



**Representative - Contact Centers Real-Time Operations-WHQ00007902-EA**

Description

Representative - Contact Centers Real - Time Operations

Equal Opportunity Employer – Minorities/Women/Veterans/Disabled/LGBT

Travel subject to service charges/restrictions. Bonuses awarded only under terms of United's policies.

NO AGENCIES PLEASE

Overview: KANA departmental facilitation and workflow support.

Responsibilities

Provide daily support to KANA business lines, including service level compliance/DOT compliance, facilitate workflow changes, troubleshooting and queue maintenance (advertisements/spam, auto-response, undeliverable message review, etc.)

Ad hoc reporting

Qualifications

Education: Equivalent work experience required

Knowledge/Skills: Brio, Crystal or other relational database knowledge required

KANA administration product knowledge required

Experience

2 years in operations support or analyst role required

Other

Must be legally authorized to work in the United States for any employer without sponsorship

Successful completion of interview required to meet job qualifications

Reliable, punctual attendance is an essential function of the position

Job Reservations - Management & Administrative

Primary Location - United States-IL-WHQ - Chicago - Willis Tower

Organization 56 Contact Centers

Schedule Full-time

Job Posting Nov 10, 2015, 9:04:58 AM

Apply online at

<https://ual-pro.taleo.net/careersection/2/jobdetail.ftl?job=716177&src=JB-10440>

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**Data Entry 3 week assignment**

Workforce - Chicago, IL

\$11 an hour

Temporary assignment for 3 Data entry candidates.

APPLICANTS MUST BE RELIABLE AND AGREE TO WORK THE DATES LISTED BELOW.

Candidates are needed for the following dates

November 18-20

November 23-24

November 30-December 4

Hours are from 7am to 5:30pm with an unpaid lunch

Position located close to 35th and Cicero

MUST HAVE COMPUTER SKILLS

MUST BE ABLE TO READ AND WRITE ENGLISH

..

Job Type: Temporary

Salary: \$11.00 /hour

Required experience:

COMPUTER SKILLS: 1 year

Required education: High school or equivalent

Required language: ENGLISH

Apply online at <http://www.indeed.com/cmp/workforce/jobs/Data-Entry-Week-Assignment-4dc5384717acf672?q=customer+service>

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## **Policy Issue Clerk (Job Number: 307709)**

Description: Combined Insurance, an ACE Group Company, is seeking a Policy Issue Clerk to join our fast-paced, high energy, growing company. We are proud of our tradition of success in the insurance industry of over 90 years. Come join our team of hard-working, talented professionals!

**JOB SUMMARY:** The Policy Issue Clerk handles all outgoing policy correspondence to our customers. This role requires proficiency in the Microsoft Office suite of products, internet, as well as Mainframe, Clarify, and Content Manager systems. Candidates should have excellent interpersonal and customer service skills, be detail oriented, and be able to work well in a fast-paced environment. Minimum standards for quality, productivity, and attendance must be met.

### **RESPONSIBILITIES:**

- Print, sort, and assemble life and health policies, and prepare for shipping
- Troubleshoot policy errors
- Produce special policy pages using Microsoft Excel
- Draft cover letters for special mailings using Microsoft Word
- Order and manage supplies required for policy assembly
- Handle and clarify cases for duplicate policy requests
- Create sample policies for the field
- Maintain policy issue log
- Assist with administrative functions as needed
- Other projects and duties as assigned

### **Qualifications**

**SKILLS/EXPERIENCE:** Previous office administrative service required  
Previous service with insurance or financial department preferred

**COMPETENCIES:** Excellent verbal and written communication  
Proficient in Microsoft Word, Excel, and Access  
Accurate typing skills

### **EDUCATION:**

High School diploma or equivalent  
Some college preferred

Apply online at

[https://acetalent.taleo.net/careersection/ace\\_external/jobdetail.ftl?job=307709](https://acetalent.taleo.net/careersection/ace_external/jobdetail.ftl?job=307709)

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## **RECEPTIONIST**

Location: Sinai Medical Group, Chicago, IL

Required Education: High School/GED

### **GENERAL SUMMARY:**

According to detailed instructions, policies and procedures, greets and directs patients and visitor.

Records and updates patient registration information, and verifies, insurance coverage.

Retrieves patient charts prior to scheduled appointments, and files forms or reports in charts.

Answers telephone and relays calls or takes messages.

Schedules or confirms appointments according to established procedures.

Maintains necessary records and logs of patient visits for use in billing.

Performs related duties such as entering charges, accepting and receipting payments, sorting and distributing mail, photocopying records and bills, and so forth.

**MINIMUM EDUCATION:** High School Diploma or GED.

**MINIMUM WORK EXPERIENCE:** Less than one year of basic clerical training and six to twelve months of previous work related experience plus one to three months of on-the-job training.

Schedule: Full Time

Shift: Days

Hours: 9a-5p

Apply online at

[https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=102137&source=Indeed.com](https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=102137&source=Indeed.com)

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### **Front Desk Customer Service**

All times are in Central Standard Time.

Job ID 2015-7943

Center Lake View

Posted Date 11/11/2015

Address 3333 N. Marshfield

# Positions 1

City Chicago

Category Sales/Membership Services

State IL

Type Part Time

Hours per Week 15-29

Variable Schedule 8am-8p M-F and 10am-4pm on Saturdays and Sundays. Must be able to work a 4 hour shift.

**Job Summary:** The Front Desk Customer Service staff will interact with the members and up hold the member experience standards. They will be the daily point of contact for members, determining their needs and offering solutions to meet these needs. They will be responsible for providing a high level of customer service to Y members, program participants and guest.

#### **Requirements:**

Must have high school diploma or GED.

One year of member relations or customer service.

Must be a problem solver and a proven track record of complaint resolution.

Strong interpersonal skills with the ability to build rapport and credibility quickly.

Entrepreneurial spirit with the ability to work in highly flexible, rapidly changing and ambiguous work environment

Must have excellent written and verbal communications skills.

Must be able to work a variety of hours including holidays and at least one weekend and one evening per month.

Must be able to work a minimum of 15 hours per week with a minimum of 4 hour shifts between the hours of 8 am to 8 pm Monday - Friday and 10 am to 4 pm on Saturday and Sunday.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/7943/front-desk-customer-service/job?mode=job&iis=Job+Board+-+indeed.com&iisn=Indeed.com&mobile=false&width=960&height=500&bga=true&ndsRedirect=false&jan1offset=-360&jun1offset=-300>

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**Job Title: Store Associate**

Company: ALDI

Job Type: Full-time, Part-time

Hours: Not Specified

Location: 6621 S. Cottage Grove Ave.

Chicago, IL 60637

Our Store Staff is the face of the ALDI shopping experience, and our most valuable asset. Their hard work makes it possible to uphold our company philosophy: Provide the highest quality products at the lowest possible prices. Their smiles and pleasant demeanors keep customers coming back time and time again.

We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must have a High School diploma or G.E.D. You must also pass a drug background check. Are you up for the challenge?

As a Store Associate with ALDI, you will be part of an established and growing organization with a great reputation for providing the highest quality food at the lowest possible prices. Our tight-knit family atmosphere can't be beat, and you will find that you will have plenty of team support as you grow into your role. You will receive 75 hours of paid training and mentoring over the first month of employment to ensure your success with us, and our promote-from-within policy means that you'll have plenty of opportunities to advance to Shift Manager and beyond.

ALDI offers competitive wages and benefits, including:  
Industry-leading Wages; Major Medical, Dental, Vision Insurance & Prescription Coverage for Eligible Employees; Generous Vacation Time & 7 Paid Holidays  
401(k) Plan; Company Contribution to Retirement Savings Plan; Short- and Long-Term Disability Insurance; Life & Disability Insurance  
ALDI is proud to be an Equal Opportunity Employer.

Additional Info: Minimum Age 18+ years old

Apply online at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=22177858&item=1&searchid=1eecd941-2005-36a4-ed76-b8a0524968b2&src=title>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast  
Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect  
Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills

Ability to effectively delegate and follow up with booth crew members  
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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## **Cook**

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution. Complete food handling training and obtain any local or state mandated certification. Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/cook>

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right?

Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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**Job Title: IL Customer Service Representative**

Company Family Dollar  
Job Type Full-time, Part-time  
Hours Not Specified  
Location Chicago, IL  
Chicago, IL 60637

General Summary: As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

Principle Duties & Responsibilities:

Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Position Requirements:

Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments.

Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.

Availability : Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Skills & Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Apply online at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=27702724&item=2&searchid=5023a628-f6f2-8808-7c53-ea4253c95888&src=title>

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## **Administrative Assistant-Northwestern University-Facilities**

All times are in Central Standard Time.

Location US-IL-Chicago

ID 36928

Posted Date 7/14/2015

Category Administrative/Clerical

Employment Type Fulltime-Regular

### Overview:

#### About Aramark

Aramark (NYSE: ARMK) is in the customer service business across food, facilities and uniforms, wherever people work, learn, recover, and play. United by a passion to serve, our more than 270,000 employees deliver experiences that enrich and nourish the lives of millions of people in 22 countries around the world every day. Aramark is recognized among the Most Admired Companies by FORTUNE and the World's Most Ethical Companies by the Ethisphere Institute. Learn more at [www.aramark.com](http://www.aramark.com) or connect with us on Facebook and Twitter.

#### Responsibilities:

**Job Summary:** The Administrative Assistant provides support in all administrative tasks. This includes but is not limited to: answering phones, filing, communicating with client and customers, and scheduling of staff. The ideal candidate will possess the ability to communicate, answer telephones, and operate fax machines and copiers in a fast paced environment.

#### Tasks & Responsibilities:

Must have strong professional etiquette  
Strong computer skills required i.e. Excel, Word, PowerPoint  
Strong problem solving, analytical, and organizational skills  
Must have previous customer service experience

#### Qualifications:

High school diploma required  
College degree preferred

Aramark is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer – Minority/Female/Disability/Veteran

Apply online at <https://hourly-aramark.icims.com/jobs/36928/administrative-assistant-northwestern-university-facilities/job?mode=job&iis=Internet+Resources&iisn=Indeed.com>

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**Job Title Restaurant Team Members and Crew Managers**

Company White Castle

Job Type Full-time, Part-time

Hours Not Specified

*Location: 1550 E 79th Street*

*Chicago, IL 60619*

The only thing better than eating White Castle Sliders?

Making White Castle Sliders! Come on...you know you want to.

And we want—make that CRAVE—friendly, fun and energetic team members to help us create not only steam-grilled-on-a-bed-of-onions Sliders, but also memorable moments for the most loyal customer base around.

We're looking for Team Members and Crew Managers.

Previous food service or management experience a bonus, but not required.

Beyond FREE Sliders (and most anything else on our menu) while you're at work, we'll provide on-the-job training, an excellent opportunity for future growth and the potential to participate in one of the best benefits packages in the food service industry, including a 401k, Profit Sharing Plan, and health, dental/vision and life insurance to name a few!

What's not to Crave?

APPLY NOW at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=27439593&item=1&searchid=913dfa00-e5f2-c710-c22c-07336192342a&src=title>

**Lycee Francais de Chicago is seeking a part-time Human Resources Specialist** with a minimum of 1-3 years' experience in benefit administration.

Responsibilities include benefit administration, HRIS management, and other related functions. Ideal candidate will have a generalist background and ability to support other HR areas as needed. Intermediate knowledge of Microsoft Excel required; accounting experience preferred. Position is 20 hours per week, schedule to be determined.

To apply, please submit resume and letter of interest to [employment@lyceechicago.org](mailto:employment@lyceechicago.org)

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## **ALDI Store Associate job in Chicago, IL**

Company ALDI

Job Title Store Associate

Job Type Full-time, Part-time

Hours Not Specified

*Location: 7800 South Chicago Ave.*

*Chicago, IL 60619*

We have important requirements for all potential ALDI employees. You must be able to lift and stock merchandise up to 45 pounds. You must be able to multitask and communicate effectively with your fellow staff, while being open to new ideas. Excellent customer service skills and communication are a must, as well as a flexible schedule. We provide an extensive period of training that will give you the tools, skills, and confidence you need to excel at ALDI. You must have a High School diploma or G.E.D. You must also pass a drug background check. Are you up for the challenge?

As a Store Associate with ALDI, you will be part of an established and growing organization with a great reputation for providing the highest quality food at the lowest possible prices. Our tight-knit family atmosphere can't be beat, and you will find that you will have plenty of team support as you grow into your role. You will receive 75 hours of paid training and mentoring over the first month of employment to ensure your success with us, and our promote-from-within policy means that you'll have plenty of opportunities to advance to Shift Manager and beyond.

ALDI offers competitive wages and benefits, including:

Industry-leading Wages

Major Medical, Dental, Vision Insurance & Prescription Coverage for Eligible Employees

Generous Vacation Time & 7 Paid Holidays

401(k) Plan

Company Contribution to Retirement Savings Plan

Short- and Long-Term Disability Insurance

Life & Disability Insurance

To find an ALDI store near you and download an application, please click Apply Now!

ALDI is proud to be an Equal Opportunity Employer.

Minimum Age: 18+ years old

Apply online at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=22177872&item=6&searchid=8a5c43ad-dfc2-31b8-fe5c-cc8221b912ef&src=title>

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**Job Title Salesperson**

Company Advance Auto Parts, Inc.

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

*Location: 8501 S COTTAGE GROVE AVE.  
CHICAGO, IL 60619*

**Primary Responsibilities**

Provide GAS2 selling experience for DIY customer visits and phone calls  
Achieve personal sales goal and help store achieve its sales goals  
Provide DIY services including battery installation, testing, wiper installs, etc.  
Maintain store product and operational standards  
Responsible for inventory processes including truck put away, shoot outs, cycle counts, Back stock, etc.

**Secondary Responsibilities**

Store Cleanliness including floors, bathrooms, facing, dusting, parking lot  
General stocking including truck stocking and back stock  
Safely deliver parts to customers as needed

**Essential Job Skills Necessary for Success as a Salesperson**

Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management  
Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals  
Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals  
Ability to work an assortment of days, evenings, and weekends as needed

**Prior Experience that Sets a Salesperson up for Success:** 2-3 years of successful sales experience in a diverse retail environment, providing superior customer experiences

**Education:** High school diploma or general education degree (GED)

**Certificates, Licenses, Registrations:** None

Apply online at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=24318499&item=2&searchid=083483c4-1152-3b5e-7f37-1480490e9129&src=title>

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**Job Title: Delivery Driver/Customer Service Delivery Team Member**

Company Advance Auto Parts, Inc.

Job Type Full-time, Part-time

Hours Not Specified

Pay Type Hourly

*Location: 8501 S COTTAGE GROVE AVE.*

*CHICAGO, IL 60619*

Qualifications

What is a Driver? Entry level store position capable of supporting delivery of parts to commercial customers. The role has the responsibility to deliver parts to our commercial customers and assist with task and inventory processes in the store. This position can be part time or full time and must be MVR certified.

Primary Responsibilities

Safely deliver parts to customers as needed

Pick and stage parts for customer orders

Pick up returns and cores

Drop off weekly / monthly sales flyer

Daily collection of credit accounts

Essential Job Skills Necessary for Success as a Driver

Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management

Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals

Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to work an assortment of days, evenings, and weekends as needed

Prior Experience that Sets a Driver up for Success

Automotive parts experience is preferred

Education

High school diploma or general education degree (GED)

Certificates, Licenses, Registrations

Must have a valid driver's license and be fleet safety certified

Apply online at <https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=24310285&item=13&searchid=083483c4-1152-3b5e-7f37-1480490e9129&src=title>

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**Foran Glennon Palandech Ponzi & Rudloff seeks an Office Services/File Clerk.**

Primary responsibilities include indexing, scanning, and filing of documents. Candidate will also assist in the areas of reception, periodic bank/court runs, minor messenger services and other miscellaneous duties. Knowledge of Microsoft Office Suite (Word, Outlook and Excel) as well as a high level of attention to detail are required. MUST be flexible and have the ability to organize and prioritize numerous tasks and complete them accurately under time constraints with minimal supervision. Prior law firm experience preferred. Submit your resume with salary requirements and cover letter via email only to: [careers@fgppr.com](mailto:careers@fgppr.com).

**Patient Care Technician**

Date: Nov 12, 2015

Location: Chicago, IL, US, 60622

Company: Presence Health

Requisition ID: 1220

Location: Presence St Mary Chicago

Location Address: 2233 W. Division Street, Chicago, IL 60622 United States (US)

Daily Hours: 8 / Standard Hours: 3:00pm-11:30pm/11:00pm-7:30am

Employment Status: Full-time / Employment Type: Regular

Shift: Rotating

FLSA: N

Essential Functions: This position will work under the direction and supervision of a registered professional nurse (RN) performs duties to assist in providing high quality patient care. All duties are carried out in accordance with established policies and procedures. 1.Provides direct patient care as assigned by the registered nurse (RN). 2.Performs routine patient care procedures (e.g. vital signs, height and weight, intake and output, specimen collections – urine/stool/sputum, and hygiene care). 3.Occasionally provide routine, low complex services generally performed by a Nursing Assistant 4.Documents care per documentation standards in electronic medical record. 5.Assists with patient’s activity and providing a safe environment.

**Education and/or Experience**

High school diploma or equivalent. Able to communicate effectively using written and verbal English. 1+ years experience preferred. Computer Skills: Computer literacy required. Certificates, Licenses, Registrations: BLS certification required Nursing Assistant certification required or equivalent - students currently enrolled in an approved nursing school program may be considered.

Apply online at <https://jobs.presencehealth.org/job/Chicago-Patient-Care-Technician-IL-60622/288054800/>

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## **ACTIVITY ASSISTANT**

Date: Nov 12, 2015

Location: Northlake, IL, US, 60164

Company: Presence Health

Requisition ID: 4362

*Location: Presence Villa Scalabrini*

*Location Address: 480 North Wolf Road, Northlake, IL 60164 United States (US)*

Daily Hours: 6 Standard Hours: 6

Employment Status: Part-time

Employment Type: Regular

Shift: Day FLSA: N

### **SUMMARY**

The Activity Assistant supports the Director of Activities and/or the Activities Coordinator to plan, organize, develop, and direct the overall operation of the Activity Department in accordance with current federal, state and local standards and as may be directed by the Executive Director to ensure that an on-going program of activities is delivered. Responds to the interests of the facility residents and enhances their physical, mental, social and psychological well-being and be presented in a manner which embodies the mission and core values of Presence Health.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High School diploma or equivalent is required.

Six months to one year experience preferred.

Prior experience in working with the elderly preferred.

Ability to operate Audio Visual equipment and carts.

#### **Computer Skills**

Basic computer skills preferred.

Apply online at <https://jobs.presencehealth.org/job/Northlake-ACTIVITY-ASSISTANT-IL-60164/302859600/>

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**Part Time Seasonal Position(Job Number: 140000X5)**  
West Side-1420 West 17th Street (Pilsen Community Academy)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

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

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**Lunchroom Attendant (Lunchroom Services)(Job Number: P032059)**

West Side-3320 West Hirsch Street (James Russell Lowell School)

Description

CLASS TITLE: Lunchroom Attendant

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

ESSENTIAL FUNCTIONS:

Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

Physical Requirements. Medium Work:

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Physical demands are in excess of those for Light Work.

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**Part-Time Aide (Job Number: 150003F0)**

West Side-1420 South Albany Avenue (James W Johnson Sch of Excel)

Description

Temporary Part Time Seasonal Roles

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- \* Duties related to opening and closing out the school day.
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- \* Duties associated with supporting overall school operations

Physical Requirements

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