



Part Time Service Agent (Car Detailer) Highland Park (Enterprise)

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner. The position is based at: 1430 Old Skokie Valley Rd, Highland Park, IL.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment

Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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

Must be willing to work for a non-negotiable wage of \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday-Friday: 1:00pm-6:00pm

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Part Time Driver Northbrook (Enterprise)

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner. The position is based out of 610 Academy Dr., Northbrook, IL.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions. Drive and deliver vehicles locally or out of area as needed, following all rules of the road. Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely. May need to communicate via 2-way radio or cellular phone. May be asked to clean vehicles. Perform miscellaneous job-related duties as assigned. Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old
Must have 1 year of prior work experience
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be willing to work for a non-negotiable wage of \$8.25/hr.
Apart from Religious observances you must be able to work 3 of the following days per week:

Thurs/Fri: 8:00am-5:00pm & Sat: 8:00am-1:00pm
Mon/Thurs: 8:00am-5:00pm & Sat: 8:00am-1:00pm
Mon/Fri: 8:00am-5:00pm & Sat: 8:00am-1:00pm
Tues/Thurs: 8:00am-5:00pm & Sat: 8:00am-1:00pm
Mon/Fri: 8:00am-5:00pm & Sat: 8:00am-1:00pm
Mon/Tues/Weds: 8:00am-5:00pm

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Job Title Coordinator, Rail Car Appearance

Location Rosemont, IL, US
Job Type Full-Time Permanent
Department Rail Car Appearance

Position Summary

SALARY TARGET: \$55,000 - \$60,750. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Front line supervisors ensuring cleanliness of CTA's fleet of rail cars by coordinating, supervising and overseeing rail car servicers and other staff assigned to the section. Maintains quality standards of cleanliness for our customers in the areas of terminal platforms, rail yards, terminal routes and campaign activities.

EDUCATION/EXPERIENCE REQUIREMENTS

High school diploma required. Experience as a Car Servicer, other applicable vehicle or facility maintenance experience, or janitorial related experience preferred. Experience supervising large workforce, particularly in a union environment preferred. Must possess a valid driver's license. Required to pass current Rail Safety Training certification.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge with collective bargaining agreements and with union contract provisions governing Car servicers, a plus.
Must possess excellent customer service skills.
Team player, reliable, dependable, able to multi-task and work under pressure and meet deadlines. Proficient in Microsoft Word and Excel, PowerPoint preferred.
Must have excellent verbal and written communication skills.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Coordinator, Mobility

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

Position Summary: Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, assists with the overall operations and administration of the Authority's Mobile Device infrastructure and its associated software and security components. Monitors and manages Authority mobile devices and audits mobile device inventory and usage. Provides general user support services, including troubleshooting technical issues.

EDUCATION/EXPERIENCE REQUIREMENTS: Associate's Degree in Information Technology, Telecommunications, or a related field, plus three (3) years of experience managing mobile communication service and equipment and/or experience/exposure with Mobile Device Management (MDM), or an equivalent combination of education and experience. Certified Mobile Administrator preferred.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge or experience working with Mobile Device Management (MDM). Working knowledge and experience with asset management databases and their reporting tools preferred. Working knowledge of IOS, Blackberry Enterprise Server (BES), and Android administration, deployment, and support preferred. Working knowledge in the practices of interfacing with service providers and mobile technology vendors. Working knowledge of network technologies. Working knowledge of mobile and cellular technologies. Strong oral and written communication skills. Strong computer skills. Strong troubleshooting skills. Good analytical skills. Good Microsoft Office (Word, Excel, etc.) skills. Good customer service skills. Ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels.

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Job Title Senior Mobility Administrator

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Information Technology, or a related technology field, plus three (3) years of mobility experience, or an equivalent combination of education and experience. Two (2) years of mobile server administration experience preferred. Certified mobile administrator. Network+ Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Detailed knowledge and experience working with Mobile Device Management. Detailed knowledge of the principles and practices in administration and maintenance of Mobile Device Management software and equipment. Detailed knowledge of various mobile technologies and operating systems: IOS, BES, Android. Working knowledge and experience with MDM deployment, design, and administration. Working knowledge of the methods and practices in full software development lifecycle: including business/system analysis, gathering requirements, development, testing, and delivery. Working knowledge in the practices of interfacing with service providers and mobile technology vendors. Working knowledge of network technologies. Working knowledge of mobile and cellular technologies. Strong Windows Server Administration skills and experience. Strong analytical skills. Strong oral and written communication skills. Strong computer skills. Strong troubleshooting skills. Good project management skills. Good interpersonal skills. Good customer service skills. Ability to administer and configure MDM servers along with MDM software. Ability to test, configure, and implement mobile solutions into existing MDM environment. Ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels. Ability to consistently meet deadlines. Ability to multi-task and work independently on most complex assignments. Ability to administer and configure servers with MDM software. Ability to analyze data and create succinct reports using Excel to determine trends and anomalies.

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Job Title: Telecom Engineer

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Telecommunications, Engineering Technology or a related field, plus five (5) years of experience in network engineering or Avaya design and support, or an equivalent combination of education and experience. Avaya Certified Support Specialist and/or Avaya Certified Implementation Specialist certifications preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the practices and methods of telecommunications administration and maintenance, preferably with S8XXX, Cajun Data Switches, and Avaya G3r and G3si. Working knowledge of the principles and practices in administration and maintenance of trunking between multiple Avaya voice systems. Working knowledge of the principles and practices in administration and maintenance of Audix messaging system, Modular Messaging servers, Voice Portal IVR servers, and Meeting Exchange servers. Working knowledge of the principles and practices in pulling , tracing, and terminating voice and data cabling and wiring. Working knowledge in the practices of interfacing AT&T and other service-provided voice circuits with the Avaya voice systems. Working knowledge of the practices and methods of creating and managing AT&T and Avaya trouble tickets; installing and disconnecting AT&T regulated and unregulated voice and data circuits. Working knowledge of telecommunications systems analysis, program design and specification, programming, testing, and documentation. Strong analytical skills. Strong oral and written communication skills. Strong computer skills. Good interpersonal skills. Good customer service skills. Ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels. Ability to consistently meet deadlines. Ability to multi-task and work independently on most complex assignments. Ability to gather requirements, analyze systems, develop solutions, test, and document changes. Ability to gather, understand, document, and translate business requirements in system solutions.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Bus Mechanic

Location Chicago, IL, US
Job Type Full - Time Permanent
Department Bus Maintenance

Position Summary

SALARY TARGET: \$16.38-\$32.77 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent.
Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements.
Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.
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Part Time Service Agent (car detailer) Chicago (Stony Island) IL (Enterprise)

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
May be responsible for maintaining an inventory of cleaning supplies
May assist with local automobile deliveries
Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old
Must have 1 year of prior work experience
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
Must be willing to accept the starting pay of \$8.25/hr

Must be able to work the following schedule:

Tuesday, Wednesday, Thursday: 7:30am - 12pm

Saturday: 9am - 12pm

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Management Trainee Waukegan\Zion\Highland Park\Lake Bluff\Lake Forest

Regardless of college major or professional experience, nearly 100% of our full-time employees start out in our Management Training Program. This allows everyone to learn our business from the ground up and understand how they play a significant role in seeing it succeed.

Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees.

During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

As you progress, increasingly more opportunities will become available to you. You can choose, as most people do, to continue your rewarding ascent within our Rental Operations managerial track or you can explore one of many other exciting options including Fleet Management, Human Resources, Car Sales, Accounting, Marketing and more.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Bachelor's degree required. Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service. Management/Supervisory/Leadership

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years. No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI). Must be at least 18 years old. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at [http://enterpriseholdings.tmpseoqa.com/illinois/management-trainee/jobid5946539-management-trainee-waukegan_zion_highland-park_lake-bluff_lake-forest-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/management-trainee/jobid5946539-management-trainee-waukegan_zion_highland-park_lake-bluff_lake-forest-(enterprise)-jobs)

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Part Time Service Agent Western and Roosevelt (Enterprise)

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner. The starting salary for this position is \$8.25/hr.

This position is located at: 1224 S WESTERN AVE., CHICAGO IL 60608

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle
Verify appropriate stickers are attached to vehicle (registration, plates, etc.)
May be responsible for maintaining an inventory of cleaning supplies
May assist with local automobile deliveries
Perform miscellaneous job-related duties as assigned
Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old
Must have one year of prior work experience.
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be willing to work for 8.25/hr.
Must be willing to work up to 25 hours/week.
Apart from religious observations, must be able to work one of the following schedules:
Monday - Friday: 1:00pm - 6:00pm

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Part Time Sr. Customer Assistance Representative West & Northwest Suburbs

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

Responsibilities:

Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors. Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned. Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner Provide directions and general assistance. Assist to assess condition of rental upon return. Process returns, check-ins and exit kiosk transactions Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed Understand and communicate rental terms and conditions, vehicle features and other services. Selling optional protection products, upgrades, fuel options and other additional equipment. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing Perform miscellaneous and backup duties job-related duties as assigned Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

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

Prefer experience working in a sales environment. Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years. No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI). Must be at least 18 years old. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

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

Saturday 8:30AM-12:30PM Sunday 9:00AM-1:00PM

Apply online at [http://enterpriseholdings.tmpseoqa.com/illinois/customer-service/jobid6015357-part-time-sr.-customer-assistance-representative-west-%EF%B9%A0-northwest-suburbs-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/customer-service/jobid6015357-part-time-sr.-customer-assistance-representative-west-%EF%B9%A0-northwest-suburbs-(enterprise)-jobs)

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Part Time Branch Shuttle Driver Deer Park\Kildeer IL (Enterprise)

The Branch Shuttle Driver for Deer Park/Kildeer, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Responsibilities:

The Part Time Branch Shuttle Driver is responsible for the transporting of fleet cars to and from rental locations, transporting customers, as well as navigating written directions. Deliver vehicles and customers in a courteous and professional manner Provide customer service and courtesy including greeting customers upon pick-up (ie. hand shake, opening doors, positive attitude, thank customer for business) Provide safe, clean and comfortable transportation (shuttle vehicle should be clean upon arrival and drop off of customer) May be asked to assist customers with belongings, directions, car options Drive locally or out of area as needed, following all traffic signals and rules of the road Ability to answer general rental questions regarding policies and procedures Notify manager of any customer service or vehicle issues including daily maintenance, including but not limited to ensuring proper oil, tire, and fluid levels May be asked to perform miscellaneous job-related duties assigned Maintain regular and reliable level of attendance and punctuality Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age
6 months work experience required
Previous customer service experience
Must have valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past three years.
No drug or alcohol related conviction on driving record in the past three years.
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
Must have reliable transportation to and from Deer Park/Kildeer, IL
Customer Service experience preferred
Must have at least 6 months of work experience
Must be willing to work for \$8.25/hr
Must be able to work up to 25 hours per week (flexible with scheduling)

Apply online at [http://enterpriseholdings.tmpseoqa.com/illinois/driver/jobid6335779-part-time-branch-shuttle-driver-deer-park_kildeer-il-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/driver/jobid6335779-part-time-branch-shuttle-driver-deer-park_kildeer-il-(enterprise)-jobs)

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Title Call Center Operations Analyst

Job Description Integrys Business Support, a subsidiary of Integrys Energy Group, is seeking an experienced Call Center Operations Analyst for Chicago. The responsibilities of this position require participation in or managing projects and initiatives which impact the division operationally, financially or from a customer relations perspective. A principle objective of an Analyst is to provide analytical support, project management and process improvement to the Division. An Analyst works under minimal supervision, has decision making authority and generally reporting to the senior supervisor of the department. Responsible for tactical implementation of workforce management strategies, resource planning, and service level management in the Residential Call Center and Business Solutions Center. Responsible for developing, implementing and reporting metrics in an accurate and timely manner to track performance. Partner with the multiple Customer Care leaders to identify and meet resource requirements across the organization. Develop partnerships with numerous internal and external organizations to maximize the efficiency and effectiveness across the Customer Relations organization.

Minimum Qualifications

- 5+ years - Contact Center/Customer Relations Experience; Strong focus on quality and productivity improvements
- 3+ years - Computer technology; windows applications, Microsoft applications
- 3+ years - Experience in quantitative and qualitative analysis, and problem solving techniques, root cause analysis, quality assurance practices and concepts.
- 3+ years - Excellent verbal and written communication skills, organizational, project and time management skills
- 3+ years - Business related experience including customer interaction. Understanding of processes to handle customer interactions.
- 3+ years - Informal/formal leadership in a call center environment

Preferred Qualifications

- Bachelors Degree in Discipline: Business, Communications, Management

Learn more about careers within Integrys at www.integrysgroup.com/career.

Equal Opportunity/Affirmative Action Employer

All qualified candidates, including minorities, women, veterans and people with disabilities are encouraged to apply.

Request Type Regular

Location(s) IL-Chicago

Requisition ID 978BR

Removal Date 11-Jan-2015

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Job Title: Physician Specialist - Option C/D - Opt 18

Agency: Human Services

Closing Date/Time: Mon. 01/05/15 4:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: EMHC-14-3106

Description of Duties/Essential Functions Benefits Supplemental Questions
As a primary physician specializing in the field of psychiatry, this position will be assigned Facility Wide. Conducts evaluations, orders and interprets lab tests and other medical and clinical diagnostic procedures; prescribes medications and other therapeutic treatment procedures. Performs medical exams; makes medical diagnosis and provides treatment and services to patients. Serves on a treatment team, evaluates patient progress and provides individual group and family therapy. Serves as a unit Psychiatrist and coordinates medical audits or medical program reviews and evaluations. Provides specialized medical consultative or program and policy advisory services. Serves on medical committees.

Minimum Requirements: Requires an Illinois Licensed Physician with Board Certification or Board Eligible in Psychiatry.

Work Hours & Location/Agency Contact: 08:00am - 4:00pm

Elgin Mental Health Center - Facility Wide

CONTACT INFORMATION: Human Resource Office

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

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).

Option 18 - Psychiatry & Neurology

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Job Title: Public Service Administrator - Opt 2

Agency: Financial & Professional Regulation

Closing Date/Time: Tue. 01/06/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 9791

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in accounting and/or finance. Requires prior experience equivalent to three years of progressively responsible administrative experience in accounting, finance or related field. Requires extensive knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; staff utilization and employee motivation; labor and employment development; agency policies and procedures. Requires ability to analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Requires the ability to travel.

Specialized Skills: Requires extensive knowledge of professional licensing laws, rules and regulations administered by the Division of Financial Institutions.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial & Professional Regulation

Financial Institutions/Credit Union/Problem Case Officer

100 W. Randolph Street - 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

217-217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 2 - Fiscal Mgt/Acct-Insur---

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

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

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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

How to Apply:

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

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Job Title: 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

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, and in conformance to established standards, procedures and policy, provides full range of professional nursing services in the care and treatment of patients. Responsible for assigned nursing care activities on a health care unit, utilizing professional training and experience in the field of nursing. Prepares and maintains medical records and histories such as recording physician's orders, charting medications, recording patient reactions and behavior. Make regular rounds of patients in relation to nursing duties and physician rounds. Consults with physician and other professional staff regarding patient treatment and care.

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 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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Jobs at Costco Wholesale

Cashier Assistant

Packs member orders into boxes and transfers items to a separate cart for Cashiers. Performs cleanup, cart retrieval, merchandise restocking and runs for items as directed.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Jobs at Costco Wholesale

Cashier

Processes member orders, collects payment while providing a high level of member service. Performs clean up, department set-up and closing tasks as necessary.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Jobs at Costco Wholesale

Stocker

Stocks and straightens merchandise for sale in the warehouse. Clears and cleans aisles, and assists members.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Jobs at Costco Wholesale

Food Service Assistant

Prepares and sells food and drinks to customers. Pulls and stocks supplies and ingredients, cleans kitchen area and eating area. Provides prompt and courteous member service.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

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Jobs at Costco Wholesale

Bakery Wrapper

Garnishes, weighs, wraps, labels and merchandises bakery products.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Jobs at Costco Wholesale

Service Deli Assistant

Prepares, packages, and labels meals, entrees, salads, party trays, rotisserie chicken, ribs, sushi, and sliced meats and cheeses. Assembles take-and-bake pizzas.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Jobs at Costco Wholesale

Membership Assistant

Processes member sign ups, renewals and added cards. Instructs members and potential members about membership, warehouse and credit programs. Assists members regarding item availability. Issues replacement and temporary cards, keys credit applications and provides a high level of member service.

Apply online at <http://www.costco.com/job-opportunities.html#warehouse>

Data Entry Clerk

OfficeTeam - Chicago, IL

A Robert Half / OfficeTeam client in the Rosemont area is seeking a Data Entry Clerk for a temporary opportunity. As communicated by the OfficeTeam client, the Data Entry Clerks duties include (but are not limited to) entering inventory data and other general office duties.

If you meet the requirements for this Data Entry Clerk position and would like to be considered, please contact OfficeTeam (in Rosemont) and forward your resume to izabela.szrajer@roberthalf.com Basic Data Entry Alphanumeric, Basic MS Excel, Basic MS Word.

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Building Maintenance Technician (Enterprise)

Responsibilities:

General maintenance and repair work including (but not limited to):

Electrical: Ballasts, bulbs, parking lot lights, outlet installation, dedicated circuits, and sign repair, comfort with higher voltage, electrical troubleshooting

Plumbing: Clogs, drain cleaning, sink/faucet repair/replacement, toilet repair/replacement, leak repair, hot water heater repair/replacement, basin cleaning in garages, pit/drain cleaning and snaking in garages, repair of broken pipes, sweat pipes.

Painting: Latex/oil based paints, brush and roller applications, plaster, drywall and wallpaper repair.

Glass: tempered, board ups Locks: Deadbolts, levers, all hardware

Doors: Metal/wood, closers, hinges, sweeps, etc.

IT: Tele-data wiring, Low voltage cable work

HVAC: working knowledge of HVAC systems and minor repair

Moving items as needed (i.e. furniture, file cabinets, boxes, etc.)

Delivery of office and building supplies to the correct departments and locations

Cleaning not assigned to the cleaning crew

Exhibit a professional appearance and comply with all uniform requirements

Maintain a regular and reliable level of attendance and punctuality

Small appliance and equipment installation (pressure washers, air compressors, etc...)

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

We are looking for individuals with solid work ethic, communication ability and enjoy working with hands-on projects. The ideal candidate will possess the following:

Must be at least 18 years of age. Electrical, Plumbing, or HVAC trade skill(s) REQUIRED (Minimum 2 years of experience within the last 4 years of at least one of these trades)

Experience with repair/maintenance of household items ("handyman" type skills)

Must have no more than 1 moving violation in the past 3 years on driving record

Must be authorized to work in the United States and not require work authorization

sponsorship by our company for this position now or in the future. Ability to lift at least 80 pounds repeatedly due to heavy equipment. Ability to move and climb ladders (6-30 feet) Strong communication and time management skills

Be able to analyze problems and work through them independently.

Must be willing to accept a minimum starting pay of \$17.50/hr (but is negotiable based on experience and/or certifications)

Apply online at

[http://enterpriseholdings.tmpseoqa.com/illinois/mechanic/jobid6525038-building-maintenance-technician-\(enterprise\)-jobs](http://enterpriseholdings.tmpseoqa.com/illinois/mechanic/jobid6525038-building-maintenance-technician-(enterprise)-jobs)

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