



L'Arche Chicago seeks a motivated job coach/support aid to provide 1:1 support M-F 10am-3pm to an adult with intellectual disabilities. Send your resume and cover letter to hire@larchechicago.org. More info at www.larchechicago.org/apply.

PART-TIME ASSOCIATE

Traci's House is a training center and a clubhouse for kids 7-13 years of age located in Oak Park, Illinois. We offer an after school clubhouse membership and classes for kids. We are looking to hire a part-time associate to work 18.5 hours a week. The pay rate is \$8.25 per hour.

The hours are: Monday, Tuesday, Thursday and Friday: 3:00 p.m. - 6:30 p.m., and, Wednesday: 2:00 p.m. - 6:30 p.m.

The responsibilities are: greet members as they arrive from school, prepare snacks, assist with homework (as needed), provide supervision, answer questions from members, answer telephone calls, greet and answer questions from persons visiting, other duties as assigned. Call 708-341-4927 for more information.

Looking for plow/truck drivers, tractor operators, and labor for the upcoming winter season. Plow drivers and operators require a minimum of 2 years of snow removal equipment operation. Call Scott McAdam Jr. McAdam Landscaping, Inc., 2001 Des Plaines Ave. Forest Park, IL 60130, 708-771-2299

Handyman needed to do maintenance on apartment buildings. We are seeking someone with maintenance skills or someone who is willing to learn. Must have a driver license. Full-time permanent position. Salary based on ability.

Send prior work history salary & your phone number to
Email: circlemgmt@yahoo.com
FAX: 708-725-3113

Server/host needed for various responsibilities including welcoming guests and basic kitchen prep work at a Thai/Sushi restaurant.

Please call Julie at (708) 488-0480.

Bua Hana Restaurant, 7330 Madison St., Forest Park, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



OFFICE SUPPORT AGENT

Alpina Manufacturing LLC

Office Support Agent for a successful, fast growing national frame manufacturing company in Chicago, Galewood next to Oak Park.

Candidate must possess accurate, fast typing and organizational skills. You will learn about our frame business and do a myriad of tasks which will include the following: enter invoices for frame orders, work with Fedex and UPS online shipping software, write up frame orders, interact with the production floor, help the sales team, correspond with our wonderful clients and suppliers by email and telephone. We are an owner operated fun and friendly growing company, treating employees with respect and kindness. We have clients nationwide and are a leader in our industry.

Visit our website at: www.fastchangeframes.com

You'll see our products in just about every retail store, hotel, restaurant in the U.S. Our beautiful, comfortable offices and manufacturing facility are near Oak Park in the Galewood neighborhood (near Cortland and Narragansett).

This flexible role is perfect for an energetic stay at home parent, recent graduate or a part time student who is looking for a great job.

We can be flexible with schedule and no travel or weekend work.

You will work in nice offices, with a friendly team, in casual attire, and with easy Metra and bus access.

Hourly or salary depending upon experience.

Excellent income growth potential if you master our product line and transition to account executive.

Submit confidential resumes by email only.

Alpina Manufacturing LLC. 6460 W. Cortland St., Chicago, IL 60707.

www.fastchangeframes.com email to: darius@fastchangeframes.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Marketing Coordinator

One Earth Film Festival

If you are a hands-on, creative marketer who flourishes in a fast-paced environment, our project may be for you.

We're seeking a flexible, versatile, digital-savvy marketer who will be assertive in getting the word out about One Earth Film Festival's (OEFF's) 5th annual event on March 4-6, 2016 and who will help us attract audiences and fill seats! Full job description at <http://bit.ly/1Jz9JQO>

ASSISTANT CLINIC MANAGER/EDUCATION REHABILITATION SPECIALIST

Dr. Bill's Learning Center seeks individual to manage an educational rehabilitation learning center. Responsibilities include to take, stream and act upon communication with diversity of clients, service providers and general public. Candidate will manage records and financials and will abide by HIPPA practices. This full time entry level position requires a two year degree or bachelors. Knowledge of Microsoft Office is a must, Spanish bilingual a plus. Salary commensurate with experience. For additional information call Victoria Rivera at 708-434-0336.

PART-TIME FOOD PREP

Starship Restaurant & Catering

Wanted part-time food prep worker. Hours flexible. Starship Restaurant & Catering in Forest Park. Call Colleen at 708-771-3016.

Driver Part-Time

Local Company looking for part time driver/receiving clerk. Must be drug free & have valid IL DL. Must be able to lift 75lbs. Hrs 10am til 3pm. \$12/HR
Email resume: HR@sievertelectric.com

ADMIN ASSISTANT - PART-TIME

Needed 3-5 hours a week to start. Familiarity with computers a plus. Good typist. Call 708-285-1347.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Accountant Advanced

Agency: Human Services

Closing Date/Time: Mon. 11/02/15 11:59 PM Central Time

Salary: \$4,059.00 - \$5,503.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-44-ICRE-93250

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Business Administrator of the Illinois Center for Rehabilitation and Education - Roosevelt/Wood (ICRE-R and ICRE-Wood) independently performs advanced accounting activities for the business functions of both state schools, maintenance of account books for both State General Revenue Funds and Vocational Rehabilitation Funds, including the preparation of accounting statements and reports, through the implementation of approved accounting methods and techniques.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years of professional experience in accounting, budgetary planning and control or public accounting

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm

IDHS/DRS/ICRE-Roosevelt

1950 W. Roosevelt Rd.

Chicago, IL 60608

ATTN: Benjamin Davis

312/433-3147 - Voice

312/433-3056 - Fax

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Human Resources Specialist

Agency: Employment Security
Closing Date/Time: Fri. 10/30/15 5:00 PM Central Time
Salary: \$2,674.00 - \$6,972.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: RA 02063

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years college with courses in Public Administration, Industrial Relations or related fields and two years of professional experience in labor or employee relations. Requires thorough knowledge of the theories and concepts of collective bargaining; extensive knowledge of interpretation and application of contract language; working knowledge of agency programs and policies. Requires the ability to: travel, deal effectively with management personnel and employee representatives; accurately interpret negotiated contract language; deal diplomatically with interested parties concerning volatile issues; gather information and present results in a clear, concise manner; perform research on historical records and legal documents and to use a personal computer and related software packages.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm
Work location: 33 South State Street , Chicago, Illinois

Other certified State employees can send their CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security
Recruitment & Selection , 33 S. State Street, 8th floor , Chicago, IL 60603

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: Central Management Services

Closing Date/Time: Thu. 10/29/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 11323

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Suburban North State Garage Automotive Shop Supervisor, performs a variety of Clerical work; prepares and processes repair order invoices for work performed by mechanics in the shop; posts parts prices to log; reviews documents for accuracy; maintains files of documents.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing, office practices, procedures and programs; requires ability to follow oral and/or written instructions; and operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.
Work Location: Illinois Department of Central Management Services
Bureau of Support Services/Division of Vehicles/Suburban North State Garage
9511 Harrison St., Des Plaines, IL - Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 217-782-9925 Fax

How to Apply:

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

Option 2 – Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



FIREHOUSE SUBS STONE PARK

Firehouse Subs is opening a new location in Stone Park and we are currently seeking part-time employees for daytime and evening availability.

Team members will be required to serve food that is fresh and hot.

A team member will also greet the guests, take the orders, enhance their customer service skills and know the complete menu so they can answer any questions that the customer might have.

They will also learn all food preparations, make the subs, restock supplies, clean tables, take out trash, clean floors, make sure the outside of the restaurant is clean and follow all regulations set by the company.

Firehouse Subs is the real deal, we were founded by firemen more than 20 years ago and their passion for hearty and flavorful food and serving the community has carried over within the walls of each Firehouse restaurant.

We work closely with our local first responders and raise money on a daily basis through our Firehouse Subs Public Safety Foundation.

Our brand has donated over \$15 million since 2005 to help aid with training, education, equipment and disaster relief for first responders nationwide.

All of our employees can enjoy our award winning chili and Consumer Reports #1 ranked subs at a discount while working at our restaurant.

The starting pay is minimum wage but with plenty of room and opportunities to move up quickly within the restaurant.

We look forward to building our next crew to become the next members of the Stone Park community.

Call Jake at 630-414-3634.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Office person

Circle Property Management is seeking a full or part-time assistant to join its' Oak Park office to help with telephones, data entry and other tasks related to renting and maintaining apartment buildings. Friendly, caring and personable are great attributes to have for this position. The company offers solid training and development opportunities for the right person.

JOB DESCRIPTION

Reception work (answering phones, redirecting calls, greeting visitors)
Paperwork management (receiving, processing, and submitting applications for Apartment rentals)
Handling resident requests and work orders
General office tasks and data entry
Possibility of showing and leasing vacant apartments

REQUIREMENTS

The ideal candidate has:
An upbeat, can-do attitude and a friendly disposition
A flexible schedule
Some experience with Microsoft Office and Google Mail/Calendar would be helpful
IL Drivers License and Reliable transportation
High school diploma or GED
Excellent phone etiquette
The position will be mostly office related but will require some trips to the properties that are managed.
A person with experience in bookkeeping would be a large plus.
Bi-lingual fluency in Spanish is desired, but not necessary

HOURS and PAY

Weekday hours as required (approx. 25hrs/wk to start)
Saturdays as required
Office Hours:
10 am to 4 pm weekdays
10 am to 2 pm Saturdays
Pay Commensurate with experience and a beginning position

CONTACT US:

On line Application: www.oakrent.com
email: circlemgmt@yahoo.com
Phone: 708-725-3110
Fax: 708-725-3113

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



CAFETERIA HELP WANTED

At Riverside Brookfield High School. Hours are from 6am to 1:30 pm. Job starts at Riverside Brookfield to do cold food prep then travel to LaGrange Highland School to serve lunch. Job can be split between 2 people to split the hours. Must pass Background check and drug test. If you are interested in this job call 630-430-4242.

OFFICE ADMIN - PART-TIME

Real estate re-development, business office. Flexible hours. To create and manage business records and files, using both manual methods and the computer, especially utilizing Microsoft Excel. Exposure to and working with the many diverse areas of the firm. Call: Jerry Konecki New Realty Solutions, Brookfield, IL 1-708-854-6222

DELIVERY DRIVERS

Wanted Delivery Drivers for all hours Mon through Sun 8am-9pm, Starship Restaurant & Catering in Forest Park. Call Paul at 708-793-2644.

Part-Time Servicer (1)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. 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 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Customer Service/Sales Associate
ENTRY LEVEL~ FILLING IMMEDIATELY!!!

Degree...No Experience? Experience... No Degree?

FULL PAID TRAINING PROVIDED!
CUSTOMER SERVICE
MARKETING
CAMPAIGN DEVELOPMENT/ PR ADVERTISING
MANAGEMENT / ASSISTANT MANAGEMENT

We are looking for people with potential and an ambitious drive, rather than experience, to aggressively expand in the area!

We have an aggressive expansion plan laid out and are looking to find a person who would love to work in a, fun, competitive, positive-minded environment.

What We Do:

WE ARE AN OUTSOURCING CUSTOMER ACQUISITION FIRM! That means our clients hire us to provide a personal touch with customers that they can't do themselves and don't trust anyone else to do. Because our personal approach has proved to be so successful, we do not do any telemarketing or direct mail. We also do not do residential sales! We offer a salary or commission with bonuses available.

Who We're Looking For:

You must be ENTRY LEVEL.
You must possess great people skills.
You must demonstrate excellent work ethic.
You must have a positive business attitude like the rest of our enthusiastic staff.
You must be confident you'll be successful, just waiting for a career opportunity where you can prove yourself.

PROMOTIONS based upon performance.
No Experience Necessary!

To schedule an interview this week with our hiring manager please submit your resume! premier@careersdept.com
Check out our website: www.premier-inc.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Carpenter

Agency: Central Management Services
Closing Date/Time: Tue. 11/03/15 5:00 PM Central Time
Salary: \$35.84 - \$37.27 hourly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: CMS 11373

Minimum Requirements:

Requires knowledge; skill and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of the tools, materials, methods and standard practices of the trade. Requires skill in the use of tools and machines of the trade. Requires ability to read, interpret and work from plans, simple drawings or sketches. Requires ability to follow written and oral instructions and ability to make simple arithmetical computations and bulk estimates of materials needed. Requires ability to lift up to 100 lbs. Requires the ability to perform carpentry repairs and installations. Requires valid, appropriate driver's license and/or the ability to travel.

Work Hours & Location/Agency Contact:

Work Hours: 8:00 A.M. – 4:30 P.M.; ½ hour unpaid lunch
Work Location: Central Management Services
Property Management/Facilities Management/Northern Region
Shapiro Developmental Center
100 East Jeffery Street, Kankakee, IL (Kankakee County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax
You will be contacted if chosen for an interview.

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 11/03/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1533052-334907

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office, 500 N. Green Bay Road, Waukegan, IL 60085

Supervisor: J. Bayer

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd., Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

Email: Lora.Busse-Fleck@illinois.gov

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Child Welfare Administrative Case Reviewer - Opt SS

Agency: Children & Family Services

Closing Date/Time: Mon. 11/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1560044-600942

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

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

WORK LOCATION: Administrative Case Review, DCFS, 8 E. Galena Blvd, Aurora IL 60506

AGENCY CONTACT: April Coates / Personnel Liaison - Operations

406 E. Monroe Street – Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395 Email: April.Coates@illinois.gov

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 SS - Spanish Speaking

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Are you that type of person who enjoys locating new places for you and your friends to experience? Are you the go to person who enjoys resolving conflicts? Are you the friend that is the conversationalist of the group? Well if you answered yes to all the following questions, you might want to keep reading on.

Pangea Real Estate we are a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 10,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Here at Pangea Real Estate we are currently seeking great people as yourself to join our team here at for our Leasing Advisor Department.

Duties of a Leasing Advisor:

Conduct Inbound/Outbound calls daily

Search for Pangea Units in the Chicagoland, Indianapolis and Baltimore area

Schedule appointments for potential tenants to view desirable unit

Data entry

Be knowledgeable on South & West side neighborhoods

Must be able to multitask and adjust quickly to company updates

Requirements:

Some college

1-2 years of call center experience

1-2 sales

****Fluent in Spanish Speaking****

Must be flexible. Hours of Operation: Monday-Thursday 7 A.M.- 9P.M., Friday 7 A.M.-8 P.M., Saturday 7A.M.- 7 P.M. Sunday 8:30 A.M. – 5 P.M.

Compensation: \$13 per hour, plus Bonus Tier

One week of Temp full-time schedule during training, with chance for full-time employment afterwards.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Leasing Agent - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property manager on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care to all our residents. In just over 5 years, our portfolio has grown to over 10,500 units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Candidates must be comfortable working in Chicago's south and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- * Schedule, coordinate, and conduct unit showings with prospective tenants
- * Meet and exceed monthly leasing targets
- * Work flexible hours as needed to show units
- * Navigate, update, and work effectively in PropertyWare software environment
- * Any projects or additional duties as requested

Qualifications:

- * 2-year Associates degree highly desired
- * Good working knowledge of Microsoft Excel and Word
- * Willing to work very hard, and flexible schedule as needed
- * Access to reliable automobile – REQUIRED
- * Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- * Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- * Benefits include health insurance, 401(k) with generous company match, two weeks of vacation and five sick days per year.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Pest Control Technician

Field Management | Chicago, IL, United States

This is a full-time role that requires performing pest control duties including, but not limited to: * pesticide application * proper mixing of chemicals * covering rodent holes * placing traps according to safety * implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

Responsibilities:

- * Apply pesticides to resident units according to schedules, safety procedures and label instructions. * Cover rodent holes in the interior of resident units as well as the exterior of buildings. * Place appropriate traps where necessary.
- * Call residents to confirm scheduled services.
- * Inspect building interior and exteriors regular for signs of infestation.
- * Fill out necessary documents in accordance to our standards and procedures.
- * Use supplies in an efficient and cost-effective manner.
- * Perform regular inspection of the buildings and correct any issues.

Minimum Requirements:

- * Must have own tools necessary to carry out essential job duties.
- * Access to reliable automobile, cell phone, and valid driver's license with insurance.
- * Honest and able to work in a self-directed, fast-paced environment with minimal oversight. * Computer literacy and smart phone knowledge a must.
- * Ability to communicate, both oral and written, in the English language.
- * Basic mathematical and reasoning skills are required.
- * Must be flexible on hours and able to work overtime and weekends if necessary.
- * Must possess necessary local and state licenses and certificates.

Physical Requirements:

- * Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly. * Must be able to stoop/bend, squat, and reach above shoulder frequently. * Must be able to twist/turn and push/pull occasionally.
- * Must be able to lift and carry 25 pounds occasionally.

Compensation and Benefits

- * Base pay start's at \$13/hour, depending on experience and skill.
- * Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Property Manager - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 450 with the majority of promotions sourced from within.

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree
- * Demonstrable conflict management and problem solving skills
- * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED
- * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

- * Base pay depending on experience, starting at \$36,600 annually
- * Gas and phone allowance available for eligible full-time employees
- * Bonus plan has potential to pay up to \$3,000 annually
- * Full benefits available for full-time employees

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

- Plumbing
- Electrical
- Carpentry
- Flooring
- Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance.

Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary.

Must commit to Pangea full time

Criminal checks will be run.

Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Corrections Leisure Activities Specialist I

Agency: Juvenile Justice
Closing Date/Time: Fri. 10/30/15 3:30 PM Central Time
Salary: \$3,792.00 - \$5,854.00 monthly
\$45,504.00 - \$70,248.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: IDJJ-27-15-15-0010

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation, music, theater, or speech and communications; requires working knowledge of the methods, techniques, and purposes of leisure activities. Requires elementary knowledge of leisure activities programs and skills development tailored to individual needs. Requires working knowledge of arts and crafts instruction. Requires elementary knowledge of corrections regulations, policies, and proper channels of communication as applied to the leisure time programming. Requires elementary knowledge of attitudes, problems and behavior of individuals and groups in a correctional security setting. Requires ability to prepare pertinent records and reports. Requires ability to stimulate interest of institution residents in leisure time activities. Requires ability to work effectively with individuals and groups.

Work Hours & Location/Agency Contact: Work Hours: 2 positions available:

- 1) 12:00pm - 8:00pm, Sunday through Thursday (Friday/Saturday off)
- 2) 12:00pm - 8:00pm, Tuesday through Saturday (Sunday/Monday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax) susan.swegle@doc.illinois.gov

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Educator Aide - Opt B

Agency: Human Services
Closing Date/Time: Mon. 11/02/15 11:59 PM Central Time
Salary: \$3,273.00 - \$4,221.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-44-ICRE-93251

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Principal of the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R) provides educational support to students with physical and cognitive disabilities in specified instructional areas and vocational preparation; performs the Discovery process and prepares Visual Resumes for senior students to assist in job placement following graduation. Assists the Educator in evaluating student's progress by observing and keeping records; assists the Educator in maintaining supervision of the class.

Minimum Requirements:

Requires a valid Illinois State Board of Education (ISBE) certificate of approval as a teacher aide, Option A. Requires training in the Customized Employment Process with one year experience in the Discovery Process, Customized Plan for Employment and Visual Resume development. Requires skills in business software and graphic software technology that supports the overall Customized Employment process.

Work Hours & Location/Agency Contact: Monday - Friday 8:00 am till 4:30 pm
IDHS/DRS/ICRE-Roosevelt, 1950 W. Roosevelt Rd., Chicago, IL 60608
ATTN: Benjamin Davis
312/433-3147 - Voice 312/433-3056 - Fax

How to Apply:

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

Option B - Title I

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others