



Administrative Assistant II - Franchise Development

Description

The candidate must be a self-starter with fine-tuned interpersonal and communication skills. The candidate will support an SVP who interacts with owners, prospective franchisees and other external groups where call volume is high. The role will include making travel arrangements for the SVP and several VPs within the department, as well as processing subsequent expense reports. The role will also provide support for the monthly Select Development Committee meetings including booking conference rooms and taking minutes. The candidate must be able to work independently and balance a multitude of tasks.

The primary job responsibilities are:

Calendar management for an SVP

Travel planning and securing international travel visas as needed

Reconciling expense reports and processing invoices

Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines

Monitoring and responding to manager's email account as appropriate

Coordinating and attending regularly scheduled team meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Minimum 5-10 years of administrative experience or

Hospitality experience a plus

High school diploma required

Associate's degree or equivalent a plus

Fully proficient in Microsoft Office suite

Prior experience working in a highly confidential environment

Project a professional image and ability to work independently

Ability to juggle multiple projects and priorities at the same time

Property: Real Estate and Development

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Job Level: Administrative

Req ID: CHI006495

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006495&LangID=1>

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



Coordinator - Legal

Description

This position will be supporting 2-3 attorneys in the Legal Department at Hyatt Corporation in an administrative capacity. In addition, this person will be performing Legal Coordinator duties for the Contract Team.

The primary job responsibilities are:

Processing department bills, expense reports and outside counsel invoices. Organizing travel arrangements. Coordinating, drafting and distributing the quarterly department newsletter. Assisting with the vendor contract process. Reviewing and modifying certain aspects of form agreements. Liaising directly with Legal Department Clients regarding contract matters. Assisting on hotel transition matters. Helping to maintain, run reports and process renewals and contract termination from our contract management system. Drafting and distributing outside counsel retention letters. The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Experience: 5 years in an administrative capacity, legal field experience preferred. Experience with drafting contracts is preferred.

Education: Minimum level of education is high school degree. Bachelor's degree preferred.

Computer Skills:

Moderate to advanced Microsoft Word, Excel and PowerPoint skills. Microsoft Outlook experience preferred.

Additional: Ability to manage multiple projects using time management and prioritization skills. Strong communication skills required.

Property: Legal

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Job Level: Administrative

Job: Legal

Req ID: CHI006523

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006523&LangID=1>

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



Night Cleaner- Housekeeping

Description

The Night Cleaner is responsible for maintaining the cleanliness of the Public Areas assigned as well as the back of the house areas. This person must have the ability to lift, pull and push a moderate weight. This is a fast paced position on the overnight shift.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee
Job: Housekeeping/Laundry
Req ID: CHI006524

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006524&LangID=1>

Bouncer needed in Busy Pub

Brookfield Bar
Brookfield area
Job ID: 8512415
Job Type: Weekends
Shift Type: Night
Compensation: \$10.00
Experience: < 1 Year
References: Preferred

Job Description

Must Check IDs
Keep the Pub under control
May have to escort guests out o

Requirements & Skills

Must Be 18+
Must have no criminal record

Apply online at <http://www.shiftgig.com/job/brookfield/il/security-job-openings-at-brookfield-bar-8512415>

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



Cashier job in NILES

Requisition ID: 390699BR

Job Function: Cashier

Employment Category: Regular, Part-time

Location: 400 GOLF MILL CTR,FLS- SEARS GOLF MILL S/C IL,NILES, IL 60714, US

Post Date: 10/01/2014

Stores - Sears Hourly

Store: 01290: Sears Golf M I S/C 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

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/353422/Cashier-Illinois-IL-Niles>

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



Fleet Mechanic - Alsip

Talent Area : Maintenance

Location : Alsip, IL, USA

Requisition Number : 00023813

Full or Part Time : Regular Employee FT

Position Description

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

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
- Respond to service calls.

- Maintain tools.
- Clean work area.

- Pick up and deliver vehicles.
- 1+ years of mechanic experience on light and heavy equipment required.

- 3+ years journeyman mechanic experience preferred.
- Gasoline, diesel and propane vehicle experience preferred.

- Demonstrated mechanical and technical aptitude.

- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)

- ASE certification preferred.

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

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

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



Driver Merchandiser Relief- Class A Required - Chicago, IL

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

Position Description

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

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

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-class-a-required-chicagoil-chicago-illinois-job-1-4782329>

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



Account Executive II - Chicago Warehouse Sales

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00025915

Full or Part Time : Regular Employee FT

Position Description

The Account Executive II manages key aspects of the business relationship with assigned customers in the Chicago/Milwaukee market for "warehouse route to market" brands including Simply, Minute Maid, Gold Peak, and Honest Kids, working with an integrated account team.

Develops and implements Annual Business Plans which support company business objectives. Acts as system-wide expert on strategy, business systems, and operating philosophy of assigned customer(s). Ensures flawless execution of business plans and programs.

Education:

Bachelor's degree in business or related background required. Master's degree preferred.

Experience

- Seven to ten years of progressive responsibility with customer headquarter account management in large consumer goods organization.
- Complex selling knowledge with proven ability to create and sell-in customer specific promotional programs & key initiatives.
- Business development planning experience.
- Proven ability to manage needs and concerns of multiple stakeholders across various business systems.

APPLY BY UPLOADING A COPY OF YOUR RESUME IN WORD.DOC OR PDF FORMAT

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/account-executive-ii-chicago-warehouse-sales-chicago-illinois-job-1-4738540>

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



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

EOE AA M/F/Vet/Disability

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



ADMINISTRATIVE COORDINATOR - REGION 9

Able's Indiana Region 9 program has a newly created position in its Columbus, Indiana office for a service-oriented professional to provide administrative support to the, management staff, and service delivery personnel in Region 9.

This position is also responsible for maintaining files and other information to ensure compliance with all funder, federal, state and local government regulations.

Qualifications:

High school diploma or equivalent with some college course work preferred
Minimum of 2 years work experience in an administrative function ideally in a social services environment.

Excellent communication oral, written and interpersonal skills to effectively interact with a variety of individuals.

Advanced proficiency with Microsoft Word, Outlook, Excel, Word and PowerPoint and the internet

Outstanding organizational abilities with consistent, reliable follow-through to achieve deadlines

Strong quantitative abilities with sharp attention to detail and high level accuracy to ensure work is comprehensive, accurate and timely.

High initiative and flexibility to effectively multi task and work within a dynamic, fast-paced, sometimes stressful work environment.

Service-oriented team player who is adept at working both collaboratively and independently.

Able to work with a high degree of confidentiality.

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

EOE AA M/F/Vet/Disability

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



PART-TIME BILINGUAL (SPANISH) CALL CENTER SPECIALIST

Immediate opening exists for a part-time (20 hours per week) service oriented professional who will provide both inbound and outbound call services in our busy Call Center.

Responsibilities:

Provide both inbound and outbound call services in the National Able Network Call Center. Utilize standardized client assessment tools in order to gather data on program effectiveness and customer service. Track and record outbound calls to ensure performance standards for efficiency and quality are met or exceeded. Identify and flag inaccurate client contact data and utilize a variety of methods to contact hard-to-reach clients. Answer inbound calls, check Call Center voicemail, and respond to messages in a timely manner. Provide 1st tier support for caller complaints or inquiries. Acquire and utilize in-depth knowledge of various program eligibility requirements, goals and functions, as well as knowledge of additional supportive services to refer applicants to appropriate resources. Maintain accurate and thorough data regarding client interactions and feedback in appropriate databases. Refer complex complaints or inquiries to the Call Center Team Lead. Communicate with Call Center Team Lead to ensure coverage of phones during business hours. Abide by all established Call Center standard operating procedures in both outbound and inbound calls in order to ensure consistently high-quality service. Perform other related duties as required or assigned.

Qualifications:

High school diploma or equivalent. Experience in a call center or customer service environment preferred. Excellent written, verbal, and interpersonal communication skills. Speak, read, and write Spanish fluently. Able to interact effectively and develop rapport with a wide range of clients, coworkers, and program staff. Computer proficiency with Microsoft Office software, including Word, Excel, and Outlook. Must be detail oriented, accurate, organized, and able to maintain confidential information with discretion. Self-starter who can prioritize and manage multiple tasks, meet deadlines, and demonstrate consistent reliable follow-through.

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

EEOE M/F/D/V

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



Coordinator, Student Experiences

Department: Education & Guest Services

Status: Full Time

The Coordinator of Student Experiences is responsible for coordinating, developing and implementing facilitated, hands-on education programs for on and off-site groups, within the Museum's Center for the Advancement of Science Education (CASE).

This includes, but is not limited to, implementing the Museum's NASA funded initiative, Mission to Mars – a program for middle school students (grades 6-8) and their teachers.

In addition, the coordinator will collaborate with the Student Experiences team on the design and implementation of Learning Labs, MedLab, and Live...from the Heart.

Qualifications

Bachelor's degree in science, education or related discipline required.

3-5 years of prior science teaching experience in a formal or informal setting.

A strong understanding of and experience with informal learning strategies and a variety of learning environments, including schools, science centers, and/or museums.

Science program development experience required.

Experience with middle grades students and teachers preferred.

Must be creative and dynamic; exhibit enthusiasm, initiative, flexibility, and openness to new ideas.

Must demonstrate comfort in a team environment, with strong collaboration skills.

Excellent project management, planning and organizational skills.

Detail oriented; excellent verbal and written communication skills, including public speaking required.

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Publisher) required.

Bilingual ability is a plus.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/coordinator-student-experiences/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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



Merchandiser Full Time -Cicero

Talent Area : Merchandising/Merchandiser

Location : Cicero, IL, USA

Requisition Number : HV03952

Full or Part Time : Regular Employee FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-cicero-cicero-illinois-job-1-4746331>

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



Trailer Mover-PT

Talent Area : Transportation/Driver

Location : Niles, IL, USA

Other Location :

Requisition Number : 00023227

Full or Part Time : Seasonal/Casual FT

Position Description

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-pt-niles-illinois-job-1-4527581>

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



Posting Title: Operations Administrator

Auto req ID 625BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Director's Office

Union Status Non-Union

Work Shift Monday thru Friday

Schedule Details

Work weeks in excess of 40 hours is not unusual.

The requirements for the position include the following:

Minimum Bachelor's degree in a business-related field or other directly relevant field or equivalent combination of training and/or experience required.

Five plus years comparable experience providing high-level administrative and clerical support for a chief executive or equivalent required.

Must have strong proofreading skills and an eye for completeness and accuracy.

Must have very strong computer proficiency. Must have intermediate to advanced skills with Microsoft office suite, including Microsoft Word, Excel and PowerPoint and work with database systems, including exporting information, manipulating data, and reporting. Must have good numeric aptitude, a comfort working with numbers, and experience with quantitative analysis and report preparation. Excellent organizational and prioritization skills required. Ability to effectively assess and juggle multiple priorities calmly and effectively required. Effective problem-solving ability. Sound, logical decision-making skills. Strong interpersonal skills required. Ability to deal with all levels of contacts within and outside the organization. Experience and/or ability to work and interact effectively with a diversity of individuals and communication styles.

Very strong writing/composition skills, strong verbal communication and listening skills, and excellent telephone etiquette. Must be able to work calmly and effectively under pressure and meet deadlines. Must be able to maintain strict confidentiality of highly privileged information. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The requirements for the position include the following: Master's Degree in business-related or other relevant field or equivalent combination of training and/or experience a plus. Non-profit, cultural experience desirable. Experience working with Board members a plus. Multilingual ability a plus.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer – Minorities / Women / Veterans / Disabled.

Apply online at www.brookfieldzoo.org and click jobs

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



Merchandiser Part Time-St. Charles IL.

Talent Area : Merchandising/Merchandiser

Location : St Charles, IL, USA

Requisition Number : HV037846

Full or Part Time : Regular Employee PT

Physical Abilities

- Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance.
- Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees.
- Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance.
- Ability to repetitively grasp and manipulate objects of varying size and weight requiring fine motor skills and hand-eye coordination.
- Ability to exert oneself physically over sustained periods of time to complete job activities.
- Ability to read information in small, medium, and large print.
- Ability to stand a minimum of 6 hours during the workday.
- Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-st-charles-il-st-charles-illinois-job-1-4791577>

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



Home Appliance Technician (Cook Dish) Chicago North job in CHICAGO

Requisition ID: 277265BR

Job Function: Repair/Installation

Employment Category: Regular, Full-time

Location: 3443 W ADDISON, CHICAGO, IL 60618, US

Post Date: 10/01/2014

Business Unit: Home Services - In Home

Store: 28037: HPS Chicago North Cap Area 110

This position is responsible for the repair of products in the customer's home. Products repaired include the following home appliances: Washers & Dryers, Gas & Electric Stoves, Microwave Ovens, Dishwashers, Trash Compactors, Garbage Disposers and other home appliances. This position provides timely and quality repairs of customers' products while maintaining high customer service. Additionally, technicians promote and sell additional products and services that directly impact the profitability of the company. We provide a service van, specialized tools, uniforms, laptop computer, cell telephone, and periodic training.

To provide the proper customer focus, the In-Home Service Technician must:

- Work as a dedicated team member to ensure fast, flexible and expert service to every customer
- Demonstrate a sense of urgency to meet customer time commitments
- Successfully complete all Technician II training elements within required timeframes
- Meet key performance metrics and/or productivity goals as defined by the business
- Provide knowledgeable and courteous repair service
- Continuously look for methods to improve business performance and enhance the customer experience
- Follow the Value Added Services Process (i.e., selling extended warranties, water filters, etc.) by effectively communicating the benefits to the customer
- Provide direction to a Technical Helper, as applicable
- Ability to receive truck stock at home if the company vehicle is retained at the technician's place of residence or other designated location.
- Mentor other technicians, as applicable
- Maintain truck stock inventory within the prescribed company guidelines and standards
- Follow the truck maintenance schedule and keep a clean, organized truck
- Adhere to all company policies and procedures
- Perform miscellaneous duties as assigned

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/352939/Home-Appliance-Technician-Cook-Dish-Chicago-North-Illinois-IL-Chicago>

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



Restaurant Associate job in CHICAGO

Requisition ID: 389509BR

Job Function: Restaurant

Employment Category: Seasonal

Location: 3443 W ADDISON, CHICAGO, IL 60618, US

Post Date: 10/01/2014

Business Unit: Stores - Kmart

Store: 03371: CHICAGO, IL

Provides "World Class" Member Service by surprising and delighting our members every day. Provides food service according to industry food standards.

- Ensures customer care and selling are #1 priority
- Completes all required Occupational Safety and Health Administration (OSHA)/Right-to-Know training
- Knows the financial goals regarding sales, margin and shrink, and take steps to improve the Restaurant/Pizza Station in these areas
- Builds customer relationships by engaging in friendly conversation with all customers, making eye contact, smiling, greeting customers, and assisting customers with inquiries and issues
- Possesses knowledge of all areas of the store including specific locations of merchandise
- Assists in training restaurant associates and ensures completion of compliance training of all department associates
- Uses the 4-Step process to train associates: Tell, Show, Watch and Support
- Known-Loss Merchandise and Open/Empty Packages
- Responsible for providing food service according to industry food standards
- Replenishes soda and Ice machines as needed and ensures that the soda and Ice machines are cleaned on a continual basis
- Knows meets/exceeds the daily and hourly sales goals established for the restaurant/pizza station
- Ensures that the proper amount of dough is prepared before store opening to avoid having to make more during peak hours
- Keeps an accurate record of customer call-in orders ensuring that they are prepared in a timely manner
- Performs other duties as assigned
- Ability to have a positive and friendly demeanor
- Ability to be cross-trained
- Have strong verbal, writing, reading, and arithmetic skills
- Ability to understand and follow verbal and written instructions
- Demonstrate strong skill set in suggestive selling techniques
- Ability to lift and move merchandise, typically a minimum of 20lbs, but could be up to 100 lbs
- Ability to perform repetitive standing, walking, bending, lifting, stretching, and reaching
- Retail experience or equivalent

EEO Employer

Apply online at <http://jobs.sears.com/career/351764/Restaurant-Associate-Illinois-IL-Chicago>

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



Merchandising and Pricing Associate job in CHICAGO RIDGE

Requisition ID: 378577BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

Location: 6501 95TH ST,FLS- SEARS CHICAGO RIDGE MALL,CHICAGO RIDGE, IL 60415, US

Post Date: 10/01/2014

Business Unit: Stores - Sears Hourly

Store: 01840: Sears Chicago Ridge Mall

Responsible for providing excellent customer service, and executing marketing-related requirements, such as ad set-up and takedown, promotional set-up, and replenishment of promotional merchandise. As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts.

- 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 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/340383/Merchandising-Pricing-Associate-Illinois-II-Chicago-Ridge>

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



Backroom Associate job in CHICAGO

Requisition ID: 394121BR

Job Function: Sales Support

Employment Category: Regular, Part-time

Location: 1601 N HARLEM AVE, FLS- CHICAGO HARLEM AVE A, CHICAGO, IL 60707, US

Post Date: 10/01/2014

Business Unit: Stores - Sears Hourly

Store: 01090: Sears Chicago Harlem Ave AIL

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/356153/Backroom-Associate-Illinois-IL-Chicago>

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



Driver Helper

Job Location: Chicago, IL

UPS is hiring individuals to work as temporary, seasonal Driver Helpers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILJEF4

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/driver-helper/jobid6089766-driver-helper-jobs>

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