



Part Time Driver Franklin Park

Job ID 2014-104285

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

The Driver delivers vehicles safely and timely to the appropriate destination(s).

Position pays \$8.75/hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age. 12 months work experience required.

Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years. No drug or alcohol related conviction on driving record in the past five years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be willing to work for \$8.75 per hour.

Must be willing to work every Sunday

Must be able to work the following schedule (with a half hour unpaid lunch)

Sunday 9am-7pm, Monday 7:45am-6:30pm, Tuesday 2pm-6:30pm

Sunday 9am-7pm, Monday 2pm-6:30pm Friday 7:45am-6:30pm

Apply online at <https://us-erac.icims.com/jobs/104285/part-time-driver-franklin-park/job>

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Part Time Service Agent (car detailer) at O'Hare Airport

Job ID 2014-116694

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
May be responsible for maintaining an inventory of cleaning supplies
May assist with local automobile deliveries
Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old
Must have 6 months of prior work experience
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 5 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
This is an outside position, applicant must be willing to work outside.
Must be willing to work for \$8.75/hour
Must be able to work late nights and weekends

Apply online at <https://us-erac.icims.com/jobs/116694/part-time-service-agent-%28car-detailer%29-at-o%27hare-airport/job>

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Full Time Maintenance Technician (Oil, Lube, & Tire Technician) - O'Hare Airport/Franklin Park

Job ID 2014-125730

Category Automotive - Maintenance Technician - Oil, Lube, & Tire Technician

Location US-IL

Area Chicago O'Hare Airport

This position is Full-Time (based on a 40 Hour work week)

This position is located at the O'Hare Airport two days and in Franklin Park three days a week.

Responsibilities:

Ensure all repairs and preventative maintenance are completed according to the manufacturer's specifications and guidelines.

Provide safe and reliable vehicles upon completion of repairs and preventative maintenance.

Perform in-fleet servicing on new cars according to company procedures as required.

Perform buy back/turn back servicing according to company procedures as required.

Perform vehicle servicing/repairing to maintain company standards; maintain Out-Of-Service at or below 2%.

Maintain safe and clean work area.

Perform other related duties as required.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Requires a minimum of 1 year experience changing oil and performing tire rotations.

Requires ownership of standard hand tools to perform basic maintenance and repair responsibilities. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years.

Must be able to understand, read, write, and speak English.

Must be willing to accept starting pay of \$10.00/hour.

This position is located at the O'Hare Airport two days and in Franklin Park three days a week. Must be able to work nights and weekends

Apply online at <https://us-erac.icims.com/jobs/125730/full-time-maintenance-technician-%28oil%2c-lube%2c-%26-tire-technician%29---o%27hare-airport-franklin-park/job>

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Driver

Job ID 2014-113937

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: South Suburbs

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

1 year work experience required.

Must have valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past 3 years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observations, must be able to work the following schedule(s):

Monday, Wednesday, Thursday 7:00am-4:00pm

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Vehicle Service Attendant - Truck Rental - Mount Prospect, IL

Job ID 2014-124386

Category Customer Service/Support - Vehicle Service Attendant - Truck

Area Chicago: North Suburbs

The starting pay for this position is \$10 per hour.

****Full time status may be available after 90 days****

WORKING CONDITIONS/EQUIPMENT USED: Moderate physical activity- requires handling of average-weight objects (up to 25 pounds) or standing and/or walking of more than 4 hours per day. Work involves considerable exposure to unusual elements such as temperature, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Exposure to constant hot, cold, wet, humid or windy conditions caused by weather. Contact with water or other liquids; or exposure to non-weather related humid conditions. Work environment involves exposure to physical risks such as operating dangerous equipment (near moving mechanical parts), operating vehicles or working with or near toxic and caustic (corrosive) chemicals. Equipment used- a large variety of ERAC vehicles (may include a 15 passenger van or Box Truck), safety belts, 2 way radio or cellular phone, phone system, computer equipment, printer, fax, safe, car jack, Slim Jim/wedge, jump box, vacuum, water hose, cleaning and polishing solutions, towel/rag, brush, stain remover, air freshener, power washer and dryer where available, bolt cutters, air compressor, tire gauge, tread depth tool.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 21 years old. Must have a current and valid drivers license with no more than one moving violation and/or at-fault accident on driving record in the past 3 years. No drug or alcohol related convictions (ie., DUI/DWI) on driving record in the past 3 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Class C license preferred, but not required. Candidate cannot hold another job if hired for this position due to DOT regulations Must have reliable transportation to and from the Mount Prospect, IL location. Must be able to work on an on call basis from Monday through Friday 7am-5pm

DOT Requirements: We are subject to certain Department of Transportation

Regulations: All applicants must be at least 21 years of age and be qualified to drive under D.O.T regulations. Applicants will be required to submit to and successfully complete a D.O.T. medical examination. Applicants cannot hold another job if hired for this position.

Apply online at <https://us-erac.icims.com/jobs/124386/vehicle-service-attendant---truck-rental---mount-prospect%2c-il/job>

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Part-Time Service Agent - Western and Roosevelt

Job ID 2014-124927

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

This position is located at: 1224 S WESTERN AVE., CHICAGO IL 60608

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old. Must have one year of prior work experience. Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be willing to work for 8.25/hr. Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work one of the following schedules:
Monday - Friday: 1:00pm - 6:00pm

Apply online at <https://us-erac.icims.com/jobs/124927/part-time-service-agent---western-and-roosevelt/job>

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***Part-Time Service Agent (Car Detailer)- West Loop Autobody**

Job ID 2014-121944

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 318 S. MORGAN, CHICAGO IL 60607

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules: Monday - Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/121944/*part-time-service-agent-%28car-detailer%29--west-loop-autobody/job

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 1 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 2 - Typing

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: PSC - Program Specialist

Agency: Corrections

Closing Date/Time: Mon. 11/03/14 5:00 PM Central Time

Salary: \$15.00 / Hour

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: IDOC14-PSC-0004

Description of Duties/Essential Functions Benefits Supplemental Questions
The Program Specialist will assist Program Coordinator to establish onsite victim specific education, case management, group and individual counseling opportunities for eligible female offenders at various facilities. The Program Specialist will provide direct services to incarcerated females who are victims of domestic violence or sexual assault prior to their incarceration at selected sites. Other responsibilities may include attendance tracking, creating certificates for offender completions, assisting with reporting functions and assisting the Program Coordinator in organizing trainings and special projects.

Minimum Requirements: Requires Bachelor's degree with 1 year of Criminal Justice or Social Services-related field.

****Salary for this position will be determined based on education and experience****

Work Hours & Location/Agency Contact:

Work Location: Various Facilities throughout the State for both Department of Corrections and Department of Juvenile Justice

Agency Contact:

Ms. Shae Bruce
Public Safety Shared Services
1301 Concordia Court
Springfield, IL 62794
Phone: 217-557-6015

How to Apply:

Applicants interested in applying for this position must submit a resume to the agency contact above. This is a contractual position and is not covered by Central Management Services therefore a grade is not required.

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Job Title: Highway Maintainer - Hourly Snowbird

Agency: Transportation

Closing Date/Time: Mon. 11/03/14 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 20

Bid ID#: 2014/2015

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions assist in the snow and ice removal along with other related duties during the winter months.

Minimum Requirements: Must possess valid Class "A" or "B" CDL with "N" or "X" endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact: Positions are located at IDOT District 6 Operation's facilities in Christian, Macoupin, Mason, Montgomery, Morgan, Pike, Sangamon, Schuyler, and Scott Counties and are on-call during snow and ice emergencies.

How to Apply: Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download an application. Each posting indicates where to submit the application, and indicates a contact name and telephone number.

Social Worker II

Department: Case Management

Schedule: Full Time

Shift: Days

Job Details: Plans, organizes and implements social work services for the patients and their families/significant others in their homes. Acts as a counselor, advisor and resource person to patients in accordance with the medical plan of treatment, Vanguard standards, and the National Association of Social Workers standards for social work in the health care setting. Master's degree in social work from a school approved by the Council on Social Work Education. Current State of Illinois license as a Licensed Social Worker (LSW) or as a Licensed Clinical Social Worker (LCSW). LCSW preferred. One to three years of experience preferred. CPR certification per department policy.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=841425

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Job Title: Public Service Administrator - Opt 8N - Nurse Educator

Agency: Veterans Affairs

Closing Date/Time: Thu. 11/06/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MG063 Bid ID#: 34-50-15-83749

Minimum Requirements: Requires licensure as a Registered Nurse in the State of Illinois with graduation from an approved nursing education program. Requires one of the following: Master's Degree in Nursing and two (2) years of professional nursing experience including staff development, performance improvement, and progressively responsible administrative experience; or a Bachelor's degree in Nursing and three (3) years of professional experience including staff development, performance improvement, and progressively responsible administrative experience; or an Associate Degree or Diploma degree in Nursing and five (5) years of progressively responsible nursing experience including staff development and performance improvement and progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures; the ability to effectively communicate (written and verbal); requires extensive knowledge of training methods, assessment instruments and measurement principles; requires ability to develop curricula for required training for employees and ability to present training to employees in comprehensible fashion; requires knowledge of performance improvement principles and techniques; requires extensive knowledge of staff utilization and employee motivation; requires knowledge and skill in utilizing Microsoft Word and Excel. Candidate must be able to bend, stoop, reach, lift and carry heavy loads.

Work Hours & Location/Agency Contact: 8:00 a.m.- 4:00 p.m. Monday - Friday

Illinois Veterans Home at Manteno 1 Veterans Drive Manteno, IL 60950

Contact: Jeri Gulli 1 Veterans Drive Manteno, IL 60950

Ph: (815)468-6581 Ext. 328 Fax: (815)468-1596

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 8N - Nurse Registered II

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Accounting Clerk

The Accounting Clerk reports to the Director of Finance. Maintains and controls the General Ledger accounts and business transactions of the organization, applying the Generally Accepted Accounting Principles (GAAP) that includes analytical work and thorough review of financial records.

Responsibilities:

- Process payroll and related activities.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- Clearing out outstanding checks over 3 months old
- Maintaining accurate AP Aging reports
- Manage the processing of cash receipts, recording of revenue and receivable.
- Prepare monthly journal entries, maintain cost allocation spreadsheets, and update as appropriate.
- Assist developing departmental procedures and improvement of financial policies and procedures to improve analysis and reporting capabilities.
- Review general ledger activity for accuracy and necessary reclassifications.
- Bank reconciliations.
- Assist in preparing journal entries for monthly close.
- Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.
- Complete any special projects as assigned.

Qualifications:

- Associates Degree or equivalent (such as pursuing an undergraduate) in Accounting
- 1 + year of Accounting experience.
- Proficiency with GP accounting software including generating & designing reports and general ledger maintenance.
- Must have proficiency with cloud based payroll software systems, PayCom experience a plus.
- Must have excellent analytical skills, effective communication and presentation skills.
- Must be computer literate and proficient in use of word and computerized excel spreadsheets.
- Must be a self-starter, detailed and project orientated, and a problem solver with strong system and problem solving skills

To Apply:

Please submit resume, cover letter and salary history to: careers@nationalable.org

NOTE THE SPECIFIC POSITION AND LOCATION IN THE SUBJECT LINE OF YOUR EMAIL

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Grants and Communications Coordinator Marketing & Development

POSITION DESCRIPTION:

National Able Network seeks a talented and passionate writer for the position of the Grants and Communications Coordinator. He/she will support fund development and communication efforts which advance National Able Network's mission and strategic goals. The successful candidate will assist the Marketing and Development department in various aspects of grant writing, fundraising, copywriting, and marketing. National Able Network a leading national non-profit organization headquartered in Chicago. The Marketing & Development department is a fast-paced, multi-dimensional environment with excellent opportunities for professional growth and advancement.

MINIMUM QUALIFICATIONS:

- 1 to 2 years of professional experience at a non-profit organization or a for-profit setting
- Must possess exceptional writing skills in a number of lengths and formats
- Must possess excellent verbal and interpersonal communication skills
- Excellent research and information-gathering skills
- Extremely detail and deadline-orientated
- Self-starter with ability to work both independently and in group settings
- Analytical, organizational, and general office skills
- High-level proficiency with Microsoft Office applications including: Outlook, Word, Excel, Visio, SharePoint, PowerPoint, etc.
- Willingness and means to occasionally travel throughout Chicagoland area to attend meetings
- Prior experience working in an employment-related or workforce or economic development setting preferred
- Project management experience
- Undergraduate degree required. Communications, journalism, marketing, and English majors strongly encouraged to apply

TO APPLY:

Please submit resume, cover letter and salary history to: careers@nationalable.org

NOTE THE SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

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Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Responsibilities

Reach and exceed various phone and sales targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Being a new role, there will be many changes along the way. Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications / Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Associate's degree required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation: \$12-\$14 per hour, depending on experience

Salary/Hourly: Temporary hourly role to start, with chance for full-time employment

Shifts: Must have M-F 7AM-9PM and Saturdays open in order to apply for this job

Apply online at <https://www.pangeare.com/careers>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 7pm
Mon - 2pm to 7pm
Tue - 2pm to 7pm
Wed - 2pm to 7pm
Thu - 2pm to 7pm
Fri - 2pm to 8pm
Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141319&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description: Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins. Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 9pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=

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&cJobId=175766

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Field Relief Manager

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Provide relief help for moving center general managers, area field managers and traffic control manager as needed.

Perform on-the-job audits using checklists or other tools. Perform a variety of duties including promoting U-Haul programs, compliance of all U-Haul standards and procedures.

Assist president in planning and implementing new marketing programs or in any duties as requested.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - 6am to 7pm
- Mon - 6am to 7pm
- Tue - 6am to 7pm
- Wed - 6am to 7pm
- Thu - 6am to 7pm
- Fri - 6am to 8pm
- Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141330&mode=

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Storage Center Manager

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Profitably manage a U-Haul independent storage location and oversee all aspects of storage transactions, customer service, rentals, record-keeping and security.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 7am to 5pm
Tue - 7am to 5pm

Wed - 7am to 12pm
Thu - 7am to 5pm
Fri - 10am to 8pm

Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=140604&mode=

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