



**Job Title: Social Services Career Trainee**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,447.00 - \$4,491.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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

Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**UNIT SECRETARY**

MacNeal Hospital, Berwyn, IL  
Department: FLOAT POOL  
Schedule: Registry  
Hours: Open

Job Details: Registry position. Knowledge of medical terminology, Excellent computer skills with knowledge of Office Outlook, Excel and Word.

Under the direction and supervision of a Registered Nurse and according to established procedures, assembles charts, transcribes physicians' orders, maintains files and records and enters patient information into computerized data system.

1. Clerical ability necessary to transcribe orders, prepare routine reports and tabulate outline data.
2. Interpersonal skills necessary to frequently interact in a courteous manner with patients, physicians, nursing staff, visitors and other departmental personnel.
3. CRT and typing skills.
4. Ability to deal with a number of tasks simultaneously.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Vanguard Health Systems Influenza Prevention and Vaccination Guidance Policy.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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### **Executive Assistant - CFO**

Job ID 2013-5212 Center Metro Office  
# Positions 1 Address 801 N Dearborn  
Posted Date 12/10/2013 City Chicago  
Category Administration State IL  
Type Regular Full-Time Hours per Week 40  
Variable Schedule Variable  
Be able to work some nights and weekends

Job Summary: Assists the Chief Financial Officer, the Association Controller, and assigned staff by providing secretarial and high-level administrative support involving the use of discretion and independent judgment.

#### Human Resources

Prepares all new employees enrollment forms  
Works with HR to set-up Business Office candidate interviews with CFO, Controller, and Sr. Financial Planning Director

#### Payroll

Keeps track of PTO, holiday, etc. for Finance, Performance Improvement, and Internal Audit departments

#### Accounts Payable/Purchasing Cards

Processes accounts payable invoices/purchasing card activity in a timely and accurate manner. Ensures proper coding for all expenditures.  
Responsible for processing accounts payable, purchase orders, maintenance of A/P files, ensure A/P items are credited to proper account and reconciliation of A/P monthly reports

Requirements: Bachelor's degree in social services, business or equivalent preferred. Three or more years of related experience working as assistant to high level executives or administrators. Proficient in Microsoft Office applications; 55wpm, Adobe Acrobat X Pro, Google Enterprise, MS Office (Excel, Word, PowerPoint), Lotus Notes. Strong attention to detail, accuracy and efficiency. Ability to work with integrity, discretion and a professional approach.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5212/executive-assistant---cfo/job>

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### **Business Development Representative**

Job Code: 89429

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 60-70%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1.00

#### **Position Summary:**

The Hospital is seeking a full-time Business Development Representative who will aid Hartgrove Hospital in sustaining its tradition of excellence in the health care field. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of new and existing hospital programs.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, executive presentations on hospital services, and physician recruitment.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

#### **Job Requirements:**

- Bachelors Degree in Marketing or related clinical field such as Psychology required; Masters Degree strongly preferred.
- Experience within healthcare marketing and business development required.
- Ability to create and maintain relationships with physicians, clinicians, and other healthcare professionals.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused.

Apply online at <http://hartgrovehospital.com/job-hartgrove.html>

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## **Maintenance Mechanic - Northlake - Illinois (Variable Shifts)-1310611**

### Description

The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, liquid fillers, packaging equipment, material handling equipment, bulk delivery equipment, and blending/mixing systems.

### Shift and Schedule

This is a full time permanent position and will need to be flexible to work variable shifts based on business needs. Our 2nd shift runs from 1:00pm to 9:30pm and our 3rd shift runs from 9:00pm to 5:30am.

Salary: The pay rate for this position is \$20.05 per hour.

### Position Responsibilities

1. Analyze mechanical, pneumatic, hydraulic or electrical problems and make repairs through adjustments, defective parts replacement, or fabrication.
2. Wire moderately complex control circuits.
3. Fabricate, repair, and install hangers and all types of piping including hot/cold water, steam, process and condensate, utilizing formulas for all phases.
4. Weld various types of metals.
5. Machine most metals, plastics, and composites.
6. Fabricate or replicate minor pieces for the repair or replacement of parts on equipment.
7. Complete size changeovers, make adjustments, and trouble shoot liquid fillers and packaging equipment.
8. Identify problems and complete repairs, with minimal downtime or supervision.

### Qualifications

• High school diploma or general equivalency diploma (GED) • 2 years of technical training OR 2 years related maintenance experience • Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time  
Dr Pepper Snapple Group, Inc. (NYSE: DPS) is one of North America's leading refreshment beverage companies, manufacturing, bottling and distributing more than 50 brands of carbonated soft drinks, juices, teas, mixers, waters and other premium beverages.

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

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**Family Service Worker - # Positions 1**

Job ID 2013-5755

*Center North Lawndale Children Services*

*Address 3449 W Arthington St., Chicago, IL.*

Posted Date 12/9/2013

Category Social Work

Regular Full-Time - Hours per Week 40

Variable Schedule Mon – Fri 8:00am - 5:00pm

**Scope of Responsibilities:**

Recruit children for child development programs, determine eligibility, and enroll eligible children; maintain up to date waiting list and prepare all related tracking instruments and reports, as required. Provide assessment of family needs, develop resources, and provide referrals and supportive services to assist families in meeting identified needs; document and report on all social service activity as required. Encourage and support parent development through volunteer opportunities, parent training opportunities, home visits, and through developing and participating in parent development activities and meetings. Provide leadership to the child health, mental health, and disabilities functional areas and to the Family and Community Partnership Content Area, ensuring the provision of appropriate and required services including screening, assessment, testing, treatment, follow up, and transition services to all identified children and/or parents; develop effective working relationships with related and relevant resources. Responsible for the identification and development of resources to meet identified health, social service, mental health, and disabilities service needs. Maintain professionalism in attire and demeanor; observe and respect issues of confidentiality, ethics, best practices of the Early Childhood and Social Work Professions, as well as mandatory reporting guidelines of the Abuse and Neglect Child Reporting Act. Maintain required program records in conformance with YMCA procedures, funding source and program performance standards, and applicable licensing and accreditation standards.

**Requirements:** Must have a Bachelors Degree in Social Sciences or related field. BSW preferred. Must have some prior experience working with children. Working knowledge of child development/client development preferred.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5755/family-service-worker/job>

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**Part Time Sr. Customer Assistance Representative -West Suburbs**

Job ID 2013-98723 Category

Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: West Suburbs

We are an Equal Opportunity Employer M/F/D/V.

This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- \*Fun and friendly environment
- \*On The Job Training in a Professional Work Environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service)

Qualifications:

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

Monday and Friday 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday 8:30AM-12:30PM

Sunday 9:00AM-1:00PM

Apply online at <https://us-erac.icims.com/jobs/98723/part-time-sr.-customer-assistance-representative--west-suburbs/job>

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## **Labor Relations Coordinator**

Summary of Duties: The Labor Relations Coordinator has general responsibility for the efficient operation of the Labor Relations department. The position provides support to the Directors and Senior Director for arbitration, negotiations, generates reports based on internal records and through external resources, audits and takes corrective action to the dispute tracking and reporting system, coordinates activities of the Labor Management Committee system, manages the grievance tracking system by determining the appropriate category of dispute, handles all travel arrangements, scheduling meetings and is responsible for payroll.

### Minimum Acceptable Qualifications

Bachelor's degree in labor relations, human resources management, public administration or related discipline OR in lieu of degree, any combination of education and/or work experience in labor relations, human resources management, public administration, equal to four (4) years.

Three years or more experience with labor relations administration experience that includes contractual arrangements, regulatory application and interpretation is preferred. Proficiency in Microsoft Office with an emphasis in Word, Outlook, Excel, and Access. Ability to interpret contractual arrangements so as to respond to base level interpretation of Collective Bargaining Agreement to internal and external customers. Must have the ability to multi-task in a high-pressure environment.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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## **Electrician**

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

### **General Responsibilities:**

This position maintains electrical equipment on diesel/electric locomotives, self-propelled coaches and passenger railcars including propulsion systems, electronic controls, lighting, generators, battery charging systems, CAB signal systems, heating & air condition systems, and industrial wiring.

Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment.

Performs all other duties as assigned.

### **Minimum Acceptable Qualifications:**

The selected candidate will be a Journeyman Electrician or possess a minimum of four years of experience working on similar equipment.

Must be able to read schematic drawings.

Must be available to work all shifts and work at various locations in the six county metropolitan area.

### **Other Important Information:**

May be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only qualified candidates will receive consideration.

Relocation is not available for this position.

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## **Assoc. General Counsel**

### Summary of Duties

Reporting directly to the Senior Director, Litigation and Risk Management, oversees and represents Metra in legal actions in State and Federal courts, primarily in Civil Rights, Federal Employers Liability Act (FELA), personal injury matters, and insurance matters. Defends and prosecutes assigned litigation files, both individually and on assigned litigation teams. Advises other Metra departments on legal matters. Oversees and provides training for Metra attorneys, paralegals, and administrative staff and supervises outside counsel on Metra and Purchase of Service Agreement (PSA) cases. Performs all other duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications

Must possess a J.D. Degree. Must have a minimum of seven (7) years of progressively responsible litigation experience, including a minimum of ten (10) jury trials to verdict, five of which must involve more complex cases, such as serious personal injury. Of the seven (7) required years of experience, must have experience with some or all matters involving FELA, personal injury, and civil rights. Supervisory experience is required. Must possess and retain active status with the Illinois Attorney Registration and Disciplinary Commission. Public transportation or commuter rail sector experience a plus. Must have strong and effective oral and written communication skills, and organizational skills. Must be proficient in Microsoft Office Suite with emphasis in Word, Excel, and Outlook. Must have strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations. Must be able to work independently and manage multiple projects in a demanding environment. Must be able to work with sensitive information while maintaining strict confidentiality. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:  
E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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## **Driver Trainee - Peoria, IL-1310953**

### Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

### Position Responsibilities

1. Provide shelf merchandise to stores upon request by manager or customer.
  2. Deliver product to scheduled accounts in good condition and within scheduled delivery time.
  3. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers.
  4. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor.
  5. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period.
  6. Accountable for cash/credit proceeds and products removed from inventories.
  7. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.
- \$11.00/hr

### Total Rewards

We take great pride in offering our people benefits that are competitive. We appreciate hard work, innovative ideas and unending passion, which is why we provide a comprehensive set of benefits and options designed to fit the unique lifestyles of our employees from day one based on eligibility requirements.

### Qualifications

- High school diploma or general equivalency diploma (GED)
- 21 years of age or older
- Lift, push, and pull a minimum of 50 pounds repeatedly
- Valid CDL permit and driver's license

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

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

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## **Signalman**

The masculine terminology used in the title does not designate any preference to gender.

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

### General Responsibilities:

These positions are responsible for the construction, repair, installation, inspection testing and maintenance of both wayside and grade crossing warning railroad signal systems.

Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment.

Performs all other duties as assigned.

### Minimum Acceptable Qualifications:

Candidates must be experienced, qualified Signalman or Maintainers having completed and successfully passed an Assistant Signalman training course with one year's subsequent experience.

### Other Important Information:

Will be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 205-757676  
Posting Date: 12/1/2013  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:** As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**FOCUS OF POSITION:** Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks. Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

### **MATERIAL HANDLER**

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas  
Ensure the truck is unloaded. Key receive Direct Shipments  
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive. Prepare and finish appropriate paperwork for Direct cartons. Open cartons, sort, hang, and tag products

### **PROCESSING ASSOCIATE**

Take unprocessed garments from Line Handler. Check, ticket, and hang garments  
Identify errors in garment count and ticketing. Handle hang sorter cartons and bring to floor staging area

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4119123>

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## **Audit Manager**

### Minimum Acceptable Qualifications

Must possess a Bachelor's Degree in Accounting, Business, Finance or related discipline. In addition to #1, must have a minimum of seven (7) years of auditing experience that includes both internal and external auditing experience.

Must be a Certified Internal Auditor (CIA), Certified Public Accountant (CPA) a plus. Certified Fraud Examiner or experience with fraud auditing preferred.

Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Knowledge of the Standards and Code of Ethics.

Supervisory and audit management experience is required.

Must be proficient in Microsoft Office Suite with advanced skills in Excel, flowchart software and preparation.

Strong interpersonal skills in dealing with all levels of management, external groups and/or organizations.

Must have excellent oral and written communication skills, and analytical skills.

Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only resumes with salary history will be considered.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

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## Technical Support Associate

### Summary of Duties

Reporting directly to the Project Manager, Network Services, provide technical assistance for Metra's microcomputer end-users and Information Technology programmer application activities. Install and maintain microcomputers, printers, local area network (LAN) hardware and software, and all other equipment at Metra facilities. Install and maintain software for microcomputer applications. Monitor user applications on Metra's microcomputer networks; perform role of support person for troubleshooting and resolving LAN hardware and application problems. Perform other related duties as needed to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications

Bachelor's degree in Computer Science or related discipline required, OR in lieu of degree, any combination education and/or experience in Information Technology that equal four (4) years. Computer Technology Industry Association (CompTIA) A+ Certification required. Must have three (3) years of technical support experience which includes: installing microcomputer equipment and software in a MS environment, maintenance, troubleshooting, and assisting end users in a network environment. Must have strong analytical and problem solving skills. Must have strong organizational skills. Strong oral and written communication skills to interact effectively with all levels of management and external customers. Must possess and maintain a valid driver's license. Must be able to lift and carry up to 50 lbs.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only qualified candidates will receive consideration. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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## **Merchandising Team Associate**

Location: Chicago, IL

Requisition ID: 205-757678

Posting Date: 12/1/2013

Shift: Flexible

Status: Seasonal

### General Purpose of Position:

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

### Responsibilities:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management. Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any member of the management team

### Skills and Competencies: Ability to provide outstanding customer service

Ability to follow through on projects in a timely manner with minimal supervision Ability to adjust priorities and manage time wisely in a fast-paced environment Ability to function effectively in a team environment. Ability to communicate in a clear, concise, understandable manner, and listen attentively to others. Ability to read, count, and write

Direct Supervisor Job Requirements - Internal Use Only -

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4119122>

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## COSTCO

### *Warehouse / Store*

- Administration
- Inventory Auditor
  - Payroll Clerk

- Bakery
- Baker
  - Bakery Wrapper
  - Cake Decorator
  - Sanitation Assistant - Bakery

- Deli
- Service Deli Assistant

- Food Court
- Food Service Assistant

- Front-End
- Cashier
  - Cashier Assistant

- Maintenance
- Maintenance Assistant
  - Skilled Maintenance

- Marketing/Membership
- Membership Assistant
  - Membership Refund

- Cashier
- Outside Marketer

- Customer Service Representative

- Meat
- Meat Cutter
  - Meat Wrapper
  - Sanitation Assistant - Meat

- Merchandising
- Forklift Driver
  - Stocker

- Receiving
- Forklift Operator
  - Receiving Appointment Clerk
  - Receiving Clerk
  - RTV Clerk

- Tires Sales/Install
- Tire Sales Assistant

- Hearing Aid Center
- Licensed Hearing Aid Dispenser

- Optical
- Optical Sales Assistant
  - Licensed Optician
  - Non-Licensed Optician

- Pharmacy

- Pharmacist - Registered
- Pharmacy Manager
- Pharmacy Sales Assistant
- Pharmacy Technician

- Photo Lab
- Photo Lab Assistant
  - Photo Lab Clerk
  - Print Shop Assistant

- Depots
- Power Equipment Operator
  - Power Equipment Operator

- Truck Driver
- Truck Driver

- Delivery Driver
- Class B (or CDL) License Driver

- Order Picker
- Order picker

- Call Center
- Customer Service Representative

Inquire & apply online at <http://www.costco.com/job-opportunities.html>

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## **Chief Engineering Officer**

### Minimum Acceptable Qualifications

Bachelor's Degree in Engineering or related technical field OR in lieu of degree, must have substantive senior level rail engineering management experience in a large public or private rail operation or rail organization of similar size and complexity.

In addition to #1, must have a minimum of fifteen (15) years of railroad engineering management experience with strong organizational, leadership, and supervisory skills; excellent interpersonal skills, and an ability to build and maintain relationships.

Of the fifteen (15) years, must have a minimum of ten (10) years in a railroad engineering environment with at least seven (7) of those years in any combination of supervision and engineering management to include senior-level (Director or above) railroad engineering management.

Registration as a Professional engineer is preferred.

Must have excellent project management skills and proficiency preparing and analyzing project reports. Must have strong and effective oral and written communication skills.

Must possess and maintain a valid driver's license.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position.

To apply for this position at Metra, please send your cover letter, resume and salary history to:

Gregg A. Moser  
5530 Wisconsin Ave., Suite 1202  
Chevy Chase, MD 20815  
301-654-7533  
[gmoser@krauthamerinc.com](mailto:gmoser@krauthamerinc.com)

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## **Temp. Fleet Administrator**

### Summary of Duties

Reporting directly to the Manager, Fleet Maintenance, administer and maintain accurate records, appointments and repair histories for the entire fleet of 500 vehicles. Perform administrative tasks for the Fleet Maintenance Division while ensuring Fleet Maintenance records and files are current and accurate. Organize and prioritize large volumes of information and files. Maintain integrity of filing systems and databases. Reconcile discrepancies and prepare reports. Prepare general correspondence, purchase orders, and other related documents. Perform other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications

Must possess a High School diploma OR GED equivalent. Must have a minimum of two (2) years experience in an administrative support role and/or as a customer service representative. Automotive services experience preferred. Must type a minimum of 25 words per minute. Must be proficient in Microsoft Word and Excel. Must have good verbal and written communication skills, and organizational skills. Familiarity with maintenance and repairs of gasoline and diesel vehicles preferred. Must be able to interact and communicate with individuals at all levels within the organization. Ability to multi-task while demonstrating a high level of attention to detail. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

### Other Important Information

Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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## **Janitor**

Job ID 2013-5876

Center Lake View

# Positions 1

Address 3333 N Marshfield

Posted Date 12/6/2013

City Chicago

Category Maintenance

State IL

Type Regular Full-Time

Hours per Week 40

Variable Schedule Saturday to Wednesday from 2pm - 10:30pm

### Job Summary:

Responsible for the general cleanliness and sanitation of the facility and grounds of the YMCA. The position assists with the set-up, maintenance and tear down of special events, meetings and programs.

### Scopes of Responsibilities:

Duties include basic cleaning as well as a heavy detail cleaning, machine scrubbing, floor stripping, power washing, walls and ceiling cleaning.

Additional duties include emptying trash, dusting & vacuuming offices and common areas.

Cleaning bathrooms and locker rooms. Cleaning Fitness Center thoroughly.

### Requirements:

Must have a High School Diploma or equivalent with 3 mos. to 1 year of maintenance experience.

PC user skills for interaction with YMCA CMMS Applications

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

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