



Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 12/10/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-14-86473

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Bureau Chief, performs a variety of complex and highly confidential typing, records processing, and general office support functions for the Bureau Chief and Northern investigative staff; schedules appointments for supervisor and other investigative staff; makes travel arrangements; maintains and files office records pertaining to the operation of the Northern Investigations Office.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

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

Madden MHC 1200 S First Ave, Pavilion 12 Hines, IL 60141

How to Apply:

Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services / Lisa Horsley

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

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 - Typing

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: Office Coordinator - Opt 2

Agency: Natural Resources

Closing Date/Time: Mon. 12/15/14 5:00 PM Central Time

Salary: \$1,513.50 - \$2,111.50 monthly

Job Type: Part-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 12-32-4818

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs technical secretarial duties for the Public Service Administrator consisting of specialized clerical work in processing vouchers and maintenance of bookkeeping records, utilizing computer word processing, spreadsheet and database software, performs a variety of typing and clerical duties.

Minimum Requirements:

Knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years related office experience; working knowledge of computer programs; accurate typing at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday: 8:00 am – 2:45 pm, ½ hour lunch.

Tuesday: 8:00 am – 12:00 pm

Thursday: 8:00 am – 12:00 pm

Friday: 8:00 am – 2:00 pm, ½ hour lunch.

Wednesday, Saturday & Sunday off.

WORK LOCATION: Des Plaines State Fish & Wildlife Area

24621 N River Road Wilmington, IL 60481

WHERE TO APPLY: Des Plaines State Fish & Wildlife Area ATTN: Jeff Wepprecht

24621 N River Road Wilmington, IL 60481 Phone: 815.423.5326

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 - Typing

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



Coordinator II - (Part-Time) - HUM0000119

Humboldt Park Vocational Education Center
1645 N. California Avenue
Chicago, IL60647

Primary Objective

This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

- Works closely with the administrative staff at the college to determine the goals and objectives of the program.
- Recruits, interviews and recommends the hire of additional staff in support of the program.
- Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding.
- Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.
- Participates in program assessment and review to ensure the viability of the program.
- Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations.
- Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies.
- Performs other duties as assigned.

Qualifications

- Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program.
- A minimum of three year's previous work experience in providing services to special populations.
- Previous experience in the organization and execution of daily operations of a department.
- Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.
- Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program.
- Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC.

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



College Clerical Assistant II (Business/CIS/Paralegal Studies Department) - WIL0000267

Duties and Responsibilities

College Clerical Assistant II (Business/CIS/Paralegal Studies Department)

Overview of the position:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

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



Assistant Front Office Manager (Job Number: FRO019US)

Work Locations: Embassy Suites Chicago - Downtown/Lakefront 511 Columbus Drive Chicago 60611

An Assistant Front Office Manager with Embassy Suites Lakefront is responsible for assisting in the direction and administration of Front Office operations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of providing an inviting and comfortable experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Embassy Suites Hotels.

What will I be doing?

As an Assistant Front Office Manager, you would be responsible for assisting in the direction and administration of Front Office operations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Assist in the management of all Front Office operations to include, but not limited to, guest service and registration (check-in/check-out), room inventory and availability, guest service standards and initiatives, product quality, cost controls and overall profitability, marketing initiatives, systems use and management, budgeting and forecasting, department management, policy and procedure implementation and enforcement and meeting participation and facilitation

Assist in monitoring and developing team member performance to include, but not limited to, providing supervision, conducting counseling and evaluations and delivering recognition and reward

Recruit, interview and train team members

Assist in monitoring and assessing service and satisfaction trends, evaluate and address issues and make improvements accordingly

Oversee the VIP guest process including, but not limited to, reviewing VIP reservations and ensuring smooth check-in/check-out

Assist with up-selling techniques to promote hotel services and facilities to maximize room occupancy and overall revenue

Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events

Apply online at

https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=290399&src=JB-11960

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



Mental Health Counselor

MacNeal Hospital, Berwyn, IL
Department: BHS EXEMPT PSYCH
Schedule: Registry
Shift: Rotation

Job Details:

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

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

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

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

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

Addictions training/certification desirable. CPI certification preferred.

Current CPR Certification required.

May be required to complete phlebotomy training prior to starting work. If the employee does not have previous phlebotomy experience, on the job training can be provided.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=468284

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



Bed Flow Coordinator-1405041458

Description:

Bachelors Degree preferred

CPR certified

IL RN Licensure Required

Experience is required

This position will coordinate the placement of all admissions (elective and emergent) and transfers in accordance with the clinical standards and guidelines.

This position will also be responsible for ensuring the patient is admitted to the most appropriate bed available using criteria for admission, and determining if the patient is a candidate for observation or inpatient status.

Essential Duties and Responsibilities:

1. Manage bed availability for Med/Surg units; ICU, PCU and Limited Stay/Observation Unit and census for admission requirements.
2. Be clinically knowledgeable around disease entities; around epidemiological issues and around circumstances that may change where a patient can be placed (e.g., ACI patients)
3. Be knowledgeable about all units as to the type of patient that each unit can accept and the protocols of equipment or medications that can be used or given on each unit.
4. Ensure adequate staffing to admit patients to the units.
5. Communicate and coordinate with the directors/managers to ensure that all shifts have standardized admission, transfer and discharge procedures

Qualifications: Must have at least 5 or more years of clinical nursing experience. BSN required. Must have current IL RN license.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/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



Certified Nursing Assistant-1405041478

Description: The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills.

Qualifications: High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester of clinical completed in an RN program accepted in its place of CNA certification.

Job: Nursing
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: Full-time
Shift Type: Evenings

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

Dietary Attendant I-1405041617

Description: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Job: Maintenance, Food Service, Housekeeping and Security
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT2Y
Shift Type: Rotating

Apply online at <https://tenet.taleo.net/careersection/10100/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



ENV SERVICES AIDE I-1405041954

Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

Qualifications:

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or it's equivalent is preferred.
The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.
Previous experience in a hospital environment desirable.

Job: Maintenance, Food Service, Housekeeping and Security
Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center
Job Type: PT1
Shift Type: 8 Hour Day

Apply online at <https://tenet.taleo.net/careersection/10100/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



Environmental Services Aide II-1405041496

Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

Qualifications:

JOB SPECIFICATIONS:

Minimum one (1) years experience as a housekeeping specialist, or its equivalent. Previous hospital experience preferred.

One (1) to three (3) months of on-the-job training and experience in order to acquire a thorough knowledge of safety procedures, treatment of carpet and floorings; infection control, isolation disinfection procedures and fabric cleaning techniques. Completion of a high school diploma or its equivalent.

The physical ability necessary to frequently lift and carry moderate weights, push loaded carts and operate cleaning equipment.

The physical ability required for constant standing and walking.

The ability and manual dexterity to operate various floor machines and equipment.

Ability to read, write, and communicate in English and the ability to perform simple arithmetic calculations. Interpersonal skills necessary to occasionally interact with all levels of hospital personnel.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: Nights

Apply online at <https://tenet.taleo.net/careersection/10100/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



Part-time Package Handler

Job Category: Handler

Location: Bedford Park, Illinois

Job Description: FedEx Ground specializes in cost-effective small package shipping, offering dependable business-to-business delivery and convenient residential service. Our network safely and efficiently moves millions of packages each day utilizing some of the best technology in the industry.

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care.

FedEx Ground facilities typically have multiple sorts operating daily in each location. During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance. Individuals who are interested in being considered for a Part-time Package Handler position are required to attend a sort observation before completing an employment application. During the sort observation, interested individuals will have the opportunity to view an actual sort in operation and obtain a realistic preview of the Package Handler job.

Individuals may register for a sort observation on a first-come, first-served basis by visiting: www.WatchASort.com

Cashier

Sharks Fish & Chicken

1001 W Roosevelt Maywood, IL

Job Description

You will learn to prep and package finished food products for customers to dine in or carry out. You will also be in charge of the register and attending to customers. You will be asked to make deliveries when needed and will get to keep all of your tips from deliveries. We only deliver within a 2 mile radius, so you won't be driving too far. You will be paid your hourly wage while making deliveries to go along with your tips.

Apply online at <http://www.shiftgig.com/job/maywood/il/fast-food-attendant-job-openings-at-sharks-fish-chicken-9059731>

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



Posting Title Seasonal Admin Temp - Special Assignment Clerk

Auto req ID 46438BR

Position Type Part Time

FLSA Status Nonexempt

Job Summary

This is a temporary position not to exceed 12 weeks.

Essential Functions

- Provides clerical support to various management and operational functions, including, but not limited to, photocopying, filing, faxing, emailing and answering telephone
- Reviews, researches and/or enters data in various systems to support respective functional area
- Compiles data and provides various regular and adhoc reports to management for review and determination
- Serves as frontline customer service to receive, solve and/or escalate customer inquiries and issues. Serves as initial contact to receive IC inquiries or issues relating to settlement, uniforms, decals, etc., to route to management for appropriate resolution

Minimum Education: High School Diploma or GED required

Minimum Experience: Previous clerical or customer service experience preferred

Required Skills, Abilities and / or Licensure:

- General business skills such as typing; data entry and review; and use of phone, copier, and fax
- Software skills, including use of Microsoft Office software and web-based applications
- Customer service skills necessary to effectively and professionally respond to requests
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals

% of Travel for the Position N/A

Address 1260 Rowena Road

City Grayslake

State Illinois

Zip Code 60030-9546

Search Engine Description Operations

Domicile Location P603

EEO Statement

FedEx Ground is an equal opportunity / affirmative action employer

(Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=63863>

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



Retail Customer Service Associate

Requisition # 2014-99237

Shift Varies

Location US-IL-Chicago

Location Name Chicago IL Western Ave

Category Center

Street 3435 N Western Ave

Position Type Regular Part-Time

Zip 60618

Job Region Midwest Region 49

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

High School diploma or equivalent education; 6+ months of specialized experience

Excellent verbal and written communication skills

For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check

For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

ESSENTIAL FUNCTIONS:

Ability to stand during entire shift, excluding meal and rest periods

Ability to move and lift 55 pounds

Ability, on a consistent basis, to bend/twist at the waist and knees

Ability, on a consistent basis, to communicate effectively with customers, vendors, and other team members. Ability, on a consistent basis, to perform work activities requiring cooperation and instruction

Ability, on a consistent basis, to function in a fast-paced environment, under substantial pressure. Ability, on a consistent basis, to maintain attention and concentration for extended periods of time. Ability, on a consistent basis, to work with minimal supervision Ability, on a consistent basis, to report regularly to work and maintain established business hours in order to support the FedEx Office business; regular attendance and/or reporting could include regular attendance at a physical location and/or maintaining established business hours depending on the scope and nature of the position

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs-fedexoffice.icims.com/jobs/99237/center-consultant/job>

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



Hospitality Parcel Specialist

Requisition # 2014-98463

Shift 1st

Location US-IL-Chicago

Location Name Chicago IL Sheraton Hotel Tower

Category Center

Street 301 E North Water St

Position Type Regular Full-Time

Zip 60611

Job Region Midwest Region 49

Responsibilities: (This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

High School Diploma or equivalent education required

Minimum six months of related experience required (Warehouse and/or Hospitality Experience Preferred)

Proven strong organization and planning skills

Action oriented with skills and aptitude to excel in a customer-focused and results-driven environment

High integrity individuals who present professional image through effective written and verbal communication skills

Excellent team building and collaborative skills; ability to develop strong customer relationships

Strong problem solving skills

Ability to accurately translate and record information into electronic tracking system with 100% accuracy

Proficiency with computer systems and ability to learn new software applications quickly.

Ability to pass an OSHA certification for any equipment in center calling for such certification

Ability to move 75 pounds unassisted

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs-fedexoffice.icims.com/jobs/98463/hospitality-parcel-specialist/job>

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



Events Solutions Consultant

Requisition # 2014-96891

Shift 1st

Location US-IL-Chicago

Location Name Chicago IL Fairmont

Category Center

Street 200 N Columbus Dr

Position Type Regular Full-Time

Zip 60601

Job Region Midwest Region 49

Overview:

The Events Solutions Consultant is a center-based position in a Hospitality & Conventions Operations (HCO) location. This is a customer-focused position responsible for providing customer service that enhances the delivery of FedEx Office's (FXO) products and services. The role encompasses extensive interaction with customers and print decision makers on local sales calls, over the phone and in-center. The Events Solutions Consultant works with minimal supervision and interacts on a daily basis with customers, Center Managers, Business Development Advisors (BDA), center team members, vendors and personnel of the HCO host facility (which may be either a convention center or hotel) toward accomplishing established business objectives.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

High school diploma or equivalent education

A minimum of two years sales and/or customer service experience required

Prior experience in the hospitality industry preferred

One year work experience at FedEx Office in a role with daily exposure to current product and services preferred

Must present a professional image

Demonstrated effective written and verbal communication skills; Demonstrated presentation skills to external customers

Proven strong organization and planning skills

Proven skills and aptitude to excel in a customer-focused and results-driven environment

Demonstrated basic computer skills

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <https://jobs-fedexoffice.icims.com/jobs/96891/events-solutions-consultant/job>

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



Driver Helper

Chicago, IL

Job ID: ILJEF4

UPS is hiring individuals to work as temporary, seasonal Driver Helpers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

It requires excellent customer contact skills and a lot of walking.

As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages.

Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday

(Monday through Friday) and typically do not work on weekends or selected holidays.

Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m.

Driver Helpers must comply with UPS appearance guidelines.

Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Apply online at <http://jobs-ups.com/chicago/driver-helper/jobid6089766-driver-helper-jobs>

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



Package Handler Part Time

Chicago, IL
Job ID: ILJEF1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn & Learn program on your first day of work.

Apply online at <http://jobs-ups.com/chicago/package-handler-part-time/jobid5600854-package-handler-part-time-jobs>

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



Tractor Trailer Driver

Bedford Park, IL

Job ID: ILBED7

UPS is hiring individuals to work as full-time, temporary, seasonal Tractor-Trailer Drivers.

This position involves driving a tractor-trailer unit to one or more destinations and then returning to the original domicile during the same work shift.

Some work is performed outdoors.

Seasonal Tractor-Trailer Drivers typically work weekdays (Monday through Friday) and are required to meet driver appearance standards.

UPS Tractor-Trailer Drivers usually begin work in the evening and finish the following morning.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that you live and a doubles endorsement is desired.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Apply online at <http://jobs-ups.com/illinois/tractor-trailer-driver/jobid5577623-tractor-trailer-driver-jobs>

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



Package Delivery Driver

Bedford Park, IL

Job ID: ILBED3

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license.

Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Apply online at <http://jobs-ups.com/illinois/package-delivery-driver/jobid6080283-package-delivery-driver-jobs>

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



Part Time Twilight Plant Engineering Supervisor

Hodgkins, IL
Job ID: 63536

Job Summary

The Plant Engineering Part-Time Supervisor candidate works at the operating facility to manage Maintenance, Asset Management, Compliance, and Housekeeping of multiple facilities.

OTHER DUTIES

Perform Asset protection audits, conveyor inspection, and corrective action steps on equipment or facilities with deficiencies. Support and help with facility audits for environments and safety compliance. Support and maintain complete, accurate, current records and schedules for vendors, facilities and equipment.

Order supplies, spare parts, and equipment as needed, for the repairs, upgrade and maintenance of the facilities. Contact outside contractors for repairs and parts, develop outside vendors and contractors to perform specified services and monitor their performance. Update and maintain data and inventories for outside vendor contracts and insurance requirements. Help support, forecast and analyze control costs within the PE function. Process purchase orders, invoices and project expenses through procurement system. Prepare project bid packets including; drawings, specifications, estimates, and project documentation. Develop spreadsheets and other reports required for the activities of the Plant Engineering function. Maintain and coordinate activities for the support of the PE function. Maintain effective lines of communication and working relationships with other functions and departments.

PREFERRED COMPETENCIES

Strong oral and written communications skills, along with excellent interpersonal and organizational skills. Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint). Background in Engineering or a Technical related field.

UPS is an equal opportunity employer – race/color/religion/□ sex/national origin/veteran/disability.

Apply online at <http://jobs-ups.com/illinois/engineering/jobid5682313-part-time-twilight-plant-engineering-supervisor-jobs>

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