



## **Telephone Interviewer and Bilingual Telephone Interviewer**

### **Description**

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

### **Qualifications**

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

### **To Apply**

If interested in applying please email your resume to [employment@telesight.com](mailto:employment@telesight.com).

## **Applications Developer**

### **Description**

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.  
Work collaboratively as part of a development team. Report directly to department manager.  
Work independently with minimal supervision.

### **Qualifications**

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.  
Experience in developing SSIS packages, stored procedures and complex SQL statements.  
Experience with HTML (CSS and JavaScript a plus).  
Knowledge of PHP a plus.

### **To Apply**

We offer a competitive salary and benefits along with a comfortable work environment.

Send a resume and cover letter via email that helps explain how you might assist us to: [systemshr@telesight.com](mailto:systemshr@telesight.com).

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## **Member Experience Supervisor**

Job ID 2013-5901

Center South Side Address 6330 S Stony Island, Chicago, IL.

# Positions 1

Posted Date 12/19/2013

Category Membership Services

Type Regular Full-Time

Hours per Week 40

Variable Schedule Three days a week 8am-4pm, Two days a week 11am-8pm and an alternating Saturday shift

### **Job Summary**

The Member Experience Supervisor will be available to members at all times and is accountable for the daily implementation of the member experience in order to drive sales and retention.

They will be an advocate, key leader and set standards for exceptional membership service. Their focus is on activities which develop relationships with and among members.

### **Requirements:**

Associate's Degree in business administration or related field; or equivalent experience

One to three years of member relations or customer service experience.

Must be a problem solver and demonstrate a proven track record of complaint resolution.

At least three years of supervision experience.

Strong interpersonal skills with the ability to build rapport and credibility quickly.

Entrepreneurial spirit with the ability to work in highly flexible, rapidly changing and ambiguous work environment.

Must have excellent written and verbal communications skills.

Must be detailed oriented and can multitask.

Ability to work a variety of hours, including evenings and weekends.

Ability to deal with pressure in meeting membership retention and sales goals.

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

Apply online at <https://careers-ymcachicago.icims.com/jobs/5901/membership-experience-supervisor/job>

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### **SECURITY OFFICER I**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC SECURITY  
Schedule Registry/PRN/Flex  
Shift PM/Night rotation  
Hours 10:00pm 6:30am as needed  
Location Joliet, IL  
Req Number 124404

Job Details: Seeking an extremely positive person with excellent customer service skills to protect the Medical Center assets, patients, visitors, employees and Medical staff. Will assist in providing a safe environment by identifying, reporting and eliminating safety, security and fire hazards. Education/Experience: High school diploma or general education degree (GED). Two years of security / law enforcement experience; or equivalent educational experience in a related field; or a combination of both education and experience.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=620647>

### **SECURITY OFFICER II**

Facility Presence Mercy Medical Center  
Department PMMC SECURITY  
Schedule Registry/PRN/Flex  
Shift Rotation - Hours Various Shifts  
Location Aurora, IL  
Req Number 121713

Job Details: The Security Officer, under the direction of the Security Manager, provides protection for hospital employees, physicians, patients, visitors, equipment, systems, and facilities.

Education and/or Experience: High School Graduate or General Education Degree (GED) required. Previous experience in the field of security is preferred. Hospital experience is also preferred. Requires familiarity with the following techniques: OC spray, Baton certification, Use of Pepper Spray.

Computer Skills: Basic computer skills.

Certificates, Licenses, Registrations

Valid Driver's license, CPR certification preferred, AED certification preferred, CPI Nonviolent Crisis Intervention certification required (taken during orientation).

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=885896>

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### **Driver Merchandiser Relief**

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Other Location :

Requisition Number : Hv023049

Full or Part Time : Seasonal/Casual 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-alsip-illinois-job-1-4148269>

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## **Program Aide**

Job ID 2013-5244

Center McCormick Tribune

# Positions 1

Address 1834 N Lawndale Ave

Posted Date 12/17/2013

City Chicago

Category Youth and Teen

State IL

Type Regular Part-Time

Hours per Week 25

Variable Schedule Must be 19 years and older. College credit in child development. Will be working with teens ages 11-17. Must have strong leadership qualities.

More information about this job:

Responsibilities & Requirements:

Job Summary:

Under the supervision of the Program Director, the Program Aide is responsible for the implementation of day-to-day management of the Extended day program.

Scope of Responsibilities:

Assist in the planning and implementation of specific group activities for children such as craft projects, athletic activities, field trips, academic activities, games, group discussions, and supervised homework.

Facilitate the formation of the group as a setting that is safe and supportive for children.

Respond to the emotional needs of the children both in the group and in individual situations, with appropriate challenge, encouragement and behavior management.

Assist in the preparation of snacks, according to federal nutrition guidelines.

Completes necessary reports and records in a timely and accurate manner.

Requirements:

Must prior experience working with kids. Ability to lead large groups, prepare and serve snacks, assist in the planning of daily activities, interact with parents and children and be aware of the children's safety at all times.

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

Apply online at <https://careers-ymcachicago.icims.com/jobs/5244/program-aide/job>

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### **Merchandiser- Decatur Area**

Talent Area : Merchandising/Merchandiser

Location : Decatur, IL, USA

Requisition Number : HV023065

Full or Part Time : Regular Employee FT

### Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Essential Functions

- Maintains product in Store racks, shelves, displays, and coolers by identifying replenishment needs; transporting product between backroom and display floor with manual equipment (for example, pallet jack, handtruck); utilizing hand tools; replenishing, facing, and rotating product; building, changing, and taking down product displays; maintaining product signage; cleaning product space; and securing damaged or defective product.

### Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchant

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-decatour-area-decatour-illinois-job-1-4146187>

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### **Fitness Attendant**

Job ID 2013-5886

Center Lake View

# Positions 1

Address 3333 N Marshfield

Posted Date 12/17/2013

City Chicago

Category Health and Fitness

State IL

Type Regular Part-Time

Hours per Week 10-15

Variable Schedule Weekdays and Weekend hours

**Job Summary:** Provide customer service, guidance, and leadership to all members and participants. Create and deliver fitness programs, including cardiovascular exercise, muscle conditioning and flexibility.

**Scope of Responsibilities:** Design and deliver fitness programs that meet individual members' needs. Represent the YMCA by utilizing tools and information to increase member knowledge of fitness as well as other programs provided through the YMCA (handouts, charts, brochures, etc.). Develop and maintain professional relationships with members by providing personal attention every shift to all participants through a proactive approach. Provide assistance/guidance and make an effort to acknowledge all members in the fitness room. Instruct members on correct position and body alignment to prevent injuries. Responds to, and reports, accidents and incidents. Reports equipment problems. Attends staff meetings and trainings. Maintains current certifications. Discusses and promotes all YMCA programs. Motivates members to commit to long-term participation. Any additional job duties as assigned.

#### **Requirements:**

Have specific knowledge and ability in fitness instruction. Possess the ability to communicate verbally and in writing to individuals and small groups. Obtain YMCA Basic Fitness Leadership certification within first six months of employment, or have current A.C.E. Certification or equivalent. Principles of YMCA Health and Fitness certification must be obtained within 90 days from date of hire. Have current (within 30 days from date of hire) CPR and First Aid certifications.

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

Apply online at <https://careers-ymcachicago.icims.com/jobs/5886/fitness-attendant/job>

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**Job Title: Administrative Assistant I - Opt J2**

Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time  
Salary: \$4,077.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: DFPR 8496

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs administrative functions for the Chief of Medical Prosecutions for the Division of Professional Regulation, assists in the planning, directing and evaluating of unit functions; provides coordinative assistance to management related to the administration of the statewide program of regulatory prosecution and discipline for Medical Prosecutions. Travels to various sites to attend meetings and conferences.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: IL Dept of Financial & Professional Regulation  
Professional Regulation/State-wide Enforcement/Medical Prosecutions  
100 West Randolph St.- James R. Thompson Center Chicago, IL Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
Phone: 217-524-3954, FAX: 217-782-9925

**How to Apply:**

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

Option J2 - Financial/Profess Reg

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**Job Title: Administrative Assistant II - Opt W7**

Agency: Workers Compensation Commission  
Closing Date/Time: Mon. 12/30/13 11:59 PM Central Time  
Salary: \$4,522.00 - \$6,853.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: IWCC50-13-0003

Description of Duties/Essential Functions Benefits Supplemental Questions  
Candidate will serve as office support staff for the Insurance Compliance Division and serve as front-line support to the manager, investigators and the public at large. Candidate will identify employers in the State of Illinois to ensure that they have workers' compensation insurance; determine non-compliance and draft notices to employers notifying them of non-compliance and corresponding with said employers. Candidate will send out notices and set cases for hearings. Conduct legal and quasi-legal research consisting of reviewing cases, documents, briefs and other documents and analyzing the material. Send notices and set up informal conferences with employers. Confer with Commission attorneys and the Attorney General's Office about cases.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration, and completion of a paralegal course would be highly desirable. Requires knowledge of the Workers' Compensation Act. Requires working knowledge of the Commission's policies and procedures. Requires ability to work independently and perform investigations.

Work Hours & Location/Agency Contact: 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission  
100 W. Randolph Street, suite 8-267 Chicago, IL 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Natural Resources Coordinator - Opt SS5**

Agency: Natural Resources

Closing Date/Time: Sat. 01/04/14 5:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 12-32-4608

**Minimum Requirements:**

Requires a bachelor's degree in outdoor recreation or a related natural science supplemented by one year of directly related professional experience and a valid Driver's License; requires elementary knowledge of division objectives, policies, programs and services and State and Federal laws, rules and regulations pertaining to outdoor recreation; elementary knowledge of public relations principle and techniques, audio/visual and other interpretive methods, theories and practices; elementary knowledge of budgetary planning; ability to establish and maintain satisfactory working relationships; ability to provide task related direction and assistance to seasonal or intermittent employees; ability to deliver planned and impromptu information presentations and require ability to develop the core site interpretive program; requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds; ability to lift, carry and transport loads; ability to walk over rough and broken terrain; and ability to withstand exposure to the elements on a year round basis.

**Work Hours & Location/Agency Contact:**

WORK HOURS Wednesday - Sunday, 8:30 am to 5:00 pm, Monday & Tuesday off

WORK LOCATION & WHERE TO APPLY: Illinois Department of Natural Resources

Adeline Jay Geo Karis Illinois Beach ATTN: Saki Villalobos

Lake Front-Park Office Zion, IL 60099 Phone: 847.662.4811 Fax: 847.662.6433

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

Option SS5 - Spanish/Resourc Interprt

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**Job Title: Office Assistant - Opt 1**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

**How to Apply:**

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

**Option 1 - General**

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:  
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

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

Option 2 - Typing

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## **Warehouse Distribution Sparkling Supervisor- Chicago, IL (Cicero)**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Other Location :

Requisition Number : 00017731

Full or Part Time : Regular Employee FT

### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
  
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
  
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
  
- Secure company assets.
- Manage within labor and OPEX budget.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
  
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
  
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-sparkling-supervisor-chicago-il-cicero-chicago-illinois-job-1-4121919>

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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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### **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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**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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**Job Title: Pharmacy Technician**

Agency: Human Services

Closing Date/Time: Mon. 01/06/14 5:00 PM Central Time

Salary: \$2,798.00 - \$3,840.00 monthly

\$33,576.00 - \$46,080.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-77726

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation. Requires knowledge of aseptic handling of drugs and practices of pharmacy. Requires ability to communicate with people at various levels of the facility. Requires basic PC operations. Requires ability to lift and carry medication cassettes and supplies up to 50 lbs for an extended time.

Work Hours & Location/Agency Contact: 8:30-5:00; Monday - Friday  
Dept of Human Services OCAPS / Madden MHC 1200 S. First Ave Hines, IL

BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL  
ATTN: ANNETTE TONJES 100 S. GRAND AVE., EAST. 3RD FL. SPRINGFIELD, IL 62762  
FAX: (217) 524 3385

**\*\*NOTE:** CMS and the bidding agency are two separate agencies, therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency as well. **\*\***

**How to Apply:**

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

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**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

**How to Apply:**

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

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**Job Title: Registered Nurse I**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$4,527.00 - \$6,141.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC023  
Bid ID#: 34-50-13-Cont. 2

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules  
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact:  
Jeri Gulli  
815/468-6581 ext 328

**How to Apply:**

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

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

**How to Apply:**

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

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