



PROGRAM & EVENT COORDINATOR COMMUNITY RECREATION -SOCCER Job ID: 1250

Closing Date: 12/17/2013

Date Posted: 12/4/2013

Location: Central Administration

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

THIS IS A GRANT POSITION ENDING 12/31/2014

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt
Salary \$50,868 per year

EEO: Professional

FLSA: Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

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Department Assistant (2)

Posted Date 12/9/2013 Requisition # 17893

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Other - Other Department Housing Service, Lincoln Park Campus

Campus Lincoln Park Campus Location US-IL-Chicago

Minimum Requirements

- High school degree or equivalent.
- 2+ years of experience in a clerical support position in a University/corporate setting.
- Familiar with Microsoft Office Suite (Word, Excel, and Access).
- Strong verbal and written communications skills.
- Appreciation for and commitment to multiculturalism and diversity issues.
- Ability to maintain a professional demeanor when communicating to others and adjust style and content appropriately.
- Ability to work independently and able to manage priorities and tasks.
- Ability to effectively interact with students, parents, colleagues, vendors, University staff and faculty.
- Ability to provide student-centered customer service.
- Ability to remain in a stationary position for 75% of work time in order to complete necessary front desk responsibilities.
- Ability to work some evening and weekend hours, as required for peak operational periods.
- Ability to work occasional overtime during peak times.
- Must be available to work 8:45am – 4:45pm.

Preferred Requirements: •College degree.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcf/faq/faq_faq_can.shtml

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*Resumes are required and must be submitted with the application.
December 5, 2013 through December 18, 2013*

Engineering Contract Administrator II \$16.67/Hour.
(G-10)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: The incumbent must have a high school diploma or the equivalent.

EXPERIENCE:

Minimum of five (5) years work experience in procurement/contract field and/or practical accounting related work is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- The incumbent must have comprehensive skills in Microsoft Office applications (Word, Excel and Access).
- Data entry skills are required. Working knowledge of State of IL Procurement Code is desired.
- Excellent organizational skills and attention to detail is required.
- Strong time management skills are required. Experience with office equipment, i.e., copying machines, scanners, binders is desired.
- Must be available to work overtime as needed.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to:
Illinois Tollway – Human Resources
2700 Ogden Avenue Downers Grove, IL 60515

4800 W. Chicago Avenue, Chicago, Illinois 60651
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*Resumes are required and must be submitted with the application.
December 5, 2013 through December 18, 2013*

Engineering Contract Payment Expeditor \$16.67 /Hour. (G-10)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: High School Graduate or equivalent GED is required.

EXPERIENCE:

Work experience in a related field is desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

The incumbent must also possess excellent organizational skills, good oral and written communication skills.

Proficient in Microsoft Word and Excel, and have experience with Microsoft Access.

To successfully complete the responsibilities of the position, the incumbent must possess strong follow-up skills to obtain the required documents and approvals.

Ways to apply

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*Resumes are required and must be submitted with the application.
December 5, 2013 through December 18, 2013*

Administration Employee Services Coordinator \$16.67/Hour (G-10)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION:

A high school diploma or GED equivalent is required; some college courses in Human Resources or a related field are desired.

EXPERIENCE:

Three (3) years of Human Resources experience is preferred.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Excellent oral, written, interpersonal, and organizational skills.

Proficiency in Microsoft Excel, Outlook and Word is required. Experience with HRIS (Human Resource Information System) systems is preferred.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

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*Resumes are required and must be submitted with the application.
December 5, 2013 through December 18, 2013*

Diversity & Strategic Development Intern/DSD \$12.00 - \$14.00/hour

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: Current student majoring in public policy, public administration, business, human resources, community advocacy, communications, marketing.

EXPERIENCE: A strong knowledge of computer applications including Microsoft Excel, Access, Word and Power Point are required.

Familiarity with creating template forms, spreadsheets, and reports are required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Must be available 30 hours per week, with reliable transportation.

Strong interpersonal, oral and written communication, organizational and analytical skills are required.

Must pass a written exam with a 75% or higher.

It is anticipated that after the incumbent has been in this position between six to nine months, the incumbent has the potential to transition into the position of Diversity Compliance Coordinator within the Department of DSD.

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Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

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*The Human Resources Section will accept applications, with resumes from:
December 5, 2013 through December 18, 2013*

Engineering Roadway Lighting (Technician) \$23.97/Hour

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: High School Graduate or equivalent GED is required. interview.

EXPERIENCE:

All electricians shall have a general knowledge of roadway electrical maintenance operations,

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

At the time of testing, and at all times thereafter, you must possess a valid Class "A" Commercial Drivers License (CDL) with endorsements of air brakes, combination vehicles and tank trucks.

A Roadway Electrician shall have a minimum of five (5) years on control wiring (Photo cell time controls).

Also extensive background on 480 volt single and three phase.

Incumbent must be able to lift 60 pounds.

Must pass written examination with a 75 % or higher to qualify for an

Ways to apply

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Administrative Assistant (2)

Posted Date 12/3/2013 Requisition # 17888

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Other - Other Department Center for Students with Disabilities

Campus Lincoln Park Campus Location US-IL-Chicago

Minimum Requirements

- High School Diploma.
- 3+ years of administrative support experience in the corporate sector, academic or public school environment.
- Demonstrated competency using office software technology.
- Excellent verbal and written communication skills.
- Willingness to learn other computer-driven applications and database management.
- Top level efficiency and dependability.
- Team player supportive of a collaborative working environment.
- Sensitivity to challenges faced by persons with disabilities and discretion in dealing with resulting situations.
- Ability to type 45-50 wpm.
- Ability to be flexible and multi-task in pressured times with a calm demeanor.
- Ability to work occasional weekend and evening hours; particularly during mid-term and final exam weeks.

Preferred Requirements: •Demonstrated competency using Microsoft and Outlook.

Salary & Benefits:

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect:

Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

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Apply online at <https://jobs-depaul.icims.com/jobs/17888/administrative-assistant-%282%29/job>

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Sales Associate

ChicagoJobs.com is a full-service consultancy that creates, manages and markets local online job boards throughout the U.S. Owned and operated by Shaker Recruitment Consultants (SRC), we are inviting sales professionals to build thriving careers at our Oak Park, IL location. Our growth and expansion have created exciting opportunities for ambitious, dynamic sales representatives to further the success of ChicagoJobs.com and our other developing online job boards and markets. Supported by a marketing campaign encompassing a wide variety of media, you will sell a brand of products and services that employers and job seekers recognize and respect.

Promote Our Brand and Your Earning Potential, as You:

- Generate new streams of revenue with effective cold calling.
- Use consultative sales skills to sell job postings, resume database access, banner advertising, and ancillary recruitment products by phone.
- Create unique product combinations and solutions to meet the individual needs of each advertiser.
- Grow our client base: prospect, qualify, solidify relationships, meet challenges and close new business while maintaining your existing clientele.
- Develop solid, long-term relationships with advertisers through personal attention and follow-up.
- Stay ahead of trends within the online recruitment industry.

What You'll Need to Succeed:

- Sales experience is preferred, but not required. We are willing to train the right individual.
- Demonstrated ability to meet or exceed goals and expectations.
- Enthusiasm and dedication to develop a strong customer base through research, lead generation and cold calling.
- An outgoing, aggressive, team-oriented personality and the ability to work under minimal supervision.
- Excellent written and verbal communication skills.
- PC literacy, including proficiency in MS Office and Outlook.

Consider These Rewarding Career Advantages:

- A respected, well-marketed brand of products and services to sell.
- Competitive salaries and commissions.
- Full benefits, including medical, dental, and 401K plan.
- Convenient location in Oak Park, Illinois, just outside of Chicago.
- Family-oriented and values-driven work environment.

For Immediate Consideration, Please Apply at <http://cj.chicagojobs.com/job/il/oak-park/sales-associate-A7483-2GHE>

Website: www.shaker.com Equal Opportunity Employer

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Public Safety Officer, Loop

Posted Date 12/3/2013 Requisition # 17890

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Public Safety Department Public Safety Loop Campus

Campus Loop Campus Location US-IL-Chicago

Minimum Requirements •High School diploma or equivalent. •Minimum experience of 1 year in public safety or law enforcement, or related service-oriented industry. •Valid driver's license. •Possess visual acuity. •Strong communication skills, both verbal and written. •Good physical condition without any restriction in the ability to walk, run, stand or climb multiple flights of stairs. •Ability to sit for an extended amount of time (intervals in excess of 60 minutes). •Ability to perform extended foot patrols multiple times during a shift (intervals in excess of 30 minutes). •Ability to give pursuit of offender on foot. •Ability to drive a vehicle for extended amounts of time without interruption (intervals up to 3-4 hours). •Ability to lift a minimum of 25 pounds. •Ability to react and work calmly under pressure. •24/7 Operation, operating 3 daily shifts.
Preferred Requirements: •Some college coursework/credit.

Salary & Benefits:

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Required Background Screening: All final candidates extended an offer of employment will undergo background screening. Final candidates selected for Public Safety Officer positions are also required to undergo a fingerprint-based criminal history background check.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

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Part-Time Campus Copy Center Clerk

Posted Date 12/9/2013 Requisition # 17901

Functional Title Part-Time Campus Copy Center Clerk Position Type Part-Time Salaried/Hourly Hourly Category Facilities Management Department Document Services Campus Loop Campus Location US-IL-Chicago

Principal Duties and Responsibilities •Operate Campus Copy Center equipment/software. •Keep machines in operational order and stocked with supplies in order to complete required orders. •Process all Campus Copy Center transactions (sales and returns) through cash register and accept approved forms of payment. •Provide customers with pricing and job information. •Process orders with external vendors. •Manage transaction intake at register. •Perform other duties as assigned.

Minimum Requirements •High School Diploma or equivalent. •Strong interpersonal communication skills. •Knowledge of copiers. •Knowledge of Windows and MS Office Suite (Excel and Word). •Ability to periodically lift packages approximately 50lbs. •Availability between 9:30AM and 4:30PM on weekdays with a 25 hour maximum work week.

Preferred Requirements: •Some college. •Previous retail experience.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

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Apply online at <https://parttime-depaul.icims.com/jobs/17901/part-time-campus-copy-center-clerk/job>

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Customer Service Representative

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

Description:

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

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

As a Customer Service Representative perform various duties including:

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

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

Work Status: Moonlighter

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

Sun - 6am to 8pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - 6am to 9pm
Thu - 6am to 9pm
Fri - 6am to 9pm
Sat - 6am to 9pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125225&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems.

Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items. **SKILLS/KNOWLEDGE:** Must possess a Class B Commercial Driver License (CDL), a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

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

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

Sun - 7am to 7pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=119033&mode=

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Storage Customer Service Representative

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

Description:

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

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

As a Customer Service Representative perform various duties including:

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

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

Work Status: Moonlighter

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

- Sun - 8am to 1am
- Mon - 9am to 3pm
- Tue - 9am to 1am
- Wed - 11am to 3pm
- Thu - 9am to 3pm
- Fri - 7am to 3pm
- Sat - 7am to 3pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124793&mode=

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Detail Specialist

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

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

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

Sun - NA

Mon - 6am to 3pm

Tue - 6am to 3pm

Wed - 6am to 3pm

Thu - 6am to 3pm

Fri - 6am to 3pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124991&mode=

Surgical Assistant I

Department: Surgery

Schedule: Registry

Shift: Days

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Certification Required. 1-2 years experience is required

Serves as an assistant to cardiac surgery operative procedures and other specialty operative procedures as assigned. Performs the scrub role for a variety of surgical procedures.

Education: Graduate of one of the following accredited training programs: Operating Room Technologist, Physician Assistant, Registered Nurse, Medical School (U.S./M.G. license) Licensure, certification, etc.: CFA, RNFA, CSA or PA-C.. Work 2 or more years as a surgical assistant, preferably cardiac.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=879239

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

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

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

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

Work Status:
Full-Time

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

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123833&mode=

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Job Title: Administrative Assistant I - Craniofacial Center

Department: MSP Craniofacial Center

Shift: 1st

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

Job Number: 2013-1888

Job Description:

Are you a multi-tasking individual who has experience working with Excel, PowerPoint, and Word looking for an opportunity to work in a healthcare setting?

If this describes you, you may be the right candidate for the Administrative Assistant position in the Craniofacial Center at Rush.

The Craniofacial Center is seeking an Administrative Assistant who will bring good technical skills along with customer service skills to their fast-paced environment.

Position Highlights:

Acts as the liaison for the physicians in relation to administrative and clinical issues

Responsible for coordination of department residency program

Responsible for developing and maintaining the department's website

Responsible for patient correspondence as well as preparing & maintaining slide presentations, lectures and published manuscripts

Position Qualifications Include:

Associate Degree required. Bachelor degree preferred.

One or more years of prior experience in professional office preferable in a health care setting preferred.

Excellent interpersonal and communication skills.

Discretion in handling sensitive and confidential documents and information.

Ability to work independently and prioritize tasks.

High energy level, well organized and conscientious.

Ability to handle concurrent activities.

Excellent grammar skills and proofreading ability.

Proficient with Microsoft Office, Excel, Word, PowerPoint.---WILL BE TESTED IF BROUGHT IN FOR INTERVIEW.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131210102509&

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Job Title: Schedule Coordinator

Department: MSP Cardiology

Shift: 1st

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

Specialty: Call Center

Job Number: 2013-1908

The Schedule Coordinator is an important member of Rush University Medical Group Team. This position collaborates with a team of customer service representatives to meet overall call center objectives and enhance the customer service function to exceed our customers' expectations.

Position Highlights: Serves as the first Rush contact for many patients and consistently uses excellent public relations and customer service skills with internal and external customers. Position offers flexibility, a Monday-Friday schedule and an extensive orientation. No weekends or holidays

Position Responsibilities:

As the first Rush contact for many patients, consistently uses excellent public relations and customer service skills with internal and external customers
Answers inbound telephone calls efficiently and courteously for all sections of Central Scheduling. Provides information as requested and routes calls appropriately
Identifies the appropriate physician and / or diagnostic testing when scheduling appointments through Epic. Handles a variety of office details that involve action, including, but not limited to: retrieving and sending mail, e-mail, faxes, filing and obtaining orders/referrals for all testing sections on a daily basis by Central Scheduling. Assists supervisor in planning and implementing office development based on knowledge of current office operations. Monitors the patient wait list for last minute cancellations and no-shows by calling future patients and rescheduling to earlier dates to close gaps in provider schedules ensuring a full day for all providers and all sections of Central Scheduling. Responsible for creating a referral shell for all required diagnostic testing and ensuring all orders referrals are sent in a timely manner and notify all appropriate parties, when necessary.

Position Qualifications Include: Minimum high school diploma or GED required
Hospital or ambulatory experience required. Word processing and computer experience required. Call Center experience preferred. Typing skills required; 45-50 wpm preferred
Must be able to work effectively in a high-stress office environment. Epic system knowledge is highly preferred. Patient Scheduling and medical terminology preferred.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131210102615&

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Human Resource Representative Job

Date: Nov 24, 2013

Location: Chicago, IL, US

Category: Human Resources

City: CHICAGO

State: Illinois

Employment Status: Part-Time

Requisition Number: 2013-8083

Nameplate: Carson's

Mall Name: Ford City Shopping Ctr.

Job Description:

Want to get involved in the Human Resources side of the retail world? This HR Representative role is a great place to start!

Join our team for an opportunity to work closely with store associates and management.

The Human Resources Representative is responsible for helping facilitate the hiring process, ensuring accuracy of employee paperwork, and maintaining payroll systems.

We will value your:

- Attention to detail
- Excellent communication and interpersonal skills
- Strong understanding of HR policies
- Associates degree in HR or related field or 6 months to 1 year of HR experience
- Knowledge of Microsoft Office is a plus

Hours are primarily Monday through Friday days but can include some nights and weekends as needed.

Apply online at <http://careers.bonton.com/job/Chicago-Human-Resource-Representative-Job-IL-60290/29035100/>

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Cosmetic Sales Consultant - Clinique Job

Date: Dec 1, 2013

Location: North Riverside, IL, US

Category: Cosmetics

City: NORTH RIVERSIDE

State : Illinois

Employment Status: Full-Time

Requisition Number: 2013-8143

Nameplate: Carson's

Mall Name: North Riverside Park Mall

Job Description:

Do you love helping others find their inner beauty while driving your own business? If so, Cosmetic Sales is the right place for you!

Clinique's mission today remains what it was from the beginning: to provide the highest quality and most effective products to enhance every skin type and concern, offering products for men and women of all ages and ethnicities.

The brand's customized approach and quality products—all meticulously tested and carefully formulated with the latest science—have made Clinique one of the leading skin care authorities in the world.

In this role, you will be responsible for applying cosmetics, sharing knowledge of brands, recommending products, and making customers feel beautiful.

We'll value your:

- Excellent interpersonal skills with customers
- Strong aptitude in selling techniques
- Ability to drive sales and build repeat clientele
- Ability to take initiative when presenting and selling merchandise
- Work schedule flexibility (days, nights and weekends)

Cosmetic Sales Associates in our stores are paid on a base plus commission for all cosmetic counter sales.

Apply online at <http://careers.bonton.com/job/North-Riverside-Cosmetic-Sales-Consultant-Clinique-Job-IL-60546/30032100/>

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