



Part-Time Receptionist

Greets visitors coming to GEMS World Academy-Chicago and answers the main phone line. The receptionist is often the first point of contact for new families and must be an excellent communicator and representative for the school.

Exceptional computer, organizational, and multi-tasking skills are required. Must have a minimum of a bachelor's degree in a relevant field. Five years of customer service experience in a school or hospitality industry preferred.

Apply online at <http://www.gemsworldacademy-chicago.com/Page/Careers?gnk=job&gni=8acf169149ba2a610149cf47ab21664b&gns=Indeed>

Secretary (Part-time)

South Central Community Services

South Central Community Services located in the Chatham neighborhood is currently seeking a part-time Secretarial position approximately 25 hours per week M-F with the flexibility to be available for Saturdays.

Candidates must have a high school diploma with at least 1 and a 1/2 years secretarial experience.

Required typing speed is 40 wpm.

Capable of operating office machines.

Properly set up files and maintain filing system.

Exercise a good knowledge of English grammar and composition (including spelling and punctuation).

Receive and make telephone calls and greet visitors in a warm and professional manner.

Develop programs, flyers, certificates, etc. in a timely manner.

Perform other duties as assigned.

Please forward your resume to hrmanager@sccsinc.org.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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email job leads to workforce@lashawnford.com
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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Mon. 12/08/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1 Plan/BU: RC062

Bid ID#: 1433038-338567

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Elgin Office 595 S. State Street Elgin, IL 60123 Team: 2A66/N.Baynes

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 60506 Fax: 630.801.3530

How to Apply:

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

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Job Title: Consumer Counselor I - Spanish Speaking

Agency: Commerce Commission

Closing Date/Time: Thu. 12/04/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 31-0004

Description of Duties/Essential Functions Benefits Supplemental Questions

Using Spanish and English communication skills, these positions investigate consumer complaints and violations of Administrative Codes, rules and regulations and approved tariffs; assist consumers in filing and resolving complaints; secure and enter pertinent information concerning consumers' complaints on the computer and proper forms, including utility replies; determine if a complaint falls within the Illinois Commerce Commission's jurisdiction; contact utility liaisons to report complaints; report findings to the complainant; participate in formal hearings and public meetings; and perform other duties, special projects and research as required or assigned.

Minimum Requirements: Requires a bachelor degree preferably with courses in communications, business or related areas and one to two years of relevant regulatory, utility or customer service experience; ability to work closely with consumers, utility and ICC staff; a clear and friendly speaking voice and a superior ability to be courteous and patient, especially when dealing with difficult consumers; knowledge of the personal computer and Windows applications; superior ability to communicate orally and in writing in Spanish and English; ability to manage multiple projects and tasks simultaneously; and sufficient maturity and professionalism to deal with the access to sensitive and confidential documents and information.

Work Hours & Location/Agency Contact: The Consumer Counselor I position is an AFSCME, RC-62, grade 14 position with a salary range of \$3647 (Step 1c) to \$5342 (Step 8) per month. The hours of work are anticipated to be 8:30 a.m. until 5:00 p.m., Monday through Friday, with a one hour lunch period and two 15 minute breaks.

Contact: Cheryl Barrett / HR Analyst

Illinois Commerce Commission 527 E. Capitol Ave. Springfield, IL 62701

Phone: 217-557-4206 Fax: 217-785-1770 Email: cbarrett@icc.illinois.gov

How to Apply: To apply, submit a CMS-100, photocopies of college transcripts, and proof of any Veteran status claimed. Current state employees must also complete a Universal Bid Form. Application materials should be submitted to: Human Resources Department, Illinois Commerce Commission, 527 East Capitol Avenue, Springfield, Illinois 62701. Questions may be referred to Cheryl Barrett at 217-557-4206 or cbarrett@icc.illinois.gov.

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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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Clerical Support Associate (Job Number: 305546)

MAJOR DUTIES

- Responsible for distribution of department mail and faxes
- Daily assigning of all Clarify cases from the Worksite queue.
- Maintain the WSLETTERS Printer in the SE print room
- Handle all Undeliverable Mail including Lexis-Nexis
- Prep work for Content Manager Bins
- Content Manager review and index from Worksite "workbasket"
- Print daily reports from Combined on-line reports system
- Print daily Correspondence from Bank of America Lockbox
- Handle clarifies that include cancellations, address changes and other simple LSP transaction issues.....etc.
- Combined.com emails - requires a Client Coordinator lookup in LSP
- APC Banking - Change policies in LSP and add to the mainframe
- Validate Peoplesoft Checks registers from RPU [refunds, loans and surrenders]
- Balance LSP reports to Micro Dynamic jobs
- Premium processing as needed
- Other projects and duties as assigned

COMPETENCIES

Professional and Customer Centric
Process oriented and detailed
Computer and keying skills
Excellent interpersonal & communication skills.

SKILLS

High School or GED
Proficiency in MS Word and Excel. Proficient keying and computer skills

KNOWLEDGE

Clerical and administrative support in a corporate environment

Qualifications

Glenview, IL (CICA) Glenview 60025
Business Development
Travel - No
Job Posting - Nov 21, 2014, 2:59:56 PM

Apply online at

https://acetalent.taleo.net/careersection/ace_external/jobdetail.ftl?job=75120

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Front Desk Receptionist

@ Paul Kerlin
Chicago, IL

Description

We are currently looking for quality individuals to fill Front Desk Receptionist positions. We are looking to fill both full-time and part-time positions.

All Star Staffing is the leading job placement provider that will connect you with the right employer based on your experience and qualifications.

Our passion is to provide all the tools and services to help you get a job that you'll love. Submit an application and apply today!

Responsibilities:

- Provide administrative support to the company
- Handle all incoming mail and calls
- Assist in all meeting schedules and arrangements
- Ensures the cleanliness and organization of the office
- Superior attention to detail and interpersonal skills
- Professional and positive attitude

Other:

- Compensation will vary depending on experience
- Individuals who are hired may receive job training

To Apply

Patrick@advancemicrodevice.com

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Job Title: Physician Specialist - Option C/D - Opt 18

Agency: Human Services

Closing Date/Time: Tue. 12/09/14 4:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: EMHC-14-2802

Description of Duties/Essential Functions Benefits Supplemental Questions
As a primary physician specializing in the field of psychiatry, this position will be assigned Facility Wide. Conducts evaluations, orders and interprets lab tests and other medical and clinical diagnostic procedures; prescribes medications and other therapeutic treatment procedures. Performs medical exams; makes medical diagnosis and provides treatment and services to patients. Serves on a treatment team, evaluates patient progress and provides individual group and family therapy. Serves as a unit Psychiatrist and coordinates medical audits or medical program reviews and evaluations. Provides specialized medical consultative or program and policy advisory services. Serves on medical committees.

Minimum Requirements: Requires an Illinois Licensed Physician with Board Certification or Board Eligible in Psychiatry.

Work Hours & Location/Agency Contact: 08:00am - 4:00pm Elgin Mental Health Center - Facility Wide

CONTACT INFORMATION:

Human Resource Office

Elgin Mental Health Center

750 S St St., Elgin, IL 60123

Fax: 847-429-4933

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

Option 18 - Psychiatry & Neurology

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Fri. 12/05/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1460023-609843

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 100 W Randolph, 6th floor Chicago, IL 60601

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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 6 - Health & Human Services

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Position: Package Delivery Driver

Job Group: Driver

Location: FRANKLIN PARK, IL 60131 - FRANKLIN PARK HUB

JOB DESCRIPTION:

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

<https://ups.managehr.com/screening/hourly/apply.aspx?l=ILFRA&p=3&src=P4307&ref=62664313>

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Unit Secretary - 1405041648

Description:

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit.

Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

The Unit Secretary facilitates a smooth, efficient patient care unit.

Qualifications:

This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred.

Able to comprehend medical terminology.

Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

Job: Clerical/Administrative

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type : PT1

Shift Type : Rotating

Apply online at

<https://tenet.taleo.net/careersection/10000/jobdetail.ftl?job=2458973&src=JB-11160>

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Receptionist

Location: Chicago

Description

Who we are: Optiver is a worldwide market maker and derivatives trading firm headquartered in Amsterdam, with offices strategically located in Chicago and Sydney. Founded in 1986, Optiver has been profitable every year of its existence.

Optiver US LLC is a registered broker-dealer and participates in trading on various U.S. securities and commodities exchanges.

Responsibilities:

- Manage the reception desk from 8:00 am to 4:30 pm including greeting visitors, answering corporate phone lines, managing conference rooms and visitor's registry
- Coordinate all incoming and outgoing parcels including Fed Ex, UPS, mail and messenger using appropriate tracking tools
- Proactive execution of work orders for office management to address facilities issues (lighting, temperature, maintenance, cable, phone)
- Maintain office supply rooms including mailboxes, copiers, and basic supplies
- Coordinate corporate travel arrangements as needed
- Provide assistance with facilities event planning and execution
- Additional duties upon request (ad hoc projects as needed)
- Maintain organization of conference rooms

Requirements:

- BA or Associates degree, or related work experience
- 1+ years experience working in office services environment or equivalent role
- Ability to multi-task and prioritize without compromising quality
- Excellent communication skills both written and verbal
- Professional and polished demeanor is a must

Apply online at

<http://tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=OPTIVER&cws=1&rid=251&source=Indeed.com>

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Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Tue. 12/09/14 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: EMHC-14-2804

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois.

Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact: Shift: Days: 8am - 4pm
Elgin Mental Health Center - Community Psychiatric Services

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

How to Apply:

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

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Job Title: Stores Clerk

Agency: Human Services

Closing Date/Time: Tue. 12/09/14 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-2801

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine clerical and manual tasks such as the receiving, stocking and shipping of inventory in the Central Stores of the Elgin Mental Health Center; keeps simple records. Maintains the general area regarding the safety and sanitation requirements and serves as a back up in the processing, sorting of U.S. and inter-office mail, including social security and paychecks for hospital patients. Delivers daily all supplies and mail to all departments, including medication to patient treatment units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school. Prefers experience in the keeping of stores and stores records. Requires the ability to use a fork lift and requires a valid Illinois driver's license.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center; Central Stores

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

How to Apply:

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

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Shift Supervisor (20141120-11121) Chicago, Illinois

Location: Chicago Airport F&B

Unit Name: Johnny Rockets T2 Main

Unit Code: ORDJRS01

Hourly Rate (if applicable):

Summary:

The Shift Supervisor is responsible for assisting management in monitoring the day-to-day activities of subordinates, aiding in monitoring associate productivity, assigning responsibility for specified work and/or functional activities within the framework set by management, giving work directions, and monitoring scheduling for adequate shift coverage.

This position also maintains knowledge of and monitors compliance with all corporate standards and, through leadership and example, encourages the highest level of sales and customer service performance by other associates.

This position also performs all other responsibilities as directed by the business or as assigned by Management. This is a non-exempt position and typically reports to the Store Manager or Director of Operations, depending on local requirements.

Minimum Qualifications, Knowledge, Skills, and Work Environment:

Requires a High School diploma or equivalent (GED)

Requires a minimum of 6 months supervisory/lead experience

Requires the ability to speak, read and comprehend instructions, short correspondence, and policy documents, as well as converse comfortably with customers

Food and beverage, cash handling, and customer service experience preferred

Requires the ability to bend, twist, and stand to perform normal job functions

Requires the ability to lift and/or move up to 40 lbs

Frequently immerses hands in water and water diluted with chemical solutions

Equal Opportunity Employer (EOE)

Minority/Female/Disabled/Veteran (M/F/D/V)

Drug Free Workplace (DFW)

Apply online at

<http://www.apltrak.com/?adid=YmJnZW5lcmllLjAyODAwLjE3NjBAaG1zaG9zdC5hcGxp dHJhay5jb20&eresc=Indeed>

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Title Retail Store Shift Supervisor

Req ID 11490BR

Business Area CVS Caremark

Job Category Hourly Retail

Retail Store Manager

Position Summary

To carry out all opening and closing procedures in the absence of management.

Required Qualifications: Must be at least 16 years of age

Operate a cash register - including: cash, check and charge transactions, bagging merchandise; Identify and react to in-store repairs; Execute and document: cash/check pulls, deposits, returned check payments, check acceptance, refunds, voids, discounts, cashier verifications, rainchecks, signing crew members on/off; Deliver deposits to and secure change from the bank and balance imprest fund; Open/close store; Execute the daily cash report (DCR); Process photofinishing activities; Assist pharmacy staff in/out of pharmacy area; Cut in new items, remove discontinued items and adjust facings
Check in merchandise: verify billing, document errors; Order regular merchandise, maintaining accurate inventory levels (using order guides when appropriate) through the use of the Telxon machine; Prepare and distribute reports and records: customer cash discrepancy, accident reports

Preferred Qualifications: Previous retail experience

Education: High school diploma or equivalent preferred

Street Address 345 Madison St., Oak Park, IL., 60302

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Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. If you require assistance to apply for this job, please contact us by clicking AA EEO CVS Caremark

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=16893&PartnerId=25545&SiteId=5086>

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Job Title: Social Services Career Trainee - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Location: Varies Statewide in Division of Rehabilitation Services.
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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

Option MC - Manual Communicatn Skill

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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

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.

The Project Accountant reviews and analyzes check requests from locally held funds. The incumbent handles approximately 170 manual checks annually and makes entries into the GAB (payment) system in order to receive reimbursement from the State. Incumbent also handles the reconciliation of the monthly banking statements for fees charged under the contract. The Project Accountant is responsible for the auditing of all Fund 01 payments to ensure compliance with both Tollway and Comptroller payment procedures and requirements. The Project Accountant works closely with other departments in the Tollway and in the State Comptroller's office to ensure that these processes are handled quickly and accurately.

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: 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

Description Benefits Supplemental Questions

Direct and supervise the Central Shop Night shift Mechanics and Parts Clerk with the main objective to prepare, repair and maintain vehicles and equipment used throughout the Tollway. This position provides using departments with maximum availability during the required hours. The position works closely with District 15 State Police and the Money Room to schedule vehicle repairs and service.

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: Diversity Compliance Coordinator

Opening Date/Time: Thu. 11/20/14 12:00 AM Central Time

Closing Date/Time: Fri. 12/05/14 11:59 PM Central Time

Salary: \$55,000.00 - \$65,000.00 Annually

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Diversity & Strategic Development

This position requires a strong working knowledge of Equal Employment (EEO) opportunity laws especially as it relates to the construction industry. The incumbent serves as the liaison to federal, state, and local regulatory agencies in ensuring EEO requirements are met by contractors and vendors and is responsible for coordinating responses to any audit requests.

The incumbent is accountable for maintaining a contractor and vendor EEO data base and is responsible for analyzing, compiling and preparing statistical reports required to comply with federal, state, and local reporting requirements.

The incumbent coordinates goods and services contract compliance activities throughout the workflow process, starting with the first procurement draft of the Request for Proposal (RFP), Information for Bid or Request for Quote. Coordination includes setting diversity goals in coordination with Central Management Systems (CMS) Business Enterprise Program (BEP) and the Tollway staff.

Any incorporated revisions are managed based on approvals and revision dates. The incumbent facilitates problem solving and analysis in matters related specifically to diversity contract compliance and/or contract changes to assure proper implementation.

Typical Qualifications: A Bachelor's Degree and applicable work experience is required. A minimum of three (3) years experience in tracking, monitoring and reporting compliance of diversity goal achievements on various projects is required. Experience in administrating multiple simultaneous construction contracts is required. Excellent organizational skills are required. Excellent written and verbal communication skills are required.

Proficiency in Web-Based Project Management Systems, Microsoft Word, Access and Excel is 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

Description Benefits Supplemental Questions

Organizes and initiates the payment process for invoices from inception to completion of the invoice payment packet. Verifies that the invoice payment packet has all the required documentation, that authorizations are in place prior to submitting for payment, and that invoices are processed in a timely manner. Communicates with Tollway staff and vendors regarding payment concerns and resolves inquiries.

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. The IPA will verify that the invoices have been entered into a Tollway mainframe system called the SUN System. It is the IPA's responsibility to ensure that the information has been entered correctly.

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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