



THE CUSTOMER SERVICE SUPERVISOR

Location: Chicago, IL

Requisition ID: 762-869218

Posting Date: 12/11/2014

Shift: Flexible

Status: Seasonal

GENERAL PURPOSE OF POSITION:

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

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: DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERV

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 and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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/customer-service-supv-chicago-illinois-job-4952049>

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Note Taker - Part-Time - WIL0000292

Wilbur Wright College
Note Taker (Part-Time)

Overview of the position:

Note Taker attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take through legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

- Take notes in class for students with disabilities.
- Read printed material aloud for students with visual impairments.
- Transcribe for students with mobility impairments.
- Assist students with visual impairments by copying information from the board in large print.
- Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs.
- Assist students with visual impairments in science labs by providing verbal description of visual information.
- Serve as a proctor for students with disabilities during tests.
- Perform other duties as assigned.
- Adheres to CCC Customer Service Excellence standards.

Qualifications

- High school diploma, or equivalent with a minimum of one year post secondary educational experience.
- Must possess understanding of the basic issues pertinent to communication with students who have disabilities.
- Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.
- Must have legible handwriting, accurate spelling, use of acceptable grammar, and proficiency in use of computers.
- Must possess good organizational skills.
- Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.

Job: Student Services

Primary Location: Wilbur Wright College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Dec 2, 2014, 8:13:44 PM

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

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Nursing Lab Coordinator - Various Campuses - MAL0000332

PRIMARY OBJECTIVE: This position is responsible for the organization and maintenance of a simulated nursing laboratory for students to practice and acquire psychomotor skills, used in nursing. The Nursing Lab Coordinator also facilitates student acquisition of technical nursing skills.

- Assists students in acquiring selected nursing skills by demonstrating the appropriate methods.
- Supervises and tutors students during practice performance in the laboratory.
- Creates a learning environment that will enhance students' ability to use conceptual thinking and problem solving skills.
- Works closely with departmental faculty to plan strategies that will increase the student(s) ability to meet clinical skill requirements.
- Maintains the laboratory, orders supplies, keeps inventory, and orders various anatomical training aids and multimedia supplies including computer software and videotapes.
- Provides medical equipment and supplies needed for demonstration of clinical procedures.
- Maintains records of student attendance and skill performance in a college laboratory.
- Performs other duties as required.

Qualifications

- Bachelor's of Science in Nursing, current registered professional nursing license in the state of Illinois, supplemented by a minimum of two years experience in clinical nursing practices and previous teaching experience required. A CPR Instruction certification preferred.
 - Proficiency in computer usage is required.
 - Must possess supervisory skills, the ability to work effectively with a diverse student body and the ability to maintain good working relationships with staff.
 - Must be self-directed, innovative and able to asses current operations in an effort to develop practical action programs to improve the functioning of the department.
 - Excellent verbal and written communication skills required with the ability to interact effectively with students.
 - Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.
- Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Dec 14, 2014, 7:17:48 PM

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

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CSPD Tech II

Department: Sterile Processing

Schedule: Registry

Shift: Evenings

Job Details:

Reporting to Manager of Sterile Processing or designee and under general supervision the Central Sterile Processing Technician performs according to specific procedures including but not limited to duties associated with receiving, reprocessing and distributing and storing surgical case carts as well as other supplies and equipment used in direct patient care.

JOB SPECIFICATIONS:

Certification in Sterile Processing from an accredited program must have certification 6 months after hire date. Previous sterile processing experience is preferred, employees that have completed an accredited sterile processing program will receive on the job training. Completion of a High School Diploma or it's equivalent.

The ability to identify and learn cleaning/sterilization techniques for a wide variety of surgical items and the composition of various surgical trays/case carts.

The interpersonal skills necessary to communicate with staff and personnel in other departments.

The physical ability required to constant standing and walking.

The physical ability necessary to lift light to moderate weights and to push moderately heavy carts.

Must be a high school graduate or hold a equivalent must have knowledge of hospital equipment, supplies, surgical instrumentation and medical terminology

Making case carts for daily surgical cases correctly and efficient. Add-on cases as well.

Must be a clear communicator both verbally and written.

Basic computer skills highly desired

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=415555

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Mental Health Counselor

Department: BHS EXEMPT PSYCH

Schedule: Registry

Shift: Rotation

Job Details:

Reporting to the management staff of Behavioral Health Services, in coordination with the Registered Nurse and the interdisciplinary team, performs mental health counseling and provides behavioral intervention based on assessed needs for patients and routine performs patient care duties.

Provides a safe and therapeutic environment and may assist in the admission, provision of patient care, discharge and transfer of patients and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

Minimum of two (2) years previous Inpatient Psych experience preferred.

Level of knowledge equivalent to that ordinarily acquired through completion of two (2) years of college with course work in psychology or a related field preferred or the equivalent combination of education and experience.

Bachelor's Degree strongly preferred.

Addictions training/certification desirable. CPI certification preferred.

Current CPR Certification required.

May be required to complete phlebotomy training prior to starting work.

If the employee does not have previous phlebotomy experience, on the job training can be provided.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=620404

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General Laborer, Warehouse-St. Charles, IL (shift graveyard 10pm-done)

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV044223

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance. - Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed. - Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience. - Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product. - Demonstrated attention to detail. - Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-il-shift-graveyard-10pm-done-st-charles-illinois-job-1-4996753>

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Order Builder (Loader)-Warehouse 2nd shift

Talent Area : Warehouse Operations

Location : Springfield, IL, USA

Requisition Number : HV044241

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Are you ready to join a great warehouse team? If you answered "YES!", then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

Build orders according to assigned load tickets using industrial power equipment.

Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

Adhere to good manufacturing practices and safety standards.

Responsible for meeting productivity requirements.

Stage completed pallets in designated area.

2nd shift Mon-Fri. 1:00 pm until finish.

High School diploma or GED preferred.

1-2 years prior warehouse experience as an order selector, puller or builder required.

Ability to operate a manual/powered pallet jack or lift product is preferred.

Demonstrated attention to detail.

Certified Forklift License a plus.

Must be able to repetitively lift up to 50lbs.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-warehouse-2nd-shift-springfield-illinois-job-1-4994834>

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Fleet Mechanic-Chicago, IL (2nd shift)

Talent Area : Field Service/Equipment and Parts

Location : Chicago, IL, USA

Requisition Number : 00028197

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
- Respond to service calls. - Maintain tools.
- Clean work area. - Pick up and deliver vehicles.
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
- ASE certification preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-chicago-il-2nd-shift-chicago-illinois-job-1-4979450>

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Distribution Supervisor

Talent Area : Supply Chain

Location : Saint Charles, IL, USA

Requisition Number : 00028162

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

- Responsible for the effective and efficient distribution of product and management of drivers within a specific territory.
- Staff, train, evaluate and develop team members.
- Ensure adherence to delivery standards, efficiencies and regulatory requirements.
- Manage drivers' delivery schedule and hours worked.
- Establish and maintain positive customer relationships, resolving customer issues.
- Serve as liaison between distribution and sales.
- Manage and audit team member's timekeeping.
- Manage within labor and OPEX budget.
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years experience in consumer products/direct store delivery required.
- Requires experience managing people/budgets.
- 1+ years supervising distribution/delivery staff preferred.
- Intermediate computer and database application skills.
- Familiarity with DOT regulations.
- Valid driver's license and driving record within MVR policy guidelines.
- CDL preferred. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/distribution-supervisor-saint-charles-illinois-job-1-4979318>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status :Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 8pm
Mon - 6am to 9pm
Tue - 6am to 9pm
Wed - 6am to 9pm
Thu - 6am to 9pm
Fri - 6am to 9pm
Sat - 6am to 9pm

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 8pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 8pm

Sat - 6am to 8pm

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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Operations Administrator II
Location: Chicago
Office: Revenue Services
Department: Paratransit

Job Description: Under the direction of the Paratransit Division Manager this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

Qualifications: Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelors Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=693

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Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations. Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

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Mechanic

Location: Melrose Park
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components.

Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Performs duties of the classification and other duties as assigned or required.

Qualifications:

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training.

Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment.

Knowledge of the service area and the ability to operate all company equipment is also required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=443

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Mechanic Helper

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

Qualifications:

Qualified candidate must possess at least one (1) year previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be 21 years of age and have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:
Moonlighter

Hours Needed:
(These hours may change based on business needs)

Sun - 9am to 8pm

Mon - NA

Tue - NA

Wed - NA

Thu - 9am to 9pm

Fri - 9am to 8pm

Sat - 9am to 8pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142698&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 7pm

Sat - 7am to 7pm

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