



Job Title: Executive I - Opt E1

Agency: Public Health

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 85623

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with coursework in business and/or community development courses; requires one year responsible administrative experience in grant administration in a public or private sector work environment. Experience in conducting audits is preferred. Requires ability to travel.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of the Director

Performance Management

69 W. Washington St. Chicago, IL

Agency Contact:

Office of Human Resources

535 W. Jefferson St. 4th fl

Springfield, IL 62761

Phone: 217-785-2031

Fax: 217-785-2038

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 E1 - Dept Public Health

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Job Title: Office Assistant - Opt 5

Agency: Central Management Services

Closing Date/Time: Thu. 12/18/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 10018

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs clerical and messenger work. Delivers on various routes state of IL property as part of the centralized Mail and Messenger Services. Picks up outgoing mail from various state office locations, receives, sorts and prepares mail and packages for mailing and delivery, delivers agency payroll warrants. Performs basic upkeep and maintenance duties of the central mailroom, and motor vehicle used for mail and messenger deliveries.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel; requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Work Hours: 8:00am-4:30pm

Work Location: Central Management Services

Agency Services/Agency Support/Mail & Messenger

100 W. Randolph 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 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 5 - Mail & Messenger

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Job Title: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

\$36,324.00 - \$50,676.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-83101

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Stroger Local Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards, and records.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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

Stroger 600 South Hoyne Chicago, IL 60612

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services / Lisa Horsley

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

PHONE: 217-557-0347 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).

Option 2 - Typing

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Shift Engineer (Overnight Shift)

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Engineering/Facility Management

Req ID: CHI006593

Description

A Shift Engineer will be responsible primarily for general maintenance and repairs in guest room, meeting space, and front of the house areas, as well as back of the house areas including kitchen, laundry, electrical, mechanical, and HVAC systems.

A Shift Engineer will also perform preventive maintenance on major equipment and systems, using a windows based computer system.

Ability to read blue prints and schematics is preferred, along with basic trouble-shooting skills.

A minimum of three years building maintenance experience is required with hotel experience preferred.

Good communication skills are necessary.

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006593&LangID=1>

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations.

Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

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 Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

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/bartender>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

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

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

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

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/cashier>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

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? Can you help run a food and beverage operation like a well-oiled machine?

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

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

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 making a difference, receiving great benefits and having fun matter to you, apply today at

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

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct

- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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/usher>

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Administrative Assistant II - Finance

Property: Finance
Company: Hyatt Corporate Office
Primary Location: United States-Illinois-Chicago
Pay Basis: Yearly US Dollar (USD)
Schedule: Full-time
Job Level: Administrative
Job: Administrative
Req ID: CHI006637

Description

The candidate must be a self-starter with fine-tuned interpersonal and communication skills. The candidate will support an SVP of Finance. The role will include making travel arrangements for the SVP and several VPs within the department, as well as processing subsequent expense reports. The candidate must be able to work independently and balance a multitude of tasks.

The primary job responsibilities are:

- Calendar management for an SVP
- Travel planning and securing international travel visas as needed
- Reconciling expense reports and processing invoices
- Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines
- Monitoring and responding to manager's email account as appropriate
- Coordinating and attending regularly scheduled team meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

- Minimum 3 years of administrative experience or Hospitality experience a plus
- High school diploma required
- Associate's degree or equivalent a plus
- Fully proficient in Microsoft Office suite
- Prior experience working in a highly confidential environment
- Project a professional image and ability to work independently
- Ability to juggle multiple projects and priorities at the same time

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006637&LangID=1>

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Job Title: Admissions Specialist

Department: Dean's Off College Health Sci

Shift: 1st

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

Job Number: 2014-2402

Job Description:

Rush University seeks an Admissions Specialist to join our College of Health Sciences!

Please note before you further consider this position:

This position requires travel at within the Chicagoland area and other parts of the Midwest.

You must have access to a personal vehicle to meet the responsibilities of this position and be willing to travel. This position also requires occasional evening and weekend work.

Position Highlights:

The Admissions Specialist, under the general supervision of the Director of Admissions, participates in recruitment, advising and admission activities with the purpose of meeting enrollment goals of the academic programs of the Rush University College of Health Sciences. The Admissions Specialist exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required.

Experience in an academic department or program is preferred.

Excellent working knowledge and experience with MS Office and Excel.

Excellent knowledge of social media and current educational marketing trends.

Knowledge of Microsoft Outlook and Student Information System, Datatel, preferred.

Knowledge of the health professions preferred.

Knowledge of photo imaging preferred.

Excellent verbal skills, written communication, and telephone skills.

Able to lift a minimum of 20-25 pounds to manage recruitment materials for off-campus events.

Able and willing to periodically travel out of state and overnight.

Able to work occasional evenings and weekends.

Valid driver's license and own transportation.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141211094901&

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Job Title: Assistant Director, Payer Contracting (Oakbrook Terrace)

Department: Rush Health

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

Job Number: 2014-2410

Job Description: Rush University Medical Center presents an opportunity for an Assistant Director, Payer Contracting for Rush Health at Oakbrook Terrace. Responsible for developing and maintaining relationships with third party payers, including but not limited to commercial payers, Medicare Advantage payers and Medicaid managed care payers, and negotiating managed care agreements with these third party payers on behalf of Rush Health Participating Physician practices' and Participating Hospitals' (Members). This position shall also assist in Member education regarding payer agreements and in monitoring and enforcing payer compliance with contract terms. This position is pivotal to capturing and retaining business for the organization and improving the financial performance of third party payer agreements. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

QUALIFICATIONS: Bachelor's Degree required; Master's degree in Health Care Administration or Business preferred. At least five (5) years' experience in a managed care environment with direct payer contracting experience. Experience in multi-facility health system, large academic medical center or insurer environment highly desirable. Experience with governmental programs related to Medicare Advantage and Medicaid managed care highly desirable. Strong knowledge base related to managed care reimbursement methodologies including the various fee-for-service structures and risk based structures such as capitation, shared savings and global payments. Direct experience negotiating and managing managed care risk deals highly desirable. Specific and thorough understanding of physician and hospital coding, claim forms and payer EOBs. Understanding of contract law highly desirable. Strong written and verbal communication skills required. Strong analytical and problem solving skills required. Strong interpersonal skills with the ability to prioritize. Strong attention to detail and well organized. Must be able to work on multiple projects simultaneously. Ability to facilitate discussion and resolution. Microsoft Office Suite advanced proficiency, particularly MS Excel and Access databases.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law. Apply online at https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141211094949&

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Job Title: PATIENT CARE TECH II- ER

Department: Emergency Room

Shift: 2nd

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

Specialty: Emergency Medicine

Job Number: 2014-2437

****THIS IS A 2nd SHIFT POSITION****

Position Highlights:

The Patient Care Technician (PCT) performs a variety of clinical and environmental tasks under the direction of the Registered Nurse. The PCT duties are of a technical nature requiring specialized training and skill. The PCT demonstrates the ability to care for patients of all ages in the clinical setting. The PCT exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures

Position Responsibilities: Assists the RN in the delivery of patient care.

Transports patients and (other) items as needed. Competently utilizes technology. Maintains a safe and orderly, well equipped environment. Demonstrates a professional work style in interactions with internal and external customers This is a representative description of duties for the position. It is not an exhaustive list of all duties which may be required

Position Qualifications Include: High school diploma or GED equivalent is required. Current BLS certification required. Prior formal clinical training is required. This may include CMA, CNA, PCT, EMT, corpsman, paramedic, nursing or medical student experience. Prior clinical experience in an acute care setting is preferred. Phlebotomy and/or E.K.G experience required. Successful completion of the institutional screening examination is required. Excellent communication and customer service skills. Work requires the ability to walk throughout the Medical Center and to be standing or walking most of the designated shift. Work conditions include performing procedures where carelessness could result in injury or illness and/or contact with potentially infectious materials and/or strong chemical agents.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Housekeeping Supervisor - Overnight Shifts

Description

Supervisors possess strong leadership, communication and relationship skills. They are expected to support senior leadership by developing and assuming basic management responsibilities. This role leads other associates by coaching, giving direction and may include training, scheduling, payroll and interviewing

The Overnight Housekeeping Supervisor is responsible for Supervisory duties in the Housekeeping department related to the overnight shift and public areas of the hotel. This includes inspecting guest related areas and ensuring optimal cleanliness and quality of presentation of those areas, coaching associates, resolving guest complaints, general office duties, etc. A minimum of one year hotel experience and excellent communication skills, as well as basic computer skills is preferred, as well as prior supervisory experience.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether its career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

Ability to stand for extended periods of time is required.
Able to work both indoors and outdoors in hot and humid or cold conditions.
Must be able to Lift/Push/Pull 25+ lbs. Refined verbal and written communication skills.
Must be proficient in Microsoft Word and Excel. Must have excellent organizational, interpersonal and administrative skills. Must be able to work overnight shifts on weekdays, weekends and/or holidays, as needed.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Entry Level Manager
Job: Housekeeping/Laundry
Req ID: CHI006638

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006638&LangID=1>

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Job Title: PC Lab Assistant

Department: McCormick Education Center

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty:

Job Number: 2014-2405

Job Description:

Are you technically savvy with excellent customer service skills?

Rush University McCormick Educational Technology Center is seeking a part-time PC Lab Assistant to join our team

Position Highlights:

Under the direction of the Computer Lab Manager, provides assistance and support to patrons of the computer lab. Employee also provides project assistance to Educational Technology Center staff members. Must be able to work with diverse people to ensure they are able to successfully use lab technology.

Position Qualifications Include:

High school diploma or GED.

Working knowledge of lab computers and technology.

MSOffice proficiency highly desired.

Customer-centric orientation.

Detail orientation.

Excellent organizational skills and interpersonal skills necessary to work with a diverse group of people.

Must be self-motivated and must be able to use time effectively.

Must be able to work independently.

Apply online at

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Job Title: Secretary III

Department: Physical Therapy

Shift: 1st

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

Job Number: 2014-2449

Job Description: Are you interested in joining a leading health care organization? Join Rush University Medical Center! We are seeking a dynamic Secretary III to join the Physical Therapy Clinic at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights: Under the general supervision of the Clinical Manager, provides responsible and complex secretarial/receptionist skills in fast-paced modern medical inpatient and outpatient care areas. Also, handles a variety of office management details including preparing correspondence, receiving visitors, scheduling, filing and carrying out special projects as assigned. Must be courteous and pleasant when scheduling/greeting patients for various procedures and also possess excellent communication skills. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required

Two or more years of secretarial/office experience in a hospital setting

Excellent interpersonal and communication skills

Strong customer service focus and detail oriented

Ability to be multifaceted to handle numerous job tasks in stressful situations

Ability to learn quickly and adapt to changing situations/environments

Ability to work independently and exercise initiative

Knowledge of medical terminology

Computer skills for word processing, data input, and emailing

Bilingual speaking preferred but not required

Apply online at

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Job Title: Student Intern - Information Services

Department: I S Telecom Staff

Shift: 1st

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

Job Number: 2014-2408

Job Description:

Entry level or summer position for general administrative projects in the IS department. Projects may be either of a management or technical nature.

The individual should be capable of performing simple projects with some supervision. The individual should exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Knowledge:

Experience with Desktop applications (Microsoft Word, Excel, Access). Some technical background, either in advanced coursework or job experience). Minimum of 1 year relevant experience high desirable. Either possessing or pursuing a BS/BA degree in computer science, information systems, health care or related fields desirable. May be pursuing a certificate in a computer related community program. Relevant experience may be substituted for formal training.

Skills:

Command of common office tools (e.g. Microsoft Office Suite, Visio, e-mail). Working knowledge of HTML and related web programming languages, in particular knowledge of server-side languages such as PHP is helpful. Elementary project management skills.

Abilities: • Able to work well as a team member

Apply online at

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Truck Driver, Class A - Full Time - Home Daily - University Park, IL

Requisition ID 2014-12278

Primary State/Province IL

Posted Date 12/4/2014

Primary City UNIVERSITY PARK

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Description:

Monday thru Friday - Home Daily!

Day shift (roughly 6am to 6pm) available

Great Pay: Estimated annual average of \$52K+ per year!

Local/Regional work

Dedicated routes / No touch freight

Flatbed experience preferred

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving.

People around the world rely on your everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/12278/truck-driver%2c-class-a---full-time---home-daily---university-park%2c-il/job>

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Truck Driver, Class A - \$2,500 Sign On Bonus - University Park, IL

Requisition ID 2014-12064

Primary State/Province IL

Posted Date 12/1/2014

Primary City UNIVERSITY PARK

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Position Description:

Ryder is Hiring Class A Drivers in University Park, IL

- \$2,500 Sign On Bonus
- Home Multiple Times Weekly > Work Week Thursday thru Monday
- Regional Position
- Estimated Average \$66K+ yearly > \$19.25 per hour
- Strapping involved
- Flatbed experience preferred

SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years

Requirements: •Minimum 22 years of age •Minimum of 9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/12064/truck-driver%2c-class-a---%242%2c500-sign-on-bonus---university-park%2c-il/job>

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Truck Driver - Class A, Part Time

Requisition ID 2014-9718

Primary State/Province IL

Posted Date 12/2/2014

Primary City UNIVERSITY PARK

Employment Type Regular - Part Time (5)

Travel Requirements 0%

Position Description: Ryder is Hiring Class A Drivers in University Park, IL
•Home Multiple Times Weekly •Regional Position • \$19.25 per hour •Strapping involved •Flatbed experience preferred
SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit 9 months experience within the past 3 years, OR 2 years' experience within the last 5 years, OR 5 years' experience within the last 10 years

Requirements: •Must be a minimum of 22 years of age 9 months verifiable driving experience •Valid Class A CDL Ability to meet Ryder's driving qualifications
ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: •This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service •Additional Responsibilities include but are not limited to: Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines Detecting and eliminating or minimizing safety hazards
•Maintaining accurate records and logs Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/9718/truck-driver---class-a%2c-part-time/job>

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Job Title: Public Service Administrator - Opt 1

Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: GB063
Bid ID#: CS3101

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administrations; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires a minimum of two years as a supervisor. Requires the ability to analyze production reports, computer data, and information from management meetings in order to evaluate policies and operating procedures. Requires ability to travel.

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

Location: Division of Child Support Services
Cook case Management Operations (54)
Northern Region
1755 Lake Cook Road, 4 East
Deerfield, Illinois 60015

Contact Person: Brenda Young
Division of Child Support Services
36 South Wabash
Chicago, Illinois 60603

How to Apply:

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

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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