



Job Title: Guest Relations Associate

Department: PBC Medical Oncology

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-2051

Job Description:

Are you a multi-tasking individual that has front desk customer service work experience?

Rush University Medical Center is seeking an individual with exceptional customer service skills for their Guest Relations Associate position.

Position Highlights:

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner. Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

Work Schedule: Full Time - Benefits Eligible Monday - Friday 8:00a - 4:30p

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree preferred.

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141008153823&

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Dental Office Front Desk / Receptionist / Patient Relations Coordinator

Tracking Code: 639

Job Location: Chicago, Illinois, United States

Company Location: Harlem & North

Position Type: Part-Time

Job Description

The Patient Relations Coordinator's (PRC) primary responsibility is to contribute to the financial success of the practice by ensuring that patients are the number one priority from the time they enter the practice until the time they leave. PRCs contribute to the practice's financial success by creating and maintaining positive relationships with patients as well as by knowing and understanding the business aspects necessary to provide patients with the best experience possible.

Non Essential Functions:

Open practice for business according to company procedures

Ensure that reception and front desk areas are clean and organized

Knowledge/Skills/Abilities:

Education/Certification: o High school diploma or equivalent required

o One to two years experience working in a professional environment with direct customer contact desired.

Skills/Abilities:

o Strong interpersonal and relationship building skills; work well with others

o Excellent written and verbal communication skills

o Professionalism and professional image

o Strong organization and planning skills; detail oriented

o Ability to multi-task in a fast-paced environment

o Computer proficiency and ability to learn new software

o Conflict resolution and problem solving skills

Work environment/Conditions:

Overtime required to perform job functions as approved by Office Leader

Travel as needed for training and to perform job functions

Safety procedures required including protection to minimize the risks from X-rays and blood borne pathogens. Potential extended period long hours standing on feet

Apply online at https://dentalone-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=2548&company_id=16660&version=1&jobBoardId=1112

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General and Administrative: Receptionist

Req 7491

Chicago, Ill.

Summary:

NetSuite is looking for a person with a world-class customer service attitude to support our Chicago sales office. This individual will be a primary point of contact for local management and employees. This person will support the daily management and efficient operation of the office. They ensure that our office environment reflects and enables NetSuite's company culture. This role will also support some regional offices remotely, providing timely and customer-focused support as directed by the Facilities Coordinator.

Responsibilities:

Attention to safety, cleanliness and the day to day efficient functioning of the general office environment. Answer incoming calls, greet visitors and guests and manage temporary access cards.

Maintain relationships with building management and vendors providing services to the Chicago office. Maintain inventory levels of kitchen, office and copier supplies. Ordering of kitchen and office supplies for remote offices as necessary.

Planning & execution of both on and off-site events, (holiday party, annual picnic, Lunch & Learns). Arranging all Chicago office catering requirements.

Handle daily influx of mail and shipping service; includes inbound package and mail delivery as well as outbound shipping.

Submit invoices to Accounts Payable once reviewed/approved by the Facilities Coordinator. Support remote offices, under the direction of the Facilities Coordinator.

Qualifications/Skills:

Friendly demeanor and customer service focused.

Good proficiency with MS Office (Word, Excel, PowerPoint).

Excellent interpersonal and communication skills.

Excellent organization and time management skills.

NetSuite is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment, as NetSuite does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law.

Apply online at

http://www.netsuite.com/portal/common/career/general/7491.shtml?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Administrative Assistant II - Vehicles

Requisition ID: 00116568

Organization: Sheriff's Department

Job Posting: Oct 7, 2014, 12:01:00 AM Closing Date: Oct 21, 2014, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

SEIU Local 73

Posting Salary: \$19.485 Hourly

Cook County Sheriff

Job Code: 0047

Salary Grade: 14

Department: Vehicle Services Department

Minimum Qualifications

Possession of a High School Diploma or General Education Development (G.E.D.) test certificate.

A combination of three (3) years professional secretarial or clerical experience and/or vocational secretarial training, obtained within the last four (4) years.

Typing skills (30 w.p.m. with 95% accuracy) and familiarity with computer keyboards and data inputting, clearly legible handwriting and proficiency in spelling.

Proficiency in Microsoft Word, Excel and Outlook.

Required to be capable of working any shift assigned, including days, afternoons or midnights; must be capable of working Holidays and weekends; must be capable of working mandatory overtime, as required.

Ability to work in an automotive garage environment.

Preferred Qualifications

Possession of an Associates or higher degree from an accredited college or university.

Possession of Secretarial and/or Office Assistant Certification.

Proficiency in Microsoft Access and PowerPoint.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

Apply online at

<https://cookcountyil.taleo.net/careersection/300/jobdetail.ftl?job=108521&src=JB-10320>

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Coordinator of Grants and Contracts (Job ID #46091)

Description:

This position manages and coordinates finances for funded research and clinical trials programs of the department.

Responsibilities include administration of research budgets and related fiscal planning, personnel management, data gathering and analysis, grant writing and reporting.

This position also serves as a resource person for the department faculty and liaison for grant-related issues with other campus units and external funding agencies.

Qualifications:

Bachelor's degree in Business/Business Administration, Management, Accounting, Finance or a related field (Master's degree preferred).

Requires a minimum of 5 years of experience in a research setting or research management with skills in several of the following: grant and contract principles and preparation, knowledge of federal funding source policies/regulations/guidelines (i.e. NIH, FDA, AHRQ), pre-award budget development and grant writing, financial planning, post award reconciliation; electronic proposal submission requirements

Ability to decipher financial and operational reports, award budgets, as well as identify, analyze and solve related problems.

Excellent communication, organizational skills.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

<https://jobs.uic.edu/job-board/job-details?jobID=46091>

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Member Experience Director - Various Locations

YMCA Metro Chicago, IL

Base Pay \$35,000.00 - \$45,000.00 /Year

Employment Type Full-Time

Job Type Sales

Education 4 Year Degree

Experience Not Specified

Manages Others Yes

Industry Not for Profit - Charitable, Sales - Marketing

Required Travel Not Specified

Job ID 2013-5759

JOB DESCRIPTION

The Member Experience Director will lead the membership staff in driving the center member experience; sell memberships and move members from casual to connected to committed; increasing membership and program retention. They will ensure that membership administration operates efficiently and employs a continuous improvement model which will allow them to meet and/or exceed their budgeted membership unit mix and budgeted net membership revenue.

JOB REQUIREMENTS

Bachelor's Degree in business, marketing or related field; or equivalent experience. Three to five years of member relations or customer service. Must be able to access data (e.g., via CCC), translate the meaning and provide actionable next steps based on the numbers; actions should be fact-based. Must be a problem solver and a proven track record of complaint resolution. Three to four years of supervision experience. Strong interpersonal skills with the ability to build rapport and credibility quickly. Entrepreneurial spirit with the ability to work in highly flexible, rapidly changing and ambiguous work environment. Must have excellent written and verbal communications skills. Must have excellent budget management experience. Ability to work a variety of hours, including evenings and weekends. Ability to deal with pressure in meeting membership retention and sales goals.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Inquire at www.ymca.net

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Account Manager Relief - Chicago

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV041188

Full or Part Time : Regular Employee FT

Position Description

Responsible for selling and ordering product into existing accounts. Ensures consistent adherence to merchandising and customer service standards.

- Executes and closes all sales calls for assigned (relief) sales route(s)
- Maintains and sells incremental displays, as needed; and secures incremental equipment placements
- Sell in promotional programs and ensure dealer compliance
- In connection with a sales call, maintain appropriate inventory levels, maintain company assets and point of sale, ensure account meets Company merchandising standards, determine stores' product needs, place and transmit appropriate orders.
- Communicate account activities to appropriate parties
- Transport, replace and maintain point of sale advertising as appropriate for accounts
- Periodic lifting of 50+ pounds, bending, reaching, kneeling

Bilingual Spanish / English preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-manager-relief-chicago-chicago-illinois-job-1-4813009>

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Driver Merchandiser Relief- Class A Required - Chicago, IL

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus. - Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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Order Builder (Loader) PT - Alsip, IL

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV041315

Full or Part Time : Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.

- Stage completed pallets in designated area.
- High School diploma or GED preferred.

- 0 - 1 year of general work experience.
- Prior warehouse experience required.
- Ability to operate a manual/powered pallet jack or lift product is preferred.

- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-pt-alsipil-alsip-illinois-job-1-4821393>

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Distribution Supervisor

Talent Area : Supply Chain

Location : Alsip, IL, USA

Requisition Number : 00026639

Full or Part Time : Regular Employee FT

Position Description

Responsible for the effective and efficient distribution of product and management of drivers within a specific territory.

- Staff, train, evaluate and develop team members.
- Ensure adherence to delivery standards, efficiencies and regulatory requirements.

- Manages drivers' delivery schedule and hours worked.
- Establish and maintain positive customer relationships, resolving customer issues.

- Serve as liaison between distribution and sales.
- Manage and audit team member's timekeeping.

- Manage within labor and OPEX budget.
- High school diploma or GED required.

- Bachelor's degree preferred.
- 1-3 years experience in consumer products/direct store delivery required.
- Requires experience managing people/budgets.

- 1+ years supervising distribution/delivery staff preferred.
- Intermediate computer and database application skills.

- Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/distribution-supervisor-alsip-illinois-job-1-4820777>

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Driver Merchandiser- Alsip, IL (P)

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV041294

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.

- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property. - Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.

- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.

- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.

- Ability to work with minimal supervision.
- Valid Class A CDL license required.

- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00026393

Full or Part Time: Regular Employee FT

Position Description

The Maintenance Planner orders maintenance parts and materials, manages Maintenance Inventory and oversees the plant preventative maintenance program and the maintenance parts room.

Maintain and execute the plant Preventative Maintenance program.

Organize, distribute and audit all work orders to maximize plant efficiency and minimize production down time.

Ensure appropriate inventory levels in the maintenance parts room.

Track all purchase orders to meet monthly budgets; assist Plant Maintenance Manager in the budgeting process through monthly reporting and review.

Lead and provide direction to the Maintenance Clerk/Parts Expeditor / Clerk.

Purchase required Maintenance parts and materials needed through EBP, P-Card, Xign or Purchase Orders.

Oversee and assist where required maintenance of SAP PM/Maximo database for plant.

Arrange for disposal of hazardous chemicals.

Coordinate annual inspections of all plant equipment.

Manage Maintenance inventory system.

Provide leadership and participate in internal and external inventory audits.

Must be able to work with mechanics on the production floor to gain parts information.

Must be flexible to work outside normal working hours when needed.

High school diploma, GED, or equivalent experience required.

Vocational or associate degrees preferred.

Computer and database application skills preferred

Three years parts ordering / inventory management/related maintenance experience is required

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-alsip-illinois-job-1-4791352>

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Inventory Planner

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00026260

Full or Part Time : Regular Employee FT

Position Description

- Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.
- Count and reconcile daily inventory.
- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.
- Manage produced product replenishment to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.
- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports.
- Prepare and file reports.
- Other duties as assigned by management.
- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP preferred

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Inventory Control Assistant

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00025863

Full or Part Time : Regular Employee FT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.

High school diploma or GED required.

- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred. - Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-alsip-illinois-job-1-4744276>

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ENV SERVICE WORKER

Facility Presence Bethlehem Woods Retirement Community
Department ENVIRONMENTAL SERVICES
Schedule Casual/ Part-time (no benefits)
Shift Day/PM rotation
Hours 7-3/3-11
Location La Grange Park, IL
Req Number 131151

Job Details Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English. EOE of Minorities /Females Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=585044>

Building Maintenance Person

Location: Des Plaines
Office: Revenue Services
Department: Bus Operations

Job Description: Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; plumbing; HVAC; electrical and mechanical systems. Routine cleaning of: maintenance area; minor lawn care and snow removal. May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required. NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be at least 21 years of age and have at least three (3) years experience in comparable field, basic administrative experience and must pass Building Maintenance examination. Must have, or be able to obtain, a valid class "B" Commercial Driver's License with airbrake and passenger endorsement. Must have or be able to obtain an air conditioning certification. Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=610

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website.

Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required.

Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Maintenance Manager III

Talent Area : Maintenance

Location : Alsip, IL, USA

Requisition Number : 00025630

Full or Part Time : Regular Employee FT

Position Description

Responsible for day to day activities of directing, controlling and coordinating all phases of the Maintenance Department (25MM cases or more).

Support plant facilities and equipment maintenance to produce quality products in an efficient and profitable manner.

- Ensure Maintenance Department compliance with all company policies and procedures
- Assist in the selection, supervision, and development of subordinate personnel
- Assist in the establishment, analysis, and submission of yearly departmental budgets
- Maintain collaborative relationship with all other departments

- Ensure maintenance support is available as needed
- Remain aware and trained on all technical advancements in the area of responsibility
- Assist and support Mechanics with expertise in equipment
- Ensure that equipment is maintained and operational up to company standards

- Oversee all parts acquisition activities
- Proactively improve process functioning and strive for enhanced levels of efficiency
- Ensure service calls and machinery repairs are completed in a timely manner
- Manage plant level capital projects in conjunction with Project Managers.

- High School Diploma or GED required.
- College degree in Engineering, Applied Sciences or Business preferred.
- 4+ years previous maintenance supervisory or management experience in a related industry; Prior experience with project management

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4571462>

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Fleet Mechanic - Alsip

Talent Area : Maintenance

Location : Alsip, IL, USA

Requisition Number : 00023813

Full or Part Time : Regular Employee FT

Position Description

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
- Respond to service calls.
- Maintain tools.
- Clean work area.
- Pick up and deliver vehicles.
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
- ASE certification preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-alsip-alsip-illinois-job-1-4537920>

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Director of Programs

As a member of the executive leadership team, the director of programs reports to the Executive Director, works closely with fellow directors, and supervises the program managers to ensure the success of all programs and services.

Duties

1. Ensures adherence to program policies, organization's mission, vision, values, and strategic plan.
2. Provides guidance and supervision to evaluate program plans, measure outcomes, and prepare reports for stakeholders and licensing agents.
3. In collaboration with Director of Finance, works on ensuring programs operate within budget guidelines.
4. In collaboration with Director of Development, explores new funding opportunities and helps in preparing grant applications.
5. In collaboration with Director of Operations, works on assuring program logistics are in order: program expenses, program spaces, administrative issues, etc.
6. Provides program team leaders with internal and external staff development opportunities.
7. Ensures compliance with all licensing bodies, i.e.: DCFS, DHS, DCEO, DFSS, etc.
8. Co-leads and schedules all staff meetings.
9. Ensures agency's visibility and collaborations within the community.
10. As a member of the program committee, uses role and position to elevate conversation and explore new ideas around programming.
11. Collects and reports data on program outcomes.
12. Leads YSP's programs into attaining organization's vision.

Qualifications/Requirements

1. Master degree in Social Work, or equivalent human services field as comprised in DCFS Rule 401, APPENDIX G: Acceptable Human Services Degrees. (REQUIRED)
2. Five years of experience in leadership position, and in youth development. (PREFERRED)
3. Experience in child welfare and DCFS Child Welfare License. (PREFERRED)
4. Bilingual in Spanish/English. (PREFERRED)

send your resume and cover letter to my email address
(kmocasio@youthserviceproject.org).

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