



Job Title Housekeeping & Laundry Associate

Company Name The Mather

Location Evanston, Illinois Job Type Full-time

Description: Performs housekeeping services to maintain an attractive, clean, comfortable, and safe environment for residents, guests, and staff and performs various laundry duties following Mather LifeWays procedures and standards of performance. Creates meaningful moments in the lives of residents, visitors, and staff by demonstrating EMI (eliminating my impossibilities) behaviors. Required: Written and verbal communication skills to understand and follow basic instructions and interact effectively with residents. Preferred: High school or equivalent; previous commercial or volume laundry experience and previous housekeeping experience; previous experience in or an interest in learning about floor care. Current need is for 3rd shift, 11:00 p.m. to 7:00 a.m.

Apply online at <http://www.matherlifeways.com/jobs/view/housekeeping-laundry-associate>

Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift. Assigns work to employees utilizing Oracle. Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance. Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License. The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Job Title: Program Integrity Auditor Trainee

Agency: Healthcare & Family Services

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

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IG0598

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills and to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the state to assist senior auditors in conducting audits.

Minimum Requirements:

Requires possession of a bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Office of Inspector General / Bureau of Medicaid Integrity
401 S. Clinton, 5th Floor Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel
412 N. 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104

Fax Number (217) 782-7969

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: 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: 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 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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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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Job Title: Data Processing Assistant - Opt 1

Agency: Revenue
Closing Date/Time: Continuous
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CP 11420 084 1

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by one year previous related experience such as is typically gained at the Data Processing Operator level. Requires working knowledge of basic mathematics, requires working knowledge of data processing operation procedures. Physical requirements of this position are lifting and carrying boxes weighing from 25 to 100 pounds, pushing and pulling carts full of work, reaching above shoulder level, stooping and standing for sustained periods and walking.

Work Hours & Location/Agency Contact:

The position in question is considered a continuous posting. The basis of the continuous posting is the on-going acceptance of applications. This process allows us to maintain a pool of qualified candidates as vacancies occur.

Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Revenue
101 W. Jefferson Springfield, IL (Sangamon County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Computer Operations

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Building Maintenance Person

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field. Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment.

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=514

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Job Title: Information Specialist I (Audit Emphasis)

Agency: Auditor General *

Closing Date/Time: Wed. 01/14/15 3:00 PM Central Time

Salary: \$38,004.00 - \$42,004.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Bid ID#: 120912

Minimum Requirements:

-Bachelor's degree in computer science, accounting, business administration, or similar field

-Strong analytical and technical skills

-Must be able to work as part of a team, take initiative, and meet deadlines

Work Hours & Location/Agency Contact:

Work Hours:

8:30 a.m. - 4:30 p.m. Monday - Friday

Location:

Illinois Office of the Auditor General

740 E. Ash

Springfield, IL 62703-3154

Contact

Jim Dahlquist

Senior Administrative Manager

How to Apply:

Interested applicants must submit a completed Illinois Auditor General employment

application to: Jim Dahlquist / Senior Administrative Manager

Office of the Auditor General 740 E. Ash Street Springfield, Illinois 62703-3154

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at jdahlquist@auditor.illinois.gov, write to the above address, or download our application form online at www.auditor.illinois.gov. Assistance in completing the application is available for applicants with disabilities.

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Job Title: Office Assistant - Opt 1

Agency: Transportation

Closing Date/Time: Wed. 12/31/14 4:30 PM Central Time

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: IPR#40152

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Records Center Manager, performs maintenance of the department's records management systems for management of the department's paper documents, digitally imaged records, microfilm; and performs a variety of other related clerical duties.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and on year of related office experience. Must be able to lift 35 pounds in the performance of duties. Ensures compliance with departmental safety rules.

Work Hours & Location/Agency Contact:

Office of Finance & Administration/Bureau of Business Services/Records Center, 2300 S. Dirksen Pkwy, Springfield

8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday

How to Apply:

SUBMIT BID TO: Halie Zulauf, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764
Fax: 217/557-3134

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

Option 1 – General

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Job Title: Probation Program Assistant

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Closing Date/Time: Fri. 01/09/15 5:00 PM Central Time

Salary: \$30,247.00 / Year

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1 Bid ID#: 105

Description of Duties/Essential Functions Benefits Supplemental Questions

The Probation Program Assistant (Data Entry/Reporting) assists in the processing and maintenance of statistical data submitted to the Probation Division by Illinois' probation and court services departments and assists in developing data computations and analyses. Responsibilities include: performs quality control and reviews monthly statistical reports for accuracy; enters statistical data into multiple databases applying prescribed directions and statistical definitions; prepares correspondence, lists and reports for dissemination; compiles data and creates charts and tables for analyses; provides administrative support to the Probation Services Division.

Education/Experience & Skill: Minimum: Associate's degree with a minimum of four (4) years of office experience performing secretarial services and assistance to a manager with strong attention to detail.

Preferred: Bachelor's degree from an accredited university or college. Knowledge and understanding of Illinois judicial branch structure and functions is desirable, but not required.

PHYSICAL REQUIREMENTS: Ability to sit for extended time periods. Ability to retrieve files. Professional office working environment requiring telephone usage and ability to process written documents.

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

Administrative Office of the Illinois Courts

3101 Old Jacksonville Road Springfield, Illinois 62704 Barb Black (217) 524-6429

How to Apply:

Interested individuals should submit - via email or hard copy - a letter of interest, resume and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts Attention: Human Resource Unit, #3801

3101 Old Jacksonville Road Springfield, Illinois 62704

courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, January 9, 2015 will be given first consideration.

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Supervisor/Dispatcher

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including, but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers, and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Other duties as assigned or required.

Qualifications:

Qualified candidate must be 21 years of age and have at least five (5) years experience in transportation. Must have, or be able to obtain, a valid Illinois Commercial Driver's License (CDL), Class B.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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. Management experience preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=305

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Job Title: Executive Assistant

Department: Human Patient Simulation

Shift: 1st

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

Job Number: 2014-2452

Position Highlights:

The Executive Assistant for the simulation center provides advanced administrative duties for the Center staff. The assistant will be well organized, detail-oriented and have the ability to interact effectively with students, faculty and staff. The incumbent plays a key and critical role in tracking and maximizing the utilization of the Center. The Executive Assistant will support production and dissemination of reports that measure participant experience and learning. The assistant collaborates successfully with Center staff and may be asked to support other functions of the Center. The incumbent will be directly responsible for the organization and coordination of scheduled simulation training events, inventory, purchasing and replacement of supplies for the Simulation Center and other related programs. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma required. Bachelor's degree preferred.

3 years or more professional administrative experience in a healthcare setting preferred

Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently

Must possess strong project and time management skills.

Intermediate to advanced computer skills in Word, Excel/Access, PowerPoint and Outlook Calendar.

Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141223113135&

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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 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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Driver Merchandiser Relief- Class A Required - Chicago, IL

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

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 CDL 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.

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/driver-merchandiser-relief-class-a-required-chicagoil-chicago-illinois-job-1-5004776>

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Market Development Manager - Chicago

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV044376

Full or Part Time : Regular Employee FT

Territory will be downtown Chicago.

To develop, maintain and grow On Premise and CDC account volume and gross profit within an assigned territory. This person will be responsible for account development and retention, new account acquisition and face to face order taking within the confined geography. They will have the ability to alter distribution, frequency and order taking procedures, to better meet the customer's needs. The position may cross multiple facility boundaries.

1. Execute and close sales calls, focused on value-added selling activities in specified accounts. - Execute Looks of Success in outlets, sell and implement campaigns, and sell promotional programming. - Manage appropriate store inventory levels. - Support contract renewal negotiations as requested.- Generate IRR analysis. - Develop customer relationships.- Review business results with customers. - Ensure assets meet minimum performance requirements and develop a plan of action for those assets generating zero or low volume. - Establish and achieve equipment placement goals - Tracks daily, weekly and monthly call activity and performance measurements against assigned goals and expectations. - Manage all assigned Customer Support Tickets through to closure. 2. [AMOP function] - In connection with an Order Replenishment sales call, - Ensure account meets Company merchandising standards, - Determine stores' product needs, - Place and transmit appropriate order in conjunction with existing geographic sales routes - Sell in incremental displays and equipment placements; - Sell in promotional programs and - Ensure customer compliance. 3. Communicate account and market knowledge to Sales Center, to include information on new customers. 4. Assure account and customer standards are met; including assuring proper POS is executed and proper maintenance of company assets. 5. Check for proper company standards in product rotation. 6. Resolve customer inquiries, including researching and closing Customer Service Tickets. 7. Transport, replace and maintain Point of Sale advertising as appropriate for account. 8. Periodic lifting of 50+ pounds, bending, reaching, kneeling. 9. Business Development Function - Acquire specific number of accounts based on assigned territory opportunity - Set up new accounts with channel LOS - Qualify acco Required - High School - GED or Diploma - 1+ years general sales experience Preferred - Bachelor's Degree - 2+ years sales and customer service specific experience

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/market-development-manager-chicago-chicago-illinois-job-1-5002027>

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Inventory Planner - Niles, IL

Talent Area : Supply Chain

Location : Niles, IL, USA

Requisition Number : 7679

Full or Part Time : Regular Employee FT

Position Description

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
- Monitor and track syrup usage in production runs.
- Reconcile and confirm daily production orders.
- Track and report efficiencies and yields associated with inventory/production.
- Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.

- Report to management/supervision daily out of stock items/materials
- Perform weekly age analysis and report any close dated product.
- Assist in the training and development of departmental personnel.

- Manage produced product replenishments to surrounding Sales Centers.
- Manage inventory levels to plan at a third party warehouse.
- Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
- High level of customer service focus and response required as an operations liaison to a Sales Center.

- Create and prioritize product replenishments (IBT's) to meet the DRP plan.
- Generate and review daily reports.
- Prepare and file reports.
- Other duties as assigned by management.

- High School Diploma or GED required.
- Bachelor's Degree in a related field preferred.
- Minimum of 1 year Inventory Control experience.
- Background knowledge of SAP 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/inventory-planner-niles-il-niles-illinois-job-1-4999801>

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

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Other Location :

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.

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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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Parts Expeditor

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00028235

Full or Part Time : Regular Employee FT

Position Description

The Parts Expeditor insures accurate communication between the field service employees and the service parts warehouse order system. The expeditor manages the order and control processes for parts inventories.

The expeditor is responsible for recommending changes in the min/max levels of parts inventories for the employees' van stock. The expeditor manages the completion of purchase orders with the employees they are assigned.

This position is responsible for tracking and reporting the accuracy and status of order fulfillment. The expeditors are responsible for ordering, maintaining the min/max system in BASIS, transfers for service parts. - 40%

Creating purchase orders for parts and placing the orders - 20%-Communicating with field employees about parts issues - 10%-Assisting A/P with invoice issues - 10%-Researching parts information for field employees - 5%-Assisting settlement with part issues involved in activity settlement - 5%-Assist with the distribution of parts to employees

EDUCATION LEVEL REQUIRED

High School Diploma

EXPERIENCE REQUIRED BASIS knowledge EXPERIENCE PREFERRED Service or Installation field experience or Service Dispatch TECHNICAL KNOWLEDGE AND SKILLS Basic Computer Skills BASIS EC knowledge Organization skills Attention to detail

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/parts-expeditor-alsip-illinois-job-1-4983763>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00027979

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines - Remain aware of and trained on all technical advances within the area of responsibility - Answer and complete service calls in an efficient manner - Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals - Maintain an accurate log of all parts used and assist in maintaining inventory - Support and assist mechanics with expertise in electrical equipment

- High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience - Ability to read and utilize schematics in equipment repair - Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems - Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules - Solid PC system skills and ability to use software applications

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.

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