



Receptionist

Requisition # 13-1556
Title Receptionist
Shift Monday-Friday 8:00am-5:00pm
City Chicago
State IL

Job Responsibilities :

- Creation of new files, following established procedures.
- Data entry of all records into the client records management database.
- Prepare records for offsite warehouse storages as necessary.
- Locate files at client request for temporary use outside of the department.
- Follow-up on files that have been released outside of the department to guarantee records are returned in a timely manner.
- Generate reports from the records management database as requested.
- Handle sensitive and/or confidential documents and information.
- Communicate with manager and client on job or deadline issues.

Job Requirements :

- High school diploma or equivalent.
- Minimum of one-year office service experience, preferably in a legal, banking or large corporate environment.
- Ability to work in a fast-paced team environment.
- Attention to detail with emphasis on accuracy and quality.
- Ability to prioritize work to balance multiple projects and deadlines.
- Excellent verbal and written communication skills.
- Exceptional customer service skills.
- Intermediate computer skills required.
- Must be able to lift up to 50 lbs. on a regular basis.
- Must be able to work standing up all or most of the time.

Williams Lea offers an exciting and supportive business environment. We develop our people and reward their contribution. We work with openness and integrity. We are an equal opportunity employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Inquire online at

http://jobview.monster.com/getjob.aspx?JobID=128739382&JDNJobDocument.JobID=76775946&AdID=12506021&ImpressionGuid=5e03cf78-55a5-4f0e-b87b-1e37968a5ab4&AffiliateGuid=4e27f588-f8c2-4aba-b677-4800279d657c&CampaignID=&Premium=&RendererID=699&code=&unit=&stracking=&WT.mc_n=JDN000003

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Assistant Civil Engineer

Summary of Duties:

Reporting directly to the Director, Construction Engineering, assists with small construction projects. Reviews design drawings, specifications and estimates prepared by outside agencies for accuracy and constructability. Conducts on-site inspections of construction sites throughout the Metra system. Monitors mandated FTA QA/QC program for assigned projects. Reviews contract modifications, contract change orders and monthly pay applications. Prepares and updates spreadsheets and databases for tracking costs, budgets, and documentation for the Construction division.

Minimum Acceptable Qualifications:

Must have a Bachelor of Science in Civil Engineering or related degree.

Must have good oral and written communication skills.

Must be proficient in all Microsoft Office Suites.

Must possess and maintain a valid driver's license.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only resumes with salary history will be considered.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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Assistant Conductor

Qualified applicants must possess at least one of the following requirements to proceed to the assessment/interview process:

High School Diploma or GED and a minimum of two (2) years of train service experience with a railroad; OR 60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; OR Minimum of two (2) years of active Metra employment, with operating rules qualification or minimum of two (2) years of active Metra employment and must pass a preliminary operating rules assessment; OR Minimum of two (2) years of active duty Military service and must pass a preliminary operating rules assessment. No assessments or interviews will be scheduled until all official documentation is received, which includes, proof of eligibility (college, military or previous experience) AND letters of recommendations. Must submit a copy of your college transcripts and/or diploma (if applicable); OR Must submit Military DD Form 214 (if applicable); AND Must provide three (3) letters of character and/or work-related letters of recommendations.

The interview process will evaluate the candidate's ability to:

Be a self- starter; able to work independently; and have an excellent work record;
Be on 24-hour call (which includes working any District and any shift within the Metra region which could require traveling long distances with two (2) hours notice); and
Deliver excellent customer service with detail to handling cash transactions.

Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor.

Failure to complete the course may result in termination of employment with Metra.

Other Important Information: External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history. This position is subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Only qualified candidates will receive consideration. Relocation is not available for this position. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

If you are interested in being considered for the Assistant Conductor position, please send all of the above requested documentation to: Email: jobs@metrarr.com

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Electrician

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities:

This position maintains electrical equipment on diesel/electric locomotives, self-propelled coaches and passenger railcars including propulsion systems, electronic controls, lighting, generators, battery charging systems, CAB signal systems, heating & air condition systems, and industrial wiring.

Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment.

Performs all other duties as assigned.

Minimum Acceptable Qualifications:

The selected candidate will be a Journeyman Electrician or possess a minimum of four years of experience working on similar equipment.

Must be able to read schematic drawings.

Must be available to work all shifts and work at various locations in the six county metropolitan area.

Other Important Information:

May be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

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E-mail: jobs@metrarr.com

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Sheet Metal Worker

Employment opportunities are not currently available for this position. Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities

Repairs, maintains and inspects diesel locomotives, passenger coaches, electric train cars and performs other duties recognized as Sheet Metal Worker's work. Performs oxyacetylene, MIG, TIG and Heli-Arc electric welding assignments. Fabricates sheet metal parts. Must possess or be able to obtain a Type II A/C Certification.

Minimum Acceptable Qualifications:

Qualified candidates will possess a Journeyman's card in the Sheet Metal Workers' International Association or possess a minimum of three (3) years of experience performing the work of a Sheet Metal Worker, preferably with a railroad.

Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only qualified candidates will receive consideration. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

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Mgr., Business Development

Summary of Duties: Reporting directly to the Chief Communications and Marketing Officer, directs and oversees Metra's non-fare box revenue programs. Responsible for optimizing Metra's current portfolio of non-fare box revenue opportunities, and identifying and developing new non-fare box revenue opportunities across the entire Metra system. Oversees and optimizes existing non-fare box revenue programs including the monitoring of contract compliance, sales performance, and identifying opportunities to grow revenue from existing non-fare box revenue sources. Identifies and develops new non-fare box revenue sources, implements plans to generate non-fare box revenues, and track progress of non-fare box initiatives. Available to work across Metra's six-county region with flexible hours, as required, in the early morning, late afternoon, evenings, and weekends. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications: Bachelor's Degree in Marketing, Sales Management/Channel, Channel Management or related field OR in lieu of degree, any combination of education and marketing experience that equals four (4) years. In addition to #1, must have substantive and progressively responsible marketing experience, preferably in transportation or similar industry in the public sector. Advertising sales or sponsorship sales experience is preferred. Must be proficient in Microsoft Office Suite, with strong emphasis in Excel, Access and publication/design. Must have excellent organizational, analytical, relationship, presentation and communication skills, both written and oral. Must be able to multi-task and prioritize to meet tight deadlines. Relevant supervisory experience required. Must possess and maintain a valid driver's license. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to: E-mail: jobs@metrarr.com

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Mgr. Crew Dispatching

Summary of Duties: Reporting directly to the Director, CCF, manages day-to-day staffing for all Metra train, engine, and clerical positions on all Metra directly operated districts. Coordinates with District Directors and Transportation Officers regarding the staffing of trains, engines and clerical employees. Works with payroll staff and district officers to review and ensure accurate wage payments. Coordinates with Medical and District Directors on FMLA and LOA documentation. Provides intra-department workforce forecasting for the Chief Transportation Officer. Maintains administrative documentation and compiles reports on sick time, exception, and seniority roster. Updates and maintains computer Crew Calling system changes for schedules and assignments. Works with Information Systems to develop, modify and enhance the Crew Calling Computer System. Available to work flexible hours, as required, in the early morning, late afternoon, weekends, and evenings. Performs other related duties as needed to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Must have a high school diploma or GED equivalent. College degree preferred. In addition to qualification #1, must have a minimum of five (5) years of railroad experience and at least three (3) years must be in a railroad operations environment. Knowledge of Crew Caller System preferred. Must possess strong aptitude and proficiency in Microsoft Office Suite with particular emphasis in Excel. Must possess a basic understanding of union agreements (BLE, UTU, etc.) as they pertain to the description of duties. Must have two (2) years of supervisory and/or crew calling experience. Must have good judgment, the ability to maintain confidentiality, and strong organizational and administrative skills. Must possess and maintain a valid driver's license. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

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Job Title: Actuarial Examiner Trainee

Agency: Insurance

Closing Date/Time: Fri. 01/17/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOI 8631

Minimum Requirements:

Requires a bachelor's degree with a minimum of 21 semester hours course work in mathematics and/or actuarial science. Requires ability to successfully perform on-the-job training assignments as related to actuarial examinations; learn and retain knowledge of applicable Illinois laws, department regulations and actuarial science practices governing the insurance industry; acquire requisite skills and knowledges needed to conduct actuarial computations and analyze those made by insurance companies; establish and maintain effective working relationships with both coworkers and insurance company officials and employees; communicate effectively in oral and written form. Requires the ability to travel.

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

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory/LAH Actuarial/Examination

122 S Michigan Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 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).

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Job Title: Dietary Manager II

Agency: Human Services

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

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-75-76733

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in dietetics. Requires two years professional experience in a large scale food service program. Requires thorough knowledge of dietetics and food services management, including nutritional values, costs and accounting. Holds current IDPH certification in food and sanitation. Requires extensive knowledge of modern methods, materials and appliances used in large scale food preparation and service. Requires extensive knowledge of health and sanitary requirements applicable to a large scale food service. Requires ability to plan and direct the preparation of modified diets and menus. Requires ability to direct subordinates in planning, preparing and serving general and special diets and performing all other food services. Requires ability to direct quantity food preparation and cooking with economy and efficiency. Requires ability to prepare and maintain food service records and reports and to make food service budget estimates. Requires the ability to proficiently utilize the computer and has an excellent comprehension of computerized spreadsheets and other data software (i.e. Microsoft Office Suite)

Work Hours & Location/Agency Contact:

WORK LOCATION: Shapiro Center, 100 E. Jeffery St., Kankakee, IL 60901

HOURS OF WORK: 10:00 am – 6:00 pm Monday through Friday and the established requirement to conduct random monitoring and inspections on Saturday and Sunday.

WHERE TO APPLY: Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Licensing Assistant

Agency: Revenue

Closing Date/Time: Thu. 01/16/14 5:00 PM Central Time

Salary: \$2,876.00 - \$3,909.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DOR 8540

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, interviews visitors regarding complaints and liquor licensing requirements; answers basic questions regarding Illinois Liquor Control Commission (ILCC) rules and regulations which concern the Licensing Act; reviews, approves and issues Illinois Liquor licenses; reviews and approves brand registrations; assists with ILCC filing assignments; prepares reports on work performed.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires ability to explain and interpret simple statutory requirements, rules, regulations and procedures. Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public. Requires skill to operate a PC.

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

Work Location: IDOR/Illinois Liquor Control Commission/Licensing Division

100 W. Randolph Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

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

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: 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

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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

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 01/17/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

\$48,924.00 - \$73,152.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-97-78106

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs a number of important staff assignments assisting in the implementation of Agency programs and procedures; performs responsible administrative duties in the implementation and evaluation of internal policy and procedure; develops regular and special reports and assists in answering inquiries and correspondence; coordinates administrative support services for administrative staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year professional experience in a public or private organization or completion of an agency sponsored training program.

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

Bureau of Policy Development-SNAP Policy

100 S Grand Ave E, 2nd FL Springfield, IL 62762

Please submit applications to: Chris Pryer, Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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 H7 - Dept Human Services

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Administrative Assistant I (Job Number: USA0101D)

Work Locations: Hilton Worldwide @ Hilton Worldwide-Sales Office
33 West Monroe Street Suite 24 Chicago 60603

The Administrative Assistant will reports to Senior Director of Strategic Account Management and multiple Directors of Global Accounts and Strategic Account Management of Hilton Worldwide Sales. The Team Member will be responsible for ensuring the internal and external customer needs are met through the handling of day to day correspondence and data entry as determined by the Directors.

What are we looking for? To fulfill this role successfully, you must possess the following minimum qualifications and experience:

- Ability to be a self-starter, well-organized, extremely detail-oriented and an assertive team player
- Willing to take ownership of responsibilities and posse a high level of positive energy and drive
- Excellent organizational, coordination and communication both verbal and written skills Manage multiple priorities and set appropriate trace systems to track projects and tasks
- Effectively handle multiple, concurrent demands and appropriately prioritize responsibilities
- Effectively communicate with diplomacy with high level executives and customers within the global organization
- Ability to work independently with minimal supervision
- Complete assignments on time, or advises in advance of any delays
- Effectively interact with employees and customers, some of whom require high levels of patience, tact and diplomacy
- Ability to type sixty (60) wpm
- Ability to exercises absolute discretion with all documents and information due to the confidential nature of the Strategic Account Management team
- Ability to work overtime as needed
- Critical thinking and problem-solving abilities
- Work well under pressure
- Minimum of two (2) years of experience with Microsoft applications such as Outlook, Word, Power Point, Excel and Access and have experience working with Internet Explorer
- Experience with database applications such as data management and data entry
- High School/GED Diploma
- Minimum of two (2) years of clerical and/or administrative experience

It would be advantageous in this position for you to demonstrate the following capabilities and distinctions:

- Associate's Degree
- Minimum of three (3) years of clerical and/or administrative support
- Minimum of one (1) year of experience working with Microsoft Visio and Access

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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True Waldorf Service Personal Concierge (Job Number: FRO015YM)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A True Waldorf Personal Concierge with Waldorf Astoria Hotels is Responsible for providing enhanced guest recognition and personalized service to VIP customers, providing True Waldorf Services and a level of individualized service from the pre-arrival process through a guest's departure with continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a True Waldorf Personal Concierge, you would be responsible for assisting guests with various tasks related to their visit.

- Liase with VIP customers pre-arrival to coordinate all aspects of the guest's stay, including (but not limited to) transportation, dining, spa reservations and any amenities or services that may be required. Act as the point-of-contact for these guests through their departure, responding to any requests or needs
- Receive VIP guests who arrive by private car, taxi or limo by opening their car door and welcoming them to the hotel. Provide an arrival experience that includes a warm welcome, private guestroom escort and orientation, as well as a full introduction to the suite
- Greet guests in lobby and assisting with inquiries in connection with hotel services, hours of operation, in house events, directions, local attractions
- Delivers luggage to guest rooms upon arrival and collects luggage when guest is departing. Stores luggage properly for retrieval at a later time upon guest request.

What are we looking for? In addition, we look for the demonstration of the following key attributes in our Team Members:

- Living the Values
- Quality
- Productivity
- Dependability
- Customer Focus
- Teamwork
- Adaptability

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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FT Bartender (Job Number: F000199B)

Work Locations: Hilton Suites Oakbrook Terrace 10 Drury Lane
Oakbrook Terrace 60181

A Bartender with Hilton Garden Inn is responsible for preparing beverages and serving beverages and/or food to guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

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?

As a Bartender, you would be responsible for preparing beverages and serving beverages and/or food to guests 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:

- Greet guests and respond to guest inquiries and requests in a timely, friendly and efficient manner
- Mix and garnish beverages according to recipe and portion control standards
- Present and serve beverages to guests
- Check guests for proper identification and serve alcoholic beverages to guests in accordance with federal, state, local and company laws and regulations
- Accurately total, process and collect payments from guests to include, but not limited to, using the point-of-sale system, handling money, processing credit and debit cards, making change and processing gift certificates, cards and vouchers
- Stock and maintain the bar to include, but not limited to, beer, wine, spirits, paper products, straws and stirrers, condiments, glassware, ice and produce
- Cut, store and ensure product quality of all beverage-related perishables
- Respond professionally to inebriated guests, as needed

In addition, we look for the demonstration of the following key attributes in our Team Members:

- Living the Values •Quality
- Productivity •Dependability
- Customer Focus •Teamwork •Adaptability

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Job Title: Chief Internal Auditor

Agency: Aging

Closing Date/Time: Sat. 03/01/14 5:00 PM Central Time

Salary: Negotiable

Job Type: Exempt

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-13-13

Minimum Requirements:

Requires a bachelor's degree. Requires certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires knowledge of federal regulations regarding Medicaid, and other social services initiatives. Requires extensive knowledge of agency policies and procedures. Requires possession of a driver's license and the ability to travel statewide. Requires knowledge of modern business office applications (not limited to: Microsoft Word, Excel, Access, and PowerPoint) and other business software solutions applications. Requires ability to analyze administrative problems and adopt an effective course of action. This position has a term of 5 years.

Work Hours & Location/Agency Contact:

Work Schedule: Monday - Friday 8:30 - 5:00

Work Location: One Natural Resources Way Ste. 100 Springfield, IL 62702

Please send all applications/resumes:

Illinois Department on Aging

Attn: Office of Human Resources

One Natural Resources Way Ste. 100

Springfield, IL 62702

FAX: 217/785-4477

How to Apply:

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Human Resources Representative

Agency: Revenue

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

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 8549

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience preferably in human resources. Requires working knowledge of the Personnel Code, Rules, Position Classification Plan, Pay Plan, collective Bargaining Contracts and departmental policies, procedures and processes; requires working knowledge of the framing of correspondence and reports with grammatical correctness; requires working knowledge of state government and its processes; requires ability to use personnel-related computer systems, software, templates or other letter/symbol guides. Requires a valid, appropriate driver's license and the ability to travel.

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

Work Location:

Illinois Department of Revenue

A & R Shared Services/Human Resources/Hiring/Interview and Selection

101 West Jefferson St. - Willard Ice Building

Springfield, IL Sangamon County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 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).

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Job Title: Human Resources Specialist

Agency: Public Health

Closing Date/Time: Thu. 01/16/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 78527

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as the agency's Employee Benefits Coordinator. Organizes plans, executes and evaluates the services that are offered to the employees employed by the Department of Public Health. As Employee Benefits Coordinator, is responsible for enrollment of all IDPH employees in the State of Illinois health, Life and Dental Insurance; develops and delivers presentations to interested groups of employees on the insurance benefits offered by the State of Illinois; counsels individual employees on types of insurance coverage available through the State of Illinois Plans and approved health Maintenance Organizations; coordinates all enrollments, changes and terminations with the regional Offices and other Section staff; maintains all insurance records including beneficiary designations; processes all death claims; handles all transfers on insurance from other agencies to resolve problems and promote efficiency. Attends meetings as the Department's representative on all insurance matters; counsels employees on billing issues, resolves employees discrepancies with employee and insurance representatives. Coordinates all program efforts with section members. Serves as backup for FMLA, Leaves of Absences and Workman's Compensation.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and two year of professional human resources experience preferably in the area of benefits.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30 AM - 5:00 PM
Office of Human Resources Division of Personnel 535 W. Jefferson St. Springfield, IL
Agency Contact: Office of Human Resources 535 W. Jefferson St. 4th fl Springfield, IL 62761 Phone: 217-785-2031 Fax: 217-524-0220

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Land Reclamation Specialist I

Agency: Natural Resources

Closing Date/Time: Fri. 01/17/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 12-74-4612

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Northern District Supervisor, assists Land Reclamation Specialists with reclamation projects and performs mandatory mine inspections for mines assigned to the region. Assists in enforcing applicable laws, rules and regulations; consults with supervisor concerning policy formulation according to Departmental policies, rules and regulations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in ecology, agriculture or forestry. Requires one year of professional experience in the reclamation of lands affected by surface mining. Requires working knowledge of the Surface Mine Land and Conservation and Reclamation Act. Requires a valid driver's license.

Work Hours & Location/Agency Contact:

WORK HOURS Mon - Fri 8:30 am - 5:00 pm, 1 hour lunch. Saturday & Sunday off.

WORK LOCATION: Illinois Department Of Natural Resources

One Natural Resources Way Springfield, IL 62702

WHERE TO APPLY Illinois Department Of Natural Resources

ATTN: Mike Woods One Natural Resources Way Springfield, IL 62702

Phone: 217.558.1223 Fax: 217.524.4819

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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