



Hiring Multiple Dishwashers

Bullpen Chicago

1101 W. Fulton Market, Chicago, IL

Job ID: 9026531

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: No Experience

No walkins or phone calls will be considered. Please apply online

Job Description

Bullpen is seeking multiple dishwashers for both full-time and part-time opportunities. Including opportunities on weekdays and weekends.

Bullpen is a leading provider of hospitality and service industry jobs.

Responsible for washing dishes in a kitchen environment.

Must be able to work in a fast paced environment and follow all Food and Safety policies and regulations.

Apply online at <http://www.shiftgig.com/job/chicago/il/dishwasher-job-openings-at-bullpen-chicago-9026531>

Coordinator-1405041492

Description: The Clinical Coordinator is a nurse with expertise in oncology who acts as clinician, care coordinator, educator, advocate, counselor and consultant to achieve optimal outcomes. The position address patient needs throughout the continuum to reduce gaps in the care process and provide education (Diagnostic Phase); improve timeliness of care and coordinate complex care processes (Multidisciplinary Care); and develop plans for long term and survivorship care (Post Treatment Phase).

Qualifications: Must have current RN License in Illinois.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: Other

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Fast Food Attendant

Jimmy John's
1035 S York St., Elmhurst, IL
Job ID: 9023771
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: Starting \$8.25
Experience: No Experience
References: Preferred

ROCK STARS WANTED!!

Job Summary: Inshoppers are responsible for greeting customers when they enter and exit the restaurant, providing world-class customer service and executing fast and accurate sandwiches while maintaining sanitation standards.

Duties and Responsibilities:

Makes fast, accurate and consistent sandwiches
Complies with all portion sizes, recipes, and all systems and procedures.
Maintains cleanliness and sanitation of the restaurant including all tables, floors, windows, beverage station, restrooms, etc.
Greets customers and takes orders - operates cash register - collects payment from customer and makes change.
Takes phone orders and completes delivery tickets
Fills out systems and procedures with 100% accuracy and integrity
Maintains professional appearance at all times in compliance with the Jimmy John's Dress Code
Displays a positive and enthusiastic approach to all assignments
Performs other related duties as required
Knowledge, Skills, and Abilities:

If in a customer contact position, must be able to communicate, read and write the English language fluently and clearly.
Position requires bending, reaching, stooping, climbing, repetitive motions, cognitive skills, lifting up to 50 pounds, standing and moving about the unit the entire workday.

Apply online at <http://www.shiftgig.com/job/elmhurst/il/fast-food-attendant-job-openings-at-jimmy-johns-9023771>

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Public Programs Coordinator – Youth and Camp Programs

The public programs coordinator is responsible for developing and coordinating a variety of unique and engaging education programs. Responsibilities also include training, supervising, and evaluating public programs staff and volunteers.

KNOWLEDGE, SKILLS & ABILITIES

- Willing and able to think “outside the box” to try new and unique programming models.
- Proven skills in training and supervising staff and volunteers.
- Exhibit a strong focus on providing an excellent experience for program participants, exhibiting a desire to make accommodations for participants when requested and appropriate.
- Have excellent oral and written communications skills.
- Possess a flexible yet organized approach to daily responsibilities.
- Courteous and respectful with team members, volunteers, zoo visitors and general public.
- Flexible availability to include weekdays, weekends, and holidays throughout the year.
- Willing to sleep over at the zoo occasionally for overnight programs.
- Able to drive zoo vehicles.

EDUCATION REQUIREMENTS

- Bachelor’s degree in education, museum studies, environmental studies or equivalent is required.

EXPERIENCE REQUIREMENTS

- Experience facilitating and developing education programs for various audiences with an interactive, inquiry-based approach.
- Experience utilizing informal education principles and best practices.
- Experience mentoring others and/or supervising staff or volunteers.

PHYSICAL REQUIREMENTS

- Capable of standing for long periods of time and working in a variety of weather conditions.
- Able to regularly walk up stairs and move equipment on a rolling cart up to 100 pounds.
- Able to lift and carry program supplies weight up to 50 pounds.

Apply online at <http://www.lpzoo.org/careers>

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Women's Board Liaison

Manage the daily operations of the Women's Board and facilitate the Board's efforts to reach its fundraising goals.

KNOWLEDGE, SKILLS & ABILITIES

- Must have strong communication and interpersonal skills.
- Exceptional organizational skills essential.
- Strong administrative skills required.
- Ability to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and general public.
- Proficient in Outlook (create/edit emails and appointments), Word (create/edit documents), Excel (create/edit documents), Power Point (create/edit presentations), and strong math skills required with all financial activity.
- Candidate should thrive in a fast-paced, demanding environment.

EDUCATION REQUIREMENTS

Bachelor's degree preferred.

EXPERIENCE REQUIREMENTS

Five or more years' experience with a donor board preferred.

PHYSICAL REQUIREMENTS

Ability to remain on feet for long periods of time
Ability to operate and safely drive electric carts
Ability to work in all weather conditions
Ability to lift and move boxes and parcels of up to 45 lbs

ADDITIONAL REQUIREMENTS

Available to work evenings and weekends necessary.

Apply online at <http://www.lpzoo.org/careers>

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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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Maintenance Mechanic I

Shedd Aquarium

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

Position Summary:

This is a responsible Maintenance Mechanic I, Full-time position. This position performs preventive maintenance on all base building and life support equipment. This individual installs, repairs, and maintains mechanical/electrical operating equipment and machinery.

The Maintenance Mechanic I assists other mechanics and operators with major repairs and maintenance of building and equipment. This position is responsible for maintaining the quality of operating equipment and machinery at Shedd Aquarium.

There is a strong emphasis on preventive maintenance. Responsibilities range from cleaning the tools and equipment rooms to coordinating furniture moves and conference room set-ups, vehicle maintenance, light bulb changes, vent cleaning, and more.

Qualifications:

Education: Minimum of a high school degree required.

Experience:

- Minimum of two years' experience in industrial repair and maintenance.
- Minimum of one year mechanical maintenance and repair experience or educational equivalent preferred.
- Minimum of one year electrical system maintenance experience or educational equivalent.
- Intermediate computer skills including knowledge of Excel

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Job Title: Administrative Assistant 1

Shift: 1st

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

Specialty: Oncology

Job Number: 2014-2337

Job Description:

Are you a well-organized, professional Administrative Assistant that's proficient in Microsoft Office Suite?

Are you looking for a new opportunity to join a great team?

If this describes you, you may be the right candidate for the Administrative Assistant I position at Rush University Medical Center in the Gynecology Oncology department.

Position Highlights:

Administrative Assistant provides direct administrative and academic support to the Section Director and all physicians in the department, as well as supporting the Physician Assistants. The person who holds this position will be expected to exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma required. Associates degree preferred.

Three years plus medical secretarial experience, with the ability to transcribe and edit various medical reports accurately and independently.

Must have excellent computer skills, proficient in Microsoft Word, Excel, Power Point and Typing speed of 50-60 WPM

Must have excellent organizational skills and the ability to prioritize and multitask.

Strong professionalism and the ability to react calmly and effectively in stressful situations. Self-motivated and takes initiative.

High degree of accuracy in data input and other written communication is required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141126110210&

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

Check accuracy and stability of the load.

Deliver products to customers.

Merchandise, display and rotate products according to company standards.

Invoice and collect monies due.

Pick up company property.

Secure company assets.

Ensure compliance with regulatory and company policies and procedures.

Settle all accounts daily.

High School diploma or GED preferred.

1-3 years of general work experience required.

1+ years of commercial driving experience preferred.

Local delivery experience preferred.

Prior grocery store and/or consumer products experience a plus.

Ability to operate a two or four wheel dolly.

Familiarity with DOT regulations.

Ability to work with minimal supervision.

Valid Class A or B Driver's License required.

Driving record within MVR policy guidelines required.

Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Job Title: Center Support Teacher-Chicago

Req Number 141BR

State Illinois

Job Description

Apply now to begin your journey as an early childhood professional at Bright Horizons. Each day as an associate teacher you will share your passion for educating young children while having fun and experiencing Bright Horizons' unique, innovative and supportive environment. Work with a team of child care professionals to make a difference in the lives of children and families, creating high-quality, developmentally appropriate programs for children.

Teaching at Bright Horizons, you will

Grow your career while learning from a talented team of early childhood professionals

Witness and support the developmental milestones of the children in your care

Inspire children's learning through an emergent curriculum

Partner with parents to support, guide and share in their child's growth and development

Job Requirements

High School Diploma/GED required. CDA or working towards an Associate's or Bachelor's degree preferred. Must be 18 years of age or if allowed in the state, may at minimum be 16 years of age if participating in a supervised work study program. Must meet State requirements for education and additional center/school requirements may apply.

At Bright Horizons, you'll discover an extraordinary opportunity to have the best of both worlds: the extensive training, resources, technologies, benefits and growth opportunities of an established world-class organization, as well as the caring spirit, tremendous creativity and passionate commitment of a mission driven program. When you join the Bright Horizons family, you'll become part of a culture that values unique differences and celebrates the diversity of our children, families, and employees while encouraging our team members reach their full potential.

Benefits

Bright Horizons offers an excellent benefits package including a competitive salary, career path opportunities, extensive health benefits, comprehensive tuition reimbursement, 401(k), commuter benefits, health club and cell phone discounts, and many more listed at Bright Horizons Employee Benefits

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25595&siteid=5216&jobid=64949>

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Teaching at Bright Horizons, you will

Grow your career while learning from a talented team of early childhood professionals
Witness and support the developmental milestones of the children in your care
Inspire children's learning through an emergent curriculum
Partner with parents to support, guide and share in their child's growth and development. Impact the lives of children and families each and every day
At Bright Horizons, we support our employees in their lives both at home and at work. We ensure a work environment in which each employee's chosen path is respected, rewarded, and celebrated.

Job Requirements

High School Diploma/GED required
CDA or working towards an Associate's or Bachelor's degree preferred
Must be 18 years of age or if allowed in the state, may at minimum be 16 years of age if participating in a supervised work study program
Must meet State requirements for education and additional center/school requirements may apply

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Apply online at

https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eGQ3Zy9vX2wvixt7VdjCAQsfaxj_slp_rhc_1fxo4aSg9FN1T_slp_rhc_EdveUh1s8qcD0FL9qdtzUte&jobId=64949&type=search&JobReqLang=1&recordstart=1&JobSiteId=5216&JobSiteInfo=64949_5216&QId=466

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Office Facilities Manager for small Marketing company

Job ID: 8816787

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: TBD

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

Need reliable, intelligent office assistant. Our office is a small friendly environment looking for an organized, outgoing, motivated individual with a flexible schedule as some evenings and weekends will be required. You must have reliable transportation and a current driver's license as some office errands will be required.

Job responsibilities will include:

Set up and break down of conference rooms for events held in meeting rooms.

Clean-up and maintenance of facility during events in meeting rooms.

Other responsibilities include packaging orders to ship and logging in receivables, locating orders, putting up inventory, ordering shipping supplies. Light office work, cleaning and organization; assisting the sales team; and management with office operations.

Job Requirements:

MUST have good computer and organizational skills.

MUST have good attendance record.

MUST be able to lift up to 50 pounds.

MUST have a sense of urgency!

MUST be flexible within the work environment including changes to work schedule, job functions, etc.

MUST be able to prioritize effectively to meet customer and internal team's needs.

Apply online at <http://www.shiftgig.com/job/rolling-meadows/il/concierge-job-openings-at-momentum-marketing-group-8816787>

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Title: Special Response Officer

Auto req ID 2266BR
Branch Chicago
Branch Phone Number 312-372-4790
Job Requisition Location Chicago
Job Description
Special Response Officer

The Special Response Officer is responsible for interacting with team members, tenants and the client, as well as ensuring the site is safe and secure. This site is best suited for individuals who can provide customer service to the highest of standards – capable of representing Whelan as the premier provider of security services in the industry. Successful applicants should be able to work Monday through Sunday for first, second or third shift periods, and assist with call offs, vacations or extra coverage as needed. Positions begin at \$12.00 per hour and shift hours may vary.

Qualifications

A successful candidate must meet the following requirements:
Legally authorized to work in the United States. At least 21 years of age or older as required by applicable law or contractual requirements. Possess at least a high school education or equivalent (GED). Demonstrate a stable work history
Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment)
We are looking for intelligent, courteous individuals with a friendly attitude, professional demeanor, great customer service skills, and the ability to communicate effectively. Previous contract services, hospitality, military, law enforcement or supervisory experience is preferred.

Why Whelan? Be Supported: Whelan employees enjoy a comprehensive benefits package including health insurance, supplemental benefits (including dental, vision, short term disability, life insurance, and legal assistance plans), 401(k) retirement plan, employee assistance program, prescription discount cards, paid vacations, and more!

If you have an interest in joining a leader in the contract security industry and would like to work at some of our outstanding client locations in the Chicago area - [APPLY NOW!](#)

Click "Apply" to begin the application process immediately; or if you wish to expedite your application, we encourage you to visit our local branch office located at 33 North LaSalle Street, Suite 1730, Chicago, IL 60602 to apply in person. For more information, you can also call us at 312-372-4790.

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Auto req ID 2292BR
Title Security Officer
Branch Chicago
Branch Phone Number 312-372-4790
Job Requisition Location Skokie
Job Description
Security Officer

NOW HIRING! Whelan Security is searching for bright and talented professionals who wish to share in the unique culture of our family business – one where people feel inspired, encouraged, and rewarded.

We are excited to announce immediate openings in the Skokie, IL area! Whelan is offering both Full Time and Part Time positions starting at \$11.00 per hour. Now is your opportunity to join our world-class team as one of the fastest growing contract security companies in the country!

Qualifications

A successful Security Officer candidate must meet the following requirements: Legally authorized to work in the United States. At least 21 years of age or older as required by applicable law or contractual requirements. Possess at least a high school education or equivalent (GED) Demonstrate a stable work history. Pass an extensive background screening which includes, but is not limited to, criminal background checks (local, state and federal), drug test, aptitude tests, skills assessment, interviews, and personality profile (behavioral assessment). Previous contract services, hospitality, military or law enforcement experience is desirable.

Why Whelan?

Be Supported: Whelan employees enjoy a comprehensive benefits package including health insurance, supplemental benefits (including dental, vision, short term disability, life insurance, and legal assistance plans), 401(k) retirement plan, employee assistance program, prescription discount cards, paid vacations, and more!

Be Challenged: Our extensive training program and career progression opportunities create an environment where employees can thrive, succeed, and enhance their careers.

Apply online at <http://careers.whelansecurity.com/your-career/find-a-job/>

If you wish to expedite your application, we encourage you to visit our local branch office located at 33 North LaSalle Street, Suite 1730, Chicago, IL 60602 to apply in person. For more information, you can also call us at 312-372-4790.

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Culinary Conservation Coordinator

Shedd Aquarium

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary: Champions the day-to-day execution of Shedd's Right Bite sustainable seafood program and other culinary conservation efforts. Executes industry and consumer education and outreach; builds strategic partnerships to advance GLS goals; serves as resident sustainable seafood expert at the Aquarium; supports communication and collaboration with other departments and stakeholders.

Qualifications: Education:

- Culinary Arts or Bachelor's degree required, preferably in the areas of fisheries science, biology, environmental science, conservation, or education.

Experience:

At least 3 years of successful experience with program coordination, public outreach and presentation delivery. Culinary industry experience a plus.

Special Skills:

Demonstrated ability to handle large workload in a fast-paced, high-energy department. Excellent communication skills and a talent for planning and delivering educational activities. Proficient with Microsoft Office suite. Aware of current, local, national and international conservation issues, with the ability to effectively and clearly communicate them to various audiences. Skilled home cooks, preferred.

Poised, articulate professional with diplomacy, a sense of humor, a positive attitude, and charisma. Driven, highly organized self-starter. Confident, outgoing, and enjoys socializing with diverse audiences. Appreciation for and strong attention to detail. Passionate about the environment. A lifelong learner. Foodies preferred.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires consumption of seafood and shellfish. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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ENV SERVICES AIDE I-1405041954

Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

Qualifications:

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: 8 Hour Day

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ft>

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Dream Dinners

740 N Damen Ave Chicago, IL
Ukrainian Village, Bucktown

Job Description

Are you looking for a job with a purpose? Do you want to go to work each day and impact families & others in a positive way? Look no further. We are looking to fill several positions at our Chicago & Damen location.

We are looking for:

- * Session Sales leads
- * Session Sales Support
- * Ops Support
- * Customer retention specialist

At Dream Dinners our mission is to bring families together again around the dinner table and we are looking for team players to serve our guests on multiple levels. Are you friendly and outgoing? Are you confident in your ability to lead others? Do you have a heart for people? Could you help grow the Dream Dinners business?

We offer great benefits like amazing employee discounts (imagine feeding your family a month of dinners for only \$100.00/approx.) and flexible scheduling (what retail establishment closes the day before and after Christmas & New Years?).

This is a part time position requiring a combination of some weekends, evenings and days. Additional skills to possess:

Positive, high-energy individual who enjoys working with people and is a fast detail-oriented multi-tasker
Strong interpersonal and communication skills
Confident in front of people
Able to lift 20+ lbs and can stand on their feet for long periods of time

Candidates should be eager to serve the needs of our guest while at the same time developing and fostering long-term, trusting relationships with them. Is this you? If you, or someone you know, are interested, please send your resume along with salary expectations and position you are applying for to h5e4oieqzf@jobs.shiftgig.com.

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Real Time Scheduler

Pulse

Chicago, IL

Job Description

Answers and directs customer telephone inquiries. Keeps office In-Out Log, distributes incoming mail. Assists in putting marketing packages together, filing, and compiling routine correspondence. Performs data entry of production handwritten lists and records.

Duties and Responsibilities:

- * Answer telephone, screen and direct calls
- * Take and relay messages * Provide information to callers
- * Greet persons entering organization
- * Deal with queries from the public and customers
- * Ensure knowledge of staff movements in and out of organization
- * Monitor visitor access and maintain security awareness
- * Provide general administrative and clerical support
- * Prepare correspondence and documents
- * Performs data entry as needed * Receive and sort mail and deliveries
- * Schedule appointments * Maintain appointment diary either manually or electronically
- * Monitor and maintain office equipment * Control inventory relevant to reception area
- * Tidy and maintain the reception area * Performs other duties as assigned

Knowledge, Skills, and Abilities:

- * Ability to handle multiple tasks.
- * Maintains professional personal presentation
- * Familiar with general and clerical office routines such as computer typing and filing.
- * Better than average keyboard skills.
- * Knowledge of use and care of office machines and equipment.
- * Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- * Excellent written and verbal communication skills.
- * Ability to communicate in both written and verbal form with customers, employees, and management personnel as required.
- * Ability to maintain cooperative working relationships with those contacted in the performance of duties, to include all other employees.
- * Good organizational and planning skills. Attention to detail.
- * Ability to understand and carry out oral and written directions.
- * Good computer skills. * Reliable * High school diploma

Apply online at <http://www.shiftgig.com/job/chicago/il/inbound-customer-service-representative-job-openings-at-pulse-8982613>

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Budget Analyst

Department: Accounting

Status: Full Time

Responsibilities

This position acts as a financial advisor to each division by providing support and analysis of the financial results and budget of the assigned division as well as MSI-wide analysis including attendance, revenue, etc. The Budget Analyst will be responsible for coordination and processing of the MSI annual financial planning activities, as well as ongoing financial analyses and projections in the areas assigned. This includes regular meetings with division/department staff to review budget reports and summarize in Status of Funds for senior management review.

Qualifications

Bachelor's degree (B.A.) in accounting or finance from a four-year college or university. Candidate must have two-to-four years or more of related experience and/or training. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with other MSI department personnel to achieve desired outcomes, including the annual operating budget, restricted project budgets, coordination of projects, etc Ability to work in a collaborative team environment on a regular basis. Ability to prioritize multiple tasks and change priorities as needed. Excellent analytical skills and judgment, as well as attention to detail. Good written and verbal communication skills. Ability to see big picture and translate into required responsibilities. Ability to assess/analyze financial issues quickly and accurately. Advanced Excel and Word functionality. Requires application of generally accepted accounting principles within an Accounting system and be able to apply those principles in reporting to bond/grant agencies, as well as in financial analyses.

Additional Qualification; CPA or MBA, a plus

Microsoft Dynamics GP & Financial Modeling Software preferred

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/budget-analyst/>

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Robot Coordinator (Lead)

Department: Exhibit Operations and Project Management

Status: Temporary, Full Time (Q1 2015 start, 2020 end)

Responsibilities

The Robot Coordinator (Lead) position, as part of the Exhibit Operations team, maintains, analyzes, troubleshoots and repairs robot/computer systems, hardware and robot/computer peripherals along with maintaining standards and security policies. This individual is responsible for expert technical support for MSI's robotics exhibit. The ideal candidate will possess the ability to diagnose, resolve, and document hardware and software problems in a timely and accurate fashion, and provide end user training and support where required.

Qualifications

Required qualifications are as follows:

A minimum of an Associate's degree with a focus on a STEM field preferred including the education of STEM fields; OR an equivalent combination of education and experience. 3-5 years' experience with robotics and/or electronics

Working knowledge of industrial automation and control systems

Experience with open source software and operating systems

Familiarity with computer code

Proficiency in the use of MS Office (Word, Excel, PowerPoint, and Outlook)

Demonstrated ability to work with within teams and manage multiple projects

Excellent verbal and written communication skills

Ability to work a flexible schedule, including weekends

Previous successful supervisory experience

Must be positive and solution-focused with creative problem solving skills

Valid US passport with no travel restrictions

While performing the duties of this job, the employee:

—is regularly required to use hands to finger, handle, or feel.

—is frequently required to stand, sit, reach with hands and arms, and talk or hear.

—is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. —must occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other Specifics

Position start slated for January 2015; position end expected in 2020

Must be willing to travel with exhibit and live in city of presenting Museum

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/robot-coordinator-lead/>

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Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll.

Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications: Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary. Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel. Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543

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