



Contract Carrier Maintenance Specialist

Location: South Holland

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, or designate, responsible for fleet inspections and fleet inspection letters, correspondence letters and monthly reports for Contract Carrier/Paratransit properties.

Provides technical support for these Contract Carrier/Paratransit properties. Responsible for analyzing of warranty and warranty related items from these properties.

Monitors Contract Carriers/Paratransit properties in the day-to-day operation/rules/regulations. Handles all emergency calls and related investigations for these properties, and assists personnel in matters relating to their facilities.

Assists in new bus acceptance and inspections. Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns.

Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

Qualifications:

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field. Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment.

Good verbal/written communication skills. One to three years administrative experience preferred.

Must be at least 21 years of age and possess or be able to obtain a valid CDL license along with appropriate endorsements. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=300

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 12/06/13 5:00 PM Central Time

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

\$51,492.00 - \$77,424.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-76836

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as Office Manager of a local Family and community Services office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance and petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

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

Hunter FCRC 527 S Wells Chicago, IL 60607

Please submit applications to: Anne Mitchell / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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 H7 - Dept Human Services

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Job Title: Human Resources Specialist

Agency: Human Services

Closing Date/Time: Mon. 12/02/13 4:59 PM Central Time

Salary: \$2,674.00 - \$6,488.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10/79-13/57

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Hospital Administrator, serves as the facility's Labor Relations Administrator, EEO/AA Officer and ADA Coordinator. Verifies facility compliance with Labor contracts, labor laws, grievance procedures, CMS rules and regulations and all applicable facility policies and procedures.

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires knowledge of Illinois labor laws, Department of Human Rights procedures, EEOC procedures, Personnel Code, Rules, Collective Bargaining Contract Civil Rights Act and all applicable guidelines. Requires extensive knowledge of the framing of correspondence and reports with grammatical correctness. Requires basic computer programs and their application use.

Work Hours & Location/Agency Contact: Chicago Read Mental Health Center
Monday-Friday 8am-4pm

CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
Email address: Summer.Doxie@illinois.gov fax 773-794-5583

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: Mental Health Recovery Support Specialist I

Agency: Human Services

Closing Date/Time: Tue. 12/10/13 4:59 PM Central Time

Salary: \$4,253.00 - \$5,787.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10/79-13/59

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Civil Long Term Care Medical Administrator, serves as the State Hospital (SH) Mental Health Recovery Support Specialist (MHRSS), functioning as a patient Liaison to his/her SH Treatment Team regarding identified service issues. Coordinates and facilitates SH wellness activities, including the implementation of Wellness Recovery Action Plan (WRAP) groups. Reviews, analyzes and evaluates consumer study/survey data. Collaborates with the SH Quality Manager and other SH Clinical leadership in representing the SH to community groups. Provides information regarding patient/family service needs and expectations to SH staff. Attends statewide and community meetings. Participates in the statewide Recovery Services Development Group (RSDG)

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be current or former consumer of mental health services and willing to identify as such. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS)

Work Hours & Location/Agency Contact: Chicago Read Mental Health Center
Monday-Friday 8:30am-4:30pm
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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: Office Assistant - Opt 1 (Mailroom)

Agency: Corrections

Closing Date/Time: Thu. 12/05/13 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-13-0657

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Office Administrator III, performs a variety of clerical related duties in receiving, sorting and distributing mail for the Reception & Classification Center; operates a variety of office equipment; posts incoming and outgoing mail.

Position Number: 30010-29-82-200-10-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs, grammar, spelling and punctuation; basic mathematics.

WORK HOURS: 7:00 am to 3:00 pm, Mon through Fri with days off of Sat and Sun.

WORK LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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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Full-time Bus Operators

Location: North Aurora
Office: Revenue Services
Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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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Dry Van Dedicated OTR Driver (HazMat REQ)

UPS, Inc. | Chicago, IL | Posted 11/25/2013

JOB DESCRIPTION

UPS Freight Truckload is hiring individuals to work as Full-time Dedicated OTR Dry Van Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

Dedicated drivers are primarily assigned to run freight for one customer, and may be assigned to an operation based at a specific customer location. These drivers are normally on the road from three to five days at a time. The term "dedicated" refers to the customer, not a particular lane or destination.

Dedicated 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. Dedicated 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.

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&jobdid=J3J7LN716Z9F7TQ2RWL&sc_cmp1=js_jrp_jobclick&IPath=QHCVGV0G

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Customer Service Reps, Downtown Chicago

Davis Staffing, Inc Chicago, IL 11/23/2013

Base Pay \$10.57 /Hour

Employment Type Full-Time/Part-Time

Job Type Transportation

Experience 2 to 3 years

Industry Transportation

Required Travel Not Specified

Job Description

Davis Staffing was founded in 1960 and is now in its second generation of leadership. The company attributes its growth and success to a company-wide commitment to maintain high standards of professionalism and a willingness to provide superior service to both client companies and employees. Davis' clientele include Fortune 500 companies and is certified as a Women Business Enterprise in the states of Illinois and Indiana as well as Cook County, Illinois. Davis has always provided the best-educated and knowledgeable staff to serve our clients and to ensure that employment law and ethical standards are being practiced. We specialize in temp, temp-to-hire and direct hire placements for clerical, light industrial, technical and professional services.

Davis Staffing, Inc. has immediate needs for Customer Service Reps for a client in downtown Chicago. These positions are near Wrigleville. Temp to hire opportunities, Monday - Friday, 7:00 am - 5:00 pm. Starting salary for this opportunity is \$10.57 an hour with an increase after 60 days depending on performance.

Great opportunity for a college grad!

Responsibilities:

- Cold calling customers and carriers from all over the country
- Extensive Negotiating
- Develop relationships with carriers and customers that last
- Plan and execute to reach monthly goals
- Daily calls to existing business relationships

Qualifications:

- Bachelor's Degree a must
- Excellent communication skills
- Good pc skills
- Able to multi task

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?sc_cmp1=js_jrp_jobclik&APath=2.21.0.0&job_id=JHV3PP746HFHF77D04P&showNewJDP=yes&IPath=ILKGV1G

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Job Title: Office Assistant - Opt 2 (Record Office)

Agency: Corrections

Closing Date/Time: Fri. 12/06/13 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-13-0402

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Executive II, performs a variety of difficult and responsible clerical duties in the Record Office; types necessary forms and documents as directed; types release slips for inmates to be transferred or discharged; prepares and types list of inmates to be transferred from institution; ensures that all records are in order prior to transfer; inputs data into Offender Tracking System.

Position Number: 30010-29-82-240-10-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires ability to type accurately at 35wpm.

WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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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Branch Manager Trainee (Cragin, IL)

Job ID 67196 # Positions 1

Location US-IL-Chicago

Category Management - Entry-Level Management

General Responsibilities:

The Hertz program provides a clearly defined career path to a Branch Manager in as little as 1 year! Our promotions don't stop there; our top level management regularly comes from the Training ranks.

Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

As a Branch Manager Trainee, you will be responsible for:

Supporting achievement of location sales and margin goals

Ensuring positive customer experience, making Hertz #1 in car rental company experience

Achieving individual sales goals and customer service goals

Growing sales utilizing business-to-business sales tactics

Support branch's business plan by assisting the Branch Manager

Upholding company standards by ensuring cars are presentable to customers

Clean and service facilities to ensure customer satisfaction

In addition to our competitive compensation package, Hertz also provides world class benefits, which include:

Medical, Dental, and Vision Insurance

Life Insurance

Tuition Reimbursement

Up to 4 weeks of paid vacation a year (* depending on employment level)

Hertz Sponsored Retirement Plan

401(k) Retirement Plan

Employee Stock Purchase Plan & Employee Discounts

*Successful candidates will initially be employed in our Branch Manager training program as a Manager Trainee.

Apply online at <https://usassessment-hertz.icims.com/jobs/67196/branch-manager-trainee-%2528cragin%252c-il%2529/job?hub=20>

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Lube Technician

Job ID 66630 # Positions 1

Location US-IL-Chicago

Category Maintenance - Vehicle

General Responsibilities:

If you're looking for the benefits of joining an industry leader, with a high-charged, energy-filled environment, the Lube Rack Attendant position at our Des Plaines / O'Hare Operations may be the position for you. Bring your energy, drive, and motivation to Hertz, and set your goals on cruise control! The Hertz Corporation, a world leader in the car rental industry, currently seeks energetic team players.

Mandatory Requirements:

Basic duties of this position include oil changes, tire rotations and replacements, and performing preventative maintenance, among other things.

The successful candidate must be 20 years of age and have a satisfactory driving record and a valid driver's license. Must have your own tools. Ability to work days, nights and weekends required

Apply online at <https://usjobs-hertz.icims.com/jobs/66630/lube-technician/job?hub=20>

Registrar I

West Suburban Medical Center - Oak Park, Illinois

Wednesday, November 20, 2013

615484

Admitting Registration

* Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Oak Park, Illinois

Apply online at <http://jobs.westsubmc.com/jobs/924656-Registrar-I.aspx>

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Service Representative

Job ID 63397 # Positions 1

Location US-IL-Chicago

Category Sales - Sales Administration

General Responsibilities:

As a Service Representative you will partner with one of our insurance business partners onsite to represent Hertz and facilitate the rental process. You will maintain and grow strong relationships with your business partner, provide outstanding customer service and generate increased business. This is a growth orientated opportunity in our Sales organization and is positioned to lead to an exciting career path at Hertz.

Responsibilities:

Identify opportunities and implement initiatives to grow revenue and market share.
Manage and facilitate the rental process for assigned insurance business partner.
Liaise with rental locations and with various internal and external clients to carry out rental initiatives and resolve issues.
Act as primary contact for business partner customer support.
Perform daily administrative activities; conduct phone calls, collect receivables and ensure account rental management is up to date.
Explore and implement new ways to improve customer service, improve metrics and create value for the business partner.
Partner with Sales Account Representatives to carry out marketing initiatives.

Mandatory Requirements:

Educational Background: A Bachelor's degree.

Knowledge: Customer service/sales work experience.

Sales experience and/or a desire to work in a sales organization.

Possess a strong commitment to customer service.

Skills: Well-developed organizational, verbal and written communication skills.

Demonstrated ability to work independently.

Must be a self-starter, quick learner and possess excellent decision making skills

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA M/F/D/V

Apply online at <https://usjobs-hertz.icims.com/jobs/63397/service-representative/job?hub=20>

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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Sales Representative

Job ID 54739 # Positions 1

Location US-IL-Chicago

Category Sales - Inside/Outside Sales

As a Sales Representative . . . The successful candidate is responsible for:
Daily territory management and revenue growth through on site visits to customer job sites in addition to contacting potential customers via telephone
Plan and organize business strategies to achieve desired results and exceed quota by renting and selling equipment
Identify customer needs and react appropriately while understanding market conditions and local competitor pricing
Penetrate customer at the strategic level to diversify customer base to include industrial, traditional and nontraditional accounts
*LI-MN1

Mandatory Requirements:

BA/BS University degree with a concentration in marketing, sales, or business. Other disciplines are encouraged to apply
Works effectively with all levels of the company
Uses business processes to achieve desired results
Exceptional communication skills including face-to-face interaction
Ability to follow up with customers in a timely manner
Must react to changing business needs
Multi tasker who uses project management skills to accomplish goals
Must have valid driver's license and driving record in good standing
Proven track record with 3 to 5 years sales experience within the heavy equipment industry and or 5 years plus sales experience in a related field
Very good knowledge of the heavy equipment and small tool rental business
Detailed knowledge of all types of equipment and how it is used
Understanding of local competition and market rates in order to drive results
Ability to work autonomously in a fast paced environment
Candidate will be given the use of a company fleet vehicle for business purposes.

Preferred Requirements : Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE AA/M/F/D/V

Apply online at <https://usassessment-hertz.icims.com/jobs/54739/sales-representative/job?hub=20>

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Job Title: Office Coordinator - Opt SS2

Agency: Human Services

Closing Date/Time: Mon. 12/09/13 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

\$35,616.00 - \$49,680.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-97-75143

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction, performs technical secretarial and office support functions for the Manager; performs difficult and complex typing work utilizing various computer software programs; establishes formats for the preparation of letters, memorandums and other narrative reports as well as preparation of complex statistical tables, exhibits and flowcharts utilizing a personal computer and related software; prepares graphic illustrations of program statistics for use by management staff. Utilizes Spanish speaking skills in communicating with clients and provider community who do not speak English.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires ability to accurately type 30 words per minute. requires ability to read, write and speak Spanish at a colloquial skill level.

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

IL Dept of Human Services / Office of Family & Community Services

Bureau of Subsidy Management - Child Care Assistance & Program Operations

401 South Clinton, 3rd floor Chicago, IL 60607

BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES

ATTN: CHRIS PRYER 100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762

FAX: (217) 524-3826

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 SS2 - Spanish Speaking/Typing

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Senior Secretary

Location: North Aurora
Office: Revenue Services
Department: Bus Operations

Job Description:

Under the direction of the Division Manager or designate, responsible for often confidential secretarial and clerical support functions for all sections within the division.

Reviews mail, greets and directs visitors, and answers phones.

Processes applications and photographs for reduced/free ride passes. Logs and monitors lost and found.

Establishes and maintains clerical and employee filing systems and coordinates division's record retention management.

Accumulates and distributes daily and monthly operational reports and maintains monthly Farebox/Bin Reconciliation Report.

Coordinates bus operator uniform program. Prepares medical invoices received for Safety/Training Manager to review.

Is also back-up to the payroll coordinator. Other duties as assigned or required. Assist Centralized Training facilities staff with a variety of data entry, typing and other duties as needed.

Qualifications:

Qualified candidate must have at least two (2) years progressively responsible experience and possess excellent secretarial skills, including typing/word processing skills and have experience with Word and Excel equivalent to the level of Senior Secretary.

Qualified candidate must possess good organizational and communication skills, must be able to maintain confidentiality and have good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=307

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Job Title: Plumber

Agency: Central Management Services
Closing Date/Time: Tue. 12/10/13 5:00 PM Central Time
Salary: \$47.89 - \$47.89 hourly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: PR000 Bid ID#: CMS 7984

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs journeyman work in the installation, maintenance and repair of sanitary fixtures, fluid transmission system and sewage systems.

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman plumber. Requires possession of a valid certificate of license as a journeyman plumber.

Work Hours & Location/Agency Contact:
Work Hours: 7:00 a.m. – 3:30 p.m. Monday-Friday (1/2 hour unpaid lunch)

Work Location:
Central Management Services/Property Management/Facilities Chicago/Northern
DHS Chicago Read Mental Health Center
4200 N Oak Park Ave Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
Phone: 217-558-0962, FAX: 217-782-9925

All Interested Applicants: Current State Employees AND Applicants who are NOT Currently Employed by the State of Illinois: Submit a CMS 100 - Employment Application to the Agency Contact above. Instructions:

Go to <http://www.work.illinois.gov/>

Click on Forms

Click on Employment Application - CMS-100

Print the application

Complete the application in full (Box 1 is: Plumber - CMS 7984)

Sign the application

Fax the application to: 217-782-9925

OR mail it to the Agency Contact address:

A & R Shared Services Center, 101 W Jefferson, Springfield, IL 62702

You will be contacted if chosen for an interview.

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