



## **Material Handler**

Select Remedy • Chicago, IL

Job #179745773

Are you looking for a new job? Do you have shipping or receiving experience? If so, we have the job for you! We're hiring for experienced Shipping Clerks for a local client near you! If you have the qualifications we're looking for, we want you to apply today! This is an exciting opportunity to work for a local company! Whether you're looking for a new career, or just to hone your skills, apply with SelectRemedy today!

**Job Purpose:** Accepts shipments and ships product by unloading, loading, and verifying shipments. **Job Duties May Include:** 1) Must be able to lift up to 50 lbs. consecutively throughout an 8 hour shift. 2) Must be detail oriented. 3) Must be EXTREMELY reliable. 4) Must have some basic computer knowledge. 5) Must be able to multitask. 6) Must be able to keep up with a steady stream of boxes to ship in constant flow throughout an 8 hour day. 7) Must be able to work OT during 4Q. 8) Must be able to stack build pallets in an efficient manner. 9) Must be able to follow any and all written and or verbal directions regarding shipping instructions. 10) Must be willing to operate a forklift.

**Skills Qualifications:** Organization, Quality Management, Supply Management, Deadline-Oriented, Dependability, Persistence, Time Management, Independence, Documentation Skills, Customer Service, Reporting Need flexibility in your work schedule?

Crave a high-pay, low-stress job opportunity? Want someone to cut through the noise and find the ideal job for you? Join the SelectRemedy team, and we'll get you on a new career path. From helping you tune up your resume to accelerating your skills with our computer training, we'll get you on the road to professional success! Potential SelectRemedy benefits include health insurance, dependent care assistance accounts, longevity and referral bonuses, and safety incentives, as well as the best temporary, part-time, and full-time positions available in today's growing job market. SelectRemedy is proud to invite qualified job seekers to join our team of talented Associates.

Please note our screening requirements before applying: All applicants must provide documentation proving that they are eligible to work in the United States and may be asked to submit to a drug test and reference and background checks. Manager, logistics, director, warehouse, management, supervisor, operations, sales, purchasing, distribution, supply, transportation, inventory, quality, customer, buyer, driver, supply chain, materials, general, analyst, shipping

Apply online at <http://www.beyond.com/job.asp?id=179745773&src=ALRVIEW>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Administrative Coordinator**

Marshall's

300 Broadview Square

Broadview, IL, 60153

Number of openings: 1

FT Benefits: Optional participation in benefit plan

Salary range: \$9.00-\$10.00

Employment status: Full-time

Job requirements: (Full-time)

Responsible for managing administrative, clerical and office activities. Balances daily receipts in accordance with Company guidelines and policies.

Oversees human resource records and systems.

Ensures that office equipment is kept in good working order.

Communicates effectively with management and store Associates, including dissemination of information in a timely and consistent manner.

Administers training of store Associates.

#### Qualifications

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Strong organizational skills, attention to detail
- Self-motivated, works quickly and efficiently on multiple tasks
- Excellent verbal and written skills
- Leadership, takes ownership, can direct others
- Responsible, dependable and honest

***Apply in person at store location or distribution center.***

Salary will always start at no less than the state minimum wage.

[www.tjxjobs.com](http://www.tjxjobs.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Customer Experience Coordinator**

T.J. Maxx

6456 West Irving Pk Rd

Chicago, IL, 60634

Number of openings: 1

FT Benefits: Optional participation in benefit plan

Salary range: \$10.00 and above

Employment status: Full-time

Responsible for operational controls at the front-line, service desk, layaway and jewelry.

Ensures front-line Associates provide prompt, courteous and knowledgeable service to all customers.

Resolves customer service issues appropriately and competently. Audits and approves all necessary front-line paperwork.

Responsible for training and developing Store Associates on customer service standards, register procedures and proper front-line procedures and controls.

(Full or Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
  
- Solid customer service skills and experience
- Excellent verbal and written skills
  
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
  
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

***Apply in person at store location or distribution center.***

Salary will always start at no less than the state minimum wage.

[www.tjxjobs.com](http://www.tjxjobs.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Merchandise Associate**

Marshall's

1101 South Canal Street

Chicago, IL, 60607

Number of openings: 4

PT Benefits: Optional participation in benefit plan

Salary range: \$7.50-\$9.00

Employment status: Part-time

Responsible for assisting in the daily operations of the Store.

Assigned to work in various areas of the store, including merchandise presentation, processing, markdowns, cashier, customer service, dressing room (if applicable) and layaway (if applicable).

Greets, interacts with and thanks customers on a regular basis.

Maintains housekeeping standards of area, including ongoing recovery. Performs other duties, as assigned.

(Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Good verbal skills
  
- Energetic and enthusiastic
- Professional appearance
  
- Ability to stand for extended periods of time
  
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Willingness to work as part of a team
- Responsible, dependable and honest

***Apply in person at store location or distribution center.***

Salary will always start at no less than the state minimum wage.

[www.tjxjobs.com](http://www.tjxjobs.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Merchandise Coordinator**

Marshalls

2400 Main Street

Evanston, IL, 60201

Number of openings: 1

FT Benefits: Optional participation in benefit plan

Salary range: \$10.00 and above

Employment status: Full-time

Responsible for establishing and executing merchandising plans and priorities. Ensures fresh flow of merchandise from backroom to sales floor. Ensures execution and maintenance of all merchandising standards (e.g., sizing, categorizing, signing, no tickets, mistakes, damages, recovery, directives and planograms).

Leads by example, providing prompt and courteous customer service. Communicates effectively with Management and Store Associates.

Trains Store Associates on proper merchandising procedures and markdowns.

(Full or Part-time)

- Ability to work a flexible schedule, including nights and weekends
- Merchandise presentation experience
  
- Professional appearance
- Strong written and verbal skills
  
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
  
- Self-motivated, works quickly and efficiently on multiple tasks
- Capacity for lifting up to 50 lbs, reaching overhead, bending, twisting
- Responsible, dependable and honest

***Apply in person at store location or distribution center.***

Salary will always start at no less than the state minimum wage.

[www.tjxjobs.com](http://www.tjxjobs.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Building Services Worker**

Agency: Central Management Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$2,951.00 - \$3,934.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: CMS 9848

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school, supplemented by six months of experience performing janitorial/maintenance work. Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations. Requires ability to use various cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to perform minor manual labor including, but not limited to, minor lifting and preparation of displays, etc., lifting up to 50 pounds individually and 75 pounds with assistance to load and unload equipment and in assisting with the set up of events is preferred. Requires the incumbent to be accessible by pager and/or cellular phone and to serve on an on-call basis during normal working hours.

**Work Hours & Location/Agency Contact:**

Work Hours: 8:30 A.M. – 4:30 P.M. with ½ hour unpaid lunch

Work Location: Central Management Services

Property Management/Facilities Management/Chicago Region MABB, JRTC, Client Agencies, DHS & Other Facilities

Michael A. Bilandic Building 160 N. La Salle St. Chicago, IL (Cook 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

**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](http://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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Executive II - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 10/21/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: 10-41-85948

PERSONAL SERVICES CONTRACT - WORKING TITLE (BALANCING INCENTIVES PROGRAM COORDINATOR

This personal service contract will manage and monitor the Division of Rehabilitation Services (DRS) Balancing Incentives Program (BIP). This contract will coordinate all daily administrative duties and ensure that all services under BIP contracts with Community Rehabilitation Programs (CRP) are rendered to DRS customers in a timely and effective manner ensure all contractual program goals with federal CMS are met; and ensure that all Individual Placement and Support (IPS) contractual goals with CRPs are met. This contract will work with Agency staff in the implementation of the State's Employment First Executive Order across the Department of Human Services and other state agencies and ensure the success of ten business start-ups owned by entrepreneurs with disabilities.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in a human services field. Requires one year professional experience in a private organization. Requires extensive knowledge of the functions, procedures, organization, and governing laws and regulations of the agency. Requires ability to conduct research, develop reports, charts and graphs. Requires working knowledge of computer and software including spreadsheets and data bases. Requires ability to communicate effectively.

Work Hours & Location/Agency Contact: WORK HOURS: Mon – Fri 8:30 am – 5:00 pm

WORK LOCATION: Department of Human Services / Division of Rehabilitation Services  
100 West Randolph, Suite 5-300 Chicago, IL 60601

WHERE TO APPLY: DHS – Bureau of Employee Services Attn: Sherrie Bridges

100 South Grand Avenue East, 2nd floor Springfield, IL 62762

Phone: 217-524-7550 Fax: 217-558-6275

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option H7 - Dept Human Services

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Firearms Eligibility Analyst I**

Agency: State Police

Closing Date/Time: Tue. 10/21/14 5:00 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 21-00-ISP14-076

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Executive Director of the Concealed Carry Licensing Review Board (CCLRB), reviews, analyzes and interprets criminal history entries (referred to as criminal history "hits") received from federal, state, and in-house databases to assess an applicant's concealed carry permit eligibility; researches and interprets federal, out-of-state, and State of Illinois statutes and applies statutes in determining if criminal history hits meet firearms prohibiting criteria. Contacts external entities (e.g., police departments, courts, governmental agencies) to research open arrests and dispositions, probations, and conditional discharges. Makes recommendations to affirm or deny an objection made by a law enforcement entity against individuals who have applied for concealed carry permits in compliance with federal and state laws. Documents case decisions and findings regarding law enforcement objections for individuals seeking concealed carry licenses. Provides guidance and assistance to CCLRB members and staff in the processing of concealed carry license objections.

Minimum Requirements: Requires successful completion of the Firearms Eligibility Analyst Trainee Program, or another approved Illinois State Police training program. Requires current Law Enforcement Agencies Data System (LEADS) Less Than Full Access Certification and the ability to maintain the prescribed LEADS certification.

Work Hours & Location/Agency Contact: WORK HRS: 8:30am to 5:00pm, Mon thru Fri  
WORK LOCATION: Illinois State Police JRTC West Washington Chicago, IL  
AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center  
1301 Concordia Court, PO Box 19277 Springfield, IL 62794 PHONE: 217-557-6015

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](http://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](mailto: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](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Police Officer I**

Agency: State Police

Closing Date/Time: Tue. 10/21/14 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 21-61-ISP14-077

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires successful completion of an agency approved training program or one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions. Employees will be required to periodically demonstrate continuing physical proficiency as defined by department policy sufficient to carry out duties of the classification. Employees will be required to periodically qualify with appropriate firearms as defined by department policy and applicable law including skill in the use, care and safety of such weapons. Requires ability to work independently and to recognize and respond to emergency situations quickly and efficiently. Requires ability to use courtesy, firmness and tact in relations with the general public and employees working with the facility. Requires ability to understand and follow written and oral instructions. Requires ability to prepare complete and accurate reports relevant to accidents, rule violations, arrests, and other pertinent police and security matters. Requires ability to testify in court accurately and succinctly.

**WORK HOURS:** Indeterminate shifts and days off

**WORK LOCATION:** Illinois State Police

James R. Thompson Center and Bilandic Building Chicago, IL

**AGENCY CONTACT:** Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794 PHONE: 217-557-6015

**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](http://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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Painter (Various)**

Location Chicago, IL, US

Job Type Full - Time Temporary

Department Bus Maintenance & Rail Maintenance

SALARY TARGET: \$41.75 PER HOUR.

Prepares interior and exterior surfaces for painting such as rail vehicles, equipment, office furniture, and a variety of transportation signs.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Have a minimum of five years verifiable experience as a painter working for a painting contractor or recognized paint shop.

**PHYSICAL REQUIREMENTS**

Standing while painting, sanding, mixing paints, and cleaning supplies. Walking within work area. Sitting while painting signs, etc. Required to be able to lift material weighing up to 50 pounds. Carrying buckets, brushes, and supplies to and from work area. Pushing and pulling work supply cart, parts or items to be painted, hand truck or dolly, and scaffolding. Climbing up and down ladders, and atop scaffolding. Balancing while climbing ladder and walking atop rail cars. Stooping to prepare various surfaces for painting. Kneeling and crouching while painting under carriage of rail cars. Reaching for fresh air hood, paint brush, and other work supplies. Handling putty knife, nozzles for spray guns, sand paper, scraper, and wire brush. Fingering of trigger on paint gun, of masking tape and putty, and while taping surfaces and turning parts. Feeling to inspect paint surface conditions. Talking to discuss work procedures. Hearing instructions for a paint job and moving of rail cars. Seeing to observe paint surface, approaching rail cars, forklifts, etc. Seeing in color to inspect or observe color match and gloss, and to distinguish colors.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Required to have a working knowledge of preparing various surfaces for painting. Must have knowledge of the proportionate amounts of ingredients to use in mixing and blending paints. Must possess knowledge of the various methods used in applying paints. Must be able to distinguish colors and mix paint. Must have knowledge of various types of paint (acrylic, polyurethane, enamel, lacquer) and recommended thinners or reducers.

Location and City: Chicago, IL

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Public Service Administrator - Opt 6**

Agency: Public Health

Closing Date/Time: Wed. 10/22/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 81842

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Chief of the Division of Maternal, Child & Family Health Services, provides assessment, surveillance, program planning, policy development, organization support and implementation for activities and projects related to a wide range of adolescent health topics or funded program areas, including the School Based Health Centers, Illinois Subsequent Pregnancy Project, Teen Pregnancy Prevention-Primary Program and the implementation of a system of health delivery through local public health authorities that focuses on clinical preventative health services. Serves as the Title V State Adolescent Health Coordinator and on national workgroups.

Minimum Requirements: Requires a Bachelors degree in Public Administration, Social Work or a related field. Requires three years of progressively responsible administrative experience implementing or managing social service or adolescent health programs. Requires the ability to travel.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Women's Health & Family Services

Division of Maternal, Child, & Family Health Services 122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 6 - Health & Human Services**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Tue. 10/21/14 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 14/032

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Dietary Department Evening Shift

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141  
Fax# 708-338-7078

**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](http://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](mailto: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](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Lottery Sales Representative** Agency: Lottery  
Closing Date/Time: Mon. 10/20/14 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly Job Type: Full-Time  
Location: Cook County, Illinois Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: LOT 9972

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

**\*\*Special Requirement\*\*** - Chosen candidate must live within 25 miles of Territory 209 which encompasses the Fox Lake, Libertyville, Lake Zurich, Wauconda, Grayslake and Gurnee areas.

**Work Hours & Location/Agency Contact:** Work Hours: 8:00 A.M. – 4:30 P.M.

**Work Location:** Headquarters 586 Territorial Dr. Bolingbrook, IL  
(Covers Territory 209 which encompasses the Fox Lake, Libertyville, Lake Zurich, Wauconda, Grayslake and Gurnee areas)

**Agency Contact:** A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
FAX: 217-782-9925 / Phone: 217-558-0962

**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](http://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](mailto: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](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Position: Part-Time Warehouse/Material Handler**

Location: Summit Distribution Center

State: Illinois

Zip Code: 60501

Job Category: Part-Time Warehouse Family

Description: Part-Time Warehouse/Material Handler

The Part-Time Warehouse/Material Handler position is responsible for a variety of warehouse duties.

The work hours average between 20 and 25 hours per week. Weekend and Holiday work is required.

Work is performed in a loud warehouse environment with minimal heating or air conditioning.

Responsibilities include:

picking appropriate cases according to order and placing the orders on carts, picking up empty pallet boards and carrying them to a storage area, loading and unloading pallets and individual cases to and from trailers, operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer. Warehouse personnel may also be responsible for receiving and distributing product and assisting in weekly inventory of product. General housekeeping and specific sanitation task are also required.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

PepsiCo (Frito Lay) is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran

Apply online at

<http://www.fritolayemployment.com/careers/JobDetails.aspx?rid=63385&zip=60623&sort=1&cj=0&p=1>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Posting Title: Customer Pickup Coordinator**

Auto req ID 34802BR

Position Type Full Time

FLSA Status Nonexempt

Job Summary: Serves as a "customer advocate" by improving new customer activation, pickup performance and responsiveness to customer issue resolution at assigned station(s). Communicates with various internal and external resources, responding to requests and issues to ensure a positive pickup experience and improved service quality index (SQI). Supports ongoing implementation of new and enhanced Customer Pickup Coordination (CPC) processes with various stakeholder audiences by providing information and updates.

Minimum Education • High school diploma or GED required; Bachelor's degree in Business, Logistics, Communications or related area preferred  
Minimum Experience • One (1) year customer service, transportation sales, pickup and delivery administration or management, transportation dispatch or directly related experience required. Bachelor's degree in Business, Logistics, Communications or related area is accepted in lieu of required experience  
Required Skills, Abilities and / or Licensure • Verbal and written communication skills necessary to effectively explain various information and data to a variety of audiences • Customer service skills necessary to effectively and professionally respond to requests; demonstrated customer issue resolution experience required, via phone preferred • Ability to build collaborative working relationships; experience working in a team environment to accomplish goals preferred • Ability to influence others without authority • Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals • Ability to compile data to support service improvement and cost reduction recommendations • Software skills, including use of Microsoft Office software and web-based applications • Ability to successfully complete required CPC new hire and recurrence technical training

% of Travel for the Position: 0%-25%

Address: 920 W Taylor Rd., Romeoville, Illinois 60446

Search Engine Description Administration

Domicile Location P608

EEO Statement FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=48553>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Part-time Package Handler**

Job Category: Handler

Location: Bedford Park, Illinois

### Job Description

FedEx Ground specializes in cost-effective small package shipping, offering dependable business-to-business delivery and convenient residential service.

Our network safely and efficiently moves millions of packages each day utilizing some of the best technology in the industry.

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care.

FedEx Ground facilities typically have multiple sorts operating daily in each location. During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner.

Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance.

Individuals who are interested in being considered for a Part-time Package Handler position are required to attend a sort observation before completing an employment application.

During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job.

Individuals may register for a sort observation on a first-come, first-served basis by visiting: [http://careers.van.fedex.com/job\\_details.php?job\\_id=47&tg=us](http://careers.van.fedex.com/job_details.php?job_id=47&tg=us)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





## **Shipping and Warehouse Associate**

Taylor Farms Chicago, IL 10/8/2014

Reports to: Receiving Manager

**SUMMARY:** Under general direction, this position receives stores, decants, and distributes material, tools, equipment and products within the warehouse, ensuring accuracy and timeliness of all job functions. Ensures that received goods are verified against bills of lading, purchase orders, invoices and other documents and that they are properly stored and distributed to internal locations in a timely manner. Under general direction is also responsible for inventory control, issuing materials as needed (FIFO), and conducting regular inventories.

\*\*\*The List of Task, Duties, and Responsibilities below are not all-inclusive. Every position at Taylor Farms Illinois is "hands-on" and other duties may be assigned or assumed as needed. \*\*\*

### **JOB REQUIREMENTS**

Skills and Knowledge:

Dependability.

Effective communication skills.

Proficient computer skills.

Skills in food and material handling.

Knowledge of the food industry.

Ability to multi-task in a fast moving environment.

Must be flexible and a team player.

Ability for work a full-time schedule including nights, weekends and holidays as needed.

Ability to lift 50 pounds and to stand for extended periods of time.

Ability to work in a refrigerated environment.

Basic PC skills.

Forklift skills (Stand Up preferably).

Strong communication, organizational and follow-through skills.

Requirements:

High School or GED.

Receiving/storage experience in a food products environment.

Math proficiency.

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?jrjob=true&Job\\_DID=JH\\_S5XP61TBJB87PP436&je=myrec&lr=cbbc\\_ct&showNewJDP=yes&sc\\_cmp1=js\\_rec\\_jobclick\\_simrec&IPATH=JELCX](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?jrjob=true&Job_DID=JH_S5XP61TBJB87PP436&je=myrec&lr=cbbc_ct&showNewJDP=yes&sc_cmp1=js_rec_jobclick_simrec&IPATH=JELCX)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Shake Shack Restaurant Team Member (Hospitality Food Service)**

Shake Shack Chicago, IL 10/4/2014

### Job Responsibilities

"Teamwork makes the dream work" – Shack Team Member  
Have fun and work hard! As a Shack Team Member, you will learn as you grow – training on every aspect of the operation and progressing in responsibility and pay. You will acquire various certifications along the way and will gain skills and experience to help you contribute to your success and ours. Get on the fast track to become a Shack Trainer, Cross Trainer, and Shift Leader at a pace that YOU have the opportunity to drive!

Other responsibilities of the Entry Level Food Service position include:

- Cooking, cleaning, prepping and caring for our guests!
- Reaching for new challenges and asking for additional responsibility
- Balancing high volume with high quality
- Participating in ongoing training and development
- Must have an eagerness to take advantage of new opportunities
- Learning different skills
- Cross training and cross utilizing skills

### JOB REQUIREMENTS

In the Team Member role, you must be eager to learn and grow in a fast-paced, high volume, and team-oriented atmosphere. We are seeking warm, friendly, and highly motivated candidates to be future Shake Shack leaders in a hospitality-driven, fun, and team-oriented environment.

Other requirements of the Entry Level Food Service role include:

- No previous experience required!
- Previous hospitality and/or food service experience, a plus
- Ability to learn quickly in fast-paced, high volume environment
- Self-motivated achiever interested in taking on additional roles and responsibilities
- Open availability is strongly desired – Primarily Full Time opportunities!
- Must be dedicated to excellence and hospitality

*Please note that Chicago Law requires that employees must be over 21 years of age to serve beer and wine at Shake Shack.*

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?job\\_id=J3H0G26K7N69WFVM8Q0&sc\\_cmp1=js\\_jrp\\_jobclick&lr=cbpar\\_fireh&showNewJDP=yes&IPath=ILKV0C&APath=2.21.0.0.0](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?job_id=J3H0G26K7N69WFVM8Q0&sc_cmp1=js_jrp_jobclick&lr=cbpar_fireh&showNewJDP=yes&IPath=ILKV0C&APath=2.21.0.0.0)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**School Clerk Assistant (School Office Services)(Job Number: P021509)**

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the school principal, performs a variety of clerical functions of average difficulty in a Chicago Public Schools facility; and performs related duties as required.

**ESSENTIAL FUNCTIONS:** Types a variety of original correspondence, using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to general inquiries from students, parents and guardians and the general public concerning school operations; completes student transfer, registration, and other forms and form letters; files a variety of correspondence, reports, and records; operates basic office machines, such as photocopiers, duplicators, fax machines, and adding machines; operates intercom system; maintains office bulletin boards; may assist in maintaining and monitoring the school's petty cash and internal account ledgers; may assist with the preparation and processing of unit payrolls; may operate personal computers and word processing equipment.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent), and the ability to type 35 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. General clerical work experience is highly desirable.

**Knowledge, Abilities, and Skill.** Good knowledge of general clerical office methods, procedures, and practices; good knowledge of basic office machines and equipment. Ability to follow oral and written instructions, ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public.

Good skill in basic arithmetic, good typing skills, oral and written communication skills, good personal computer skills are desirable.

**Physical Requirements.** Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=59465>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Disbursement Administration Clerk**

Date Posted: 07 October 2014

Business Services

Chicago

### Duties

Creating disbursement requests for all practice groups for vendor invoices per the office's/firm's general ledger structure and cash disbursement policies

Perform foreign currency calculations

Adequately safeguard the Firm's assets

Accurate, professional and timely responses to all inquiries

Ensure adherence to Firm and Office policies

Accurately, timely and comprehensively report to management on status of assigned objectives and responsibilities. Proactively seek and identify enhancements to, and maintain current documentation of, existing practices. Other duties as assigned by management. Management retains the discretion to assign or to change the duties of the position at any time.

### Knowledge, Skills and Attributes

Solid organizational, communication and interpersonal skills, with a strong ability to develop and maintain relations at various levels within and outside an organization

Strong ability to leverage knowledge and skill sets through the training of various personnel within an organization. Positive, passionate, team-oriented and inspirational disposition. Basic technological proficiencies, inclusive of Microsoft Windows, Excel and Word. Excellent communication skills including both written and verbal. Close attention to detail. Ability to work effectively both independently and within a team environment

Proactive, innovative and results-oriented work orientation

Highly disciplined approach to developing and executing job responsibilities

Ability and willingness to meet deadlines, including those of a last-minute nature; willingness to work overtime when needed

Commitment to perform responsibilities within high professional and ethical standards

### Minimum Education and Experience:

Associates degree preferred. At least three years relevant accounting experience, preferably within a professional services environment. Responsibility for Results

Executing assigned responsibilities in a diligent, timely and accurate manner

Management Responsibility:  No responsibility

Apply online at

[http://www.bakermckenzie.com/ChicagoDisbursementAdministrationClerk/?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.bakermckenzie.com/ChicagoDisbursementAdministrationClerk/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others