



Utility Worker (Chicago, IL)

Job ID 85877

Positions 1

Location US-IL-Chicago

Category Fleet Operations

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Utility Worker position at our Hertz Local Edition location. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Duties include assisting with customer pick-up and delivery, cleaning the interior and exterior of the vehicle, checking and filling all necessary fluids under the hood, refueling the vehicle and checking tire pressure.

Mandatory Requirements:

Customer service experience is required

Must be able to stand for long periods of time with continuous bending and twisting

Must be available to work scheduled hours depending on the needs of the branch including Saturdays and Sundays

Must be at least 20 years of age

Valid Driver's License with clean motor vehicle record

Periodic MVR checks will be performed if hired.

Educational Background:

High school diploma or equivalent education required.

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/85877/utility-worker-%28chicago%2c-il%29/job?hub=20>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Lube Tech

Job ID 86079

Positions 4

Location US-IL-Chicago

Category Maintenance - Vehicle

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, then you can stop looking, because you have found what you're looking for in the Combination Worker position at our Airport facility.

Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control!

The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players to join our team.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Mandatory Requirements:

Basic duties of this position include oil changes, tire work, light maintenance and state inspections (will train). Must have your own tools.

Preferred Requirements :

The successful candidate must have a satisfactory driving record and a valid driver's license.

Must have automotive education or relevant experience. Ability to work days, nights weekends and holidays required.

Apply online at <https://usjobs-hertz.icims.com/jobs/86079/lube-tech/job?hub=20>

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



Lot Attendant (Midway Airport)

Job ID 83141

Positions 2

Location US-IL-Chicago

Category Administrative/Clerical

Job Summary:

Responsible for ensuring that the overall car rental flow in the lot is as efficient and seamless as possible, including monitoring the car lot supply, movement and cleanliness, receiving and inputting car ready tickets, and processing vehicles upgrades, exchanges, and Express rentals.

Mandatory Requirements: Required Education/Experience:

High School Diploma/or equivalent

1 year of car rental experience preferred

Valid driver's license as required by State

Required Qualifications:

Knowledge of car rental operation

knowledge and skill in the operation of car rental software and hardware

Ability to type and perform accurate data entry

Good organizational skills with the ability to write clearly and concisely

Ability to understand and follow oral and written directions

Ability to process all paperwork according to policies and procedures

Ability to manage stressful and unusual situations while maintaining good customer relation

Ability to speak and understand English

Ability to operate radio, security and computer equipment

SPECIAL JOB DIMENSIONS:

Varied hours.

ATTENDANCE: Ability to comply with the company's attendance policy.

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

Apply online at <https://usjobs-hertz.icims.com/jobs/83141/lot-attendant-%28midway-airport%29/job?hub=20>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 11/24/14 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#: BC0293

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, plans, organizes and evaluates the recovery of grant and Medicaid expenditures; implements studies to determine if a claim can be filed against asset's in a deceased client's estate; organizes, directs and evaluates all preparation for filing Legal Documents; serves as liaison with the Local Offices and Cook County officials regarding estate/lien recoveries; reviews status determination of Legal Documents filed; provide technical assistance to Local Office staff in resolving questions related to the handling of estate claims and property liens; drafts periodic reports regarding estate/lien activity.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Bureau of Collections / Technical Recover Section
401 South Clinton Chicago, IL 60607 (75) (Cook County)
Agency Contact: Mary Alsup 2200 Churchill Road Springfield, IL 62702
Work #: (217) 782-1346 Fax #: +1 (217) 557-4302

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 N1 - Healthcare & Family Srvs

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



Job Title: NONCODE

Agency: Human Rights Department

Closing Date/Time: Mon. 11/24/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1 Bid ID#: 14-11

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as Chief Internal Auditor; develops, directs and implements a comprehensive agency-wide internal audit program; develop the Agency's Annual Audit Plan for submittal to/approval by the Agency Director, ensuring compliance with audit requirements of the Fiscal Control and Internal Audit Act, and risk assessments; determines the priorities of the internal audit activity consistent with the Agency's jurisdiction, missions, and program objectives; interprets statues, rules, regulations and procedures relating to and/or affecting audit policy as it relates to internal Audit's operations; identifies and evaluates significant exposures to risk and contributes to the improvement of risk management and control systems; establishes and implements internal auditing policies, standards and procedures to support a proactive risk management control accountability, economy and efficiency, and improving governance and business processes.

As required by the Agency Director, serves as official Agency spokesperson on behalf of the Agency Director and the Agency to all internal and external entities regarding the internal Audit Program; possesses authority to commit the Agency to specific courses of action as it relates to the Internal Audit Program; consults with Agency administrators and the Auditor General's Office in the discussion of ongoing audit issues, many of which deal with documentation of a sensitive and controversial nature, as directed by Agency Director, may provide testimony before legislative committees as it pertains to audit findings, and to promote understanding of and to interpret the position of the Agency relative to the Internal Audit Program, if required by Agency Director.

Minimum Requirements: Requires a bachelor's degree. Requires certification as a Certified Public Accountant or Certified Internal Auditor with at least four years of progressively responsible professional auditing experience; or as an Auditor with at least five years of progressively responsible professional auditing experience.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m., Illinois Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, IL 60601: Contact Person: Bobbie Wanzo, (312) 814-6245.

How to Apply: Please submit all written requests for consideration and resumes to Ms. Bobbie Wanzo at the following address: Illinois Department of Human Rights
100 West Randolph Street, Suite 10-100 Chicago, Illinois 60601

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: State Police

Closing Date/Time: Fri. 11/21/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 21-43-ISP14-027

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of complex clerical and support duties for the Disposition Acquisition Program. Retrieves disposition data for criminal and non-criminal justice purposes. Reviews and processes Criminal History Record Information (CHRI) data contained on computerized logs. Performs data entry of retrieved disposition data. Prepares correspondence for dissemination to criminal justice agencies regarding missing disposition data, or tracks requests for missing dispositions and requests for corrected data to ensure dispositions are received and properly posted to the CHRI database.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience. Requires the ability to learn and use a variety of computer software, including Microsoft Word, Excel, Lotus 1-2-3 and Approach. Requires ability to accurately type 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Illinois State Police Bureau of Identification

260 North Chicago Joliet, 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Technical Advisor II

Agency: Human Services

Closing Date/Time: Tue. 11/25/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC010 Bid ID#: 10-17-86853/86854

Minimum Requirements: Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires knowledge and training in the use of computer word processing systems and online legal research programs. Requires working knowledge of provisions of state and federal laws relating to administrative hearings as well as judicial and quasi-judicial procedures and rules of evidence. Requires working knowledge of state government, department programs, policies and procedures. Requires skill and ability in analyzing, appraising and organizing facts, evidence and precedents and in presenting such material. Requires superior oral and written communication skills. Requires the ability to travel to various field sites throughout the State. Prefers the successful completion of a course of study on administrative law and experience in the conduct of judicial or quasi-judicial hearings.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Office of General Counsel 69 W Washington Chicago, IL 60602
Please submit CMS 100 (revised 08/2014) applications to: Milee Butcher
Bureau of Employee Services / Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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



Merchandiser-1408972

Dr. Pepper

Position Information

- This position requires the use of your own personal vehicle.
- This is a physically demanding position.
- This is a Part Time position averaging 16-24 hours per week.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: This is a day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in Elgin, St. Charles, Dundee, Streamwood 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

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

Primary Location: United States-Illinois-Elgin

Other Locations: United States-Illinois-St. Charles

Organization: Packaged Beverages

Schedule: Part-time

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Description - Administrative Assistant (1409504)

Description

The Administrative Assistant is responsible for working directly with the Area Director, other members of the sales management team and marketing team to offer support with reporting and tracking of sales numbers.

Pay and Schedule Information:

Full time, first shift opening

Monday through Friday

Hourly pay rate

Position Responsibilities: Administratively support the office personnel and several members of the sales team in the Chicago area. Run various tracking and informational reports. Filing, faxing, copying and other office duties as needed

Additional Responsibilities

Confidentiality of data is the cornerstone of this position. Individual must be able to meet demanding schedules, striving for accuracy in the both functions.

Maintain a high level of integrity when dealing with sensitive and confidential information.

Qualifications

High school diploma or general equivalency diploma (GED); 3 years experience with Microsoft Office including Excel, PowerPoint, Word; 2 years experience in an office administrative support role; 2 years experience tracking, consolidating and reporting numbers through multiple computer systems and softwares; 18 years of age or older Lift, push and pull a minimum of 35lbs repeatedly; Pass a drug test, criminal background, verifiable employment verification, social security check

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

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Transport Driver-1404037

Shift and Schedule: Full Time Permanent Position

Monday-Friday (flexibility to work overtime is required)

Start Time will fall between 2:00 pm & 6:00 pm (will know schedule in advance)

Pay Rate: Starting Rate is \$20.45/hr, plus Shift Differential

Route: Between Northlake, Harvey, Rockford and Alsip, IL Warehouses

Position Responsibilities

Perform routine vehicle inspection and operates vehicle in a safe and efficient manner. Notify Route Manager of any mechanical problems or issues that occur on vendors, or any changes in account status (i.e. new ownership, account closed, etc). Operate bulk vehicle in the delivery of full Dr Pepper Snapple Group brands and picks up empty product transport containers or pallets in assigned warehouses. Prepare and extend delivery tickets showing cases placed and credits given; accurate accounting of full and empty goods. Maintain DOT time log and other required transport documentation. Develop and maintain positive Company image in the trade and industry to achieve the Company's objective for the overall growth and availability of Dr Pepper Snapple Group brands. Transport the right merchandise to the right place at the right time in the most cost effective and safe manner. Be vigilant in assuring safety as well as the cost-efficient maintenance and operation of Company vehicles by: performing daily vehicle inspections and address any concerns immediately, maintaining immediate and open communication regarding road hazards, etc., training all new employees in safety procedures and preventative maintenance. Aggressively assist lift drivers in unloading trailers. Proactively work to assist others in achieving the organization's objectives. Exhibit thorough communication with the dispatch team and Transport manager.

Qualifications: High school diploma or general equivalency diploma (GED); 21 years of age or older. 2 years delivery and face to face customer interaction experience. Valid Commercial Driver's License (CDL A) 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. Equal Opportunity Employer. M/F/D/V

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



**Program & Event Coordinator - (Cultural Liaison / Night Out in the Parks)
Job ID: 1781**

Closing Date: 12/03/2014

Cultural/Program & Event Coordinator (H)

Date Posted: 11/12/2014

Location: Central Administration - CULTURE ARTS NATURE

This is a part-time position

CHARACTERISTICS OF THE CLASS: Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES: Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Salary \$22.50 / Hourly

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Position is part-time, approximately 25 hours per week.

Location: Culture, Arts & Nature (office: South Shore Cultural Center)

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Cultural>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



**Attendant Part-time CHICAGO WOMEN'S PARK (CENTRAL REGION)
YEAR ROUND Job ID: 1769**

Closing Date: 11/18/2014

Custodial/Attendant (H)

Date Posted: 10/2/2014

Location: Chicago Womens Park & Gardens

Region: Administration

(PART-TIME) THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Senior Landscape Technician (M) Job ID: 1771

Closing Date: 11/30/2014

Professional/Senior Landscape Technician

Date Posted: 10/29/2014

Location: Planning & Development

Date Available: January 2015

Region: Administration

Level: 4281

CHARACTERISTICS OF THE CLASS:

Under direction, prepares conceptual drawings and estimates for Chicago Park District projects that involve landscape architecture, planning studies and framework plans. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience: A Bachelor's Degree in Landscape Architecture from an accredited college or university with 3 – 5 years of experience within the profession or an equivalent combination of training and experience is required. Master's Degree in Landscape Architecture preferred. License Requirement: Valid State of Illinois Drivers License.

Knowledge, Skills and Abilities:

Thorough knowledge of landscape architectural practices. Working knowledge of city and state construction practices, rules and regulations. Ability to coordinate design projects from conception to completion. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop and Microsoft Office (Word, Excel and PowerPoint).

Knowledge of horticulture and horticultural maintenance considerations, with some field experience preferred. Experience in the design and general cost estimating for parks, playgrounds, playing fields, public open spaces, and natural areas. Ability to manage and coordinate multiple design projects from conception to completion, in a team atmosphere. General knowledge of LEED practices. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop, Adobe Illustrator, InDesign, and SketchUp. Basic knowledge of GIS mapping software.

Career Service | Local 153 | EEO: Professional | FLSA: Non-Exempt
EXPECTED SALARY OFFER: \$53,984.43 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Professional>

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



Job Title Technician, Quality Improvement - Rail

Location Skokie, IL, US
Job Type Full - Time Permanent
Department Rail Operations

SALARY TARGET IS \$56,438. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Position Summary

Monitors the quality of repairs and maintenance work performed on Rail Vehicles at the Authority's Rail Vehicle Maintenance and Terminal Facilities.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Electrical or Mechanical Engineering, or a combination of education and experience relating to this position, or equivalent military experience.
Five (5) years experience in rail vehicle maintenance and repair work.
Required to submit to and pass drug and alcohol testing mandated by the Federal Transit Administration.
Must obtain Rail Safety Training certification.

PHYSICAL REQUIREMENTS

Must be able to negotiate stairs and normal obstacles in a Rail Vehicle Maintenance Facility. Must be able to negotiate walking on the right of way when responding to Rail Vehicle emergencies.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to read and interpret wiring diagrams, technical drawings, and instructions.

Must write and express oneself in a clear, logical and concise manner.

Works with all levels of Authority personnel and outside contractors, and must have suitable temperament and disposition to maintain amiable relations with these people.

Location and City: Chicago, IL

Applicants, if hired, must comply with 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Claims Adjuster

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Worker's Compensation, Human Resources

Position Summary

Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, manages claims and contains costs associated with work related injuries and illnesses, in accordance with State of Illinois Workers' Compensation Laws.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in any field.

Three (3) or more years of experience managing Illinois Worker's Compensation claims, including some experience working in a union environment and with a Third Party Administrator, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong knowledge of the Illinois Workers' Compensation Act and the Illinois Workers' Compensation Commission.

Strong knowledge of Workers' Compensation industry standards and best practices.

Knowledge of the Family Medical Leave Act and Short Term Disability processes.

Strong verbal and written communication skills.

Location and City: Chicago, IL

Applicants, if hired, must comply with 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Director, Transit Operations Dispatch

Location Chicago, IL, US

Job Type Full - Time Permanent

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Business Administration, Public Administration, or a related field, plus demonstrable experience in scheduling and/or dispatch program management (within a transit environment preferred), with five (5) years in a management role related to the position, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of scheduling software; knowledge in Trapeze OPS software preferred. Detailed knowledge of the principles and practices of transportation planning and scheduling logistics management.

Detailed knowledge of the practices and principles in personnel, budget, and administrative management functions.

Detailed knowledge of timekeeping and workforce management in a union environment. Detailed knowledge of related transit operations management applications. Working knowledge of the methods, tools, and techniques used to evaluate, select, test, implement, and integrate system applications.

Working knowledge of project management applications.

Working knowledge of Oracle, Microsoft office, and AVL GPS.

General knowledge of policies and procedures, operating rules and regulations, collective bargaining agreements, and regulations that affect transit operations for the Authority. Strong management skills. Strong verbal and written communications skills. Good negotiation and conflict resolution skills. Good analytical, critical thinking, and problem solving skills. Good research skills and attention to detail.

Ability to manage a major project working with staff across various levels of the organization. Ability to troubleshoot systems and/or programming problems and devise effective solutions.

Location and City: Chicago, IL

Applicants, if hired, must comply with 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
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Customer Experience Rep (Repair)

Location: Oak Brook, IL, USA

Area of Talent: Customer Care - Call Center

Job Type: full time Req. Number: 82265

Business Unit: Call Center

When XFINITY customers call with a problem, it's up to you to help set things right. Which means you'll need to be equal parts empathizer, negotiator, troubleshooter and techie - a think-on-your-feet multi-tasker who's able to turn any situation around - and close the call with a smile.

XFINITY'S Customer Service Account Executives are the all-around, front line customer resource, handling everything from technical questions about our products and equipment, addressing billing issues, promoting and selling new products and services (including XFINITY HOME), and generally doing whatever it takes to help our customers feel well taken care of and happy.

To succeed, you'll need sound judgment, strong tact and diplomacy, and the talent to think "off-script" to deliver the best solution in a timely, efficient manner. A high school diploma or the equivalent is required, along with the flexibility to work overtime, weekends. Fluent in another language? Certain locations have amazing bilingual opportunities available!

If you're ready to be the Voice of Awesome and you'd welcome the challenge of providing exceptional support in a supportive, team setting, we'd like to hear from you.

To get started on this new and exciting path, please use the link below to review the full job description and complete an application.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/customer-experience-rep-repair-oak-brook-illinois-job-1-4875922>

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



Communication Technician 1, Installation & Service

Location: Chicago, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time Req. Number: 80389

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career. As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible. During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization. What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure. A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Communication-Technician-1-Installation-Service-Chicago-Illinois-job-4841229>

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



Strategic Account Operations Manager

Location: Naperville, IL, USA

Area of Talent: Customer Care - Call Center

Job Type: full time Req. Number: 83441

Business Unit: Call Center

Core Responsibilities:

- Must be able to read and understand contracts, SLA's, and technical requirements to ensure compliance and drive performance metrics related to time and financial obligations for a portfolio of national accounts - Continually monitor and adjust work status queues, respond to, and resolve national account customer pre-install issues through independent decision making and cross functional engagement and collaboration - Ensure appropriate billing system structure and issuance. Within limits, has authority to resolve one-time or on-going billing issues including but not limited to; credits and adjustments for service interruptions, network performance or delays.
- Develop and communicate customer implementation strategies to support the migration of Voice, Video and Data services onto the Comcast network delivered by Fiber or Hybrid Fiber Coax. - Provide operational consultation to sales and fulfillment teams during the sales proposal process including customer site visits as required pre-sale
- Advise the sales account manager on possible opportunities to generate additional revenue and/or units by conducting regular account analysis. Business recommendations may include installation of new/additional products, identification of sites newly ready for installation, and upgrades to existing levels of service
- Project Manage the overall installation of multi-site customers from design of services and sale to implementation. Cultivate and maintain relationships with field operations to ensure order fulfillment and quality assurance activities are completed in a timely manner. - Coordinate and direct technical resources to support customer information requests related to Comcast Business Services products and services such as Internet, Voice and Data solutions, managedIP, business systems and managed services.
- Other duties and responsibilities as assigned.

Job Specification: - Bachelor's Degree or Equivalent

- Generally requires 5-7 years related experience

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Strategic-Account-Operations-Manager-Naperville-Illinois-job-4898730>

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



Part-Time Vehicle Service Attn (Car Detailer)-O'Hare Airport

Job ID 85729

Positions 4

Location US-IL-Chicago

Category RAC Operations

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed. Check for vehicle damage and ensure features of the vehicles are operational. Check vehicle status. (rentable/non-rentable) Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc) Fill gasoline tank and check fill levels of all fluids. Clean the exterior of vehicle. (debug and wash) Meet processing and standardization quotas. Perform related tasks as directed by managers. Able to work outdoors in all types of weather conditions.

Mandatory Requirements: Educational Background: High School diploma or equivalent education preferred. Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/85729/part-time-vehicle-service-attn-%28car-detailer%29-o%27hare-airport/job?hub=20>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others