



Job Title: PSA, Option 1, Dir Human Resources MERIT COMP

Agency: Human Services

Closing Date/Time: Thu. 10/23/14 4:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00

Bid ID#: 10-70-14-0052

Description of Duties/Essential Functions Benefits Supplemental Questions
Functions as Human Resources Director. Assumes responsibility for direct supervision of staff performing personnel duties, and oversees Labor Relations staff. Provides interpretations and advice to facility staff regarding regulations affecting employees. Provides guidance and training to assigned staff, counsels staff regarding work performance; establishes goals and objectives; monitors all approved personnel transactions; notifies payroll of transaction changes. responds to payroll discrepancies. Monitors and directs maintenance of personnel files and confidential records related to Human Resources. Verifies guidelines, rules, regulations are followed according to State of Illinois rules and regulations, in areas of postings, filling vacancies, processing requisitions, and working eligible lists. Confirms strict adherence to procedures determined by Department of Central Management and Department of Human Services Central Office. Confirms classification of position plans; consults with administrative staff on classification issues; writes new positions; reviews and clarifies existing positions. Serves as member of Executive Committee; provides interpretation regarding Personnel Rules, Pay Plan, and other regulations affecting employees.

Minimum Requirements: REQUIRES KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS COLLEGE PREFERABLY WITH COURSES IN BUSINESS OR PUBLIC ADMINISTRATION, SUPPLEMENTED BY A MINIMUM OF THREE (3) YEARS OF PROFESSIONAL PUBLIC PERSONNEL EXPERIENCE. STATE OF ILLINOIS HUMAN RESOURCES EXPERIENCE A PLUS.

Work Hours & Location/Agency Contact: ANN M. KILEY CENTER,
1401 W. DUGDALE ROAD, WAUKEGAN, IL 60085 FAX number: 1-847-249-0722
HOURS AND DAYS: MONDAY - FRIDAY, 8:00 AM - 4:30PM

How to Apply: PLEASE NOTE: THIS IS A MERIT COMPENSATION POSITION.
Non-State employees, FAX a CMS100 application to 847-249-0722 prior to end of posting and also submit an application to CMS (address on application) at the same time, you must submit an application to Central Management Services in Springfield to determine if you obtain a qualifying grade.

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Account Executive

Auto req ID 18846BR
Job Type Full Time
CBS Business Unit CBS Radio
Station WBBM-AM
Market Chicago
Location IL-Chicago

Principals Duties and Responsibilities:

Must be able to prospect, cold call and schedule face-to-face meetings with high-level marketing executives consistently on a weekly basis.
Must be able to conduct a thorough needs analysis followed by a customized, creative, solutions based sponsorship proposal.
Must be available to entertain clients and prospects at Cubs home games.
Responsible for assuring client invoices are paid in a timely manner.
Conduct oneself with the highest degree of integrity and ethics.

Knowledge and Skill Requirements:

Previous sales experience in radio or other broadcast medium preferred.
Sports marketing and/or sponsorship sales experience strongly preferred.
Must have a strong passion for sports.
Ideal candidate must be energetic, aggressive, persuasive, personable, and self-motivated.
Strong communication and presentation skills a must.
Proficient with Microsoft Office, including Word, Power Point, Excel and Outlook.
Must have excellent time management skills.

Must be extremely organized and detail orientated.
Must be a creative thinker
Must be proficient with digital/web capabilities.
Four Year Bachelor's Degree is required.

EEO Statement

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^Ad/MugaMj_slp_rhc_6Rcfzn3n3yB9UBqB_slp_rhc_k9iLqtDVCvBh33oP3zy_slp_rhc_acOp0CjhhHT3khd8m&jobId=482358&type=search&JobReqLang=1&recordstart=1&JobSiteId=5129&JobSiteInfo=482358_5129&GQId=0

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Real Estate Listing Specialist - Chicago (Far NW)

Real Estate | Chicago, IL

As a Redfin listing specialist, your job is pretty simple: delight your customers. You won't spend your days cold calling, door knocking, or direct mailing. You'll be working within a territory, helping sellers that come from our awesome website, all while you're a full-time employee with benefits and a career.

Respond to all listing requests

Schedule and conduct listing presentations with potential sellers

Work with clients to stage, price, and market homes

Train team members on open house best practices

Work closely with buyers' agents to negotiate contracts to closing

Network to source new business as needed

Plan and host home selling classes on a regular basis

Who You Are:

Fire in the belly: you're excited to change the industry for the better and you come to work every day ready to go

Ethical: you live by our values already, and always do the right thing

Real estate chops: you're a customer advocate, a diplomat, and you always keep it professional. You're a licensed agent with at least ten deals under your belt, two over the last 12 months

Tech-savvy: you love and embrace technology - you're addicted to email, social media, and your smart phone. You look forward to learning new systems.

Customer-focused: Redfin sends a survey to your past year's clients to measure customer satisfaction. If hired, we will publish the results on your profile

Intelligent: you are articulate and can communicate clearly

What You Earn:

You'll earn a base salary and you earn a bonus for every happy customer you create.

We pay for health insurance for you and your family, computer equipment, cell-phone plan, mileage, continuing education, MLS dues.

Redfin is an equal opportunity employer.

IND123

Apply online at <http://www.redfin.com/about/open-jobs?nl=1&jvi=o4xIZfw2,Job&jvs=Indeed&jvk=Job>

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ADMINISTRATIVE ASSISTANT, PROPERTY MANAGEMENT

TRACKING CODE: R003831

Responsibilities:

Assist property staff in maintaining efficient tenant relations, and ensuring tenant satisfaction. Answer all incoming calls and follow-up as necessary.
Follow-up on tenant requests with work orders, radio calls, and building staff.
Notify PM/APM of any repeat tenant issues or significant problems.
Assist Office Manager in mailing our rent statements monthly.
Follow-up with building vendors and contractors on daily service issues as needed.
Typing out, merging, and mailing all tenant correspondence.
Assist APM in all tenant events and tenant relations programs.
Provide support to ensure smooth operations of the property office.
Coordinate all incoming and outgoing mail, overnight deliveries, and courier service.
Oversee the building office files—organizing, labeling and filing at least daily.
Stocking and ordering necessary office, letterhead and kitchen supplies.
Maintain freight elevator, sprinkler & smoke detector shutdown requests and appropriate billing. Assist building staff members on projects and mailing as needed.
Copying and other office services as needed. Maintain system for building contractor, tenant, and tenant construction certificates of insurance. Assist office manager with inputting work orders into MRI and getting necessary tenant signatures. Update lobby directory listings frequently. Update phone books and emergency lists as needed, distribute to necessary staff members.

Qualifications: The Administrative Assistant must be able to perform the duties of the job. Sufficient knowledge and ability to utilize following software: Microsoft Office, Word, Excel, Outlook, PowerPoint. Ability to effectively listen and respond to internal and external customer. Ability to understand and communicate in English, both verbally and in writing. Ability to travel between floors and to other buildings in New York to provide Administrative services.

JOB LOCATION

Chicago, Illinois, United States

POSITION TYPE

Full-Time/Regular

Apply online by clicking https://tishmanspeyer-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=947&source=ONLINE&JobOwner=992710&company_id=16278&version=1&byBusinessUnit=&bycountry=&bystate=&byRegion=&bylocation=&keywords=&byCat=&proximityCountry=&postalCode=&radiusDistance=&isKilometers=&tosearch=no

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Security Officer-Chicago-South Loop

Job ID 2014-1905

Location US-IL-Chicago

Type Regular Full-Time

Shift(s) Available 1st Shift, 2nd Shift, Weekends

Qualifications:

Must be at least 20 years of age.

Must be a high school graduate (GED accepted) and provide us with an original diploma and/or official transcripts.

Must have a 20 Hour Basic Security Training Certificate

Must have a valid Driver's License

Must pass a stringent pre-employment background investigation, demonstrating a stable work and/or education history.

Must disclose all criminal convictions and pending charges.

Must have an alert, responsive personality.

Must have a clean, professional appearance.

Must have the ability to walk/stand for extended periods of time and work in all weather conditions.

Must have a valid driver's license in good standing.

Must have an excellent attendance and job performance record.

Must have strong verbal and written communication skills.

Must have an excellent appearance and attitude.

Must have a team-oriented attitude.

Must be flexible with scheduling and be able to hold over to the next shift or work extra hours as needed.

Must maintain a working telephone number through which we can contact you.

Must be self-motivated and proactive in finding solutions to security/customer service related issues.

Commercial building/retail security or customer service experience is preferred.

Apply online at <https://premierjobs-apex3.icims.com/jobs/1905/security-officer-chicago-south-loop/job?mode=job&iis=Job+Board++Indeed.com&iisn=Indeed.com&mobile=false&width=970&height=500&bga=true&needsRedirect=false>

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Field Supervisor - Overnights - Chicago

ID 2014-1433

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Due to the nature of this assignment, special attention is paid to those candidates that are able to successfully demonstrate: A work history illustrating a progressively increasing security/customer service related skill sets and responsibilities with an emphasis in a supervisory capacity work, communication center protocol, knowledge of security operations, in addition to an advanced level computer proficiency/technological skills, specifically as it relates to established physical security needs.

Having any, or a combination of the above listed attributes may increase your chances of selection

Qualifications: Education and/or Experience: High School diploma or general education degree (GED) and 3 years prior satisfactory employment as an Unarmed or Armed security officer, Unarmed or Armed Shift/Facility/Field Supervisor, or directly related experience. Must be at least 25 years of age. **Certificates, Licenses, Registrations:** Ability to acquire and maintain a valid Illinois PERC, Valid FOID, All state mandated training requirements inclusive of 20 & 40 Hour Certifications, A valid driver's license with a satisfactory DMV history. **Language Skills:** Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus. **Other Qualifications:** Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 75lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$13.50 and \$14.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1433/field-supervisor---overnights-chicago/job?mobile=false&width=850&height=500&bga=true&needsRedirect=false>

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Lot Attendant (Midway Airport)

Job ID 83141

Positions 2

Location US-IL-Chicago

Category Administrative/Clerical

More information about this job:

RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

Monitor car lot supply, movement and cleanliness; maintain adequate model mixes to meet demand; secure vehicles through physical inventory and ensure placement on lot is accurate to achieve efficiency in the car rental process. Receive and enter car ready tickets and new car information into computer system to update inventory. Process vehicle upgrades and/or exchanges. Process Express rentals, as required. Identify vehicles to be mass-moved, and communication/coordinate with Shuttlers to achieve task. Assist with flow of vehicles off lot. Distribute new cars keys for customers and employees. Performed related responsibilities as required or assigned.

Mandatory Requirements:

Required Education/Experience: High School Diploma/or equivalent

1 year of car rental experience preferred; Valid driver's license as required by State

Required Qualifications: Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation. Ability to speak and understand English

Ability to operate radio, security and computer equipment

SPECIAL JOB DIMENSIONS: Varied hours

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-hertz.icims.com/jobs/83141/lot-attendant-%28midway-airport%29/job?mode=job&iis=Internet+Job+Board&iisn=Internet+Job+Board+-+Indeed&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Customer Service Representative

Posted at Foodstuffs

Posted in Suburban Chicagoland, Illinois

Posted on October, 10, 2014

About Us

Based in Chicago's North Shore, we have been providing the highest quality gourmet foods and services to discerning Chicagoland shoppers for over 30 years. With four locations, full-service catering and online shopping, we are conveniently located for all your gourmet food needs.

Foodstuffs specializes in providing our customers with uncompromised top quality prepared foods; including homemade appetizers, soups, entrees, salads, sauces, breads and pastries. Our customers will also find fine pates and cheeses, fresh seafood, quality meats, custom made sandwiches, build your own salads and unique shelf products.

Our courteous and knowledgeable staff is trained to help you with any questions you may have about our products and services. We look forward to helping to make your daily routine special and your special events memorable!

Responsibilities • Retail Staff in our Gourmet Food Stores

Education • High school diploma • Bachelors degree

Qualifications • Foodie • Flexible Hours

• 1+ years of experience in customer service

Skills • Great Customer Service Skills • Basic computer skills

• Effective communication skills • Presentation skills

Compensation: Based on experience per hour

Position Type: Full-Time

Benefits: Medical, 401K, Free Lunch, Store Discounts and more.

Apply online at http://jobs.recruitics.com/job/Customer-Service-Representative-Suburban-Chicagoland-Illinois-26949012?rx_job=26949012&rx_source=Indeed&rx_campaign=Indeed0

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Patient Service Rep II
Department: Family Practice/Residency Training Program
Schedule: Full Time
Shift: Rotation

Job Details:

Reporting to the Practice Manager ensures for the continuity of patient flow from time of registration to time of discharge in conjunction with medical personnel. Answer telephones, schedule appointments, register patients, medical coding and billing, post receipts and other clerical duties as needed. Audits completed daily batches, train new Patient Service Representative (PSR) candidates. Complete monthly batch reports.

EXPERIENCE AND QUALIFICATIONS: Minimum of one (1) year of experience as a PSR I at MacNeal Hospital. Knowledge of the Health Care Industry helpful as well as the desire to learn medical/surgical billing. Completion of a High School diploma or its equivalent. The interpersonal skills necessary to deal in a courteous and professional manner with patients and co-workers. Good organizational skills with the ability to handle multiple priorities simultaneously. Ability to work with various computer applications. Previous experience with Microsoft Excel, Azron Forerunner, or any Occ Med modified software highly desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=314408

Transporter

Department: Transportation Services
Schedule: Full Time
Shift: Evenings

JOB SUMMARY: Responsible for the safe, courteous movement of people and equipment within the hospital.

JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=175766

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Answer telephones, schedule appointments, register patients, medical coding and billing, post receipts and other clerical duties as needed.

Audits completed daily batches, train new Patient Service Representative (PSR) candidates. Complete monthly batch reports.

EXPERIENCE AND QUALIFICATIONS: Minimum of one (1) year of experience as a PSR I at MacNeal Hospital.

Knowledge of the Health Care Industry helpful as well as the desire to learn medical/surgical billing.

Completion of a High School diploma or its equivalent.

The interpersonal skills necessary to deal in a courteous and professional manner with patients and co-workers.

Good organizational skills with the ability to handle multiple priorities simultaneously. Ability to work with various computer applications.

Previous experience with Microsoft Excel, Azron Forerunner, or any Occ Med modified software highly desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=314408

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Janitor - DAL0000473

Primary Location: Daley College
Employee Type: Full Time | Regular
Union Code: Loc1 SEIU
Job Posting: Oct 13, 2014, 2:25:07 PM

Duties and Responsibilities

Richard J. Daley College is located on the southwest side of Chicago. As a City College of Chicago, Daley College offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The Advanced Manufacturing College to Careers program is headquartered at Richard J. Daley College.

Perform all traditional janitorial work in and around the buildings.
Dust all ledges, counter tops, files, office equipment, desk and walls.
Dust mop all hard surfaces. Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions. Polishing furniture. Metal polishing. Hosing and sweeping of sidewalks. Trash removal. Dismantling and cleaning of light fixtures.
Operation of vacuum cleaners. Cleaning of Venetian blinds (washing & vacuuming).
Policing of facility and grounds (inside & outside). Washing of exterior walls.
Scraping of gum and other objects form hard surfaces and carpet.
Spot cleaning furniture or carpet, but not more than 2 hours per day.
Setting up and /or take down of chairs and tables.
Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers.
Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
Performs other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.
Preference will be given to current temporary janitors at City Colleges of Chicago.
Must be able to perform all duties listed above.
Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=59060>

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Job Title: Sales Associate

Facility Location: Chicago, IL, US

Department: Intimate Apparel

Through our stores and eCommerce business, our goal is to provide our customer with the ability to shop any of our brands "anytime, anywhere, any device." Whether an emphasis on customer service or investing in technology, everything we do is to enhance the customer experience across channels and brands.

Job Summary

Neiman Marcus Michigan Avenue is currently accepting applications for a full-time selling professional in our Intimate Apparel Department located on the third floor. Qualified candidates must be professional and comfortable selling in a commission sales environment. Previous retail experience in a high-end retail store preferred but not required. Must be available to work a typical retail schedule including evenings, weekends and holidays.

Job Duties

- Maintain current client relationships through relationship selling
- Build new customer relationships to maximize sales volume
- Inter-sell product and merchandise through-out store
- Contact customers via telephone and email to promote events, new merchandise and promotions on a consistent basis
- Exceed customer expectations by ensuring great customer service is delivered
- Performs additional tasks as required

Job Requirements

- Previous experience in a high-end luxury retailer
- Flexible full-time schedule including evenings, weekends and holiday availability
- Computer skills including email and other modes of technology
- Active high-end clientele is preferred
- Great communication skills
- Professionalism

Employment Status: Full-Time

Apply online at

https://genie.mynmg.com/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/VisVacDispPG&OAHP=IRC_EXT_SITE_VISITOR_APPL&OASF=IRC_VIS_VAC_DISPLAY&akRegionApplicationId=821&transactionid=1210080908&retainAM=N&addBreadcrumbCrumb=RP&p_svid=43134&p_spid=66147

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Merchandising and Pricing Associate job in CHICAGO

Requisition ID: 402488BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE,FLS- CHICAGO LAWRENCE IL,CHICAGO, IL 60640,

Post Date: 10/13/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

- Takes ownership for enhancing the customer experience
- Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register)
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Sets and maintains sales floor to national merchandising and presentation standards
- Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typicals
- Performs promotional ad setup and take down without error or omission
- Performs accurate count updates and inventory adjustments
- Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity
- Footwear: Maintains a neat and orderly stock room to facilitate identification of merchandise to be brought to the sales floor
- Footwear: Utilizes pull list and Fill Floor processes to replenish sales floor
- Footwear: Actively stocks sales floor throughout the day with merchandise from the stock room for maximum in-stock position
- Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by Backroom Associates
- Adheres to merchandise protection standards
- Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned.
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/364179/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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Backroom Associate job in CHICAGO

Requisition ID: 398630BR

Job Function: Sales Support

Employment Category: Seasonal

Location: 1900 W LAWRENCE AVE,FLS- CHICAGO LAWRENCE IL,CHICAGO, IL 60640,

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

- Partners with Selling and Sales Support Associates to provide superior customer service
- Unloads delivery trucks, moves merchandise to appropriate staging locations, and maintains stockrooms in a neat, orderly, and safe manner
- Serves customers promptly at Merchandise Pick Up
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Performs Fill Floor process multiple times per day based on business need, pulling and staging merchandise for Merchandising & Pricing Associate to place on the sales floor
- Locates and pulls merchandise on Out of Stock Pull List, and stages merchandise for Merchandising & Pricing Associates to place on the sales floor
- Locates and pulls merchandise and fixtures to support sales floor resets
- Completes minor repairs of store stock and customer merchandise
- Assembles merchandise for sales floor display and customer sales
- Completes point of sale equipment repair and assists Facility team as required
- Inspects returned merchandise, and determines proper disposition or handling
- Adheres to merchandise and inventory protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Ability to move up to 50 lbs. in weight to maintain flow of merchandise
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation • Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/360626/Backroom-Associate-Illinois-IL-Chicago>

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Job Function: Cashier

Requisition ID: 398633BR

Employment Category: Seasonal

State: Illinois (IL)

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Date: 10/06/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale
- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

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Job Title: Administrative Assistant 2

Department: Hepatology

Shift: 1st

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

Job Number: 2014-2090

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant II to join our Hepatology practice at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

Under general direction, this position provides the highest level of administrative support to attending physicians in the Section of Hepatology. The Administrative Assistant II makes decisions that are based on the needs of the faculty members as well as the patients served. This position requires excellent organizational skills and follow through of all details. Exemplifies the Rush mission, vision and values; and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma or equivalent required, Bachelor's degree preferred

Two to four years administrative experience in a medical office environment preferred.

Excellent interpersonal skills; ability to interact professionally and effectively with faculty, managers and patients.

Strong oral and written communication skills. Must be able to handle sensitive matters and materials in a confidential manner.

Willingness to be flexible and adhere to deadlines.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Adobe Professional.

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Job Title: Certified Medical Assistant, Ob/Gyne

Department: MSP Ob/Gyne

Shift: 1st

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

Specialty: Obstetrics and Gynecology

Job Number: 2014-1977

Job Description: Certified Medical Assistant, OB/Gyne
Full Time

Position Responsibilities:

The Certified Medical Assistant in the OB/Gyne clinic is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will function in an administrative front desk role as a back up when necessary

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of two years clinical experience preferred

Ability to work in a high stress, fast paced environment

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Job Title: Food Service Assistant 1- Dietary Cafeteria (Temp Part-time)

Department: Dietary Cafeteria

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-1946

Position Qualifications Include:

H. S. Diploma or GED required.

Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Note: On the Job Training Competency will be evaluated
Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

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.

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Job Title: Schedule Coordinator

Department: RUMG CALL CENTER

Shift: 1st

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

Job Number: 2014-2010

This is a full time position with working hours: 10:30am-7:00pm

Position Highlights:

The RUMG Scheduling Coordinator will work in collaboration with others in the RUMG Access Center to meet RUMG's overall patient access and growth vision, and to enhance the patient experience at Rush. As part of RUMG's centralized patient access center, the person in this role will coordinate and schedule appointments and ancillary testing across multiple practice locations. This position will also act as an effective communication link between the patient and clinical care team by taking and routing clinical and non-clinical messages, following established practice protocols.

Position Qualifications Include:

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

Minimum of one year customer service experience, preferably in a medical office setting

Experience working in a call center or performing high volume patient scheduling preferred

Exceptional customer service and telephone skills required, including the ability to use independent thinking, sound judgment and creative problem solving

Ability to deescalate emotionally-charged callers and situations

Excellent interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff and others

Ability to balance multiple priorities and effectively handle challenging situations

Excellent verbal and written communication skills

Knowledge of basic medical terminology required.

Proficient in Microsoft Office Suite required

Ability to use computers and select software applications including Epic Cadence

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Job Title: Secretary 3

Department: Physical Therapy

Shift: 1st

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

Specialty: Physical Therapy

Job Number: 2014-2057

Job Description: Are you interested in joining a leading health care organization? Join Rush University Medical Center!

We are seeking a dynamic Secretary III to join our Physical Therapy department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights: Under the general supervision of the Business Office Manager, provides responsible and complex secretarial/receptionist skills in fast-paced modern medical inpatient and outpatient care areas. Also, handles a variety of office management details including preparing correspondence, receiving visitors, scheduling, filing and carrying out special projects as assigned. Must be courteous and pleasant when scheduling/greeting patients for various procedures and also possess excellent communication skills. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High school diploma/GED required
Two or more years of secretarial/office experience in a hospital setting

Excellent interpersonal and communication skills
Strong customer service focus and detail oriented

Ability to be multifaceted to handle numerous job tasks in stressful situations
Ability to learn quickly and adapt to changing situations/environments

Ability to work independently and exercise initiative
Knowledge of medical terminology

Computer skills for word processing, data input, and emailing
Bilingual speaking preferred but not required

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