree in Nursing. Must be able to bend, stoop, reach, lift and carry heavy loads. Must be able to clearly communicate both in written form and verbally.

**Work Hours & Location/Agency Contact:**

Third shift: 11:00 PM - 7:00 AM - variable days and schedules

Dawn English - Human Resources

Ann M. Kiley Center 1401 West Dugdale Road Waukegan, IL 60085

phone: 847-249-0600, x206

SUBMIT a signed CMS100 application to Human Resources by end of posting date, as well as a copy of your current registered nurse license and transcripts.

fax: 847-249-0722

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Pre-Admission Nurse Coordinator II**

Department: Case Management

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Case Management

Job Number: 2014-2523

**General Summary:**

The Pre-Admission Nurse Coordinator (PNC) is an expert nurse who demonstrates leadership and serves as a resource related to level of care management. They work with Rush inpatient and outpatient departments, physician practices and the health care team to develop and implement efficient effective processes to support level of care and certification management. The PNC contributes to the team's effectiveness by reviewing plans of care, identifying and resolving barriers, assuring appropriate levels of care and facilitating level of care changes when appropriate. They function as a liaison between physician practices, nurses, physicians, patients, external agencies, the hospital, and case management staff. The PNC ensures that patients are at an appropriate level of care, with required documentation to justify the designated level of care and reimbursement for services, and effective coordination of care is provided.

**Knowledge, Skills and Abilities:** Current license in Illinois as a registered nurse required. Bachelor's or Master's degree in nursing required. Minimum of three-four years of experience as a health care provider for the pediatric, adolescent, adult and / or geriatric patient and expert knowledge in utilization review/um, and criteria application. Leadership skills and clinical expertise related to criteria, regulations and case management functions (utilization review and / or utilization management certification preferred). Strong working knowledge of computer databases. Skilled educator and communicator. Ability to perform all job components and serve as a team and department resource. Excellent interpersonal and team building skills, and ability to collaborate effectively with physicians, nurses, and other staff. Ability to perform tasks independently, prioritize workload, problem solve, and analyze data. Ability to work a flexible schedule including weekends.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150102134617&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150102134617&)

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## **Courtesy Bus Driver in Chicago Illinois United States**

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

HealthWorks@ABG is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include:

- Free tobacco cessation courses including nicotine replacement supplies
- Customized nutritional coaching
- Fitness center discount program
- Healthy weight loss nutrition solutions
- One-on-one active lifestyle coaching
- Trusted, on-line health information available 24/7
- Free flu shots

### Basic Qualifications/Minimum Requirements:

- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds
- Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/C9AEBCB3690D412880BBDD21E57A1F22/job/>

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## **Customer Service Agent in Chicago Illinois United States**

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

### **Basic Qualifications/Minimum Requirements:**

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

### **We provide you:**

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/D6850BB6E7C044248116AA6FF22E2519/job/>

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## **Rental Sales Associate in Chicago Illinois United States**

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

HealthWorks@ABG, is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include:

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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## **Vehicle Return Associate in Chicago Illinois United States**

Are you looking to accelerate your career into the fast lane?

Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

Get your go on!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/E09B85FB90A84DC5988D2782034ED7FE/job/>

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## **Agency Operator in NORTH CHICAGO Illinois United States**

As an \*Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location  
Staffing your location  
Marketing your operation  
Promoting world renowned Avis Budget Group "We Try Harder" values  
Maintaining a business plan aimed at developing rent-a-car business in your local area  
Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience  
Business ownership experience  
The ability to work independently  
Outstanding Customer Service Skills  
Car Rental/Travel experience preferred but not required. \*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise. The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

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## **Vehicle Service Attendant in Chicago Illinois United States**

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus! VEHICLE SERVICE ATTENDANT REQUIREMENTS:

- Must speak English
  - Must be 18 years of age or older
  - High school diploma or equivalent
  - 6 months of prior work experience preferred
  - Physical ability to move in and out of vehicles
  - Effective verbal communication skills to communicate with customers, co-workers and management
  - Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
  - Must be willing to work outdoors in all types of weather conditions
  - Ability to work various shifts including weekends, evenings, and holidays
- Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

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## **Administrative Assistant in Chicago Illinois United States**

This exciting position will provide administrative support at Chicago O'Hare.

Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports. Also creating PowerPoint presentations, booking travel, processing expense reports.

In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence.

Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry. This position requires someone who can multi task while working in a very fast paced environment.

### **Minimum Qualifications:**

High School Diploma 3 years working in an office environment 2 years of administrative experience preferred Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint Strong analytical skills and the ability to multi-task Excellent communication skills (both written and oral) Proven and progressive organizational skills Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

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**Room Attendant (Job Number: HOT0117Z)**

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel  
701 East Adams St. Springfield 62701

A Room Attendant with Doubletree by Hilton is responsible for cleaning guest rooms and responding to guest requests in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel/Æs continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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**On Call Server-Banquet (Job Number: HOT01189)**

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel  
701 East Adams St. Springfield 62701

A Banquet Server with Doubletree by Hilton is responsible for delivering and serving food and beverage items to banquet guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Banquet Server, you would be responsible for delivering and serving food and beverage items to guests in a friendly, timely, and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Set banquet tables to meet function specifications
- Deliver and serve food and beverages, including, but not limited to, meals, condiments and accompaniments
- Ensure menu knowledge
- Remove china, glassware, silverware, etc. from tables at the conclusion of the meal period and deliver to the stewarding area
- Ensure guest satisfaction throughout the meal service
- Respond to guest requests in a friendly, timely, and efficient manner
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Assist others with side work including, but not limited to cleaning, stocking, folding silverware, etc.

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**FT Housekeeper (Job Number: HOT011DU)**

Work Locations: Hilton Garden Inn Oakbrook Terrace 1000 Drury Lane Oakbrook Terrace 60181

A Room Attendant with Hilton Garden Inn is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

Hilton Garden Inn is the award-winning, upscale, yet affordable hotel brand that continually strives to ensure today's busy travelers have everything they need to be most productive on the road, no matter the occasion. From the adjustable Garden Sleep System® bed to complimentary wired and Wi-Fi Internet access, to a comfortable lobby pavilion where guests can be alone, but not lonely, Hilton Garden Inn is the brand guests can count on to support them on their journey to success.

Hilton Garden Inn is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you know how to offer an exceptional Guest experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Hilton Garden Inn.

What will I be doing?

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

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**FT General Maintenance (Job Number: HOT011AB)**

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel  
701 East Adams St. Springfield 62701

An Engineer with Doubletree by Hilton is responsible for maintaining the physical functionality and safety of the facility in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As an Engineer, you would be responsible for maintaining the physical functionality and safety of the facility in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Maintain the physical functionality and safety of the facility including, but not limited to, guest rooms, public space and heart-of-the-house areas
- Respond to guest calls and team member work orders in a timely, friendly and efficient manner to assess and repair non-functioning machinery and/or equipment
- Perform a variety of repair and maintenance tasks including, but not limited to carpentry, plumbing, electrical work, painting, HVAC work and masonry
- Conduct inspections for preventive maintenance needs
- Record and report completed repairs and items that require further attention

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**Cook II (Full-Time) (Job Number: F0001FH8)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Cook II with Hilton Hotels and Resorts is responsible for preparing cold food items in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton WorldwideEs ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brandEs reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

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