



Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations

Identify picture and sound problems and correct accordingly

Execute trailer and pre-feature programming

Assist with other functions and perform other duties as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Ability to consistently meet deadlines in a timely fashion

Standing, walking, lifting, twisting and bending on a frequent basis

Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.
Assist wait staff and the bussing of tables.
Clear and reset tables both before and after presentation.
Maintain a clean and well stocked bus station at all times.
Assist with crowd control and seating of guests as needed.
Perform exit greetings at auditorium doors at the end of each presentation.
Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.
Possess good verbal communication skills.
Have a general knowledge of theatre policies, prices, menu, and bar selections.
Ability to work with minimal supervision.
Ability to stand on feet for an extended period of time.
Ability to ascend and descend stairs.
Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.
Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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Warehouse Manager

Chicago, IL
Supply Chain

General Summary:

This position contributes to the success of the Pepsi Beverages Company by leading the warehouse operations in a manufacturing environment.

Major Tasks, Key Responsibilities and Key Accountabilities:

Provide timely service to customers while minimizing warehouse and production costs
Schedule the receiving and delivery of raw material and finished products in a timely manner
Ensure optimal inventory levels of full goods are maintained in order to fulfill daily sales needs
Supervise the efficient loading of orders to minimize customer out of stocks
Develop capability of warehouse loading team and Product Availability Supervisors

Basic Job Qualifications:

A minimum of 5 years of Operations or Logistics experience
A minimum of 2 years of supervisory experience

Preferred Job Qualifications:
Bachelors degree

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=54978BR&cult=en-US>

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Human Resource Coordinator

Chicago, IL
Human Resources

This position reports to the HR Director, and contributes to the success of the Pepsi Beverages Company by providing human resources support to the Chicago Metro and Wisconsin markets. The qualified candidate will be organized, detail-oriented, and have the ability to work with minimal supervision.

The ability to multi-task in response to continuous change and challenges within a fast paced environment is essential. The selected candidate will participate as a member of the HR team and assist in designing and administering human resources programs to enhance and support the company's business strategies; developing and driving a culture that emphasizes accountability, direct communication, and teamwork. We are looking for a proven leader with previous experience in a dynamic environment. This position will support HR generalist responsibilities for employee relations, benefits, compensation, staffing, performance management, training, communications, policy administration, and organizational development.

Qualifications / Requirements

2+ years HR experience, or additional equivalent higher education
Bachelor's degree
Good project management skills with the ability to manage multiple priorities and deadlines
Ability to work independently with minimal supervision
Strong interpersonal skills
Ability to work in a fast-paced and changing environment
Demonstrated drive for results
High degree of competence in Microsoft Office & experience with SAP highly desired
High level of confidentiality, integrity, and professional maturity
25% travel

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=58417BR&cult=en-US>

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Assistant Accountant

Chicago, IL

Finance

Job Description

Ensure DSD close responsibilities are completed according to the internal DSD time frame

Ensure timely and complete data is extracted from the Frito Lay's systems and posted into SAP

Record accurately and timely all accruals and elimination entries in the Oracle and SAP ledgers

Responsible for running Oracle and SAP reports to record period-end entries

Ensure proper support is obtained for non-recurring period-end entries

Act as resource for field accruals and cross-charges at period end

Complete the twenty four CDSD Balance Sheet reconciliations, document and communicate unusual activity

Work closely with other parties to ensure all reconciliations are timely cleared

Communicate all risk/opportunity identified on reconciliations

Assist in the completion of Balance Sheet Review explanations

Prepare SOX documentation and submit in a timely manner Responsible for documentation roll-forward

Qualifications:

Bachelor's degree in Accounting

2+ years accounting experience

Strong analytical and problem solving skills with attention to detail and quality

Self-starter with ability to manage multiple concurrent projects with strong organization and time management

Ability to work hands-on in a collaborative environment

Proficient in core Microsoft Windows application software including Excel and Word

Proactive and strong oral and written communication skills

Strong documentation skills

Ability to adapt to changing business processes, technologies

Oracle and/or SAP Knowledge a plus

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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

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Food Service Sales Assistant Representative

Chicago, IL

Sales

Pepsi Beverages Company (PBC) is PepsiCo's beverage manufacturing, sales and distribution operating unit in the United States, Canada and Mexico. PBC makes, sells and delivers approximately 75 percent of PepsiCo's North American beverage volume. Its diverse portfolio includes some of the world's most widely recognized beverage brands, including Pepsi, Mountain Dew, Sierra Mist, Aquafina, Gatorade, SoBe, Lipton, and Amp Energy. In many markets, PBC also manufactures and/or distributes allied brands, including Dr Pepper, Crush, ROCKSTAR, and Muscle Milk.

At PBC, employees have an Unquenchable Spirit to delight consumers with the brands they love, to improve the communities in which they live and work, and to build exciting careers. If you're looking for a company that puts a premium on leadership, teamwork and responsibility, you belong at PBC.

Job Description:

This position contributes to the success of the Pepsi Beverages Company by securing new Food Service accounts and maintaining existing accounts.

Major Tasks, Key Responsibilities and Key Accountabilities:

Manage a roster of existing food service customers

Acquire new food service accounts

Achieve food service sales volume, revenue, and profitability goals for the assigned territory

Provide superior customer service

Basic Job Qualifications:

A minimum of 2 years of fact-based selling experience

Preferred Job Qualifications:

Bachelor's degree

Food Service or consumer packaged goods experience

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=55221BR&cult=en-US>

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Merchandiser (Part Time/Days)

Elk Grove Village, IL

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location. This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

This is a bluecard position. Candidates hired for this role are not benefits eligible. It can take from up to 6 months or over one year until a Merchandiser position with benefits is available.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

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

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=5000005378610&cult=en-US>

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Driver - Relief Schedule (Full Time/Days)

Aurora, IL
Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=2000037959710&cult=en-US>

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Job Title: Data Analyst

Agency: Aging

Closing Date/Time: Tue. 11/18/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-14-35

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs complex analysis in an evolving data environment. Extracts and analyzes data, patterns, and related trends when needed and synthesizes the data information consumable by the Program Administration.
Advises the Program Administrator and other Colbert staff on solutions in resolving any technical/data related issues.
Develops dashboards to track remediation of issues.
Identifies relevant trends, do follow-up analysis, prepares visualizations of data received by the Department's Division of Information & Technology.
Collaborates with the Department's Division of Finance & Administration and the Division of Information & Technology to ensure maximal use of resources and benefits available to Colbert Class Members.
Creates and maintains data reports for the Program Administrator regarding client transitions, expenditures, and any other requested materials; prepares data reports as requested by the Executive Office, the Governor's Office, and the Illinois General Assembly.
Maintains necessary records ensuring confidentiality of all financial materials and prepares related reports.

Minimum Requirements: Education: Must possess a Bachelor's degree in Information Systems Management or a related field.

Experience: Must have 3 or more years of extensive experience writing queries, analyzing data, creating cohesive succinct reports.
Must have advanced expertise in Excel, Access, Word, and SQL.

Work Hours & Location/Agency Contact: Work Hours & Location: Mon - Fri 8:30 - 5:00
160 N. LaSalle Ave., N-700, Chicago, IL

Agency Contact: Illinois Department on Aging Attn: Office of Human Resources
One Natural Resources Way, Ste. 100 Springfield, IL 62702

How to Apply: Agency Contact:

Illinois Department on Aging Attn: Office of Human Resources

One Natural Resources Way, Ste. 100 Springfield, IL 62702 Fax: 217/785-4477

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773.378.5902 fax 773.378.5903

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Job Title: Janitor I

Agency: Central Management Services
Closing Date/Time: Wed. 11/19/14 5:00 PM Central Time
Salary: \$4,349.00 - \$5,799.00 monthly
Job Type: Full-Time
Location: Jackson County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: CMS 9985

Minimum Requirements:

Requires no formal education. Requires working knowledge of general janitor work. Requires working knowledge of cleaning methods and the operation and care of cleaning equipment. Requires ability to follow simple oral and written instructions. Requires ability to lift up to 75 lbs. Requires ability to travel. Requires a valid, appropriate driver's license and the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 3:00 P.M. – 11:30 P.M.

Work Location: Central Management Services
Property Management/Facilities/Central/Southern
2801 W. Murphysboro Rd. Carbondale, IL (Jackson County)

Agency Contact:

A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110
Springfield, IL 62702
217-782-6239
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).

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Job Title: Library Associate

Agency: Veterans Affairs

Closing Date/Time: Tue. 11/18/14 4:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-15-86024

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires working knowledge of standard library methods and procedures; requires knowledge of the application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques; requires ability to prepare and maintain circulation and catalog files and to prepare ordinary operating reports on library activities; requires ability to perform incidental typing.

Work Hours & Location/Agency Contact: Monday - Friday
8:00 am - 4:30 pm (1 hour unpaid meal break)

Illinois Veterans Home @ Manteno
#1 Veterans Drive
Manteno, IL 60950

Human Resources
Ph: 815-468-6581, ext. 328
Fax: 815-468-1596

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 Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Mon. 11/17/14 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#: 1447042-478896

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

LOCATION: 1755 LAKE COOK ROAD DEERFIELD, IL 60015

Work Hours Monday - Friday 8:30 am to 5:00 pm

Contact: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100

CHICAGO, IL 60602

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 2 - Typing

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Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-86469

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation. Requires knowledge of aseptic handling of drugs and practices of pharmacy. Requires ability to communicate with people at various levels of the facility. Requires basic PC operations. Requires ability to lift and carry medication cassettes and supplies up to 50 lbs for an extended time.

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

OCAPS

Ludeman Pharmacy Hub
114 Orchard Drive
Park Forest, IL 60466

Please submit applications to: Kelly Kindred
Bureau of Employee Services / Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
FAX: 217-524-2116

How to Apply:

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

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Wed. 11/19/14 5:00 PM Central Time

Salary: \$7,645.56 - \$7,951.80 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 9986

Minimum Requirements: Requires knowledge, skill and mental equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate valid driver's license and/or the ability to travel. Requires working rotating shifts, including weekends and holidays. Requires the ability to serve on an on- call basis.

Work Hours: Rotating Shifts & Days Off, including Holiday Shifts; 6:30am-2:30pm, 2:30pm-10:30pm, 10:30pm-6:30am

Work Location: Central Management Services Property Management/Facilities/Chicago Northern 2020 W. Roosevelt Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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).

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Job Title: Storekeeper I

Agency: Transportation

Closing Date/Time: Thu. 11/13/14 4:30 PM Central Time

Salary: \$3,989.00 - \$5,318.00 monthly

Job Type: Full-Time

Location: Cook County Zone 5, Illinois

Number of Vacancies: 1

Plan/BU: RC451

Bid ID#: IPR#40008

Description of Duties/Essential Functions Benefits Supplemental Questions

This position issues supplies and maintains inventory of equipment and commodity items for Fleet Operations maintenance facility.

Minimum Requirements:

KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS OF HIGH SCHOOL

ONE YEAR EXPERIENCE IN KEEPING OF STORES AND STORES RECORDS

MUST POSSESS CLASS "B" COMMERCIAL DRIVERS LICENSE

Work Hours & Location/Agency Contact:

Fleet Operations/ Cook County / Zone 5, 1480 Rodenburg Rd., Roselle, IL
6:30 A.M. – 3:00 P.M (1/2 hour unpaid lunch)

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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Corporate Membership Officer

Department: External Affairs/Corporate Foundation Relations

Status: Full Time

Responsibilities

Under the direct supervision of the Corporate Major Gifts Officer (CMGO), this individual will work with staff across the Museum to coordinate all activities supporting the identification, cultivation, solicitation and stewardship of corporate grants and sponsorships.

Serves as liaison between the Museum and funders during the application process.

The Officer will also write and edit grants, sponsorship proposals, applications and supporting documents for all corporate requests including Annual Fund and restricted philanthropic gifts in support of the Museum's funding priorities.

This individual will compose solicitation and cultivation letters to donors, sponsors and prospects, track grant reports and mailings for donors and maintain lists of prospects.

Qualifications

Bachelor's degree required with two years of development experience.

Grant and proposal writing experience.

Advanced oral and written communication skills.

Self-directed and proactive.

Ability to meet deadlines.

Strong research skills.

Detail-oriented with a strong commitment to accuracy.

Able to manage confidential information with discretion.

Knowledge of private, community and corporate funding sources and their procedures.

Knowledge and understanding of the principles, goals and ethics of fundraising and sponsorship, and the roles that corporations and foundations have within the process.

Knowledge of corporate sponsorship a plus.

Familiarity with Blackbaud Raiser's Edge 7 a plus.

Knowledge of Microsoft Office.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/corporate-membership-officer/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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Coordinator, Student Experiences
Department: Education & Guest Services
Status: Full Time

The Museum of Science and Industry provides programs and experiences that deepen the engagement of students and teachers in science and science-related disciplines, with a vision to inspire and motivate our children to achieve their full potential in the fields of science, technology, engineering and medicine.

The Coordinator of Student Experiences is responsible for coordinating, developing and implementing facilitated, hands-on education programs for on and off-site groups, within the Museum's Center for the Advancement of Science Education (CASE). This includes, but is not limited to, implementing the Museum's NASA funded initiative, Mission to Mars – a program for middle school students (grades 6-8) and their teachers. In addition, the coordinator will collaborate with the Student Experiences team on the design and implementation of Learning Labs, MedLab, and Live...from the Heart.

Participate in assigned working groups and on cross-department/division Museum teams.

Maintain departmental responsibilities (meetings, email, phone, etc.).

Assist with other CASE programs and collaborations as assigned.

Qualifications

Bachelor's degree in science, education or related discipline required.

3-5 years of prior science teaching experience in a formal or informal setting.

A strong understanding of and experience with informal learning strategies and a variety of learning environments, including schools, science centers, and/or museums.

Science program development experience required.

Experience with middle grades students and teachers preferred.

Must be creative and dynamic; exhibit enthusiasm, initiative, flexibility, and openness to new ideas.

Must demonstrate comfort in a team environment, with strong collaboration skills.

Excellent project management, planning and organizational skills.

Detail oriented; excellent verbal and written communication skills, including public speaking required.

Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Publisher) required.

Bilingual ability is a plus.

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Maintenance Technician III (Electrician)

Department: Facilities

Status: Full Time

Responsibilities

This individual should be a tradesman who specializes in the electrical wiring of the buildings, stationary machines and related electrical equipment. The Electrician is involved in the installation of new electrical components and the maintenance and repair of existing electrical infrastructure. Also plans layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties. They are required to use the 360 Maintenance Management Systems.

Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.

Connect wires to circuit breakers, transformers, or other components.

Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.

Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices to ensure compatibility and safety of system.

Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes. Install ground leads and connect power cables to equipment, such as motors.

Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment. Work from ladders, scaffolds, motorized lifts and roofs to install, maintain or repair electrical wiring, equipment, and fixtures.

Perform preventative maintenance on electrical equipment. Install lighting and lighting track. Install and dismantle permanent and temporary exhibits.

Qualifications

Associate's degree (A.A.) or equivalent from two-year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience. Technical certification or apprenticeship in electrical installation & maintenance. Minimum of five years' experience with the installation and maintenance of high and low voltage. Experience with security, fire protection, telephone and communication systems are desired. Requires some computer skills.

Must have the ability to troubleshoot problems.

Candidate shall possess effective interpersonal skills.

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

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Senior Administrative Assistant to the CFO, General Counsel and Director of Finance/Controller

Department: Finance and Administration

Status: Full Time

The Senior Administrative Assistant provides executive assistant support to the Museum of Science and Industry's Vice President of Finance & Administration/CFO, General Counsel and Finance Director/Controller, reporting directly to the Vice President of Finance & Administration/CFO.

This position requires a high level of confidentiality and discretion in communications, strong professional and ethical standards, the ability to manage relationships both internally across the Museum and externally with clients and vendors, excellent time and project management skills, and an ability to understand and adapt to the Museum's evolving needs.

Qualifications

The Senior Administrative Assistant requires superior attention to detail, written and verbal communications skills, and exceptionally good professional judgment developed from a proven professional background.

Required qualifications are as follows:

AA degree or BA degree required

Minimum 5 years of related experience, or equivalent combination of education and experience supporting executives; legal support experience is a positive factor but not required

Ability to work well and communicate effectively with all levels of staff, Board of Trustees, outside clients and vendors, and city officials

Excellent computer skills - MS Word, Excel, PowerPoint, Outlook

Excellent communication skills - spelling, grammar, and proofreading

Superior organization skills - ability to come up with processes and follow up

Ability to lift files/boxes under 20 lbs.

Demonstrated ability to exercise good judgment/decision making when necessary

Demonstrated ability to anticipate problems and act accordingly

Demonstrated ability to prioritize and meet multiple, concurrent deadlines and oversee a variety of projects to successful conclusion

Ability to take initiative - assertive and confident.

The ideal candidate is an individual of unquestioned integrity, ethics and values; someone who can be trusted without reservation.

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

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Senior Coordinator, Guest Experiences

Department: Guest Experiences

Status: Full Time

This individual leads the Coordinator and Facilitators in providing exhibit content in a positive, fun, inclusive and educational capacity.

Works with team members to ensure exhibit content is being communicated to guests in an engaging capacity, that staff members are proactive about addressing guest needs throughout the Museum, and that staff perform core operational job requirements.

Qualifications

Required qualifications are as follows:

Bachelor's degree with 3-5 years related experience; or an equivalent combination of education and experience required.

Must have a minimum of two years of experience supervising diverse teams.

Excellent communication skills are required.

Proficiency of MS Office (Word, Excel, PowerPoint and Outlook) required.

Ability to research and learn exhibit content grounded in the fields of science, technology, engineering, medicine and aviation.

Ability to creatively problem-solve.

Strong team work and collaboration skills.

Ability to lead teams using positive management strategies.

Team performance maximization skills.

Ability to talk to and engage guests.

Ability to handle several activities at one time.

Additional experience that is recommended:

Bilingual ability a plus.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/senior-coordinator-guest-experiences/>

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