



Chicago Suburban Central - Personal Banker Westlawn Area - Chicago, IL

Chicago, IL, United States

Job number: 1500063718

Job description

Personal Bankers (PBs) are responsible for offering and selling financial products and services (i.e. Credit Cards, CDs, Loans) to both consumer and small business customers.

Qualifications: Required skills

Minimum of one year sales experience in a salary plus incentive environment with individual sales goals where you routinely met or exceeded defined goals and accountabilities

Minimum of one year of customer service experience

Skilled in assessing customer/client needs, providing solid advice/recommendations, and building customer relationships based on mutual trust to optimize sales opportunities with new and existing customers/clients

Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration

Ability to apply strong critical thinking and problem solving skills to meet customer's needs

Ability to demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements

Excellent oral and written communication skills with strong influencing skills

Pass personal banker pre-employment assessment

Desired skills

Demonstrates leadership and assertiveness

Bilingual (fluent verbal and written) skills

Experience in financial services and prior knowledge of financial services industry, products and solutions

Posting Date: 11/06/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Apply online at <http://careers.bankofamerica.com/job-detail/1500063718/united-states/us/chicago-suburban-central-personal-banker-westlawn-area-chicago-il>

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Administrative Assistant III - Chicago, IL

Chicago, IL, United States

Job number: 1500067526

Job description

Performs diverse, advanced and confidential administrative support functions including composing, signing and releasing routine but somewhat complex correspondence. Usually relieves management of administrative details; gathers, compiles and reports information relevant to/for department; may manage a number of different and often conflicting objectives, projects or activities at one time. Communicates with executives and line management to gather or convey relevant information. May be involved in high-level client contact and exposure to sensitive information, and must use considerable tact, diplomacy and judgment. Advanced administrative and analytical skills. Thorough knowledge of a variety of software programs.

Provides regional support with monthly incentive compensation reporting and problem resolution, Monthly travel expense submission, calendar management and supports LOB executive with market visit preparation.

Qualifications-Required Skills:

Strong communication skills
Knowledge of MS Office Suite
Detail Oriented
Strong organizational skills
Ability to multi task effectively

Posting Date: 10/28/2015

Location: US-IL-Chicago

Travel: No

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: Monday - Friday

Apply online at <http://careers.bankofamerica.com/job-detail/1500067526/united-states/us/administrative-assistant-iii-chicago-il>

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Delivery Driver

Uncork-it Chicago - Chicago, IL

\$10 an hour

Liquor store in need of full-time and part-time employees (part time would only be for Fridays and Saturdays with a possibility of Sundays). Must have own delivery vehicle with proof of insurance. There is parking for the driver when we have no deliveries and the employee will work in the store when no deliveries are needed.

Immediate starting is available.

MUST BE 21+ TO APPLY

Pay will be \$10/hour + tips from deliveries

Job Type: Part-time

Salary: \$10.00 /hour

Local candidates only: Chicago, IL

Required license or certification: driver's license and proof of insurance

Apply online at <http://www.indeed.com/cmp/Uncork--it-Chicago/jobs/Delivery-Driver-931b66a7ca79eb5e?q=driver>

Administrative Intern

Job Locations US-IL-Chicago

Category Other

Type W-2 Employee

Responsibilities: Primary responsibilities includes:

Processing and collecting all time; Entering attendance details into our database

Billing for a national enterprise account. Creating new resources in the billing system

Assigning pay and bill rates with compliant mark-ups

Submitting timecards for approval; Any other administrative duties

Qualifications:

- Currently attending a solid academic institution in a Business related major i.e. Communications or HR.
- Excellent verbal and written communication skills.
- Strong business acumen.
- High attention to detail
- Highly organized and reliable.
- Enthusiastic team player with a positive attitude, self-motivated and determine

Apply online at <https://corporate-shiftgig.icims.com/jobs/1190/administrative-intern/job>

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Registrar- Patient Access-Saint Joseph Hospital Chicago

Date: Nov 10, 2015

Location: Chicago, IL, US, 60657

Company: Presence Health

Requisition ID: 871

Location: Presence St Joseph Chicago

Location Address:

2900 N Lakeshore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 80

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

FULL TIME- DAYS (11:30a-8:00p)

The registrar processes the registration for patients entering the organization through inpatient,

outpatient, ambulatory surgery or the emergency department. Secures all information necessary for internal operations. Introduces the patient to the registration environment, explains policies, secures signatures, explains forms, completes required information in billing screens accurately, collects deposits and payments, and answers patient questions.

Maintains a high level of billing data quality and communicates with physicians and other departments effectively to minimize the hospital/Es exposure to financial risk.

Requirements:

- Education : High school diploma or equivalent education/experience; some post high school education preferred.
- Work Experience: One to three years prior hospital or physician business office or comparable payer work experience preferred.
- Minimum typing speed of 40 WPM with accuracy implied. Ability to communicate effectively.
- Working knowledge of medical terminology is required. Thorough knowledge of third party payers, billing requirements and reimbursement methods

Apply online at <https://jobs.presencehealth.org/job/Chicago-Registrar-Patient-Access-IL-60657/286792400/>

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 11/24/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1547040-479647

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30am to 5:00pm

Work Location: DCFS-6B0172

1755 Lake Cook Rd, Deerfield, IL 60015 Supervisor: S. D'Souza

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax: 312/328-2510

Email: Tracey.Hardrick@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: Guardianship Representative (Estate)

Agency: Guardianship & Advocacy Commission
Closing Date/Time: Fri. 11/20/15 11:59 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Bid ID#: 17710-50-70-141-1002

Minimum Requirements:

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Certified Guardian Exam and receive certification within the first twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Work Hours & Location/Agency Contact:

Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500, Chicago, IL 60601
8:30am - 5:00pm

FAX OR MAIL ONLY - PLEASE DO NOT EMAIL

Send bids & applications to:

Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

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: Stationary Engineer

Agency: Central Management Services
Closing Date/Time: Tue. 11/24/15 5:00 PM Central Time
Salary: \$7,645.56 - \$7,951.80 monthly
Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: PR000 Bid ID#: CMS 11434

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate valid driver's license and/or the ability to travel. Requires working rotating shifts, including weekends and holidays. Requires the ability to serve on an on-call basis.

Work Hours & Location/Agency Contact: Work Hours: Possible rotating shifts/days off and includes holidays and weekends; Shifts are 6:30am-2:30pm, 2:30pm-10:30pm, 10:30pm-6:30am Work Location: Central Management Services Property Management/Facilities Management/Chicago/Northern Region Chicago Medical Center, 2020 W. Roosevelt Road, 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 is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Driver Entry Level and Experienced-1510304 / Dr. Pepper

Description

Relief Driver

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization. Must have a Class A CDL

Salary Information: The salary for this position is \$105.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30 a.m.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

Qualifications

High school diploma or general equivalency diploma (GED). 21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Stocker Merchandiser Full Time-1512463 / Dr. Pepper

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$12.11 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift

This is a day (1st) shift that is typically scheduled from 6:00 am-2:30 pm.

Must be available to work both weekend days, including Saturday and Sunday and holidays as business needs require. Additional hours will be scheduled during the week.

Assigned Territory

This position will merchandise stores located in Rockford and surrounding areas.

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly

Valid driver's license

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Job: Operations

Primary Location: United States-Illinois-Rockford

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Community Success Team Member (Early Morning)

Job Locations US-IL-Chicago

Category Customer Service/Support

Type W-2 Employee

Responsibilities:

Specialist Support

Responsible for AM support shift:

Wednesday-Sunday, 5:00am-1:00pm

Respond to inbound support cases and calls ensuring Specialists have everything they need to be successful

Create tickets in our system to solve technology issues

Problem solve Specialist issues

Communication

Communicate with other departments as needed to accommodate requests

Effectively, and efficiently communicate via phone, email, and text

Establish relationships with Specialists to make sure they know they are a valued part of the team

Provide feedback and praise to specialists as necessary

Qualifications:

College degree preferred

1 year customer service experience a plus

Strong written and verbal communication skills

Multi-tasker

Customer Service oriented

Organized

Ability to defuse difficult situations

Cool under pressure

Phone experience

Quick learner

Avid smart phone an app user

Must be able to work weekends

Apply for this job online at <https://corporate-shiftgig.icims.com/jobs/1172/community-success-team-member-%28early-morning%29/job>

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Accounts Payable Assistant [Part-Time]

Title: Accounts Payable Assistant [Part-Time]

ID: 1024

Department: Business & Financial Operations

Description

This is a non-exempt, part-time position that is responsible for processing Accounts Payable and supporting other functions in the Accounting Department here at Shedd Aquarium.

Duties & Responsibilities:

Demonstrate commitment to Shedd's vision, mission and values.
Perform the day-to-day responsibilities of Accounts Payable transactions.

Match purchase orders, receiving documents and confirm prices and quantities to vendors' invoices

Input invoices in Great Plains for payment
Process weekly check run
Analyze discrepancies and unpaid invoices
Respond to calls and emails in a professional manner

Ability to process large amounts of data and multiple requests/correspondence in a timely manner
File vendor payments
Other duties as assigned.

Qualifications:

Education: High school diploma required. Preference to candidates currently enrolled in a college degree program in Accounting, Finance, or related field.

Experience: Some bookkeeping or Accounting knowledge is preferred. Must have good data entry and spreadsheet skills.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5xo7yw>

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Coordinator, Major & Principal Gifts and Donor Relations

Title: Coordinator, Major & Principal Gifts and Donor Relations

ID: 1026

Department: Development

Description

As an integral part of the Major Gifts team, the Coordinator will support the daily operations of the aquarium's major & principal gifts programs, especially as those operations pertain to major gift donor cultivation and stewardship activities.

Duties & Responsibilities: Demonstrate commitment to Shedd's vision, mission and values. Provide direct support to the Senior Director of Major and Principal Gifts and Major Gift Officers as needed. Collaborate with the Major Gifts and Events teams to coordinate logistics relating to high-level donor cultivation events. Logistics could include developing invitation strategies, scheduling pre-event meetings, coordinating event contracts with catering team, managing RSVPs and pre-event communication, preparing donor briefings, creating speaker talking points, and compiling post-event reports for donor database. Coordinate and implement individual donor cultivation or stewardship activities including, but not limited to, visits, onsite tours, recognition events, preview and opening events. Events are often held in the evening and/or on weekends. With guidance from the Senior Director, compile weekly stewardship and solicitation activities for the CEO and other senior leaders at Shedd. Coordinate tracking and monthly reporting of gift activities by major gift donors and prospects, including trustees. Manage a pledge reminder system. Manage creation of major gift donor research profiles, including those for prospective Trustees or members of the President's Council. Update and maintain timely and accurate prospect information and reports in Tessitura. Review and complete data requests; prepare regular ad hoc reports; analyze program results. Work with Director to steward unassigned members of the Nautilus Society (planned giving society) utilizing resources such as personal correspondence, newsletters, e-mail marketing and special events. Other duties as assigned in support of other areas of the department when needed.

Qualifications: Education: Bachelors' Degree

Experience: 2 Years of progressive experience in development, marketing, relationship management or related field preferably at a major institution. Demonstrated experience conducting research projects is highly desirable. Excellent verbal and interpersonal communication skills. Advanced experience using Microsoft Office Suite and fundraising/CRM software are highly desirable.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5f7j1a>

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Kimco Services

Janitor -1st shift- Chicago, IL - 930465 (Janitorial)

Chicago, Illinois

Regular, Temporary or Seasonal? - Regular / Regular

This job reports to the Area Manager.

Relocation is not provided and travel is not required.

This is a Part-Time position, working 1st Shift.

Number of Openings for this position: 4

Job Skills/Requirements

Responsibilities include:

General Cleaning
Cleaning bathrooms

Cleaning breakrooms
Dusting

Empty trash
Mopping

Other cleaning and organizing duties as assigned
You will be working with cleaning chemicals and supplies.

Additional Information/Benefits

Kimco Services is an Equal Opportunity Employer

Screening Requirements: Drug Screen, Criminal Background Check, Other

Apply online at

<https://www.joblinkapply.com/clientResumeMgr/JobSearchDetails.aspx?JobID=209393&frame=false>

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Kimco Services

Route Janitor - Chicago, IL- 900092 (Janitorial)

Chicago, Illinois

Regular, Temporary or Seasonal? - Regular / Regular

This job reports to the Area Manager.

Relocation is not provided and travel is required frequently.

This is a Part-Time position, working 2nd Shift.

Job Skills/Requirements

Duties include:

Sweeping
Mopping

Dusting
Vacuuming

Emptying Trash Bins
Cleaning Restrooms

Maintaining Supplies for Restrooms
Floor Maintenance

Other Duties as required

Must be able to stand, bend, stoop, climb and use repetitive motions to perform job duties.

Previous janitorial experience preferred.

Must pass Drug Screen, Criminal Background and E-verify.

Additional Information/Benefits

Kimco Services is an Equal Opportunity Employer

Screening Requirements: Drug Screen, Criminal Background Check, Other

Apply online at

<https://www.joblinkapply.com/clientResumeMgr/JobSearchDetails.aspx?JobID=209350&frame=false>

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Title: Workers Compensation Legal Secretary

Company Jean Krypton Inc.

Location Chicago, IL United States

Salary 50,000+

Job Description

We are currently recruiting for a Workers Compensation Legal Secretary to Support 2 to 3 attorneys for our client's litigation practice group.

Responsibilities include prepare legal documents and correspondence of legal nature such as pleadings, briefs, summons, complaints, and motions from draft or dictation and maintain filing system including pleadings indices and close files.

Qualified applicants will have:

4+ years of related job experience in law firm

Knowledge of MS Office applications - Word, Outlook, and Excel

Medical Terminology

E-Filing knowledge

Ability to type accurately and efficiently from draft or dictation with a minimum of 75 wpm

Excellent written communication skills to edit and proofread correspondence and legal documents

Strong organizational skills

Apply online at

https://www.feetrader.com/jobs/feed/id/87288/repot?r=ind&rx_source=Indeed&rx_campaign=Indeed31&rx_group=116&rx_medium=cpc&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed

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Legal Assistant/Paralegal

Sherwood Law Group - Chicago, IL

Emerging law firm seeking general litigation assistant or paralegal. 1-3 years' experience preferred in personal injury, general litigation, and/or corporate work. Position is full time for immediate hire.

Salary and benefits based upon experience.

Job Type: Full-time

Local candidates only: Chicago, IL

Required experience: Legal Assistant/Paralegal: 1 year

Apply online at <http://www.indeed.com/cmp/Sherwood-Law-Group/jobs/Legal-Assistant-Paralegal-bab3f9eb58c6b104?q=paralegal>

Facility Maintenance Technician

U-Haul Regional Marketing Offices

Uhc Of North Shore Chicago

4100 W Fullerton Ave

CHICAGO , IL

Description: Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings. Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems. Responsible for all routine roof and signage inspections. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time or Moonlighter/Part-Time

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

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=157679&mode=

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Corporate Paralegal

AmeriCash Loans, LLC - Chicago, IL

\$35,000 a year

The Corporate Paralegal will assist the company's Compliance Manager with various administrative and legal support tasks related to the company's compliance program, as well as other company departments where practical.

Daily responsibilities include but are not limited to:

Legal research and analysis of statutory, regulatory and case law in federal and all state jurisdictions related to insurance, marketing, compliance and other general business issues. Assist with developing and presentation of training materials

Review contracts and maintain contract database

Assist with the preparation of legal documents and responses to various regulatory committees

Ensure all business license are current and up to date

Analyzes and organizes information to prepare reports

Provide administrative support

Serves as liaison with outside counsel as necessary

Requirements

Bachelor degree required

Paralegal certificate preferred

Knowledge of financial industry a plus

Ability to maintain confidential information

Ability to work productively and cooperatively with other employees

Independent individual with a willingness to learn/acquire new skills

Ability to manage varied tasks, prioritize deadlines and work cooperatively within a team is essential

Excellent typing, spelling and grammatical skills

Proficient with computer programs Microsoft Office Suite

Excellent written and oral communication, interpersonal and organizational skills

Job Type: Full-time

Salary: \$35,000.00 /year

Required license or certification: Paralegal Certificate Preferred

Required education: Bachelor's

Apply online at <http://www.indeed.com/cmp/AmeriCash-Loans,-LLC/jobs/Corporate-Paralegal-07015e82b6cbc481?q=paralegal>

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Human Resources Assistant - Chicago

Job ID 2015-2574

Location US-IL-Chicago

Type Regular Full-Time

Shift(s) Available 1st Shift

Overview:

This job reports to the Director of Human Resources and salary will be based on qualifications and includes bonus plan.

Qualifications:

Bachelor's Degree in related field preferred.

1 year of prior Human Resource experience preferred.

Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, and meets attendance/punctuality requirements.

Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad. Supports values and daily actions and decisions, communicates vision and values to others, generates enthusiasm, incorporates vision when planning.

Understands duties and responsibilities, has necessary job knowledge, has necessary technical skills, understands company mission/values, keeps job knowledge current, is in command of critical issues.

Seeks out and accepts feedback, is a proactive learner, takes on tough assignments to improve skills, keeps knowledge and skills up-to-date, turns mistakes into learning opportunities.

Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands company products and services, maintains pleasant and professional image.

Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.

Apply online at <https://apex3jobs-apex3.icims.com/jobs/2574/human-resources-assistant---chicago/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=970&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Title: Receptionist - Part Time

Location: Smith Village
2320 West 113th Place
Chicago, IL 60643

Requirements:

Demonstrates caring and compassionate nature

Must possess strong computer and clerical skills including Microsoft Word and Excel.

Candidate must be a team player, have a positive outlook and excellent problem solving skills

History of excellent attendance

Maintains neat, professional appearance

Must be able to work weekdays and weekends, days and evenings.

Job Description:

4p to 8p shift. Includes weekends and some holidays.

Serves as switchboard operator and as a central information center for residents and their families.

Greets visitors and residents warmly and maintains visitor and resident sign in/sign out sheets.

Remains alert and watchful and ever mindful of resident safety.

Provides active listening to residents to and identifies concerns or problems, and refers to appropriate person or department. Performs miscellaneous clerical duties as assigned.

Apply online at http://www.smithseniorliving.org/job-listings.cfm?jid=1034&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Sales Executive - Chicago (Showrooms)(Job Number: 040QL)

Description

Are you an experienced Sales or Account Management professional familiar with calling on clients in the Chicago area? Are you a strong relationship manager who can not only maintain existing relationships, but build new ones? Do you enjoy using your analytical skills to understand your company's performance and identify areas of opportunity? Do you enjoy researching industry trends and competitor information? If you answered yes and want to work for a long-standing, market leader synonymous with quality, then apply today to join our Kitchen and Bath Sales Team as a Sales Executive!

Located in Chicago and supporting the surrounding territory, you would be responsible for conducting complex sales activities, including promoting and servicing Kohler Co. plumbing products through retail accounts/distributors to builders, plumbers, contractors, and other specifiers and users of Kohler Co. products. You will maintain and establish contact with your clients/contacts, which will primarily include showrooms, and may also include distributors, retailers, contractors, etc. The successful Sales Executive will be proactive in maintaining knowledge of industry trends and presenting Kohler Co.'s standing in the market.

Skills/Requirements

Qualified candidates will meet the following requirements:

Bachelor's degree preferably in Business Administration or Marketing.

2-4 years of outside sales experience.

Excellent written and oral communication and the ability to interact with all levels of management and with outside contacts.

Proficiency with MS Office Products and the ability to analyze and present data.

Ability to Travel to trade shows, manufacturing plants, and customer visits as needed, approximately 10 - 30%.

Kohler Co. is an equal opportunity and affirmative action employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, protected veteran status or other legally protected characteristics.

Apply online at

<https://kohler.taleo.net/careersection/kohlercom/jobdetail.ftl?job=212207&src=JB-10021>

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