



Job Title: Office Associate - Opt 1

Agency: Human Services

Closing Date/Time: Wed. 11/26/14 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82505

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires knowledge and understanding of medical, technical and legal terminology.

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

Medical Field Operations 1112 S Wabash Chicago IL 60605

Please submit applications to: Lisa Horsley / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-2116

How to Apply:

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

Option 1 - General

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Job Title: Office Associate - Opt 2

Agency: Public Health

Closing Date/Time: Wed. 12/03/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDPH 80539

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the Administrative Assistant, performs a variety of complex clerical duties that are highly specialized and sensitive in nature; plans, develops and institutes procedures in Non Long Term Care Licensure and Certification programs; participates in conducting evaluations of existing programs, procedures and policies. Composes, types and proofs, both for accuracy and content, reports and correspondence.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation, basic mathematics; requires ability to follow oral and/or written instructions. Requires ability to type accurately at a minimum of 45 wpm.

Work Hours & Location/Agency Contact: Work Hours & location: 8:30AM - 5:00PM

Office of Health Care Regulation / Division of Health Care Facilities & Programs

122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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

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Job Title: Seasonal Toll Collector - North Cook

Opening Date/Time: Thu. 11/13/14 12:00 AM Central Time

Closing Date/Time: Wed. 11/26/14 11:59 PM Central Time

Salary: \$10.00/Hour

Job Type: Service Maintenance

Location: TC/North Cook County (DesPlaines, Rosemont, Shiller Park, Deerfield), Illinois

Department: Toll Operations

Description Benefits Supplemental Questions

Classifies vehicles, collects and assumes responsibility for appropriate tolls in accordance with the toll rate schedule.

Examples Of Essential Duties: Seasonal/Temporary Toll Collectors report directly to the Plaza Manager, Plaza Supervisor and/or Collector-in-Charge. Abide by the Rules and Regulations as set forth by the Authority. Seasonal/Temporary Toll Collectors inform supervisors with information of any unusual road conditions, traffic accidents, and/or disabled vehicles. Returns temporary banks, and ensures proper deposit of monies collected. After repayment of temporary bank, ensures proper deposit of remaining monies collected. Properly disposes of all waste material and maintains a clean work environment. Wears and maintains uniform shirts in a clean and presentable manner. Perform other duties as assigned.

Must possess the agility to walk up and down curbs, cross as many as 25 traffic lanes, and navigate stairs and doors while carrying a cash drawer. Must have the physical ability to withstand the rigors of working long periods in a standing position as well as being subjected to the severity of seasonal temperature extremes. Vision to work in both daytime and evening time conditions to be able to distinguish types of vehicles from a distance and provide change without errors is required. The ability to negotiate traffic lanes in a safe manner. Required to provide positive and courteous behavior towards patrons and interact professionally with co-workers and supervisors at all times.

Typical Qualifications: Must be able to work from approximately May 15, 2015 through October 31, 2015. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five(25) pounds is required. Excellent verbal and written communication skills are required. Must pass a written examination with a seventy five (75%) percent or higher score to qualify for an interview.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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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) 782-1348 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

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Digital Marketing Analyst

Posted Date 11/18/2014 Requisition # 18251 Position

Type Full-Time Salaried/Hourly Exempt

Category Other - Other Department Web Communications

Campus Loop Campus Location US-IL-Chicago

General Summary: The Digital Marketing Analyst will play a key role in supporting the achievement of strategic enrollment goals of DePaul via management of various systems and reports that will enable quantitative and qualitative analysis that lead to the optimization of the University's online advertising and marketing efforts as well as recruitment and admission activities. The Digital Marketing Analyst will manage and maintain the CRM system and University Google Analytics account, provide regular reporting and dashboards to facilitate the management decision-making regarding enrollment management advertising, recruitment and admission efforts, and conduct research and testing to make actionable recommendations for recruitment and admission activities across Enrollment Management and Marketing.

Minimum Requirements

- Bachelor's degree in Business, Marketing, Communications, Journalism or related majors.
- Minimum of 2 years of web analytics package experience; such as: Omniture or Google Analytics.
- Experience in analyzing quantitative and qualitative website measures.
- Knowledge of data analysis and reporting acquired through formal education or 2 years of experience.
- Proficiency with HTML, CSS and JavaScript.
- Strong analytical and troubleshooting skills.
- Excellent interpersonal and team-building skills, with the ability to work both independently and as part of a team.
- Excellent oral and written communication skills.
- Ability to manage multiple projects simultaneously with minimal supervision.
- Ability to translate and communicate analytics into business insight for management decision-making

Preferred Requirements:

- Professional experience in higher education recruitment and admission or in non-profit management.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18251/digital-marketing-analyst/job>

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Driver Helper

Cicero, IL

Job ID: ILCCR4

UPS is hiring individuals to work as temporary, seasonal Driver Helpers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/driver-helper/jobid6089770-driver-helper-jobs>

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Package Delivery Driver

Chicago, IL

Job ID: ILJEF3

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required.

Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license.

Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/chicago/package-delivery-driver/jobid5662023-package-delivery-driver-jobs>

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Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)

Chicago, IL

Job ID: ILCHO105

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA.

These drivers are typically on the road 7-10 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at [http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-\(hazmat-req\)-jobs](http://jobs-ups.com/chicago/driver/jobid5577628-dry-van-otr-cdl-a-tractor-trailer-truckload-driver-(hazmat-req)-jobs)

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Package Handler Part Time

Bedford Park, IL

Job ID: ILBED1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577622-package-handler-part-time-jobs>

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Tractor Trailer Driver

Bedford Park, IL

Job ID: ILBED7

UPS is hiring individuals to work as full-time, temporary, seasonal Tractor-Trailer Drivers.

This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift. Some work is performed outdoors.

Seasonal Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards.

UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test. Qualified applicants must have a valid commercial driver's license issued in the state that you live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform. UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/tractor-trailer-driver/jobid5577623-tractor-trailer-driver-jobs>

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Part Time Twilight Plant Engineering Supervisor

Hodgkins, IL
Job ID: 63536

Job Summary

The Plant Engineering Part-Time Supervisor candidate works at the operating facility to manage Maintenance, Asset Management, Compliance, and Housekeeping of multiple facilities.

OTHER DUTIES

Perform Asset protection audits, conveyor inspection, and corrective action steps on equipment or facilities with deficiencies.
Support and help with facility audits for environments and safety compliance.
Support and maintain complete, accurate, current records and schedules for vendors, facilities and equipment.
Order supplies, spare parts, and equipment as needed, for the repairs, upgrade and maintenance of the facilities.
Contact outside contractors for repairs and parts, develop outside vendors and contractors to perform specified services and monitor their performance.
Update and maintain data and inventories for outside vendor contracts and insurance requirements.
Help support, forecast and analyze control costs within the PE function.
Process purchase orders, invoices and project expenses through procurement system.
Prepare project bid packets including; drawings, specifications, estimates, and project documentation.
Develop spreadsheets and other reports required for the activities of the Plant Engineering function.
Maintain and coordinate activities for the support of the PE function.
Maintain effective lines of communication and working relationships with other functions and departments.

PREFERRED COMPETENCIES: Strong oral and written communications skills, along with excellent interpersonal and organizational skills. Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint). Background in Engineering or a Technical related field.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/engineering/jobid5682313-part-time-twilight-plant-engineering-supervisor-jobs>

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Vehicle Return Associate in Chicago Illinois United States

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits:

* We provide you: * Competitive pay * Medical, Dental, Vision & 401K * Full training to learn the business and enhance your professional skills * Paid vacations, car rental discounts & much more!

Get your go on!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Vehicle Return Associate

Requisition Number: 231965

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/2B421841F8184B3AA8504A1E5676018B/job/>

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EEG Technician

West Suburban Medical Center, Oak Park, IL

Department: EKG

Schedule: Part Time

Shift: Rotation

Job Details: Applies electrodes from a multi-channel recorder to the head of the patient to record and measure electrical brain wave activity. May also conduct Evoked Potential response tests to measure latency of response to stimuli for detecting other neurological disorders. Observes and notes patient's response and behavior during tests and records. May also conduct basic electromyography studies.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=318485

Staff Nurse - ER

Department: Emergency Department

Schedule: Registry

Job Details: Bachelors Degree preferred

Effectively delivers patient care through the nursing process of assessment, planning, intervention, implementation, and evaluation.

JOB QUALIFICATIONS: 1. Registered Nurse with current Illinois license, BSN preferred
2. CPR certification, must obtain ACLS certification within 6 months of hire; PALS certification preferred
3. Neonatal resuscitation certification required.
4. Demonstrated organization and time management skills and the ability to prioritize multiple tasks
5. Excellent interpersonal skills, customer service delivery skills
6. Excellent experience leading and facilitating a wide variety of diverse patient groups required
7. Ability to assess needs, identify problems, explore alternatives and implement solutions.
8. Demonstrated ability to work independently and make decisions in accordance with hospital policy and governmental regulations.
9. Knowledge of basic computer operations and use of word processing software
10. Ability to use audio/visual equipment, telephone and other clinical equipment for patient teaching.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=763289

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Courtesy Bus Driver

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

At Payless, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/98D16807D08A4629A927C96F22974ACE/job/>

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PATIENT CARE TECH II

MacNeal Hospital, Berwyn, IL

Department: FLOAT POOL

Schedule: Registry

Shift: Evenings

Job Details: Registered with the State of Illinois as a Certified Nursing Assistant. Phlebotomy & EKG skills required. Minimum one year experience required. Reporting to the Director of the Nursing unit, under the direction of a Registered Nurse (RN) and according to established policies and procedures, provides basic nursing care to patients and assists professional nurses with complex patient care up to the validated level of training. Performs related services and clerical duties according to the assigned unit.

KNOWLEDGE, PRACTICAL EXPERIENCE AND LICENSURE/REGISTRATION REQUIRED:

1. Level of knowledge normally acquired through the completion of high school with courses in Math, English and typing.
2. One (1) to three (3) months of training and experience in a healthcare field to acquire a basic knowledge of medical terminology, know correct procedures for chart preparation and record maintenance and know how to interact effectively with unit personnel and others.
3. Successful completion of an eight (8) week PCT training course or Certified Nurses Aide or Nursing Student who has completed at least one (1) Med-Surg Clinical Rotation. Demonstrated competency through on-the-job PCT training at MacNeal Hospital.
4. Successful completion of the PCT exam to validate all required skills.

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=828094

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Job Title: Central Shop Supervisor

Opening Date/Time: Tue. 11/18/14 12:00 AM Central Time

Closing Date/Time: Wed. 12/03/14 11:59 PM Central Time

Salary: \$72,000.00 - \$82,000.00 Annually

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Examples Of Essential Duties:

The Central Shop Supervisor reports to the Central Shop Manager and supervises all Central Shop Mechanics and Parts Clerks. The incumbent is required to work independently with minimal direct supervision.

Inventory and Assets: \$1,000,000.00+

Subordinate Personnel: Nights 4 Automotive Technicians/1Parts Clerk

Typical Qualifications:

-
- Incumbent must be High School graduate and possess a valid Class "A" Commercial Driver's License.
- This position requires an extensive knowledge of automotive repair and maintenance procedures and requires the ability to troubleshoot difficult technical problems.
- The Central Shop Supervisor must have extensive knowledge of the use of highly technical tools and diagnostic equipment used to diagnosing vehicle and equipment repairs. This equipment includes sophisticated computer diagnostic devices use to troubleshoot complex electrical and mechanical systems.
- The incumbent must possess good desktop computer skills and is expected to develop basic documents and spreadsheets.
- Incumbent must have good internet skills to use search tools to find parts or look up vehicle information.

- The incumbent must be able to work with minimal direction and possess a high level of personal accountability since the position is on shift when the Fleet Manager is not at work.
- Minimum ten years' experience in auto and/or truck repair field is required.
- Excellent verbal and written communication skills are required.

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Job Title: Invoice Processing Administrator

Opening Date/Time: Tue. 11/18/14 12:00 AM Central Time

Closing Date/Time: Wed. 12/03/14 11:59 PM Central Time

Salary: \$10.11/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Procurement

Examples Of Essential Duties:

The Invoice Processing Administrator ("IPA") works at the Central Administration building. This position reports directly to the Purchasing Coordinator. The following positions also report directly to the Purchasing Coordinator: Information Processor Operators, Contract Administrators, and Accounts Payable Specialist.

Phone Inquiries from Tollway Staff and Vendors: 10-25+ weekly

Contract Releases Processed: 3,000 annually

Purchase Orders Processed: 2,800 annually

Invoices for the payment of goods and services procurements are received daily. These invoices are entered into the invoice tracking database by the IPA. Using Departments will forward receiving documentation to initiate the payment process. Procurement will provide Purchase Orders and Contract Release vouchers. A complete invoice packet will consist of a voucher, receiving report, and invoice. The IPA will work closely with Accounts Payable, vendors, and Tollway staff to ensure that complete invoice packets are submitted to Accounts Payable in a timely manner and that any payment issues are resolved.

Typical Qualifications:

A high school diploma or GED equivalent is required. Two to three years of accounts payable experience is highly desired. Data entry skills are required. Good math skills are required. Previous experience in placing orders, verifying receipts, confirming prices, confirming payments, and processing invoices is preferred. Must be proficient in Microsoft Word, Excel, and Outlook. Excellent verbal and written communication skills are required. Ability to interact effectively with various levels of management and to communicate well with staff and vendors is required. Ability to multi-task is required. Excellent organization skills and attention to detail are required.

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Job Title: Maintenance Section Manager

Opening Date/Time: Tue. 11/18/14 12:00 AM Central Time

Closing Date/Time: Wed. 12/03/14 11:59 PM Central Time

Salary: \$76,000.00 - \$86,000.00 Annually

Job Type: Professionals

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

Examples Of Essential Duties: The Maintenance Section Manager reports directly to the Roadway Maintenance District Manager.

Accountable for:

Assets: \$1,400,000.00

Parts Inventory: \$ 150,000.00

Annualized Material and Operation

Budget: \$ 300,000.00

Payroll annualized (app. 30): \$ 600,000.00

The incumbent oversees one Maintenance Section Supervisor, one Section Clerk, one Parts Clerk, and positions classified as follows:

Equipment Operator / Laborer

Mechanic

Welder

Welder Helper

Note: Maintenance Section Managers have basic responsibility to monitor and record mechanic activities within the assigned maintenance section. Mechanics are supervised by Fleet Maintenance.

Typical Qualifications: High-school graduate or equivalent is required. Good written and oral communication skills are required. Proven knowledge & ability in snow & ice control operations is required. Experience with computerized Maintenance Management Systems and Inventory Control Procedures is desired. The incumbent should have knowledge of and experience in snow and ice removal operations. Experienced in roadway and appurtenant repair operations, management operations and budgeting and personnel (union environment) is required. Excellent interpersonal and organizational skills required. Incumbent should be self-motivated and be able to motivate subordinates. The incumbent will be required to pass a written examination in order to qualify for an interview. Must also have a valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles, and tank truck at the time of testing.

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Job Title: Project Accountant

Opening Date/Time: Tue. 11/18/14 12:00 AM Central Time

Closing Date/Time: Wed. 12/03/14 11:59 PM Central Time

Salary: \$14.18/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Finance

Description Benefits Supplemental Questions

Ensures the accurate and timely processing of all payments for Major Improvements and Construction billings. Ensure that all contracts, supplements and change orders are obligated with the State Comptroller on a timely basis for both Fund 01 and Capital funds.

DIMENSIONS: (2009)

Capital Payments: \$1,004,182,240.14

Payments Processed: 3,355

Examples Of Essential Duties:

The Project Accountant position reports directly to the Disbursement Control Supervisor and has no subordinates. The incumbent receives billings and invoices from contractors, consultants and other vendors which have been approved for payment by the Tollway and processes them for payment in a timely manner. Incumbent ensures that all expense distributions are correct. The incumbent is also responsible for completing the obligation process for contracts, supplements, change orders and extra work orders with the State Comptroller for both the Maintenance and Operations Fund 01 and Capital funds. Incumbent must verify that all procedures are followed, that all paperwork conforms to State procedures and all obligations are filed on a timely basis. Incumbent is responsible for entering contract information into the SAMS system via access through the IGPS and forwarding original documents to the Comptroller's office.

Typical Qualifications:

High school graduate or GED equivalent is required. A minimum of two (2) years college level accounting courses are preferred. A minimum of five (5) years accounts payable experience in the area of general accounting is required. Good organizations skills are required. Must be detail oriented, analytical, accurate, and take initiative. Must have an aptitude for figures. Experience with Microsoft Word, Excel and Outlook are required. Experience with standard accounting ledger systems are highly desired.

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Job Title: Seasonal Toll Collector - South Cook County

Opening Date/Time: Thu. 11/13/14 12:00 AM Central Time

Closing Date/Time: Wed. 11/26/14 11:59 PM Central Time

Salary: \$10.00/Hour

Job Type: Service Maintenance

Location: TC/South Cook County (Hillside, Justice, Bridgeview, Hazelcrest, Country Club Hills), Illinois

Department: Toll Operations

Description Benefits Supplemental Questions

Classifies vehicles, collects and assumes responsibility for appropriate tolls in accordance with the toll rate schedule.

Examples Of Essential Duties: Seasonal/Temporary Toll Collectors report directly to the Plaza Manager, Plaza Supervisor and/or Collector-in-Charge. Abide by the Rules and Regulations as set forth by the Authority. Seasonal/Temporary Toll Collectors inform supervisors with information of any unusual road conditions, traffic accidents, and/or disabled vehicles. Returns temporary banks, and ensures proper deposit of monies collected. After repayment of temporary bank, ensures proper deposit of remaining monies collected. Properly disposes of all waste material and maintains a clean work environment. Wears and maintains uniform shirts in a clean and presentable manner. Perform other duties as assigned.

Must possess the agility to walk up and down curbs, cross as many as 25 traffic lanes, and navigate stairs and doors while carrying a cash drawer. Must have the physical ability to withstand the rigors of working long periods in a standing position as well as being subjected to the severity of seasonal temperature extremes. Vision to work in both daytime and evening time conditions to be able to distinguish types of vehicles from a distance and provide change without errors is required. The ability to negotiate traffic lanes in a safe manner. Required to provide positive and courteous behavior towards patrons and interact professionally with co-workers and supervisors at all times.

Typical Qualifications: Must be able to work from approximately May 15, 2015 through October 31, 2015. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five(25) pounds is required. Excellent verbal and written communication skills are required. Must pass a written examination with a seventy five (75%) percent or higher score to qualify for an interview.

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