



Record Center Specialist

Requisition # 2014-7969

Job Location(s) US-IL-Chicago

Category Operations

Type Full-Time

Work From Home (Virtual) No

Responsibilities: The Record Center Specialist serves customers by maintaining and processing physical assets stored in our warehouse. These vital team members process incoming and outgoing orders while also loading/moving boxed items and wheeled bins. The RCS handles destructions, internal moves, permanent withdrawals and special projects. They collaborate with team members to enable success for all. Process incoming orders; scan carton barcodes and locations on Safekeeper system; Investigate and resolve any order discrepancy for incoming or outgoing orders; manifest all orders, bundle and prepare for shipment. Accurately prepare all necessary paperwork. Communicate any difficult order issues to manager; Inspect and maintain all equipment, including Telxon scanner, wedge, Safekeeper terminal and ladders. Collaborate with team members. Observe safety procedures and report any safety issues. Perform all physical requirements without assistance; Travel between facilities when necessary. Mentor others as opportunities arise; Work on your feet all day. Lift, load and move boxes (average weight: 40 pounds); Climb stairs, lift up to 70 pounds and be able to use tools to maneuver materials

Qualifications:

High school diploma or equivalent; At least one to two years' experience in a warehouse/physical atmosphere and/or service industry and/or team-focused environment; Basic computer skills required; Strong attention to detail; Commitment to adhere to and enforce all security procedures; Work well in a team environment

Compliance Obligations: It is the responsibility of every Iron Mountain employee: to comply with all applicable laws, rules, regulations, and company policies to exhibit ethical behavior in accordance with our Code of Ethics and Business Conduct to complete required training within the allotted time frame

Iron Mountain is an equal opportunity employer, and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, marital status, age, sexual orientation, gender identity characteristics or expression, disability, medical condition, U.S. Military or veteran status or other legally protected classifications in making employment decisions.

Apply online at <https://careers-ironmountain.icims.com/jobs/7969/record-center-specialist/job?mode=job&iis=Indeed&iisn=Indeed.com>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Customer Service Supv

Location: Chicago, IL
Requisition ID: 762-869218
Posting Date: 12/11/2014
Shift: Flexible

GENERAL PURPOSE OF POSITION:

The Customer Service Supervisor (CSS) is responsible for ensuring the highest level of customer service throughout the store. As a leader on the customer service team, the CSS will assist in the supervision of cashiers and customer service associates. This individual will focus on improving the overall customer experience through interaction with customers on the selling floor.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Drive the delivery of exceptional customer service by insisting on friendliness and creating a heads up mentality on the part of all store associates. Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer serv

Direct Supervisor Job Requirements - Internal Use Only -

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-4952049>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Storage Facility Housekeeper

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

Description:

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

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

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

Prior cleaning service or custodial experience is preferred.

Work Status:
Moonlighter

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

Sun - 9am to 8pm

Mon - NA

Tue - NA
Wed - NA

Thu - 9am to 9pm

Fri - 9am to 8pm

Sat - 9am to 8pm

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Facility Maintenance Technician

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

Description:

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

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

Responsible for all routine roof and signage inspections.

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

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=143806&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Facility Maintenance Helper

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

Description:

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

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

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

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

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=143807&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Administrative Assistant, Intermediate

YMCA of the USA

Location: Chicago, IL

Job Description

The Administrative Assistant, Intermediate is responsible for providing administrative and project support for the department. This work consists of coordinating and assisting with the logistics and operations of events while helping to meet departmental and organizational goals.

EFFECT ON END RESULTS/STRATEGIC IMPACT

This position is responsible for managing the administrative functions and project support for the department. This support will lead to the success of department projects and events.

Qualifications

- Associate's degree is required. Bachelor's degree is preferred
- Minimum 3 years of experience administrative support experience is required
- Ability to travel approximately 10% of the time is required
- Excellent verbal, written and interpersonal communication skills are required
- Intermediate skills in Microsoft Office (Word, Excel, PowerPoint, Access and Outlook) are required
- Excellent editing skills are required
- Excellent customer service skills are required
- Excellent attention to detail and organizational skills are required
- Critical thinking, problem solving, and analytical skills are required
- Ability to convey a positive and professional image is required
- Ability to complete work accurately, under pressure and meet deadlines is required
- Knowledge of budgeting, general accounting principles and working with accounts receivables/payable and financial statements is preferred
- Experience working for multiple leaders on multiple projects is preferred
- Must possess initiative and ability to work independently with minimal supervision
- Ability to work with off-site staff is required
- Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

Salary: \$36,900.00 - \$41,500.00

Apply Online

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=20382&lang=en_US

Resumes Accepted Until - 1/9/2015

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



U-Box Customer Care Representative

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

Description:

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

Requirements:

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

Work Status:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 7pm
Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137751&mode=

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Title: Recreation Leader - Windy City Hoops (part-time) Repost

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Fridays and Saturdays for up to one year.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required but may be waived for seasonal employees that are deferred through special hiring programs.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

EXPECTED SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Analyst, Bus Scheduling

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Planning - Scheduling

SALARY TARGET: \$60,000 - \$68,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Produces bus schedules to maximize the use of CTA equipment and manpower resources while minimizing unnecessary costs and adhering to bus operator rules. Produces timely and accurate schedule data and materials for pick process and special schedules. Diagnoses schedule reliability problems related to scheduled running times and recovery times and recommends improvements to schedules.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Transportation, Geography, Urban Planning, Logistics or similar field of study. Weekend and early/late-hour work may be required.

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 of CTA rail and bus operations and service area. Working knowledge of HASTUS scheduling software application preferred. Basic knowledge of the methods, techniques, principles and practices of transportation scheduling. Strong Microsoft Office Suite skills, including Word, Excel and Outlook. Good communication skills, both verbally and in writing. Ability to learn how to utilize computerized methods for developing routes and schedules. Ability to make mathematical computations and ability to interpret and apply labor contract provisions as they relate to schedule writing, run cutting and pick procedures.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title Bus Controller

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Control Center

SALARY TARGET: \$38.54 PER HOUR as of 12-24-2014.

EDUCATION/EXPERIENCE REQUIREMENTS

Must currently be employed in Bus Operations as a Bus Service Supervisor/Bus Instructor (with a minimum of three (3) years of experience as a qualified supervisor) or Communication/Power Control or applicant must possess the necessary education and/or experience in a related field or industry. Must possess a Bachelor's Degree or combination of education and experience relating to this position. Proof of education must be provided at time of application. Required to possess knowledge of the bus routes and street patterns, operating regulations and scheduling techniques. Must be able to read and interpret all scheduling related material. Required to submit and pass drug and alcohol testing. Required to pass certification/re-certification test(s). Required to sit at a workstation with computer terminals.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess a comprehensive knowledge of computers to input and retrieve pertinent data. Must possess a comprehensive knowledge of the characteristics of the various types of revenue equipment. Must possess a general knowledge of bus operations equipment. Must possess a thorough knowledge of the Authority's fare structure. Required to possess comprehensive knowledge of troubleshooting and restoration of service techniques. Must be able to write and express oneself in a clear, logical, and comprehensive manner. Must be able to document occurrences or events in a chronological order. Required to develop and maintain effective working relationships with Authority personnel and outside agencies. Must possess communication skills suitable for providing clear and concise radio communication and public address announcements. Must also possess a thorough knowledge of bus and rail operations.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title Claims Adjuster

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Worker's Compensation, Human Resources

Position Summary

Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, manages claims and contains costs associated with work related injuries and illnesses, in accordance with State of Illinois Workers' Compensation Laws.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in any field. Three (3) or more years of experience managing Illinois Worker's Compensation claims, including some experience working in a union environment and with a Third Party Administrator, or an equivalent combination of education and experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong knowledge of the Illinois Workers' Compensation Act and the Illinois Workers' Compensation Commission. Strong knowledge of Workers' Compensation industry standards and best practices. Knowledge of the Family Medical Leave Act and Short Term Disability processes. Strong verbal and written communication skills.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Signal Engineer II

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Signal Engineering

SALARY TARGET: \$46.10 PER HOUR as of 12-24-2014.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Electrical Engineering.

Approximately 3 years related experience with signal design work to design and plan layouts for signal, interlocking and crossing protection.

Must have experience as a Signal Engineer I or a comparable position pertaining to control system design. Required to have a valid Illinois Driver's License.

PHYSICAL REQUIREMENTS: Light physical effort required.

Required to climb stairs, walk on right-of-way for extended distances.

Subject to prevailing weather when traveling the Chicago Metropolitan Area when conducting field inspections, investigations and infrastructure assessments of shops, garages, yards, terminals and elevated subway and ballasted track areas adjacent to electrified contact rails and moving vehicles.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of signal and interlocking equipment capabilities and limitations.

Knowledge of the control and braking equipment of rolling stock in order to coordinate same with signaling principles. Familiarity with electronic test equipment, oscilloscopes, ammeters and multimeters. Possess knowledge and skills necessary to operate a personal computer, be familiar with spreadsheets and word processing programs such as Excel and Word and familiar with cad design, particularly AutoCAD. Required to write and express oneself in a clear, logical and comprehensible manner.

Required to be proficient in the use of mathematics.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Account Specialist

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts. He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards

Other duties as assigned

Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Accounts Payable Manager

Location: Chicago, IL

The Accounts Payable Manager serves as Museum-wide contact for finance policies and procedures, and resolves questions/issues related to invoices/expenses/purchase orders. The individual in this role will manage the administration of the Procurement Card Program, accounts payable transactions, records, staff, and systems.

The Accounts Payable Manager will maintain the master p-card holder list, tracking status of statement/receipt submissions from approved users.

Responsibilities

Ensures data integrity of accounts payable transactions posting to general ledger
Manages follow-up on outstanding invoices, and analyzes invoices prior to semi-monthly check runs

Prepares journal entries for prepaid invoices and accrued invoices for annual audit

Serves as backup to account specialist and check issuance processing as needed

Oversees the issuance of new p-cards, provides training to new p-card holders, and manages the inactivation of p-cards as necessary

Formats and uploads p-card monthly entry into Financial Edge from SDG2

Analyzes accounts payable and employee reimbursement transactions for potential p-card use, identify invoices to pay on p-card to maximize rebate, and analyzes p-card usage data to determine appropriate frequency and level of review for each p-card holder.

Maintains records and offsite storage for Finance department

Manages vendor procurement systems

Qualifications

High school diploma or equivalent required, BS preferred

Accounts payable processing and supervisory experience preferred

Understanding of financial software systems, reporting systems, and databases

Attention to detail; ability to analyze and report on data

Strong written and verbal communication skills

Ability to identify areas for improvement and implement efficiencies and process improvements

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Budget Coordinator

Location: Chicago, IL

The Budget Coordinator is a non-management position that performs various projects relating to finance, budgeting, and auditing. The individual in this role will act as the main contact for Account Specialists in the Finance Department.

This position is full-time (i.e., 35 hours/week) and benefits eligible.

Responsibilities

Budget tracking/monitoring for expense and revenue activity: create each fiscal year's Annual Budget Tracking System for all approved budgets and maintains summary of projects for Exhibitions

Supervision of procurement card activity for 35 staff members: reconciles and approves all p-card transactions for each staff member and prints out monthly billing statements and reports detailing all staff activity

Budget reconciliation: reconciles monthly finance reports with budget tracking system
E-Time review and approval: reviews and approves timesheets for 77 staff members, making changes when necessary (biweekly process)

Payroll review: reviews for accuracy, entering salary plus fringe benefits expense in budget tracking records

Revenue deposits and check pick-ups: prepares deposit slips, makes copy of each check, delivers to cashier, and enters revenue in budget tracking records

Qualifications

Bachelor's degree, preferably in accounting or related field

Minimum of one to two years experience in professional environment; previous accounting experience preferred

Proficient in Microsoft Office (i.e., Word, Excel, etc.)

Accuracy and attention to detail are imperative

Excellent organizational skills with the ability to prioritize

Effective communication skills, both verbal and written, with an emphasis on resolution of outstanding items

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance.

We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line

Monitor and maintain the flow of guests into ticketed exhibitions
Process ticket orders (cash or credit card) using the Museum's ticketing software

Provide excellent face-to-face customer service for Museum visitors
Staff coat check operations - check bags, coats and renting strollers/wheelchairs
Facilitate the admission process by providing information to visitors as they wait in line.

Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment
Must be available at least one weekend day per week
Must possess excellent communication skills
Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills
Must be able to stand, sit and move to different posts throughout a shift. • This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Team Leader, Housekeeping

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete.

The Team Leader, Housekeeping, position is 2nd shift (2:30pm - 11:00pm).

Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures

Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
Investigates new and improved cleaning instruments and methods

Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment

Coordinates work efforts to improve productivity

Other duties as assigned

Qualifications

High School Graduate

Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge

Knowledge and familiarity with chemical use and dilution rates

Communicate effectively both orally and written

Ability to successfully demonstrate leadership abilities

Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook

Ability to work all shifts during training period

Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources

Must be able to stand and walk for long periods

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Hall Program and Volunteer Administrator

Location: Chicago, IL

The Hall Program and Volunteer Administrator will recruit, train and manage a core group of Public Program adult and teen volunteers that will facilitate inquiry-based programming in The Field Museum's early childhood center, the Crown Family PlayLab, and in the Museum's exhibition halls.

In collaboration with Education team members, the Program and Volunteer Administrator will assess and revamp object-based, hands-on carts and develop a plan for frequent utilization with the goal of transforming the visitor experience and deepening the impact of education programs.

This role will also partner with the Digital Learning team to develop a suite of engagement opportunities for teens that exposes them to the relevance of science and provides a format to acquire/enhance digital literacy and 21st century learning expertise. In addition, the individual in this role will serve as Education's point person in the Crown Family PlayLab 4-6 days per month and assist with general public program needs. The Hall Program and Volunteer Administrator will report to the Public Programs Manager.

Qualifications

Bachelor's degree, with emphasis on life sciences, physical science, anthropology and/or education; Master's degree preferred

Minimum three to five years of volunteer management experience

Knowledge of research in informal education

Excellent communication skills, both written and oral

Demonstrated ability to successfully craft proposals and reports and meet program goals

Experience developing and implementing training sessions for adults and/or teens

Knowledge of research in informal education, curriculum and instruction and/or science/social science education

Demonstrated ability to work with multiple age groups, from early childhood to adult

Demonstrated success developing and implementing out-of-school time programming for teens

Ability to work independently with attention to detail

Strong organizational skills

Bilingual candidates a plus

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Floor Operations Team Supervisor

Location: Chicago, IL

The Floor Operations Team Supervisor is responsible for ensuring effective and excellent customer service for members, donors and general museum visitors. He/she strives to create a welcoming environment through positive staff-member interaction and supports the Floor Operations Manager in providing the Museum's members, donors and general visitors with high quality experiences and promotion of membership sales to meet revenue goals.

The Floor Operations Team Supervisor will report to the Membership Manager.

Responsibilities

Supervise the daily activities of the Floor Operations team at two Membership desks and one on-site sales desk: monitor the daily floor operations from pre-opening set-up to closing procedures, ensure the floor operations team is properly informed and prepared to service members and conduct membership sales, assist in scheduling and adjust staffing levels at Membership desks, and fill in staffing gaps at Membership desks and office, and coordinate the maintenance, distribution of equipment and supplies necessary to service members efficiently and effectively.

Maintain required professional knowledge and core job skills; maintain confidentiality practices of database, staff and high ethical standards.

Qualifications

Minimum two years of supervisory experience in a fast-paced customer service sales environment required, with high level of sales and cash transactions.

Ability to adhere to and execute the policies and procedures within the Membership unit of the Institutional Advancement department.

Open schedule availability – must be able to work weekends and holidays.

Proficiency in Patron's Edge, Ticket Return, and Raiser's Edge preferred.

Proficient with Google docs and Microsoft Office programs, particularly Word and Excel.

Strong written and verbal communication skills, with strong attention to detail, and ability to communicate with all Museum staff levels and donor base.

Ability to prioritize and implement strategic plans in a multiple-priority environment.

Capacity to thoroughly evaluate situations, remain calm and respond under pressure.

Must be able to work diplomatically and creatively in a diverse team environment, with ability to motivate others for team and individual growth.

Able to stand, move or sit for long periods of time; ability to lift up to 25 lbs; these expectations can be accommodated.

Apply online at <http://www.fieldmuseum.org/about/careers>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Room Attendant (Job Number: HOT0117Z)

Work Locations: President Abraham Lincoln Springfield- a Double Tree by Hilton Hotel
701 East Adams St. Springfield 62701

A Room Attendant with Doubletree by Hilton is responsible for cleaning guest rooms and responding to guest requests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

DoubleTree by Hilton understands that doing the little things well means everything. It all starts with a warm chocolate chip cookie welcome. And yet, the experience is far from cookie-cutter. The hotels are interesting, unique properties in great locations and serve as the antidote to impersonal vacations, meetings and events. Our guests stay with us because they know they/ElI enjoy an experience they truly value at a competitive price. At DoubleTree by Hilton, we provide the simple acts of care and thoughtfulness that make the traveler feel human again. Our hotels mark the end of travel/Es challenges and the beginning of a restful stay.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others