



Assistant Accountant

Chicago, IL

Finance

Job Description

Ensure DSD close responsibilities are completed according to the internal DSD time frame; Ensure timely and complete data is extracted from the Frito Lay's systems and posted into SAP; Record accurately and timely all accruals and elimination entries in the Oracle and SAP ledgers; Responsible for running Oracle and SAP reports to record period-end entries; Ensure proper support is obtained for non-recurring period-end entries; Act as resource for field accruals and cross-charges at period end Complete the twenty four CDS Balance Sheet reconciliations, document and communicate unusual activity; Work closely with other parties to ensure all reconciliations are timely cleared; Communicate all risk/opportunity identified on reconciliations; Assist in the completion of Balance Sheet Review explanations Prepare SOX documentation and submit in a timely manner Responsible for documentation roll-forward

Qualifications:

Bachelor's degree in Accounting. 2+ years accounting experience
Strong analytical and problem solving skills with attention to detail and quality
Self-starter with ability to manage multiple concurrent projects with strong organization and time management. Ability to work hands-on in a collaborative environment
Proficient in core Microsoft Windows application software including Excel and Word
Proactive and strong oral and written communication skills
Strong documentation skills. Ability to adapt to changing business processes, technologies; Oracle and/or SAP Knowledge a plus
PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 58205BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=58205BR&cult=en-US>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville
2601 S LaSalle St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

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

Sun - 9am to 5pm

Mon - 10am to 7pm

Tue - 10am to 7pm

Wed - 10am to 7pm

Thu - 10am to 7pm

Fri - 3pm to 8pm

Sat - 3am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141752&mode=

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - 6am to 9pm
- Mon - NA
- Tue - NA
- Wed - NA
- Thu - NA
- Fri - NA
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138228&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 8pm

Mon - NA

Tue - NA

Wed - NA

Thu - 9am to 9pm

Fri - 9am to 8pm

Sat - 9am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142698&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

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

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

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

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General Manager - Trainee

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center.

Learn cash management policies and procedures necessary to direct a profitable center.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 7pm

Mon - 6am to 7pm

Tue - 6am to 7pm

Wed - 6am to 7pm

Thu - 6am to 7pm

Fri - 6am to 7pm

Sat - 6am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141317&mode=

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations. Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm

Tue - 8am to 5pm
Wed - 8am to 5pm

Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141918&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 8am to 5pm
- Tue - 8am to 5pm
- Wed - 8am to 5pm
- Thu - 8am to 5pm
- Fri - 8am to 5pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=141917&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

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- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

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

Sun - 9am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 2pm to 8pm

Sat - 2pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142660&mode=

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Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK , IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 6am to 3pm

Tue - 6am to 3pm
Wed - 6am to 3pm

Thu - 6am to 3pm
Fri - 6am to 3pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138775&mode=

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Trailer/SRI Specialist

U-Haul Repair Facilities
Park Forest Rers
PARK FOREST, IL

Description:

Inspect and repair single/tandem-axle trailers, tow bars, hitches, and car-top carriers. Repair damaged panels, axles, suspension and associated equipment.

Fabricate trailer fixtures, including surface preparation, cutting of steel/aluminum, welding and painting.

Assess and calculate the cost of repairs for each piece of equipment.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142114&mode=

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Security Officer

MacNeal Hospital, Berwyn, IL
Department: SECURITY DEPARTMENT
Schedule: Registry
Shift: Rotation

Job Details:

Under general supervision but according to established procedures, Patrols Hospital areas, assists with combative patients, locks and unlocks Hospital areas, and performs similar related duties in order to provide a safe and secure Hospital environment for patients, employees and visitors.

Job Specifications:

Level of knowledge equivalent to that ordinarily acquired through completion of high school, and/or equivalent

Six to twelve months of on-the-job training and experience in order to acquire a thorough knowledge of Hospital areas and facilities.

Interpersonal skills necessary to regularly communicate with visitors, patients and various levels of Hospital personnel and to assist staff with calming hostile and disturbed patients.

Physical ability required for regular periods of standing and walking.

Physical ability necessary to occasionally lift or restrain patients.

Occasionally confronted by combative, hostile, emotionally disturbed or intoxicated individuals.

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Brake/Tire Specialist

U-Haul Repair Facilities
Park Forest Rers
PARK FOREST , IL

Description: U-Haul is looking for a candidate to diagnose the source of mechanical and drive ability problems and to repair and/or replace braking systems of U-Haul trucks. Responsibilities will include repairing and/or replacing disc and drum brakes, and power brake units, including vacuum and hydraulics.

Work Status: Full-Time

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

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142113&mode=

Ultrasound Tech I

Department: Ultrasound

Schedule: Registry

Shift: Rotation

Job Details: This position works as a staff technologist in an advanced modality of Radiology. Under general supervision, operates ultrasound equipment to produce clinically diagnostic images as directed by physicians, according to established standards and practices. Performs a variety of diagnostic procedures that require independent judgment, ingenuity, and initiatives. This program requires completion of an accredited program in diagnostic medical sonography for Ultrasound. Registered by the American Registry of Diagnostic Medical Sonographers for Ultrasound. Ability to apply medical knowledge/procedures and understand and act on technical information from supervisors, charts, reference books, procedural manuals, etc. Excellent communication and interpersonal skills required.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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Leasing Advisor

Contact Center - Leasing | Chicago, IL, United States

Responsibilities

Reach and exceed various phone and sales targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Being a new role, there will be many changes along the way. Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications / Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Associate's degree required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation: \$12-\$14 per hour, depending on experience

Salary/Hourly: Temporary hourly role to start, with chance for full-time employment

Shifts: Must have M-F 7AM-9PM and Saturdays open in order to apply for this job

Apply online at <https://www.pangeare.com/careers>

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Legal Clerk

Legal | Chicago, IL, United States

Pangea is currently looking for a Legal Clerk to prepare and file various documents with the Clerk of the Circuit Court and perform numerous other clerical, administrative, and operational duties within the legal team.

Successful candidates will be natural self-starters, capable of working productively with little supervision.

This job requires the ability to quickly prioritize and attend to numerous time-sensitive tasks, while maintaining a reliable eye for detail.

Responsibilities

- Prepare and file various documents with the Clerk of the Circuit Court
- Maintain case files and update office databases
- Scan all court documents for storage
- Manage sheriff eviction process
- Provide clerical support for a variety of legal tasks
- Take on additional projects and business responsibilities as opportunities arise

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be extremely computer savvy

Compensation and Benefits:

Salary will depend on experience, with possible increase in compensation after 6 month review

Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

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Resident Care Team Lead

Contact Center - Resident Care | Chicago, IL, United States

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong data entry or administrative backgrounds to be a part of our Resident Care team. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned
Provide daily direction and communication to employees so that calls are answered in a timely and knowledgeable manner

Monitor team member's performance on specific departmental measurements and communicate their specific results to drive continuous improvements

Provide feedback and coaching on a regular basis to team members

Ensure employees have appropriate training and other resources to perform their jobs

Assist Department and Section Manager with daily operation of contact center

Establish work procedures and processes that support company and departmental standards

Use appropriate judgment in upward communication regarding department or employee concerns

Qualifications/Minimum Skills to Apply

Proven leadership experience

Ability to develop and motivate a team

Ability to communicate effectively to a variety of audiences

Previous administration or data entry experience required

Ability to analyze and resolve problems

Ability to work a flexible schedule

Excellent computer skills required

Minimum Associate's degree is highly required

Compensation: \$15.00/Hours

Temporary, hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 7a.m.- 8p.m. available Saturdays and Sundays maybe REQUIRED

Please apply at:

Location: River North

Compensation: \$15 per hour

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Job Title: Certified Medical Assistant, Dermatology/Westmont

Department: MSP Dermatology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Dermatology

Job Number: 2014-2264

Job Description:

Rush University Medical Center seeks an experienced Certified Medical Assistant to join our Dermatology Department!

Position Highlights:

The Certified Medical Assistant is responsible for assisting Physicians, Residents and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. In addition, the Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT (includes principles and techniques of injections and medication administration)

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of one year clinical experience preferred

Phlebotomy experience preferred

Basic computer skills

Excellent communication and interpersonal skills

Excellent organizational skills

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141120110636&

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Job Title: Food Service House Attendant - Room 500 Dining Room

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Food Service

Job Number: 2014-2261

Job Description:

FOOD SERVICE HOUSE ATTENDANT

Position Highlights:

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment.

Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas.

Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

Position Qualifications Include:

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141120110732&

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Staff Nurse - ER

Department: Emergency Department

Schedule: Registry

Job Details: Bachelors Degree preferred

JOB SUMMARY:

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.

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Job Title: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Thu. 12/04/14 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#: LOT 9781

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; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type accurately at 45 WPM.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Department of the Lottery

Finance/Budget/Accounts Payable/JRTC Claims

100 W. Randolph - JRTC Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

Springfield, IL 62702

217-558-0962

217-782-9925 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).

Option 2 - Typing

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