



Public Affairs & Marketing Specialist

Req. Number: 25006-64993

Shift: Day

Qualifications:

- Bachelors degree in communications, marketing, public relations or related field.
- Public relations or marketing experience a plus.
- Ability to work independently. • Good problem solving skills.
- Experience with word processing and desktop publishing.
- Willingness to be flexible with work hours. • On-call responsibility
- Need to attend some evening or weekend work related activities.

Job Description:

WORK LOCATION: TRINITY HOSPITAL

The purpose of this position is to effectively execute specific public affair and marketing tactics for internal and external audiences.

This position also will assist in the implementation of hospital strategic plan and strategic communications, marketing and government relations' tactics to help achieve the public affairs & marketing goals for the hospital and system.

Accountabilities:

1. Communication Activities: Assist in the development and distribution of internal and external communications, including Intranet, hospital newsletters and other collateral materials
2. Media Relations: Assists with daily media relation activities
3. Assist with local marketing tactics which support site growth goals and are 15% coordinated with the site and system leadership.
4. Special Events: Assists with internal and external special events.
5. Department Support: Provides administrative support for the department
6. System Public Affairs & Marketing: Collaborates with members of the system staff on broad communication efforts to internal and external audiences as assigned.

Apply Now at <http://jobs.advocatehealth.com/>

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Job Title: Supply Chain Tech 1

Department: General Stores

Shift: 2nd

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

Specialty: Supply Chain

Job Number: 2013-1948

Further Position Highlights: Inclusive of all Supply Chain Tech I duties (i.e. SPD, Receiving, and Warehouse). Receive, pack, and unpack items to be stocked and/or delivered on shelves/bins or point of use locations. Receive and/or count stock items with accuracy and correctly record data manually or using the computer. Verify established inventory par levels by comparing them to actual physical counts and re-order replenishment stock accordingly. Ensure accuracy of received supplies by counting and comparing packing lists/restock lists with delivered goods and inspect for damage, defects, or breakage, reporting any of these issues to the supervisor. Must meet established Supply Chain Policy #1 job performance standards and scheduled timelines. Loads and off loads AGV system supply carts and appropriately parks/stages carts for next utilization. Must also be able to use AGV system touch screen correctly to send cart types to scheduled location. Clean and maintain shelves within stocking areas and in work station areas to ensure compliance with safety and infection control regulations. Answer all telephone calls in accordance to the department's telephone script, ensuring calls are properly answered and appropriate actions are followed in a timely manner. Apply ICARE and IConnect in all interactions between inter/intra departments. Performs any and all Supply Chain job functions as assigned or required.

Knowledge, Skills, and Abilities

One year of working experience in a service industry position or equivalent job experience. High school diploma/GED required. Must have basic math, reading, and writing skills. Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. Majority of work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis. Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions. Familiarity with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131217111443&

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Tue. 12/31/13 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-77922

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

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

Kankakee County FCRC (Satellite)

285 N. Schuyler Avenue Kankakee, IL 60901

Please submit applications to: Marc Wade

Bureau of Employee Services

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

FAX: 217-524-3826

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS100 Employment Application must be submitted with the bid form to the contact named above prior to the posting closing.

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: Mental Health Worker (Adult Psych Days)

Department: 13 Kellogg - Adult Psychiatry

Shift: 1st

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

Specialty: Adult Psychiatry

Job Number: 2013-1650

Job Description:

Are you looking to bring your interest in adult psychiatry to a leading academic medical center?

If so, you may be the right candidate for our Mental Health Worker position!

Position Highlights:

On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups.

In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT, and Art Therapists

Position is full time day shift

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions. Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications: Bachelors degree in behavioral sciences/related field required. At least one year of experience with chronically ill psychiatric patients. Must have demonstrated ability to interact effectively with others in difficult situations. Must be able to be flexible with scheduled days.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131217111332&

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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).

Option 1 - General

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Job Title: Technical Advisor II

Agency: Financial & Professional Regulation
Closing Date/Time: Tue. 12/24/13 5:00 PM Central Time
Salary: \$4,777.00 - \$7,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC010
Bid ID#: DFPR 8559

Minimum Requirements:

Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires extensive knowledge of the rules, regulations, state and federal laws, policies, procedures, methods, etc. germane to the banking industry. Requires working knowledge of the common law and the provisions of state and federal laws relating to administrative and regulatory functions. Requires ability to maintain satisfactory public contacts and working relationships with others. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Requires ability to use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in a clear and logical form in written media as briefs, memoranda, summarizations, research reports or regulations.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: DFPR/Legal Affairs/Banking
100 W. Randolph St. Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Food Service Assistant II - Part Time

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty: Food Service

Job Number: 2013-1859

Job Description: Are you interested in joining a leading health care organization? Do you have previous food service experience? If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILIABLE FROM 4:00AM TILL 10:00PM.

Position Highlights:

This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Ability to perform as a team play required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required. Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131217111159&

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Job Title: Wage Claims Specialist

Agency: Department of Labor

Closing Date/Time: Tue. 12/24/13 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 15-IDOL-008

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the manager of wage claims processing, manages an assigned caseload of wage claims, performing complex technical actions and making determinations relevant to the proper processing of individual wage claims. Updates file information, using a computer or manual process, to reflect correspondence or actions taken to complete each case and collect back wages. Prepares cases for hearing or issuance of wage payment demands. Initiates contact with parties, responds to technical inquires related to content and interpretation of the Wage Payment and Collection Act.

Minimum Requirements: Requires high school diploma or equivalent, three years of personnel, experience dealing with policies and procedures relating to payroll, deductions, vacation policies, bonus and other methods of compensation or one year of wage claim experience. Requires proficiency in Microsoft Office (word, excel, outlook), use of clerical/office equipment, ability to record and maintain accurate case file information. Requires ability to establish and maintain satisfactory working relationships with claimants, employers and general public.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holidays off
Illinois Department of Labor 160 N. LaSalle Street Suite 1300 Chicago, IL 60601

Salvatore Calace / Human Resources Director
160 N. LaSalle Street Suite 1300 Chicago, IL 60601

sal.calace@illinois.gov

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: Workers Compensation Insurance Compliance Investigator

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 12/23/13 11:59 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC50-13-0002

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4 years of college, preferably with courses in business, public administration or law enforcement. Requires thorough knowledge of effective investigative methods, techniques and procedures. Requires ability to apply and interpret laws and regulations relating to workers' compensation and insurance. Requires basic computer skills. Requires ability to extract and interpret information and ascertain facts by personal contacts and analyzing documents. Requires ability to follow written and oral directions. Requires ability to observe and record facts accurately about persons, objects and events. Requires possession of an Illinois Drivers License, insured motor vehicle, and the ability to travel with same. Requires ability to establish and maintain effective working relationships with professional and lay groups, local governmental officials, employers and the general public. Requires thorough knowledge of public and/or business administration principals and practices. Requires excellent communication skills including phone and person to person conversation. Prefers individual with experience as an integral team member. .

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

Illinois Worker's Compensation Commission

100 W Randolph, Chicago, Illinois 60601

Human Resources (312) 814-0702

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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CLINICAL NURSE I-NURSING-ADULT EMERGENCY MEDICINE
SHIFT: 11:00PM-7:00AM

Job Number: 00114932

Job Posting: Dec 12, 2013, 10:44:03 AM Closing Date: Dec 26, 2013, 11:59:00 PM

Full-time Shift Start Time: 11:00 P.M. Shift End Time: 7:00 A.M.

Collective Bargaining Unit: NNOC Nurses

Posting Salary: \$27.11 HOURLY

Organization: Health and Hospital Systems

PLEASE BE ADVISED that this position is covered by the collective bargaining agreement between Cook County and the National Nurses Organizing Committee. Pursuant to the collective bargaining agreement, Cook County will exhaust internal eligible applicants prior to considering external applicants. Cook County is assembling a list of qualified candidates for this position that will be considered should the position not be filled with internal eligible applicants.

JOB SUMMARY: The Clinical Nurse I is a professional care provider responsible and accountable for coordinating and providing safe, effective Emergency Nursing care for patients and supportive care to significant others. Emergency Nursing care involves application of the nursing process and utilizing technical skills for patient care delivery in an Emergency Department setting. The activities require nursing judgment based on application of scientific principles of nursing, problem solving and teaching/learning. Multiple Vacancies available.

MINIMUM QUALIFICATIONS

Must be licensed as a Registered Professional Nurse in the State of Illinois. (Must provide license at time of interview.) Must be a graduate of an approved school of nursing. (Must provide proof at time of interview) Three (3) years Emergency Department experience within the last five (5) years is required. Ability to interpret Electrocardiogram (EKG) strips is required. Must possess an active CPR card. (Must provide card at time of interview) Must be certified in Advanced Cardiovascular Life Support (ACLS). (Must provide proof at time of interview) Emergency Communication Radio Nurse (ECRN) certification required within six (6) months of hire, required.

PREFERRED QUALIFICATIONS

Bachelor of Science in Nursing (BSN) is preferred.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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Job Title: Truck Driver, Class A - Full Time - Home Daily 2nd Shift - Chicago, IL

Requisition Number: 28852

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Chicago

Work State: Illinois

Work Zip: 60290

Position Description: As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly.

Requirements: Must be a minimum of 22 years of age
9 months verifiable driving experience; Valid Class A CDL
Ability to meet Ryder's driving qualifications

Additional Requirements:

Home Daily; Estimated average earnings of \$52K+ per year

2nd Shift - 6pm to about 7am; No Touch Freight

Transporting electrical components (Transformers / Panel boxes - Steel)

Dry Van Equipment; Ability to follow written and/or oral instructions

Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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

Additional Responsibilities include but are not limited to:

Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines

Detecting and eliminating or minimizing safety hazards

Maintaining accurate records and logs

Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer. Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <http://www.ryder.com/career/opportunities/drivers.aspx>

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

Check accuracy and stability of the load.

Deliver products to customers.

Merchandise, display and rotate products according to company standards.

Invoice and collect monies due.

Pick up company property.

Secure company assets.

Ensure compliance with regulatory and company policies and procedures.

Settle all accounts daily.

High School diploma or GED preferred.

1-3 years of general work experience required.

1+ years of commercial driving experience preferred.

Local delivery experience preferred.

Prior grocery store and/or consumer products experience a plus.

Ability to operate a two or four wheel dolly.

Familiarity with DOT regulations.

Ability to work with minimal supervision.

Valid Class A or B Driver's License required.

Driving record within MVR policy guidelines required.

Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Electrician

Talent Area : Maintenance

Location : Niles, IL, USA

Other Location :

Requisition Number : 00017044

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

The Coca-Cola North America Group requires applicants to undergo a background verification process prior to commencing employment with the company. Employment with the Coca-Cola North America Group is contingent on the satisfactory completion of a pre-employment background check.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-illinois-job-1-4050199>

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Working Title: HR Administrative Assistant

Requisition Number 1515

Branch Chicago

Branch Phone Number 312-372-4790

Job Requisition Location Chicago

Site Location Zip/Postal Code 60602

Basic Qualifications:

Two years or more of administrative experience. Associates Degree in Business Administration or related field helpful.

Excellent oral and written communication skills.

Intermediate or advanced knowledge of Microsoft Office with the capability to use and/or learn to use a computer and peripheral equipment required.

Math skills to include fractions and percentages.

Ability to conform to complex procedures.

Ability to work in a team oriented management environment and to help identify and solve problems.

Ability to get along with other employees, follow directions, works under stress and continuously improves.

Ability to establish and maintain effective working relationships with associates, supervisors and the general public.

Ability to deal with internal and external customers and to ensure compliance with fair employment practices and perform multiple tasks simultaneously in a timely, courteous and professional manner.

Ability to work a flexible schedule and to work evenings, weekends and holidays as requested or required.

Experience, Work History, and Education:

Must be at least 21 years of age or older as required by applicable law or contractual requirements.

Must be able to demonstrate a stable work history with at least one verifiable positive work reference.

Have evidence of obtaining a high school diploma or equivalent (GED).

Must successfully pass an extensive background screening which will include criminal record checks (local, state and federal), drug test, skills assessment test, interviews, and personality profile.

Negative result on pre-employment drug screen.

Be able to secure a Texas Private Security License.

Apply online at <https://2xrecruit.kenexa.com/kr/cc/jsp/public/jobSearchResults.jsf>

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Working Title: Security Officer

Requisition Number 1403

Branch Chicago

Branch Phone Number 312-372-4790

Job Requisition Location Chicago

Site Location Zip/Postal Code 60602

Description

A Whelan Security Officer must represent Whelan's 10 Core Values of Truth-Telling, Promise-Keeping, Respect, Loyalty, Empowerment, Discipline, Leadership, Flexibility, Quality Assurance, and Results while performing duties.

Patrol facility or stand post as instructed and serve as a general security presence and visible deterrent to crime and client rule infractions.

Basic Qualifications:

Ability to communicate effectively both orally and in writing for the purpose of public interaction and report writing.

Ability to perform essential functions of the position with or without reasonable accommodation.

Successful completion of Whelan's Pre-Employment Assessment of Knowledge (PEAK).

Ability to maintain satisfactory attendance and punctuality standard.

Neat and professional appearance. Friendly and professional demeanor.

Ability to provide quality customer service.

Ability to handle typical and crisis situations efficiently and effectively at client site.

Experience, Work History, and Education:

Must be at least 21 years of age or older as required by applicable law or contractual requirements.

Must be able to demonstrate a stable work history with at least one verifiable positive work reference.

Have evidence of obtaining a high school diploma or equivalent (GED).

Must successfully pass an extensive background screening which will include criminal record checks (local, state and federal), drug test, skills assessment test, interviews, and personality profile.

Negative result on pre-employment drug screen.

Must have no criminal convictions as specified under Whelan Security guidelines.

Successful completion of Whelan's Pre-Employment Assessment of Knowledge (PEAK).

Must be legally authorized to work in the United States.

Apply online at <https://2xrecruit.kenexa.com/kr/cc/jsp/public/jobSearchResults.jsf>

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Maintenance Mechanic, Lead

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 21976

Full or Part Time : Regular Employee FT

Position Description

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- High school diploma or GED required.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-lead-alsip-illinois-job-1-3953123>

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Driver Merchandiser Relief - St. Charles, IL

Talent Area : Transportation/Driver

Location : St Charles, IL, USA

Other Location :

Requisition Number : HV021893

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.

- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-st-charles-il-st-charles-illinois-job-1-4092355>

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Route Process Administrator

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Other Location :

Requisition Number : 00016736

Full or Part Time : Regular Employee FT

Position Description

Performs pre-settlement and/or cashing duties in a Sales Center in accordance with standard procedures.

- Driver Over and Short research and resolution (cash and product/load)
 - Review and verify end of day driver paperwork
 - Run daily route status report to verify that all delivery routes settled
 - Send messages to route accounting department regarding settlement issues
 - Ensure proof of deliveries are included in driver paperwork (DSD, store stamps, etc.)
 - Perform cashing duties including ensuring Fed-Ready status of deposit
 - Ensure security of route cash
 - Validate proper use of cash drop log
 - Receive and verify full service bag count.
 - Count full service cash and finalize handheld
 - Prepare driver paperwork for Imaging
 - Maintain driver compliance logs as necessary (DOT, DVR, etc)
 - Maintain cash reconciliation and driver deposit log
 - Maintain records in BASIS route accounting system
 - Review settlement exception reports and resolve issues
 - Prepare deposit for pick up by armored car service
 - Troubleshoot handheld issues impacting settlement
 - Work with warehouse inventory personnel to resolve SAP (inventory system) to BASIS (sales accounting system) reconciling items
-
- High School - GED or Diploma required.
 - Some college preferred.
 - 2-5 years experience in automated office environment required.
 - Experience using BASIS route accounting system preferred.
 - Experience in cash room environment preferred.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/route-process-administrator-st-charles-illinois-job-1-4001842>

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Bartender

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

Greet guests in a timely and professional manner.

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

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

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

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

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

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

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

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

Provide proof of age (21 or older).

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

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

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

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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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