



Account Representative

Harris & Harris

Chicago, IL

Collections Account Representatives

KEY RESPONSIBILITIES

- Contact delinquent account holders from across the country by telephone and request payment of the outstanding balance in full
- Create alternative payment plans for the delinquent account holder, if they cannot pay the outstanding balance in full; negotiate to the best resolution for the client and company
- Process payments using check by phone, credit/debit cards, or Western Union
- Make an average of 200 outbound calls a day
- Follow up with account holders on established payment plans
- Document all collection activities
- Recommend what further action should be taken for account holders who default on their payment plans
- Treat each account holder with respect and professionalism

KEY REQUIREMENTS

- Minimum 2 - 3 years of customer service experience; preferably in a call center environment
- Trained in FDCPA
- Must be able to work full-time with a minimum of 1 late night per week and 2 Saturdays per month
- Utilize good problem solving skills
- Able to maintain composure on difficult calls and recognize the need to escalate the call to a supervisor immediately
- Understand the importance of attention to detail
- Must possess high quality customer service skills
- Must have a professional and ethical communication style
- Must be personally motivated and goal-driven
- Able to work in a fast-paced environment
- Must have intermediate computer skills and knowledge
- Ability to toggle between multiple computer systems and screens while speaking with customers.
- Experience with CUBS (Columbia Ultimate Business Systems) is a plus!
- Professional bilingual skills preferred (Fluent in English and 1 other language)

Apply online at <http://www.simplyhired.com/job-post/48925.30459>

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773.378.5902 fax 773.378.5903
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Real Estate Customer Service Specialist

Job Title: Real Estate Agent

Company: Berkshire Hathaway HomeServices Koenig Rubloff

Location: Park Ridge, IL, USA

Position Type: Full-time/Part-time

Compensation: \$50,000 - \$100,000 (Full Commission)

Job Description:

Individuals with Customer Service Skills are Often Very Successful as Real Estate Agents. Is Becoming a Real Estate Agent Right For You?

Are Your Customer Service Skills Being Underutilized?

Many people find themselves in jobs where their education and skills are not being fully utilized. A few individuals are willing to look beyond traditional customer service positions and consider opportunities with more potential, but most of us are too apprehensive to make this jump. Why does this happen? We're stuck.

Job Responsibilities: (Berkshire Hathaway HomeServices - Real Estate Agent)

Initiate marketing activities, calls, emails, online postings, face-to-face meetings, designed to prospect for new customers.

Consult with clients in order to discover their property desires; then find properties that meet those needs

Act as an intermediary between your seller and potential buyer

Help clients choose mortgage options that meet their needs

Create documents such as representation contracts, purchase agreements, closing statements, deeds and leases

Participate in open houses, networking activities and MLS to enhance your sales;

Present purchase offers to sellers

Job Requirements: (Berkshire Hathaway HomeServices - Real Estate Agent)

Have an understanding of percentages, basic finances, and other simple math concepts
Admin and clerical skills needed to manage files and records; Must have basic computer skills

Prospective agents must be high-school graduates and at least 18 years of age

Verbal and written communication skills, multi-tasking ability, creativity

Outstanding customer service skills a must

Possession of Sales and Marketing skills in order to sell effectively

Apply online at <http://www.hiringcenterjobs.com/OASH/Koenig/Koenig-20141124-35419.htm>

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Position Title: Business Banking Customer Relationship Representative

Auto req ID 199737BR

Line of Business Retail Banking - Business Banking

Position City IL - Clarendon Hills

Location(s) IL - Clarendon Hills

Building Location Code IL382 - Clarendon Hills

Job Type Regular

Job Status Full Time

Job Description

A Business Bank Customer Relationship Representative (BBCRR), located in Clarendon Hills, will provide advanced client relationship support (primarily related to the borrowing experience—new applications, modifications and review/renewal) for assigned business banking teams, to include Business Bankers and Branch Managers.

Skills & Abilities: Excellent organizational skills to expedite the flow of work to appropriate staff members, and build relationships within the team and partner departments . Solid PC; MS Office skills. Excellent written and oral communication skills Good judgment and the ability to handle and maintain confidential client information Ability to manage multiple tasks simultaneously and prioritize requests appropriately. Customer Service.

Qualifications needed for this role: High school diploma or equivalent Three or more years of experience in a relevant position.

SBA lending knowledge, preferred

EEO Statement PNC provides equal employment opportunity to qualified persons regardless of race, color, sex, national origin, age, sexual orientation, gender identity, disability, veteran status, or other category protected by law

Shift Daylight

Total Hours Per Week 40

Scheduled Days/Hours M-F 8A - 5P

SPECIAL SKILLS NEEDED: SBA PROCESSING EXPERIENCE A PLUS!

Travel <20%

HR Job Code C27579 BB CUSTOMER RELATION REP

Apply online at

https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?jobId=1022220&type=search&JobReqLang=1&recordstart=1&JobSiteId=5130&JobSiteInfo=1022220_5130&GQId=604&PartnerId=15783&SiteId=5130

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Job Title: Highway Maintainer - Hourly Snowbird

Agency: Transportation

Closing Date/Time: Mon. 12/08/14 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 20

Bid ID#: 2014/2015

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions assist in the snow and ice removal along with other related duties during the winter months.

Minimum Requirements: Must possess valid Class "A" or "B" CDL with "N" or "X" endorsement and with non-restricted air brakes. Work Hours & Location/Agency Contact: Positions are located at IDOT Operation's facilities in District 4 and District 9. Positions are on-call during snow and ice emergencies.

How to Apply: Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download an application.

Each posting indicates where to submit the application, and indicates a contact name and telephone number.

Cashiers needed

The Pasta Bowl

2434 N Clark St., Chicago, IL., Lincoln Park

Job Description: The Pasta Bowl is a busy and vibrant eatery at Clark & Fullerton in Lincoln Park. We are currently looking for part time cashiers. Responsibilities include answering phones, greeting all customers, directing customers to tables, processing carryout and delivery orders, packaging carryout and delivery orders, handling customer payments, and ABOVE ALL... being really friendly!
Personality is the critical component of this job. We can train you how to do the things we do here. Nothing is hard about this job. It does get busy here and we need staff who can fire up during a rush and handle the pressure. But personality is something we cannot teach and it is absolutely a job requirement. We are a laid-back group of people here who like to have a good time while we work and who like to work with people whose company is enjoyable. If you think you're who we're looking for, let us know!!

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-pasta-bowl-9049505>

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Job Title: Internal Security Investigator II

Agency: Human Services

Closing Date/Time: Wed. 12/10/14 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly

\$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-14-86475

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Investigations Team Leader, Bureau of Investigations, Northern Region, Office of Inspector General, performs highly responsible, sensitive, and confidential investigative duties. Gathers and analyzes relevant facts and data concerning abuse, neglect, deaths, or serious injuries at state operated facilities, community agencies, or in domestic settings; completes investigations by preparing reports, summarizing investigative activities and recommends conclusions to findings. Assists the Training Coordinator in providing training programs.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with major course work in law, government, liberal arts, history, or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field. Requires ability to travel.

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

OIG/Elgin Mental Health Center 750 State St Elgin, IL 60123

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).

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 12/10/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-14-86473

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Bureau Chief, performs a variety of complex and highly confidential typing, records processing, and general office support functions for the Bureau Chief and Northern investigative staff; schedules appointments for supervisor and other investigative staff; makes travel arrangements; maintains and files office records pertaining to the operation of the Northern Investigations Office.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

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

Madden MHC 1200 S First Ave, Pavilion 12 Hines, IL 60141

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

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

Option 2 - Typing

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Job Title: Natural Resources Specialist - Opt 2

Agency: Natural Resources

Closing Date/Time: Thu. 12/11/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 12-32-4838

Minimum Requirements:

Requires knowledge, skill and mental ability equivalent to a master's degree in wildlife resource mgt. or a directly related biological science; or requires a bachelor's degree in the field supplemented by two years of directly related professional experience.

Requires possession of an appropriate driver's license valid in IL. Requires thorough knowledge of, and skill to use, specialized conservation techniques and equipment operation & maintenance. Requires extensive knowledge of flora, fauna & modern wildlife mgt. techniques. Requires extensive knowledge of division objectives, programs and services. Requires extensive knowledge of state/federal laws & regulations pertaining to wildlife mgt. Requires ability to collect information & assist in analyzing & evaluating technical data/reports. Requires ability to prepare records & written reports. Requires working knowledge of public relations principles, techniques, theories & practices, including the ability to deliver informational presentations. Requires ability to maintain satisfactory working relationships with federal, state & local governments, conservation organizations, Natural Resource employees, & the general public. Requires ability to work under adverse environmental conditions. Requires ability to lift loads which exceed 60 lbs., to traverse rough and broken terrain on foot without mechanical assistance to use various equipment and to negotiate a variety of natural obstacles while using, carrying or otherwise transporting a variety of equipment.

Monday - Friday, 8:30 am - 5:00 pm. 1 hour lunch. Saturday & Sunday off.

WORK LOCATION: ORC Division of Wildlife Resources, District #9 Spring Grove, IL

WHERE TO APPLY Illinois Department of Natural Resources

ATTN: Mike Wefer One Natural Resources Way Springfield, IL 62702

Phone: 217.524.5883

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 – Wildlife

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Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Tue. 12/09/14 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: EMHC-14-2804

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of a Nurse Manager and in accordance with established standards, procedures and policies, performs professional Registered Nursing duties in the provision of care and treatment services to patients of Elgin Mental Health Center; functions as leadworker of other lower level professional Nursing staff; directly supervises para-professional and non-professional staff members in the provision of services to patients in a direct care setting, including giving work assignments; having input on performance evaluations and making recommendations on discipline; assesses patients; plans nursing care and utilizes professional training and expertise to assure patient residential or health care functions are carried out correctly.

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact: Shift: Days: 8am - 4pm

Elgin Mental Health Center - Community Psychiatric Services

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

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

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Job Title: Social Service Program Planner III - Opt SS

Agency: Human Services

Closing Date/Time: Wed. 12/10/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-40-75102

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree. Requires one year experience delivery clinical services in Illinois licensed substance abuse treatment program. Requires one of the following professional credentials or certifications: Clinical certification as a Certified Alcohol and Drug Counselor from the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IOADAPCA); or licensed professional counselor or licensed clinical professional counselor pursuant to the Professional Counselor and Clinical Professional Counselor Licensing Act (225 ILCS 107); or licensed as a psychologist pursuant to the Clinical Psychology Practice Act (225 ILCS 15); or licensed as a social worker or licensed clinical social worker pursuant to the Clinical Social Work and Social Work Practice. Requires extensive travel. Requires ability to travel. Requires a valid driver's license. Requires the ability to speak, read and write Spanish at a colloquial skill level.

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

JRTC 100 West Randolph Suite 5-600 Chicago, IL 60601

Please submit CMS 100 (revised 08/2014) applications to:

Milee Butcher / Bureau of Employee Services / Contractual Rights Hiring Unit

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 SS - Spanish Speaking

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Stores Clerk

Agency: Human Services

Closing Date/Time: Tue. 12/09/14 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-2801

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine clerical and manual tasks such as the receiving, stocking and shipping of inventory in the Central Stores of the Elgin Mental Health Center; keeps simple records. Maintains the general area regarding the safety and sanitation requirements and serves as a back up in the processing, sorting of U.S. and inter-office mail, including social security and paychecks for hospital patients. Delivers daily all supplies and mail to all departments, including medication to patient treatment units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school. Prefers experience in the keeping of stores and stores records. Requires the ability to use a fork lift and requires a valid Illinois driver's license.

Work Hours & Location/Agency Contact:

Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center; Central Stores

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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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Cashier/Sales Associate - HudsonGroup

Chicago O'Hare International Airport (ORD)
10000 W O'Hare Ave. Des Plaines, IL
O'Hare, Lakeview

Job Summary: Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

- *Acknowledge and greet customers as they enter the store or approach the cashwrap.
- *Follow all company policies, cash handling policies and special store loss prevention procedures. *Communicate effectively with customers, fellow employees and store management.
- *Effectively operate a cash register.
- *Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards. *Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store.
- *Be knowledgeable and familiar with the surrounding businesses/offerings within the facility. *Assist other store employees in maintaining security in stores.
- *Stock merchandise.
- *Inform management of any out of stock situations.
- *Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.
- *Perform related work as assigned.

Knowledge, Skill and Ability:

- *Ability to interact with diverse personalities.
- *Proficiency in the operation of a cash register.
- *High degree of interpersonal skills.

Education and Experience:

- *High School Graduate or equivalent.
- Prior cash handling experience preferred

Requirements & Skills

MUST RESIDE IN THE CITY OF CHICAGO
Must be unemployed/underemployed

Apply online at <http://www.shiftgig.com/job/des-plaines/il/cashiers-job-openings-at-chicago-ohare-international-airport-ord-8996107>

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Flaco's Tacos Restaurants - Cashier Positions Available!

Flaco's Tacos Water Tower
46 E Chicago Ave., Chicago, IL
Near North Side
Job ID: 8962675
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: No Experience

Job Description: Fast-paced Flaco's Tacos restaurants looking for happy people that love good Mexican food! Must be 21 years of age. Positions available at both our Printers' Row location and our Water tower location!

Requirements & Skills
Must be at least 21 years old. Must love life!

Apply online at <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-flacos-tacos-water-tower-8962675>

Customer Service/Production

Edible Arrangements
511 Lemont Rd Ste 196 Darien, IL
Job Description

We are looking to immediately hire a Part-time team member with a pleasant attitude, who is detail oriented, flexible, responsible, RELIABLE and great with customers! Must be a good multi-tasker. Responsibilities include all dealings with customers both in person & over the phone, ability to prepare arrangements when needed and clean-up. Hours vary week by week, longer hours leading up to holidays. We are open 7 days per week & most holidays. Hours will be 18-25 per week, probably closer to 25 on a regular basis. We are a small team environment. Casual attire, jeans, EA T-shirt, gym shoes. Starting pay is \$9.00 per hour with room for advancement if you prove your ability to offer a proactive effort and take on more responsibility. If you are interested and would like to interview, please stop in to fill out an application (preferred method) OR send an email stating your Name, City in which you live, Phone number, any dates or times you are unable to work, Number of hours desired each week, work experience, something that you want to share about yourself that makes you stand out from all the rest!

Thank you! Can't wait to have you join our team! email: vxnj5yv3jw@jobs.shiftgig.com
630-985-8543

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Job Title: Administrative Assistant 1

Shift: 1st

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

Specialty: Oncology

Job Number: 2014-2337

Job Description:

Are you a well-organized, professional Administrative Assistant that's proficient in Microsoft Office Suite? Are you looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant I position at Rush University Medical Center in the Gynecology Oncology department.

Position Highlights:

Administrative Assistant provides direct administrative and academic support to the Section Director and all physicians in the department, as well as supporting the Physician Assistants. The person who holds this position will be expected to exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma required. Associates degree preferred.

Three years plus medical secretarial experience, with the ability to transcribe and edit various medical reports accurately and independently.

Must have excellent computer skills, proficient in Microsoft Word, Excel, Power Point and Typing speed of 50-60 WPM

Must have excellent organizational skills and the ability to prioritize and multitask.

Strong professionalism and the ability to react calmly and effectively in stressful situations. Self-motivated and takes initiative.

High degree of accuracy in data input and other written communication is required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141201114356&

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Job Title: Administrative Assistant II

Department: MSP Radiation Oncology

Shift: 1st

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

Job Number: 2014-2219

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant II to join our practice at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

Incumbent participates in the administrative tasks required to effectively organize and operate the Department of Radiation Oncology at Rush University Medical Center. Professional competency, strong interpersonal skills, initiative and good judgment in problem solving are essential to the position. Enforce compliance with all policies, standard operating procedures, and regulations related to routine operations. Maintain courteous, helpful, professional image at all times. Promote teamwork by working together with other department staff and peers. Provide positive and departmentally supportive influence to the work group. Exemplifies the Rush mission, vision, values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma or equivalent required

Excellent oral and written communication

Strong organizational and problem-solving skill

Able to work under minimal supervision

Able to prioritize and meet multiple deadlines

Work well under pressure

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Adobe Professional.

Apply online at

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4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Unit Clerk - 4th Rotating - Part time - Labor & Delivery

Department: Labor & Delivery

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Labor & Delivery

Job Number: 2014-2319

Position Highlights:

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts.

Position Responsibilities: Greet customers and answer incoming telephone calls promptly and courteously. Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers. Assume accountability for the maintenance of medical records. Utilize complex telecommunication systems and trouble shoot all unit based communication equipment; ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

Position Qualifications Include:

High school diploma or equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141201114742&

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Job Title: Outpatient Coder - Health Information Management

Department: Medical Records

Shift: 1st

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

Specialty: Coding

Job Number: 2014-2038

Position Highlights:

Accurately and independently makes decisions based on specialized knowledge and standard protocol. This includes, but is not limited to coding inpatient and outpatient. Exemplifies the Rush mission, vision, and values, and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Assigns ICD-9-CM/CPT-4 diagnostic and procedure codes to patient charts with accuracy and attention to detail

Abstracts selected data items and enters in 3M encoder/Epic software with accuracy and attention to detail

Maintains a log of work performed

Completes other assigned duties as directed by management

Position Qualifications Include:

RHIA, RHIT, and/or CCS Certification required

Experience in medical record coding preferred

Knowledge of medical terminology and anatomy and physiology required

Proficient computer use and software applications Windows applications

Ability to apply local, state, and federal guidelines with attention to detail

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141201114848&

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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling. Knowledgeable of Microsoft software products. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904

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Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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