



Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00026393

Full or Part Time : Regular Employee FT

Position Description

The Maintenance Planner orders maintenance parts and materials, manages Maintenance Inventory and oversees the plant preventative maintenance program and the maintenance parts room.

Maintain and execute the plant Preventative Maintenance program.

Organize, distribute and audit all work orders to maximize plant efficiency and minimize production down time.

Ensure appropriate inventory levels in the maintenance parts room.

Track all purchase orders to meet monthly budgets; assist Plant Maintenance Manager in the budgeting process through monthly reporting and review.

Lead and provide direction to the Maintenance Clerk/Parts Expeditor / Clerk.

Purchase required Maintenance parts and materials needed through EBP, P-Card, Xign or Purchase Orders.

Oversee and assist where required maintenance of SAP PM/Maximo database for plant.

Arrange for disposal of hazardous chemicals.

Coordinate annual inspections of all plant equipment.

Manage Maintenance inventory system.

Provide leadership and participate in internal and external inventory audits.

Must be able to work with mechanics on the production floor to gain parts information.

Must be flexible to work outside normal working hours when needed.

High school diploma, GED, or equivalent experience required.

Vocational or associate degrees preferred.

Computer and database application skills preferred

Three years parts ordering / inventory management/related maintenance experience is required

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/maintenance-planner-hourly-alsip-illinois-job-1-4791352>

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Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.

- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.

- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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/maintenance-mechanic-alsip-illinois-job-1-4571462>

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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-1-4875568>

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Loss Prevention Auditor (Chicago metro)

Talent Area : Finance

Location : Chicago, IL, USA

Other Location :

Requisition Number : 00026892

Full or Part Time : Regular Employee FT

INTERNAL REPORTING RELATIONSHIP(S)

Reports to: Internal Control Manager

Direct Reports: None

EDUCATION LEVEL REQUIRED •Bachelor's degree or Equivalent Business Experience

EXPERIENCE REQUIRED •Experience in using analytical tools / technology to identify opportunities for action

EXPERIENCE PREFERRED •Experience with loss prevention, operational auditing and/or fraud auditing or related experience a plus

•Experience in vending machine distribution environment a plus

TECHNICAL KNOWLEDGE AND SKILLS

•Analytical – Ability to identify risk; utilize technology to identify trends through analyzing data

•Strong Problem solving skills

•Ability to communicate with management on operational opportunities

•Formal communication of investigation results (written/verbal) to varied audience (law enforcement, HR, Security, etc.)

•PC skills: Microsoft Excel (intermediate to advanced; data manipulation and formulas) and Microsoft Word

•Systems Knowledge of FASETS, BASIS (OM, AM, EC and Consignment applications); and Margin Minder a plus

•Excellent planning and organizational skills

•Ability to work independently / remote reporting relationship

•Ability to communicate effectively across functional positions

•Collaboration skills across different levels of the organization

•Ability and willingness to travel in the assigned territory

CERTIFICATION(S) AND LICENSE(S)- Valid Driver's License

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/loss-prevention-auditor-chicago-metro-chicago-illinois-job-1-4853463>

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Account Executive II-Central

Talent Area : Sales

Location : Niles, IL, USA

Requisition Number : 00027190

Full or Part Time : Regular Employee FT

Position Description: The Account Executive II will work with the integrated account team to manage key aspects of the business relationship with multiple customers. Develops and implements Annual Business Plans which support business objectives. Acts as system-wide expert on strategy, business systems, and operating philosophy of assigned customer(s). Ensures flawless execution of programs throughout the system.

- Develops Annual Business Plan with customer, Bottler, and system input that outline key strategies and initiatives for Coca-Cola growth within customer's management and Bottler system.
- Ensures business plan and marketing activities are developed to deliver volume, profit, and customer satisfaction commitments made to all stakeholders during business acquisition and/or stewardship planning.
- Grows level of customer satisfaction, maintains win/win business relationship, and ensures effective communication with all key buying influences.
- Manages communication with Bottler system and customer field network to ensure constant application of strategies as outlined in the Annual Business Plan and flawless execution of programs.
- Aligns system resources to implement marketing and operational programs according to plan, schedule, and budget.
- Acts as a system-wide customer expert to ensure that the Coca-Cola system understands customer(s) objectives, strategies, positioning, and needs and that Company programs are consistent with their needs.
- Responsible for problem solving operational or executional issues with customers or bottlers.
- Responsible for forecasting and managing to budget.

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

- Seven to ten years of progressive responsibility with account management in large consumer goods organization.
- Complex selling knowledge with proven ability to create and sell-in customer specific promotional programs & key initiatives.
- Knowledge of bottler and fountain environment and systems and 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-central-niles-illinois-job-1-4890501>

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Merchandiser Part Time-Kankakee

Talent Area : Merchandising/Merchandiser

Location : Kankakee, IL, USA

Requisition Number : HV041836

Full or Part Time : Regular Employee PT

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 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-kankakee-kankakee-illinois-job-1-4843245>

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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-1-4875568>

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Job Title: Compliance Officer - Opt SS

Agency: Department of Labor

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

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 15-IDOL-0037

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Manager of the Compliance Section of the Fair Labor Standards Division, this position is responsible for systematically examining the payroll, time and other relevant records of the employers in the State covered by the Illinois Labor Laws, including Minimum Wage and Overtime, Child Labor, Six Day Work Week and other related statutes; reports the findings and violations to Division Manager for appropriate action to assure equitable treatment of employees and employers, including speaking/writing in Spanish for those who cannot speak or read English.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college; requires one year experience in bookkeeping, accounting or related field. Requires ability to maintain accurate records and reports and ability to investigate and explain State labor laws and their application to employers, employees and other interested parties.

Candidate must have the ability to speak and write Spanish at a colloquial skill level.
Work Hours & Location/Agency Contact: 8:30am-5:00pm (no weekends or State holidays)

Illinois Department of Labor 160 North LaSalle Street Suite 1300 Chicago, IL 60601
Send CMS-100 Employment Applications To: Illinois Department of Labor
Attention: Deborah Morris 900 South Spring Street Springfield, IL 62704
Fax: 217-782-0596 or Email deborah.morris@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

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Job Title: Health Services Investigator I, Option A - General - Opt A

Agency: Financial & Professional Regulation

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

Salary: \$4,612.00 - \$6,990.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: DFPR 9921

Minimum Requirements: *Requires bachelor's degree, preferably with coursework in law, government and health related fields. *Requires a minimum of 2 years of responsible investigatory experience in law enforcement or a related field, or 1 year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of State agencies; and, methods and procedures of office management. Requires ability to prepare written reports based upon findings of investigations to be filed with State's Attorney for prosecution or for use as a basis for license revocations proceedings by the Department; recognize and gather appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions, maintain security during investigative activities, prepare case reports for referral to regulatory staff and/or prosecuting agencies; exercise discretion and judgment in making decisions concerning the status of cases, and recommend what action the Department should initiate; applies and interprets agency policies and procedures. Requires possession of a valid driver's license. Requires travel. *Education and experience requirements are mandatory' minimums accordance With the Medical Practice Act of 1987 (225 ILCS 60/7 f 1992)) and the Illinois Dental Practice Act (225 ILCS 25/41 [1992)).

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial & Professional Regulation
Professional Regulation/State-wide Enforcement/Investigations/Medical
9511 W. 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

217-558-0987 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 A - General

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-86582

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
South Suburban FCRC 3301 Wireton Rd Blue Island, IL 60406

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:
Bureau of Employee Services
Lisa Horsley
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
PHONE: 217-557-0347
FAX: 217-524-2116

How to Apply:

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

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Job Title: Public Safety Inspector

Agency: Department of Labor

Closing Date/Time: Fri. 11/14/14 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#: 15-IDOL-0038

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Requires working knowledge of federal OSHA standards, applicable State statutes. Requires working knowledge of the effective methods of inspection and enforcement, the ability to conduct highly technical inspections and make determinations regarding compliance with health and safety standards and laws. Requires the ability to prepare clear and concise report's of inspections. Requires extensive walking and the ability to climb ladders and use personal protective equipment such as hard hats, safety shoes, safety glasses and protective clothing. Requires the possession of a valid Illinois driver's license and the ability to travel to work sites using State-owned and/or personal vehicle.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm (no weekends or State holidays)

Illinois Department of Labor 160 North LaSalle Street c-1300 Chicago, IL 60601

Send CMS-100 Employment Applications to:

Deborah Morris / Illinois Department of Labor

900 South Spring Street Springfield, IL 62704

Fax: (217) 782-0596 or Email: deborah.morris@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).

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Job Title: Storekeeper I

Agency: Transportation

Closing Date/Time: Thu. 11/13/14 4:30 PM Central Time

Salary: \$3,989.00 - \$5,318.00 monthly

Job Type: Full-Time

Location: Cook County Zone 5, Illinois

Number of Vacancies: 1

Plan/BU: RC451

Bid ID#: IPR#40008

Description of Duties/Essential Functions Benefits Supplemental Questions
This position issues supplies and maintains inventory of equipment and commodity items for Fleet Operations maintenance facility.

Minimum Requirements:

KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS OF HIGH SCHOOL

ONE YEAR EXPERIENCE IN KEEPING OF STORES AND STORES RECORDS

MUST POSSESS CLASS "B" COMMERCIAL DRIVERS LICENSE

Work Hours & Location/Agency Contact:

Fleet Operations/ Cook County / Zone 5, 1480 Rodenburg Rd., Roselle, IL
6:30 A.M. – 3:00 P.M (1/2 hour unpaid lunch)

How to Apply:

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Sat. 11/08/14 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 6

Plan/BU: RC009 Bid ID#: 10-75-86654

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements: Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact: JOB# ASSIGNMENT SHIFT DAYS OFF

1 Dietary 5:00 am – 1:30 pm Rotating Days Off

2 Dietary 5:00 am – 1:30 pm Rotating Days Off

3 Dietary 12:30 pm – 9:00 pm Rotating Days Off

4 Detail Pool 6:30 am – 3:00 pm Rotating Days Off

5 Pool/Unit 4 Housekeeping 6:30 am – 3:00 pm Rotating Days Off

6 Pool/Unit 4 Housekeeping 1:00 pm – 9:30 pm Rotating Days Off

WHERE TO APPLY: Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers. Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required.

Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office. This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred. Work is primarily performed in an office setting but travel may be required. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications. Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

Kush Sales Ambassador

OM Vape Portable Vaporizers

329 w 18th Street Chicago IL, 60616 Chinatown, South Loop

Job Description: Inside sales for medical marijuana vaporizer company

Requirements & Skills: Must have vaporizer knowledge

Must be out going; Must have great phone skills

Apply online at <http://www.shiftgig.com/job/chicago/il/sales-associate-job-openings-at-om-vape-portable-vaporizers-8820359>

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Part-time Retirement Benefits Assistant

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

Qualifications:

Qualified candidate must have a High School Diploma and 1-2 years prior office experience. Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience. Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689

Virgin Hotel Chicago

203 N Wabash Ave Chicago, IL

Magnificent Mile

Love What You Do and Who You Do It With - Virgin Hotels Chicago!

Job Description: Follow Your Heart and come work at Virgin Hotels Chicago. If you think you'd be a good match, go to www.makelovestealhearts.com to complete our compatibility quiz. (CODE: MLSH)

Or join us at City Winery (1200 W Randolph Street, Chicago, IL) on Wednesday, November 5th between 9am and 6pm.

Before you come to the event, please fill out our online application here:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=VIRGINHTLS&j...>

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SEEKING- Executive Director of Business Development (On-Premise)

A.P. Wine Imports , Inc.
300 W Hubbard Street Suite 525 , Chicago, IL
Near North Side, River North

Job Description

We are Looking for an Executive Director of Business Development for On-Premise Accounts in Chicago , IL. We are looking to develop New accounts with Restaurants and Hotels to get Our Excellent Products placed at these New accounts. Would like some of the products to be placed as House pours and House Wines, and would like the products to be put on the Wine Lists. Ideal Candidate Will have Industry Experience in Chicago. And Have an Extensive Personal and Hospitality Industry Contact Network.

This is an Outstanding Opportunity for the Right Candidate. We are Offering an Unheard of Compensation/Commission Package , to the Right Candidate - it Will be disclosed if an Offer is Made. Right Now , We are Looking to Heavily Promote Our New Ca' De' Medici- Lambrusco Product Line and Our Maremma Toscana IGT , A.A. Podere Centoia Wines and some others.

QUALIFICATIONS/REQUIREMENTS:

- * Wine Sales and/or relevant Hospitality Industry Experience, 1+ years minimum.
 - * Must be Professional, Organized and have Exceptional follow-up and follow-through Skills.
 - * Responsible for Account Management including Sales Presentations, Presentation and Educating People on Our Products , Order Placement and Collections on the Accounts from Our Customers.
 - * Ability to Organize, Schedule and conduct Wine Tastings with Managers and F&B Managers. And Schedule and conduct Wine events and Promotions with the Managers, and Plan and Schedule Wine Maker Dinners (When the Opportunity Arises).
 - * Possess Excellent Organizational and Time Management Skills.
 - * Provide Outstanding Customer Service to Our Customers.
 - *Valid Driver's License, Safe driving record, reliable transportation to service the sales territory (not necessary, if in the City of Chicago) , with proof of Insurance (if Vehicle is being Used- if not , N/a) on the transportation utilized for this position.
- Qualified candidates should submit their resume. Only qualified candidates meeting the above criteria will be Contacted.
- * Please Include an Email Address in your Cover Letter where you can be Contacted.

Apply online at <http://www.shiftgig.com/job/chicago/il/direct-sales-representative-job-openings-at-ap-wine-imports-inc-8820699>

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Part-Time Servicer (6)

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

Upcoming Michigan Ave. Restaurant Seeks Experienced Office Manager

Labriola Baking Co.

3201 Butterfield Rd Oak Brook, IL

Job Description

Labriola Ristorante seeking an organized, dependable office Manager for our upcoming Michigan Avenue location. Previous experience necessary and Quick Books experience a big plus. Please submit resume for consideration. No phone calls please.

Apply online at <http://www.shiftgig.com/job/oak-brook/il/office-manager-job-openings-at-labriola-baking-co-8756961>

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The Berghoff Is Looking for an Accounting Assistant

Berghoff Restaurant

17 W Adams St Chicago, IL

The Loop

Job ID: 8817133

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: Competitive hourly rates

Experience: 1-3 Years

References: Preferred

Primary Responsibilities

Manage all aspects of accounts payable process including vendor requests, timely processing of invoices, and data entry. Prepare A/P account reconciliations.

Monitor A/R aging summary to ensure timely payment and commission disbursement.

Assist Controller with month end prep and closing responsibilities.

Coordinate all new vendor set ups and revisions, including W-9s and COIs.

Assist in answering phone inquiries, reservations, and orders.

Order supplies and assist company with other administrative duties as needed.

Qualifications

1-3 years of accounting and/or finance experience.

Numbers oriented, strong attention to detail, and analytical.

Tech savvy and computer proficient with experience in Microsoft Suite and Quickbooks.

Self-motivated, independent, and professional attitude.

Excellent problem-solving abilities and customer service skills.

Ability to manage multiple projects, allocate resources, and prioritize workflow.

Strong oral and written communication skills.

Ability to work effectively as a team.

Flexibility to work extra hours in order to meet deadlines, as required.

WORK EXPECTATIONS: Part-time employment is considered less than thirty (30) hours per week; Full-time is considered thirty (30) regular hours or more per week.

Administrative offices are open Monday through Friday, 8:30 AM to 5:30 PM.

COMPENSATION & BENEFITS

Competitive hourly rates; Transit Benefits; Employee Meal

Friends and Family Discount; Company 401(k)* PTO*

*Upon meeting eligibility and/or plan requirements

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-berghoff-restaurant-8817133>

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Member Experience Associate

Trunk Club

325 W Ohio St., Chicago, IL., River North, Near North Side

Job ID: 8799773

Shift Type: None

Compensation: N/A

Experience: No Experience

References: Preferred

No walk-ins or phone calls will be considered. Please apply online

Employment Type: Part Time or Full Time

Location: Chicago, IL or Los Angeles, CA

ABOUT THE ROLE:

The Member Experience Associate is a critical role for delivering an exceptional service experience. You'll be on the front line, solving problems for our members and supporting our stylists in day-to-day account management. You'll have the opportunity to help build the Member Experience team, contribute to our unique company culture, improve our level of service, and create innovative new capabilities for Trunk Club.

WHAT YOU'D DO EVERY DAY:

- Manage relationships with members to help make their lives easier
- Provide remarkable support to our growing sales team so they can focus on selling
- Collaborate with every team in the company so our operations run smoothly
- Generate new ideas and processes that will help scale our business
- Chat, email, and have phone calls with members to solve their problems
- Coordinate logistics of trunk deliveries and returns
- Manage unusual requests and unexpected scenarios
- Delight people with unbelievably considerate care and attention to detail

WHAT YOUR BACKGROUND MAY LOOK LIKE:

- You have a bachelor's degree or relevant work experience
- Reliable for efficiency, accuracy and attention to detail
- Ability to learn quickly and multi-task, you can juggle several tasks with ease
- Proficient with Microsoft Word and Excel and have intermediate technical skills
- Maintain confidentiality
- Dependable for providing essential support to a team and excellent communication
- Comfortable with working in a chaotic environment and work well under pressure
- Effective problem solver and able to navigate through any situation
- Positive attitude and eagerness to take on additional responsibilities

Apply online at <http://www.shiftgig.com/job/chicago/il/customer-service-representative-job-openings-at-trunk-club-8799773>

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