



Job Title: Social Worker Iv

Agency: Human Services

Closing Date/Time: Mon. 12/22/14 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

\$65,292.00 - \$99,816.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-76-87028

Minimum Requirements:

Requires a master's degree from an accredited school of social work, supplemented by three years of supervised, progressively responsible clinical and administrative experience in a mental health treatment organization. Requires a clinical social work license (LCSW) from Department of Finance and Professional Regulation. Requires ability to travel. Requires advanced knowledge of diagnostic practice in mental health, Mental Health and Developmental Disabilities Code, and resources for mental health and related medical care. Requires ability to analyze administrative problems and formulate solutions. Requires ability to develop and maintain cooperative working relationships. Requires knowledge of public mental health evidence-based and best practices, especially with respect to trauma-informed and recovery-based care for persons with serious mental illnesses. Requires ability to prepare complex written and oral reports. Prefers knowledge of DMH/DHS programs, operational systems and policies/procedures.

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

Department of Mental Health

Central Office 750 S. State St. Elgin, IL 60123

Please submit applications to: Kelly Kindred

Bureau of Employee Services

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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Executive Director Consolidated Dispatch Center

The Villages of La Grange, La Grange Park and Western Springs, Illinois

PROFESSIONAL ANNOUNCEMENT; The Villages of La Grange, La Grange Park and Western Springs are communities located in Cook County, Illinois, approximately 15 miles west of downtown Chicago. Through an Intergovernmental Agreement, the municipalities are developing a consolidated dispatch center to serve the public safety needs of the combined communities and are in search of a communications executive to serve as its first Executive Director. The Executive Director will report to a Board of Directors (Village Managers of the member communities) and work closely with an Operations Committee (3 Police Chiefs and 3 Fire Chiefs of the member communities). The consolidated dispatch center, anticipated to be fully operational in 2015, will provide E911 Police, Fire and Emergency Medical Services dispatching to the member communities, which has a residential service population of approximately 42,000 and an area of approximately 7.5 square miles. Candidates should have a bachelor's degree in public administration or a related field. A master's degree in public administration or related field is a plus. Candidates should have at least ten years of increasingly responsible experience in an operational public safety communications position with five of those years in a supervisory or administrative capacity, preferably in a multi-position, multi-jurisdictional environment; or an equivalent combination of training and experience. Professional certification as an Emergency Number Professional through NENA, Registered Public Safety Leader through APCO, and Emergency Medical Dispatch certification is considered very desirable for this position.

The Executive Director's responsibilities will include managing and directing a staff of 14 full time employees and the operations of the 911 Center. The candidate must have requisite skills in the areas of project and personnel management, budget development and administration, financial accounting, long range financial planning, training, 911 system design, maintenance and operations of equipment, including Computer Aided Dispatch (CAD) software, hardware and process. Candidates should have a comprehensive knowledge of the principles and regulations pertaining to 911 systems and 911 system design, equipment and practices.

The successful candidate will be a highly effective, experienced administrator with a proven track record in progressive communications systems management, with the ability to work closely with municipal officials. The consolidated dispatch authority will offer a competitive benefits' package and is an Equal Opportunity Employer.

Starting salary: \$ 100,000 +/- DOQ. Candidates should apply no later than (December 31, 2014) with resume, cover letter and contact information for 5 references to GovHRUSA.com/current-positions to the attention of Leo C. McCann or Paul M. Harlow, GovHR USA , 650 Dundee Road #270 Northbrook, IL 60062 Tel: 847-380-3240; Fax: 866-401--3100.

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Interim City Clerk

City of Bloomington, IL

The City of Bloomington is looking for an experienced interim city clerk to start immediately. The assignment is expected to last 2-3 months.

The City Clerk serves in a highly responsible position, directing the activities of the City Clerk's Office. The City Clerk's immediate supervisor is the City Manager, who provides general supervision.

The City Clerk must exercise considerable independent judgment in all aspects of the job. The City Clerk develops, leads and manages a visionary and responsive team to achieve optimum maintenance of municipal records certifying correctness and retention schedules for all Departments.

The City Clerk is the custodian of the corporate seal; official records, books and minutes of the City Council and attests to the validity of the public records, municipal enactments and legal documentation adopted by the City Council.

Duties also include scheduling of meetings as they relate to the City Council and/or the Liquor Commission; coordination and dissemination of information to the City Council and Department Heads and acting as a liaison to the general public.

Don't see the right job? Complete our [General Application](#) to be considered for future positions.

Village of Oak Park-Temporary Plan Reviewer

The Village of Oak Park has an immediate opening for a temporary part-time plan reviewer. Hours may vary, 2-3 days per week. Must have municipal experience reviewing construction plans and approving building permits. Please click Apply Now above and submit your resume. You can call GovTempsUSA at 847-380-3240 for more information. The position is open until filled.

Direct Link to position:

<http://www.govhrusa.com/current-positions/interim-staffing.aspx?cjobid=LH6150921918>

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Executive Director Consolidated Dispatch Center - Villages of La Grange, La Grange Park & Western Springs

Date Posted: Monday, December 01, 2014

Deadline: Wednesday, December 31, 2014

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Machine Operator-1410127

Description

The Machine Operator I operates assigned stations and all other associated work including preventative maintenance, machine changeovers, making minor adjustments to maintain greatest operational efficiency, assist other mechanics, etc.

Shift and Schedule

This is a full time permanent position that will work 10.5 hours per day, Monday through Thursday, and will be scheduled for one of the following shifts: 5:00am to 3:30pm OR 3:30pm to 2:00am depending on business needs. Flexibility to work both shifts as well as overtime and weekends is required.

Hourly Rate: This position will start at a rate of \$17.88 per hour.

Position Responsibilities

Handle empty cases and solve other line issues. Train other operators on use of machinery. Perform best practice quality checks on line and equipment. Set up machinery and ensure all production materials are available. Operate and monitor equipment and replenish materials as needed. Monitor line for defective materials and perform any other related work in accordance with line quality. Record all data as required (i.e. charts, necessary process adjustments based on data findings, etc.). Clean and sanitize all equipment and facility as required.

Qualifications

High school diploma or general equivalency diploma (GED)

3 years prior experience with operation of high-speed production machinery and monitoring of product quality

Lift, push and pull a minimum of 50lbs repeatedly

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Merchandiser-1413601

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift

This is a day (1st) shift that typically starts at 6:00am.

Must be available to work both weekend days, including Saturday and Sunday

Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in Joliet, IL

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

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Job: Operations

Primary Location: United States-Illinois-Joliet

Organization: Packaged Beverages

Schedule: Part-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Janitor-Projects - TRU0000339

Primary Objective: Perform variety types of cleaning tasks in addition to all traditional janitorial work in and around the buildings.

DUTIES & RESPONSIBILITIES:

•Cleaning tasks include: A. Cleanup in connection with construction, painting and repair. B. Heavy trash removal. C. Removal of old carpeting. D. High level work twelve feet and over from floor level. E. Removal of tile affixed to floor. F. Moving and storing of construction material and equipment. G. Loading and unloading of trucks. H. Operation of floor scrubbers. I. Stripping and refinishing of the floors. J. Operation of carpet scrubbers & extraction equipment. K. Shampooing & extraction of carpets and upholstery. L. Furniture crating and uncrating. M. Snow removal.

•Dust all ledges, countertops, files, office equipment, desk and walls. •Dust mop all hard surfaces. •Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. •Thorough cleaning of all bathroom fixtures and partitions. •Polishing furniture. •Metal polishing. •Hosing and sweeping of sidewalks. •Trash removal. •Dismantling and cleaning of light fixtures. •Operation of vacuum cleaners. •Cleaning of Venetian blinds(washing & vacuuming). •Policing of facility and grounds (inside & outside). •Washing of exterior walls. •Scraping of gum and other objects form hard surfaces and carpet. •Spot cleaning furniture or carpet, but not more than 2 hours per day. •Setting up and /or take down of chairs and tables. •Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. •Operation of compactors and/or balers. •Maintenance of outside ground(raking, grass cutting, watering, garbage, etc.) •Performs other duties as assigned.

Qualifications •Must be a high school graduate or the equivalent preferred.
•Preference will be given to current temporary janitors at City Colleges of Chicago.
This is a third shift (nights only) position.

Chicago residency is required for all full-time employees within 6 months of hire.
We are an equal opportunity and affirmative action employer.

Job: Janitorial
Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: Loc1 SEIU
Job Posting: Dec 11, 2014, 9:24:25 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Administrative Assistant I - HUM0000121

*College Administrative Assistant I at Humboldt Park
1645 N. California Ave, Chicago, IL 60647*

OVERVIEW OF THE POSITION

Under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required.

SUPERVISORY RESPONSIBILITIES: None

Qualifications

- Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience.
- Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software.
- Ability to work and interact with the general public and college personnel. Ability to speak and write effectively. Ability to plan, assign and supervise administrative and clerical tasks.
- Good organizational skills. Good verbal and written communication skills. Good computer and keyboarding skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Administrative Assistants
Primary Location: Humboldt Park V E C
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Dec 10, 2014, 3:44:26 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant I-PT - DAL0000320

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.3. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Job: Clerical/Secretaries

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 10, 2014, 2:35:21 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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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>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- 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 concessionist 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
- Capability to communicate and work effectively with guests in a 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/concessionist>

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders in a timely manner.
Verify guests that purchase alcohol are at least 21 years of age.
Coordinate and assist with reserved seating tactics.
Consistently use suggestive selling techniques.
Collaborate with kitchen staff to ensure that food orders are accurate.
Deliver food and beverage orders within established time frames once the entire order is completed.

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 Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21). Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service. Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements. 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.

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 theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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College Recruiter - DAL0000488

City Colleges of Chicago

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and CCC tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page.

The position is responsible for recruiting new students for City Colleges of Chicago (CCC). Positions are available at several of our colleges throughout Chicago.

Qualifications

- Bachelor's degree in Counseling, Guidance, Psychology or Marketing, supplemented by five (5) years of experience in marketing, college recruiting and/or promotion required. A combination of education and professional work experience may be considered at the discretion of management.
- Ability to organize and implement detailed and complex projects.
- Must be computer proficient with knowledge of a variety of software programs. Knowledge of curriculum program offerings and admissions policies.
- Excellent organizational, interpersonal, and customer service skills required.
- Strong written and verbal communication skills for both one on one interaction and group presentations.
- Ability to work independently under pressure.
- Ability to work well as a team player. Ability to work well with individuals from diverse backgrounds.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the College.
- Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Admissions

Primary Location: Daley College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Dec 9, 2014, 12:19:51 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description: TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply: If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm. For inquiries call 312-640-2548.

All candidates will be required to come in prior to interview for a typing test.

WANTED: Cook/Chef/Kitchen Help Wanted (Western Suburbs)

The Corner Spot Cafe

1825 W Roosevelt Rd., Broadview, IL

Job ID: 9131203

Job Type: Part Time

Shift Type: Morning, Afternoon

Compensation: N/A

Experience: 1-3 Years

References: Preferred

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

Job Description

A cook who has experience in a fast paced environment and is able to prepare food on the spot. Must be able to prepare eggs in a variety of ways. Sanitation certificate preferred or must be willing to acquire one. Must have experience in inventory management and have the ability to create new dishes and cost them out. Must be detail oriented. We are a small place with a small staff, so you must be willing to help with EVERYTHING, including dishwashing, mopping and prepping.

We are open Tuesday through Sunday. Week-ends are a must. Must be willing to be on call.

Apply online at <http://www.shiftgig.com/job/broadview/il/kitchen-worker-job-openings-at-corner-spot-cafe-9131203>

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Loader Lead-1413743

Description: The Loader Lead is responsible for leading other loader(s). Loading and unloading materials into or from vehicles.

Shift: This is a full time permanent position working on our 2nd shift.

Position Responsibilities

Provide leadership and daily direction to loader(s).
Check in and unload transport trucks that deliver to the facility.
Accurately load outgoing loads for placement on route delivery trucks.
Check in route drivers as they come in from their delivery routes and accurately settle route cash deposits. Repack breakage and restock into picking inventory each day as well as fill out paperwork accurately for inventory purposes.
Operates floor jack and forklift. Performs general housekeeping duties in the warehouse. Key holder for the facility.
Performs other warehouse duties as assigned by the Branch Manager.

Qualifications

High school diploma or general equivalency diploma (GED)
Two years loading experience required
Prior fork lift experience
Previous lead experience
Lift, push and pull a minimum of 50lbs repeatedly
Must be willing to work nights, weekends and holidays

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Job: Operations

Primary Location: United States-Illinois-Rockford
Organization: Packaged Beverages
Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Data Entry Analyst

Administrative | Chicago, IL, United States

The Data Entry Analyst role at Pangea is a full time opportunity to support over 10 maintenance teams and 100 individual technicians.

Our maintenance teams rely on the maintenance support team to organize their daily reports, close outstanding work orders, and enter relevant feedback on ongoing fixes.

Responsibilities

Support daily operations of maintenance teams
Complete processing of internal forms and submissions

Manage time and daily priorities
Interface with excel, enterprise systems, and computer systems

Communicate and request information from team managers
Complete ad hoc entry projects in support of other operational teams

Position Requirements:

Experience and comfort using computers in previous roles
Experience with MS Office (Excel, Word, Outlook)

Strong communication skills: written and verbal
Quick learner and adaptive to new processes
Detail Oriented and Focused

Conversational Bi-lingual (English/Spanish)
12PM to 8PM Schedule

Compensation
Full time, \$13/hour, potential for advancement

Apply online at <https://www.pangeare.com/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
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Leasing Advisor

Pangea R.E.

Contact Center - Leasing | Chicago, IL, United States

Responsibilities

Reach and exceed various phone and sales targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Being a new role, there will be many changes along the way.

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications / Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Associate's degree required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation: \$12-\$14 per hour, depending on experience

Salary/Hourly: Temporary hourly role to start, with chance for full-time employment

Shifts: Must have M-F 7AM-9PM and Saturdays open in order to apply for this job

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3094

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

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

Location: Division of Child Support Services
Centralized Enforcement Accounting/Team 2 (51)
509 South Sixth Street Springfield, IL 62701 (Sangamon County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701
Work #: (217) 557-3900 Fax #: +1 (217) 557-1676

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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Resident Care Team Lead

Contact Center - Resident Care | Chicago, IL, United States

Responsibilities:

Essential duties and responsibilities include the following. Other duties may be assigned : Provide daily direction and communication to employees so that calls are answered in a timely and knowledgeable manner

- Monitor team member's performance on specific departmental measurements and communicate their specific results to drive continuous improvements

- Provide feedback and coaching on a regular basis to team members

- Ensure employees have appropriate training and other resources to perform their jobs

- Assist Department and Section Manager with daily operation of contact center

- Establish work procedures and processes that support company and departmental standards

- Use appropriate judgment in upward communication regarding department or employee concerns

Qualifications/Minimum Skills to Apply

- Proven leadership experience

- Ability to develop and motivate a team

- Ability to communicate effectively to a variety of audiences

- Previous administration or data entry experience required

- Ability to analyze and resolve problems

- Ability to work a flexible schedule

- Excellent computer skills required

- Minimum Associate's degree is highly required

Compensation: \$15.00/Hours

Temporary, hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 7a.m.- 8p.m. available Saturdays and Sundays maybe REQUIRED

Please apply at:

Location: River North

Compensation: \$15 per hour

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Legal Clerk

Legal | Chicago, IL, United States

Pangea is currently looking for a Legal Clerk to prepare and file various documents with the Clerk of the Circuit Court and perform numerous other clerical, administrative, and operational duties within the legal team.

Successful candidates will be natural self-starters, capable of working productively with little supervision.

This job requires the ability to quickly prioritize and attend to numerous time-sensitive tasks, while maintaining a reliable eye for detail.

Responsibilities

- Prepare and file various documents with the Clerk of the Circuit Court
- Maintain case files and update office databases
- Scan all court documents for storage
- Manage sheriff eviction process
- Provide clerical support for a variety of legal tasks
- Take on additional projects and business responsibilities as opportunities arise

Qualifications / Minimum Skills to Apply:

- Extreme attention to detail absolutely required
- 2-4 years of experience in an office environment
- Ability to multi-task and quickly prioritize
- Ability to work productively with little supervision
- Must be extremely computer savvy

Compensation and Benefits:

- Salary will depend on experience, with possible increase in compensation after 6 month review
- Full benefits will be provided, including medical, dental, vision, life, 401(k) with generous match

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