



Title: Accountant Supervisor

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: FO0334

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently performs highly responsible, complex accounting work; documents, examines and analyzes complex reconciliations of Agency obligations and contracts for all appropriated and non-appropriated accounts in Agency funds; assists in the design, development and implementation of an additional component accounting system or modifications to current system due to changes in State and Federal regulations as they relate to obligations; analyzes and evaluates Statewide Accounting Management System (SAMS) rules and regulations issued by the Office of the Comptroller regarding contracts and obligations; serves as working supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control, or public accounting; requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; prefers knowledge and ability to utilize a personal computer with Word, Crystal Reports, Access and Excel.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Fiscal Operations, Expenditure Control

2200 Churchill Road, Bldg. A-1 Springfield, Illinois

Contact Person: Linda Stout / Bureau of Fiscal Operations

2200 Churchill Road, Bldg. A-2 Springfield, Illinois 62702

217-782-1123 Office 217-782-1199 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).

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Job Title: Conservation Grant Administrator I

Agency: Natural Resources

Closing Date/Time: Thu. 11/21/13 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 12-40-4569

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, assists in the administration and procedural standardization of federal and state-supported grant projects and programs managed by the Office; participates in the preparation, review, tracking and reporting of grant applications, project amendments, memoranda of understanding, contract documents, expenditures and project accomplishment.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with courses in business management or public administration.

Requires one year professional experience in a grants administration field. Requires knowledge of the functions of State governments and the methods used to determine compliance with statutes, rules and regulations. Requires a working knowledge of personal computers and a familiarity with database and spreadsheet design.

Work Hours & Location/Agency Contact:

Monday - Friday: 8:00 am to 4:30 pm, 1 hour lunch, Saturday & Sunday off

WORK LOCATION: Illinois Department of Natural Resources

One Natural Resources Way Springfield, IL 62702

WHERE TO APPLY: Illinois Department of Natural Resources ATTN: Paul Vehlow

One Natural Resources Way Springfield, IL 62702

Phone: 217.785.5922 Fax: 217.785.2438

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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Position Title PART TIME MERCHANDISER

Auto req ID 7696BR

Division PRG

Department Name Independent Service Organization

Job Description

The Merchandiser is responsible for obtaining schedule and order information for assigned accounts and calling on those accounts in a timely fashion. Through the use of Best Practice techniques, the Merchandiser maintains the greeting card department for Papyrus Recycled Greetings by reordering merchandise, straightening merchandise on display, putting up or taking down seasonal merchandise, counting carryover and performing other tasks.

Experience Required: Seeking a candidate that has either Merchandising or Retail Experience living in the City of Chicago> Loop, Near North

Apply online at

https://sjobs.brassring.com/TGWEbHost/jobdetails.aspx?jobId=317202&PartnerId=25519&SiteId=5215&source=Indeed.com&sourceType=PREMIUM_POST_SITE

Sales Associate - Seasonal

Department: Store Operations

Reports to: Store Manager

FSLA Status: Non-Exempt

Tracking Code: 4977-166

Job Description

We are currently seeking Seasonal Sales Associate candidates.

We offer a very lucrative bonus program, an excellent working environment, store discounts, a competitive salary & more!

The ideal candidate must have a professional demeanor with a keen sense of style in Home Decor, Fashion and a desire to drive sales. If this sounds like something you'd be interested in APPLY TODAY at https://annaslinens-hr.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=4977&company_id=16166&version=1&jobBoardId=1112

Position Summary: A Seasonal Sales Associate is a temporary position hired to work during the holiday or busy season. Hr/She is responsible for maintaining outstanding customer service per Company standards, processing sales quickly, accurately and efficiently, cash register operations, arranging, organizing and displaying merchandise, maintaining a clean and organized shopping environment and safeguarding company assets. EOE M/V/F/D

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Job Title: Administrative Assistant II - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$42.17 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76875-PS CONTRACT

THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION

The Partnerships for Success (PFS) Project Coordinator will assist with day-to day management of the project. The Project Coordinator will serve primarily contact for sub-recipients and provide support to the sub-recipients. Oversight of the Partnerships for Success sub-recipients implementation of work plans to address underage drinking. Ensuring providers are using the strategic prevention framework, using evidence-based environmental strategies and the logic models are logical and appropriate.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a bachelors degree. Requires a minimum of three years experience. Field of substance abuse prevention, knowledge and experience in using the Strategic Prevention Framework and environmental evidence-based prevention. Requires excellent oral and written communication and facilitation skills.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (JULY 1, 2013 - JUNE 30, 2014) 680 HOURS x \$42.17/hr

IL Dept of Human Services / Office of Family & Community Services
401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

ATTN: Kim Fornero, Bureau Chief 401 S Clinton, 4th Floor Chicago, Illinois 60607

HOW TO APPLY:

INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Requisition ID 260652BR

Job Title Merchandising and Pricing Associate

Business Stores - Sears Hourly

Job Function Buying/Merchandising

Employment Category Seasonal

Sears Req Type Hourly

Responsibilities/Skills/Experience Requirements • Takes ownership for enhancing the customer experience • Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register) • Understands website navigation, and proactively leverages technology in order to facilitate the customer experience • Sets and maintains sales floor to national merchandising and presentation standards • Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typicals • Performs promotional ad setup and take down without error or omission • Performs accurate count updates and inventory adjustments • Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity • Footwear: Maintains a neat and orderly stock room to facilitate identification of merchandise to be brought to the sales floor • Footwear: Utilizes pull list and Fill Floor processes to replenish sales floor • Footwear: Actively stocks sales floor throughout the day with merchandise from the stock room for maximum in-stock position • Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area • Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area • Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by Backroom Associates • Adheres to merchandise protection standards • Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities) • Uses basic internet navigation to access and print information/reports • Performs other duties as assigned. • Basic reading, arithmetic, writing and oral communication skills • Basic internet navigation

Location Address 1 2 N STATE ST Chicago IL 60602

Store/Unit 01200

AON Assessment Type Operations_Support_General3

Recruitment Representative Velma Brown

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1070135&PartnerId=455&SiteId=185&codes=IND>

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76874-PS CONTRACT

THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families. Additionally, they will need to become familiar with the systems that local office staff use to administer benefits so that they can best support the offices as they are implementing any business process changes.

Minimum Requirements: Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT:

FY'14 (JULY 1, 2013 - JUNE 30, 2014) 1222.5 HOURS x \$35.09/hr

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT:

DHS, Division of Family & Community Services

ATTN: Alicia Huguelet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

HOW TO APPLY:

INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Job Title: Gaming Licensing Analyst

Agency: Gaming Board

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IGB 8410

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in criminal justice, pre-law, finance, public administration or related field. Requires one year of professional experience as a criminal intelligence analyst, investigator, criminal justice specialist, compliance officer, disability claims analyst, insurance claims analyst, intelligence research specialist or similar work in a regulatory, compliance or law enforcement public organization or related private organization. Requires elementary knowledge of the Illinois Gaming Board regulatory and law enforcement statutes, rules, regulations and procedures. Requires elementary knowledge of state, federal and local criminal laws as they relate to the licensing process. Requires working knowledge of computers as utilized in maintaining complex databases, creating spreadsheets and word processing. Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment and interpret its significance as related to the licensing process. Requires ability to interpret, explain and apply statutory requirements, rules, regulations and procedures. Requires LEADS certification. Requires a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30am-5:00pm

Work Location: IGB/Licensing Division 160 N. LaSalle Street Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-782-6239

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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Title: Information Systems Analyst I - Opt W
Agency: Employment Security
Closing Date/Time: Fri. 11/29/13 11:59 PM Central Time
Salary: \$5,435.00 - \$7,544.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision. Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

WORK LOCATION: Central Office Work Hours: 8:30 - 5:00, M - F
WHERE TO APPLY: IDES RECRUITMENT & SELECTION
33 S. State Street - 8th Floor Chicago, IL 60603

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 W - Web Developer

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:
Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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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Title: Storage Tank Safety Specialist

Agency: State Fire Marshal

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 50-50-SFM13-005

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Northern Region Manager for the division of Petroleum and Chemical Safety, performs professional investigations, inspections, surveillances and mitigations and all aspects of storage for petroleum related products and hazardous materials; utilizes electronic testing equipment, takes samples and compares permit and design standards to field installation of facility for the storage and use of regulated materials; assist higher level professional and management staff in making decisions regarding permits, variances and legal enforcement of regulations; serves as a resource person to staff and the public.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of and stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

THE SELECTED CANDIDATE WILL BE REQUIRED TO LIVE IN KANE COUNTY WITHIN 90 DAYS OF HIRE, NO EXCEPTIONS.

Position number: 43005-50-50-530-00-45

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Location: Office of the State Fire Marshal, Kane County, Home Based, Field Inspector

Agency Contact: Laurie Ray Public Safety Shared Services

1301 Concordia Court, P.O. Box 19277 Springfield, IL 62794-9277; 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).

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Job Title: Support Service Coordinator I

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

Salary: \$3,172.00 - \$4,042.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-72-77074

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as shift coordinator and lead worker to lower dietary staff on assigned shift. Coordinates Dietary activities such as food preparation, cleaning, receiving and storing of food items. Completes daily time sheets, schedules work assignments and prepares weekly delivery schedules of perishable supplies. Assigns and reviews work; provides guidance and training to assigned staff; advises immediate supervisor regarding performance of staff. Monitors scheduled benefit time to verify enough staff are present to maintain workload.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of High School. Requires two years of experience, such as could be gained at the Support Service Provider level in one of the support service functional areas to which assigned. Requires possession of a valid Illinois Food Service Sanitation Certification.

Work Hours & Location/Agency Contact:

Work Hours: Rotating Week Days off & Every third weekend off 6:00 a.m. to 2:00 p.m.

Work Location: Ludeman Center

Dietary Department, 114 North Orchard Drive, Park Forest, IL 60466

Agency Contact: Alice M. Chambers / Human Resources Representative

114 N. Orchard Dr., Bldg. #60 Park Forest, IL 60466 (708) 283-3015

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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Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-77073

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

WORK HOURS: Monday –Friday 8:00 AM -4:30 PM

WORK LOCATION: Elisabeth Ludeman Center

114 North Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers / Human Resources Representative

Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

708-283-3015

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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Title Client Services

Job ID 75625BR

Job Description

The Client Service Professional will deliver an outstanding client experience by creating a warm and welcoming first and lasting impression that exceeds the unique needs and preferences of each client.

The Client Service Professional is responsible for:

- Greeting clients in a personalized, friendly, and inviting manner
- Matching clients with the best suited tax professional for their needs
- Scheduling clients how they would like to be scheduled
- Handling client exits by assuring all current and future needs are met
- Maintaining office cleanliness and organization of resources with team members
- Other duties as assigned

Minimum Qualifications Education

High school diploma or equivalent.

Skills and Experience

Strong customer service skills needed to ensure an outstanding end-to-end client experience.

Ability to perform well under stress while working in a fast-paced environment.

Ability to multi-task.

Strong organizational and time-management skills.

Knowledge of cash registration operations is helpful.

Knowledge and experience with a Windows based computer system preferred.

Apply Now at

https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1533429&partnerid=25515&siteid=5616&codes=INT_INDEED

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Customer Service Representative

Check 'n Go

Location: Oak Park- ILL0819

ID name: 13540

of openings: 1

Assist in the following store operation areas: - Store Opening and Closing procedures. - Ensure customer counter area and store is clean and stocked with the supplies necessary to conduct daily business. - Ensure store appearance (internal and external) is maintained to company standards. - Call banks to determine if checks returned for non-sufficient funds (NSF) can be collected. - Make bank runs to collect on NSF checks. - Courtesy calls - Handle and count currency, cash, and coins to include managing a cash drawer, counting cash deposits, moving cash from secure safe to cash draw and other cash handling requirements. - Participate in roadside marketing as needed. - Participate in field collections as needed - Other duties assigned
Part-Time Associate Benefits Include: •Competitive pay •Medical, Dental and Vision Insurance •401(k) •Employee Assistance Program

Minimum Knowledge, Skills and Abilities Required:

- High School Diploma or GED required Associates Degree or additional secondary education preferred. - One year customer service experience required. - One year cash handling experience preferred. - Excellent time management and organizational skills. - Ability to multi-task with various projects. - Must have own personal reliable transportation in compliance with published policy and procedure. This may NOT include public transportation, transportation from family or friends. - Must maintain a valid Driver's License and Valid Automobile Insurance while employed by the company.

Working Conditions:

1. Retail/Office environment 2. Cash Handling 3. Extended viewing of computer screens 4. Must be able to lift up to 50lbs. With or without reasonable accommodation.

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Associates may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. As a company we honor Equal Opportunity Employer & Values Diversity.

Apply online at

<https://ch.tbe.taleo.net/CH04/ats/careers/requisition.jsp?org=CHECKNGO&cws=2&rid=13540&source=Indeed.com>

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Title Office Manager I

Job ID 65244BR

Job Description

An Office Manager I manages the day-to-day office operations, management and performance of an H&R Block tax office. The Office Manager I serves as the front-line manager responsible for office growth, leadership and development. An Office Manager I is generally responsible for all aspects of a smaller tax office operation.

The Office Manager I is responsible for:

- Ensuring outstanding client service
- Setting office goals and driving performance to exceed goals
- All office operations, local marketing, and staffing
- Supervising, training, and coaching of all tax office associates
- Implementing company policies and ensuring compliance
- Serving as a role model for associates on business development
- Being a knowledgeable resource on tax products and topics
- Prepare accurate and complete tax returns for clients, as needed
- Other duties as assigned

Minimum Qualifications Education

High school diploma or equivalent, and meeting all continuing education requirements of the position.

Skills and Experience

Ability to demonstrate strong leadership skills.

Strong verbal and written communication skills, and the ability to effectively communicate in person.

Strong customer service skills to ensure an outstanding end-to-end client experience. Good decision-making skills and the ability to function well under stress while working in a fast-paced environment.

Strong administrative and organizational skills to plan, manage, and execute day-to-day office operations.

Demonstrated aptitude for business plan execution and desire to grow the business.

Must possess or demonstrate supervisory skills sufficient to guide associates, as well as demonstrate core leadership behaviors to grow and develop associates.

Successful completion of the H&R Block Income Tax Course or Tax Knowledge Assessment.

Apply Now at

https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1521809&partnerid=25515&siteid=5616&codes=INT_INDEED

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Restaurant Team Member Crew

Job Location: Oak Park, IL
(12000560)

Description

Our Crew members take pride in preparing and serving Chipotle's delicious food. They know that in order to do this right, they need a clean and organized work area. By consistently following the proper recipes and procedures, and adhering to Chipotle's high standards regarding food preparation, cleaning and sanitation, teamwork and customer service, they help to ensure that the Chipotle customer experience is always the best it can be. Crew members get to learn about and work at a variety of stations: Tortilla, Salsa, Prep, Grill, Expo, and Faxpeditor. In each area they're greeting and interacting with Chipotle's customers directly, making their meals, while portioning out the ingredients to our standards. Crew members' responsibilities require them to be on their feet working while clocked in, unless on break. If they are not busy, they are expected to take on tasks they see that need to get done, and pitch in to help their teammates.

The ideal candidate will:

- Have the ability to develop positive working relationships with all restaurant personnel and work as part of a team by helping others as needed or requested
- Have the ability to speak clearly and listen attentively to guests and other employees
- Have the ability to maintain a professional appearance at all times and display a positive and enthusiastic approach to all assignments
- Be able to exhibit a cheerful and helpful attitude, and provide exceptional customer service
- Be able to adapt to changing customer volume levels with a sense of urgency
- Have the ability to demonstrate a complete understanding of the menu
- Be able to follow instructions for recipes and sanitation guidelines
- Have the ability to be cross-trained in all areas of the kitchen and line
- Have the ability to communicate in the primary language(s) of the work location
- Have a high school diploma

Primary Location: IL-Oak Park-Oak Park-(00316)

Work Locations :

Oak Park-(00316)

1128 W. Lake Street

Oak Park 60301

Job ID: 12000560

Apply online at <http://jobs.chipotle.com/us/United-states/restaurant/jobid2281590-restaurant-team-member-crew?apstr=%26src%3DJOB-10063>

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Crew Member * Chicago - Belmont & Keeler

IL-Chicago

Wendy's 10417

W Belmont & Keeler Chicago 60641

Description

Discover what's right for you. At Wendy's, you'll find a fast-paced, high-energy environment where everyone on the team works together, and also knows how to have fun!

As a Crew Member at Wendy's, you'll enjoy:

- Competitive pay and generous benefits, including employee meal discounts
- Flexible full-time or part-time work schedule that makes sense for you
- One-on-one, self-paced training, and promotion from within
- Opportunity to gain experience in all aspects of restaurant operations, from customer service to food prep, cash handling and opening/closing duties
- Defined career paths for those who are interested in a career at Wendy's

If you're interested in a position that rewards your commitment, then Wendy's is right for you. We encourage you to complete our application process and look forward to discussing your place on the Wendy's team.

Qualifications

Our candidate has a strong customer focus, initiative, and a can-do attitude. We're looking for real team players who can take and receive direction well and accomplish many tasks during one of our action-packed shifts. Whether you're wearing a headset and manning the drive-thru, greeting customers and running the register, preparing menu items, loading stock or keeping the restaurant clean and inviting, your accuracy and attention to detail are qualities that will make you a star player on the Wendy's team.

Wendy's is an equal employment opportunity employer who may provide reasonable accommodation to enable individuals with disabilities to perform the essential functions of the job.

The following are examples of some, but not all, of the essential job functions of a Crew Member position at Wendy's:

Apply online at

https://wendys.taleo.net/careersection/ext_crew/jobdetail.ftl?job=85640&src=JB-11040

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Museum Services Staff- Part Time

The Adler Planetarium (Chicago, IL) has a Part Time opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible.

This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Duties and Responsibilities:

- Greet visitors proactively and with enthusiasm.
- Provide information on the museum programs and facility
- Contributes to the success of theater presentations by greeting, checking tickets,, controlling crowds, seating and assisting ticket holders in a friendly and efficient manner.
- Monitors assigned area to provide security to visitors and staff
- Assists with moving tables, chairs, boxes, signs, helps shovel snow in seasonal times and perform other physical duties as needed.

Education and Experience:

- High school diploma or equivalent
- Customer service background a plus
- Must have a professional demeanor
- Must be able to move quickly through a 4 floor museum in emergency situations
- Assist with seating in a virtually dark theater
- Must have a warm and friendly attitude
- Must be able to read tickets, hear and multi-task in a very busy environment
- Must be able to stand for long periods of time

Equal Opportunity Employer M/F/D/V

REQ: OPE110

October 10, 2013

PLEASE NO PHONE CALLS

Apply online at <https://adlerplanetarium.wufoo.com/forms/museum-services-staff-part-time/>

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Seasonal Retail Cashier - Michigan Avenue-135122

Nordstrom is a fashion specialty retailer founded on a simple idea: offer each customer the best possible service, quality, value and selection. We are looking for cashiers to provide an accurate, friendly and efficient checkout experience for customers.

From attentive salespeople to meticulous tailors and innovative merchants, our teams are comprised of talented people who work hard to delight the customer. When you join a Nordstrom Store, you are welcomed into a family dedicated to creating memorable and rewarding shopping experiences for our customers.

The ideal cashier is professional, motivated, results oriented and committed to providing outstanding customer service.

Responsibilities

- Assist customers at checkout with sales, returns and other transactions
- Assist coworkers with sales, returns and inventory control processes
- Maintain an awareness of key fashion trends and product knowledge in order to assist customers with purchase decisions as necessary
- Maintain the cleanliness of the sales floor and cash wrap area
- Answer telephones and direct customers to the appropriate contact
- Restock the sales floor and complete other departmental duties, as necessary

Qualifications

- Ability to communicate clearly and professionally with customers and coworkers
- High level of accuracy, attention to detail and ability to prioritize multiple tasks in a fast-paced environment
- Strong problem-solving skills
- Strong computer proficiency and comfortable learning new computer applications
- Strong organizational, math and written communication skills
- High level of ownership, accountability and initiative
- Ability to work a flexible schedule based on department and store needs

Apply online at

<https://nordstrom.taleo.net/careersection/2/jobdetail.ftl?job=321723&src=JB-10422>

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Seasonal Retail Sales - Accessories - Michigan Avenue-134933 Nordstrom is a fashion specialty retailer founded on a simple idea: offer each customer the best possible service, quality, value and selection. We're looking for exceptional salespeople to provide outstanding customer service, develop strong customer relationships and build individual sales volume.

Nordstrom currently has sales openings in our Accessories department. The ideal candidate is motivated, enjoys working one-on-one with customers and thrives in a commissioned sales environment. If you share our love for the customers we serve, the merchandise we sell and the work we do, this is a place for you to build a rewarding career.

Responsibilities

- Set and achieve personal sales goals while supporting the goals of the team
- Greet customers in a timely, professional and engaging manner
- Educate customers on selecting accessories to complete their wardrobe
- Provide honest and confident feedback to customers regarding merchandise style and fit
- Build lasting relationships with customers by contacting them to follow up on purchases, suggest new merchandise and invite them to upcoming events
- Consistently seek new fashion and product knowledge to act as an expert for the customer
- Open new Nordstrom Fashion Rewards accounts as a means of building customer relationships
- Work as a team player to ensure each customer receives the best service possible
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

Qualifications

- Proven ability to set and achieve sales goals
- Competitive drive and entrepreneurial confidence to succeed in a commission-based environment
- Demonstrated ability to develop relationships with customers and coworkers
- Knowledgeable and enthusiastic about fashion
- Ability to positively and proactively handle customer concerns and prioritize multiple tasks in a fast-paced environment
- Ability to quickly learn new procedures and processes
- Strong organizational and follow-through skills
- Excellent communication and interpersonal skills
- High level of ownership, accountability and initiative

Apply online at

<https://nordstrom.taleo.net/careersection/2/jobdetail.ftl?job=321522&src=JB-10422>

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