



Legal Mail Clerk

Canon Business Process Services - BB

Type of Position Full-Time

Shift Day Shift

Advancing Business Performance to a Higher Level

Description: Canon Business Process Services, Inc. has several openings for Legal Mail Clerks in downtown Chicago .The candidate hired will have 2 or more years experience as a mail clerk or office support. The candidate hired will be required to have a strong background in a legal environment. The Office Clerk will be responsible for delivering and sorting mail, making photo copies, scanning documents, filing documents, performing data entry, answering phones in the service center, performing hospitality duties and backing up the main receptionist desk as needed.

Shift: M-F, 8am-5pm/ 9am-6pm. Regular Business Hours. The candidate selected for hire must be open to any changes in their shift based on operational needs which may include over time.

Requirements:

2-4 years experience working in an office assistant, copy operator or shipping clerk role is desired. Must have experience in a legal environment. Must have excellent customer service skills- Ability to interface with all levels of clients and have the ability to diffuse any difficult customer situations. Excellent communication skills is required Strong computer & data entry skills (Working knowledge of MS office applications, entering data on spreadsheets and ordering items through an online system)

Mail Clerk/Shipping experience: Any experience packaging, labeling parcels for shipment. Tracking packages, sorting/distributing mail throughout an office

Hospitality experience: setting up conference rooms for meetings, stocking food and supplies in a large office pantry or kitchen, catering for meetings and beverage service

Reception/Concierge: 2 or more years experience answering phones in a front office or backing up a main reception desk. Copy/Scanning Services: 2 or more years performing copy/print jobs, scanning documents using MFDs

Filing: Any records filing experience is desired

Physical Conditions: Lifting objects 20-30 lbs, sitting/standing/walking throughout the day, performing data entry and working in a fast paced environment

Apply online at https://www.hrapply.com/jobs-cbps/AppJobView.jsp?link=21001&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.tags.bootstrap.table.JobListTable&skimName=requisition.requisition_id&skimNx=7&op=reset&electronic_referral=indeed

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Paralegal/Legal Assistant II - HIPAA Chicago, Ill.

Req ID : 324495BR

Job Code/Title : W30362:Paralegal/Legal Assistant II

Job Location(s): Chicago Illinois

Security Clearance : Public Trust

Business Unit : ESS8200 IS&GS (S8200-SWIFT)

Program : Mega 4 (HHS)

Job Class : Legal

Job Category : Hourly/Non-Exempt

Virtual : No

Relocation Available : No

Work Schedule : STANDARD-Mon-Fri/8 hours a day

Req Type : Task Order/IDIQ

Shift : First

Job Description : Lockheed Martin is looking for a Paralegal/Legal Assistant to join our team in our Chicago, Ill. office. The ideal candidate will follow established guidelines to investigate possible Health Insurance Portability and Accountability Act (HIPAA) Act of 1996 complaints. Gathers, prepares, summarizes relevant materials for use by attorneys and other legal counsel. The ideal candidate will maintain case files of new and existing complaints; perform legal research; indexes, track documents being sent to possible complainants. Respond to citizen correspondence and telephone calls.

Basic Qualifications - JD or equivalent - Experience in Title VII of the Civil Rights Act, and/or Section 504 of the Rehabilitation Act, and/or the Americans with Disabilities Act and/or the HIPAA Privacy and Security Rules; - Experience reviewing and analyzing documents. - Excellent oral and written communication skills.

Desired skills - Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) Act of 1996 and ability to use this knowledge in performing tasking; - Ability to follow prescribed procedures.

Lockheed Martin is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability status.

Apply online at

<http://search.lockheedmartinjobs.com/ShowJob/Id/34814/Paralegal%20Legal%20Assis%20tant%20II%20%20%20HIPAA%20Chicago,%20Ill.>

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EEG TECHNICIAN Registry-1505038095

Description: Accurately performs electroencephalogram testing and operates testing equipment properly in order to obtain accurate data results. Obtains pertinent patient information prior to testing, prepares and instructs patients on the purpose and specifics of the procedure; prepares the study as required for physician interpretation.

Qualifications: Completion of an accredited EEG program and HS Diploma or its equivalent. 1 year of clinical experience and must be able to operate a digital EEG machine.

Job: Laboratory and Clinical Technicians
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT2Y
Shift Type: Days

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

ENV SERVICES AIDE I Part Time Days-1505055988

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.

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: Days

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

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Administrative Coordinator (Job Number: 033278)

Description

The SOC Administrative Coordinator will work with staffing and billing resources to ensure that the proper staff are reserved on the schedule as well as having the applicable charge code(s) set up. The Administrative Coordinator will also be responsible for the creation, completion, and archiving of all project Voyager files. This will include obtaining/administering proper approvals, uploading applicable information and meeting the strict firm deadlines for archival. In addition to Voyager responsibilities, the Administrative Coordinator will assist with the non-technical portion of generating the final deliverable. Lastly, the SOC Administrative Coordinator will assist in taking meeting minutes during any meeting in which team management would deem meeting minutes necessary.

Essential Duties and Responsibilities to include, but not limited to: Ability to multi-task- Manages multiple tasks at one time; quickly and accurately shifts attention among multiple task. Communication skills - Reads, writes and speaks fluent English, using appropriate grammar, style and vocabulary. Correctly spells commonly used English words and job specific terms. Demonstrates exceptionally strong written and verbal communication skills. Organizational ability - Demonstrates a systematic approach in carrying out assignments. Is very orderly and excels at cutting through confusion and turning chaos into order. Problem solving skills - Demonstrates a strong ability to identify, analyze and solve problems. Translates problems into practical solutions. Client service skills - Consistently ensures the team provides the client with attentive, courteous and informative service. Gains and shows personal satisfaction from delivering great service. Intellectual ability - Accurately and consistently follows instructions delivered in an oral, written or diagram format. Computer skills - Comfortably and confidently uses a computer and proficient in Microsoft Word, Excel, Outlook. Qualifications: Required Skills and Experience: High school degree or equivalent required, college degree preferred. 5-7 years of administrative support experience in a corporate or professional services environment.

It is Grant Thornton's policy to promote equal employment opportunities. All personnel decisions, including, but not limited to, recruiting, hiring, training, promotion, compensation, benefits and termination, are made without regard to race, creed, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity, citizenship status, veteran status, disability or any other characteristic protected by applicable federal, state or local law.

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https://gt.taleo.net/careersection/gt_careersite_external/jobdetail.ftl?job=206461&source=Indeed

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Copywriter

Cossette - Chicago, IL

WE ARE CURRENTLY HIRING A COPYWRITER

ROLE DESCRIPTION: As a Copywriter you will be partnered with an Art Director and will report directly to the Agency Creative Director. You will be responsible for creating spectacular communication concepts that are attention grabbing and out of the box. You will write everything from pitch perfect dialog to pitchy headlines to long copy. A core focus of your work will be in the digital space. This individual will need to rationalize, all creative results against user experience management objectives. You will be expected to work on copywriting initiatives for a variety of digital campaigns such as Direct TV email design, landing page design, website design and display.

Qualifications:

A solid background in copywriting with a minimum 3 years of experience. Highly experienced in Direct Response channels is a must, including DRTV, Direct Mail, Email, Digital, landing pages, etc. Experience working with traditional mediums (OOH, Broadcast, Print etc). A strategic team player who thinks out of the box and is always willing to contribute feedback.

A good listener, strong conceptual skills, able to handle and learn from constructive criticism. Comfortable working within a busy and fast paced environment.

Experience working on higher education sector clients a plus.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. Submission of this information is voluntary and failure to provide it will not subject you to any adverse treatment nor will self identifying result in favorable treatment.

Please note this data is maintained separately from your application and is not forwarded with your application and resume to the hiring manager.

This information will be kept confidential and will only be used in accordance with the provisions of applicable laws, including those that require information to be summarized and reported to the government for civil rights enforcement.

Required experience: Copywriting: 3 years

Apply online at <http://www.indeed.com/cmp/Vision-7-International/jobs/Copywriter-9ea1d1c8f88de055?q=Broadcast>

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ENV SERVICES AIDE II Part Time nights-1505055980

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.

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: PT2Y

Shift Type: Nights

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

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Inventory Specialist-1505033230

Description: Reporting to the OR Supply and Equipment Supervisor; performs duties associated with inventory, receiving, distributing and storing of supplies, pharmaceuticals and equipment in the OR. Participates in the management of supply and equipment inventory to assure cost effectiveness.

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

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

MONITOR TECH/Full Time Nights-1505022802

Description:
Provides competent monitoring of cardiac rhythms. Obtains EKG strips from all patients on telemetry at least once per shift and captures any changes, to include rhythm, rate of ectopy. Documents accurate and legible notations on log book, computer worksheet and on the trend. Prints, validates and files the trend report of the telemetry surveillance on each shift.

Qualifications:
HS Diploma required and additional training in a medically related field preferred. Good oral and written communication skills are required. Evidence of a documented training program in arrhythmia recognition and basic CPR.

Job: Nursing
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: Full-time
Shift Type: 8 Hour Day
Shift begin time: 7:00 AM
Shift end time: 3:00 PM

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

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SECURITY OFFICER I-1505060141
WSMC

Description:

Under general supervision but according to established procedures, Patrols Hospital areas, assists with combative patients, locks and unlocks Hospital areas, and performs similar related duties in order to provide a safe and secure Hospital environment for patients, employees and visitors.

Qualifications:

Level of knowledge equivalent to that ordinarily acquired through completion of high school, and/or equivalent

Six to twelve months of on-the-job training and experience in order to acquire a thorough knowledge of Hospital areas and facilities.

Interpersonal skills necessary to regularly communicate with visitors, patients and various levels of Hospital personnel and to assist staff with calming hostile and disturbed patients.

Physical ability required for regular periods of standing and walking.

Physical ability necessary to occasionally lift or restrain patients.

Occasionally confronted by combative, hostile, emotionally disturbed or intoxicated individuals.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: 8 Hour Midday

Shift begin time: 2:00 PM

Shift end time: 10:30 AM

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



Job Title: Senior Giving Officer

Department: External Affairs/Individual and Major Giving

Status: Full Time

The Senior Giving Officer identifies, cultivates, solicits, secures and stewards individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum. This person actively participates in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders. The position interacts with and solicits donors and friends for annual gifts, major gifts and planned gifts as appropriate. The Senior Giving Officer also works directly with all other fundraisers, senior staff and volunteer leadership.

Responsibilities include, but are not limited to, the following:

Manage team of three Major Gifts Officers and provide guidance and support as they cultivate, solicit and steward donors.

Contribute to all planned giving cultivation, documentation and procurement for MSI.

Manage a prospect portfolio of approximately 125-175 prospects, and the qualification of a select group of suspects. The prospect portfolio management includes:

Work with Director to complete other tasks as assigned to help meet institutional goals.

Carry out supervisory responsibilities as needed, in accordance with the organization's policies and applicable laws.

Qualifications:

Bachelor's degree from a four-year college or university, and/or ten years' related experience and/or training; or equivalent combination of education and experience.

Minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered. Familiar with Blackbaud Raiser's Edge 7.0 a plus.

Understands mission and goals of the Museum of Science and Industry.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Detail-oriented with a strong focus on quality and accuracy.

Able to manage confidential information with discretion.

Self-directed and proactive.

The Museum of Science and Industry is an AA/EOE/ADA employer.

THIS POSITION IS BEING EXTERNALLY HANDLED BY NOETIC SEARCH.

PLEASE SEND ALL RESUMES TO RHYAN ZWEIFLER AT:

RESUMES@NOETICEXSEARCH.COM

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Sales Associate

Job Order ID Number 1037329

Company Name: Boy Scouts of America

Job Location: Chicago, IL 60607

Description

Job position includes presenting, selling, and stocking scout shop merchandise.

Skills:

Essential job function: Make sales to customers in a friendly and efficient manner, receive and stock merchandise, safe guard cash, daily housekeeping, and recommend orders for stocking.

Promote the store through council contact and attendance at roundtables, scout shows, etc, professional manner used in satisfying customer complaints, communicate via phone with customers and other stores, perform other duties as assigned by management.

Physical activity includes helping to unload trucks and stocking of merchandise to include lifting, climbing, balancing, pushing, pulling, stooping, kneeling, crouching, reaching and grasping.

Customer related activities include speaking and hearing. Mental demands include reading, detail work, confidentiality, problem solving, language, stress training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, all with constant interruptions.

Must be able to move up to 75 lbs occasionally, and be on your feet for extended periods of time. Will be operating an electronic cash register and other basic office machines, Microsoft Word and Microsoft Excel

Duties:

Job Responsibilities: • Provides excellent customer service in the store and on the phone. • Processes customer orders • Maintains a stocked, organized, and clean store. • Opens and closes the store as directed by management using the prescribed policies and procedures. • Safeguards BSA monies and merchandise.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/1037329>

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Material Handler

Job Order ID Number 2264955

Company Name Labor Pool

Job Location Chicago, IL 60604

Description

Material Handler -- Location: Wood Dale, Il. Shift: 2nd, M-F Start Date: Pending
Interview Location: Wood Dale Duties: Operate material handling equipment to load and unload materials, transfer material and move materials within warehouse to pick orders and put away product. Maintain quality, safety and productivity standards as required Accurately complete paperwork and maintain a clean work environment Ability to work overtime as needed Perform other duties as assigned.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2264955>

Helper (Furniture mover/driver)

Job Order ID Number 2392620

Company Name: Dolly, Inc.

Job Location: Chicago, IL 60602

Description

Truck owners! *Put your truck to work earning \$20-\$30/hr (\$1,500-3,000/month) around your schedule working part time!* *How? Become a Dolly Helper!* *Dolly Helper Requirements:* * Have a valid driver's license and personal auto insurance * Own a pickup truck or van with model year 2000 or newer * Be at least 21 years old * Own an iOS or Android smartphone * Able to pass background check * Willing to work primarily within the city of Chicago Dolly is a service that connects people who need help transporting and physically moving stuff with local vehicle owners who can move it for them ("Helpers"). Think of stuff that requires the use of a truck like: * Picking-up a couch that was purchased on Craigslist * Moving furniture from one apartment to another * Dropping off a load of stuff to the local Goodwill * Picking-up an outdoor play-set that was purchased at Costco We are looking for friendly, motivated, and able-bodied individuals with pickup trucks or vans. *Why become a Helper?* * Make extra money (especially helpful around the Holidays). * Work on your own schedule. Work as much as you want, when you want. * Feel good. You're helping people out. We have a limited number of open spots and we work on a first-come, first-serve basis so apply now to reserve your spot. *Dolly Helper Requirements:* * Have a valid driver's license and personal auto insurance * Own a pickup truck or van with model year 2000 or newer * Be at least 21 years old * Own an iOS or Android smartphone * Able to pass background check * Willing to work primarily within the city of Chicago.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2392620>

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Home Health Aides

Job Order ID Number 2489934

Company Name Dubois~Douglas Inc. Homemaker Agency

Job Location Chicago, IL 60607

Description

Description: We assist our clients with everyday need of life like cleaning, cooking accompanying them to doctors office, grocery shopping, running errands, etc. Skills: Applicants must be healthy, Compassionate, caring, patience and flexible. Also be a good listener, and be ready to work diligently, comprehending with the needs of our clients . Pass all required criminal background checks. Duties: Cleaning , Cooking, Assisting to the doctors office, grocery shopping, running errands etc.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2489934>

Grocery Clerk

Job Order ID Number 2656561

Company Name: Tony's Finer Foods

Job Location: Chicago, IL 60625

Description

Service Deli Clerk Meat Clerk Produce Clerk Bakery Clerk Cake decorator Floral Clerk Barista Cashier Utility Clerk/Bagger Janitor Dairy Clerk

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2656561>

Part-Time Inventory Counters

Job Order ID Number 3131594

Company Name Allied Inventory Co

Job Location Chicago, IL 60659

Description

Allied Inventory Company is a leader in physical inventory services for the Industrial marketplace. We have an opening for permanent part-time employees. This Position involves counting product in warehouses, factories, stockrooms and automobile dealerships.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/3131594>

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Maintenance Technician

Job Order ID Number 2926820

Company Name Thresholds

Job Location Chicago, IL 60613

Description

Facilities Maintenance Technician Overview: Thresholds is growing and seeking new talent to fill over 100 positions! Named as one of Chicago's 101 Best and Brightest Companies to Work For and a Chicago Tribune Top Workplace, we provide mental health services to more than 7,300 adults and youth. We primarily provide direct service to our members through community outreach including case management, counseling, advocacy, referral, and crisis intervention. Responsibilities: The Facilities Maintenance Technician: Hours: 8:00AM - 4:30PM On call Monday thru Sunday • Basic knowledge of low pressure boilers, related pumps, and HV/AC systems. • Basic knowledge of hot water circulation systems and cold water house pumps • Basic knowledge of building fire and security/safety systems • Repair of door and lock installation • Minor repairing of small appliances and furniture • Minor patching and painting of drywall • Basic knowledge of electrical, plumbing, and carpentry • Check and clean roof systems, to include gutters and downspouts • Assist in scheduling of all building inspections • Determine and interpret codes and regulations covering facilities, equipment and building items with compliance of codes and regulations • Available for emergency needs as necessary after hours, on week-ends, and holidays • Advise facilities manager regarding major emergency repair decisions • Adhere to all facility policies and procedures regarding safety • Order and obtain materials to be used by the maintenance department Qualifications: Experience/Training: • Must have personal tools and a personal vehicle • High School diploma • Valid Driver's License • Ability to read and understand blueprints • Ability to follow oral and written instructions • Ability to climb ladders • Ability to lift 50 pounds without restrictions • Willingness to learn and be trained on the above skills • Able to work independently and with limited supervision Experience: • 2-5 years of previous experience

Equal Opportunity Employer Minority/Female/Disability/Veteran All Employment is Contingent Upon Successful Completion of a Background Check.

For a List of Disqualifying Offenses Please Follow the Link Below: Illinois Department of Public Health - Disqualifying Offenses

<http://www.idph.state.il.us/nar/disconvictions.htm>

Apply at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2926820>

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Cashiers (Various 24 hour Satellite Locations)

Various cashiering duties at the City of Chicago Auto Pound and Airport locations. Accurately collects payments and enters transaction information, balances shift work daily to ensure accuracy, prepares daily deposits, cooperates with City of Chicago Department of Finance personnel and responds thoroughly to transaction requirements. High school diploma or GED equivalent with basic computer skills. Cashier/Cash-handling experience required. Must be flexible and able to travel.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (Chicago Locations)

Accepts and processes deposits and withdrawals on all account types, loan payments, and utility payments. Issues checks and money orders and other teller related duties as assigned. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

Tellers (O'Hare Airport Branch)

Provide quality service to customers, process transactions, and balance cash drawer daily. Will also process foreign currency transactions. Bilingual skills are a plus. High School diploma or GED equivalent and 1-2 years' experience as a Bank Teller or Cashier required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.

Personal Banker

Open and closes personal and business accounts, cross sells products. Explain to customers the various types of accounts available. Customer Service experience of 1-2 years is a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

For all career opportunities, please send resume to HR@seawaybank.us.



Manager, Membership Program

Shedd Aquarium

ID: 1025

Department: Development

Description

The Membership Program Manager is responsible for managing the overall program and day to day operations, including the day to day operations, deepening the affinity to Shedd Aquarium of our current membership base, implementation of monthly renewals and management of special gift and acquisition campaigns.

Duties & Responsibilities:

Demonstrate commitment to Shedd's vision, mission and values.

Assist in the development and implementation of the annual strategic plan for the membership program which includes revenue and budget projections.

Create and implement strategies to deepen affinity of Shedd members which directly result in their renewed donation to Shedd aquarium. Surface opportunities for additional upgrade opportunities for members to enhance their donor relationship.

Create exclusive floor opportunities and online communication for members that enhance their relationship with Shedd.

Develop strategy and manage programs for new member acquisition including direct mail campaigns and additional annual fund giving.

Develop strategy and manage day- to- day implementation of on-site sales program including supervising membership booth staff as well as developing a peer/advisory relationship with all sales ambassadors on the floor and gift shop.

Develop strategy and oversee member retention program implementation.

Serve as primary liaison for all member service issues and advocate for membership through participation in Aquarium-wide teams .Guide external facing teams on customer service and policy guidelines.

Partner with like organizations to share best practices around enhancing the membership program at Shedd.

Manage the membership budget, inventory, fulfillment and regular reporting.

Other duties as assigned

Qualifications:

Education: Minimum Bachelor's Degree

Experience: Minimum of 3-5 years' experience in development, preferably at a major institution with responsibility for annual fund and/or membership programs.

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy5xe9cl>

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Title: Re-entry Counselor

Program: Belmont Cragin Office
Location: 6352 W. Grand Avenue
Chicago, IL 60639

To submit a resume and apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=14529461>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt. Your email provider might misfile this mail as spam or junk mail. Check your spam and junk folders.

The Re-entry Counselor is responsible for assisting participants in managing their lives to achieve successful outcomes; staying crime-free, retaining employment; and positively connecting with the community for a 6-12 month period. Ability to speak, read and write in English and Spanish is required.

Essential Duties and Responsibilities:

- Recruit clients who meet program eligibility requirements from the surrounding geographic communities, churches, community organizations, ATCs, Safer Intake Services, Probation and Parole Departments, etc.
- Conduct comprehensive client assessments and establish individualized case plans reflective of the identified needs and deliver appropriate services.
- Based on assessment results, provide clients with referrals that will support successful reentry into the community for assistance.
- Develop new and maintain existing referral sources in the surrounding communities frequented by clients and their families.

Required Knowledge, Skills and Abilities:

- Ability to speak, read, and write in Spanish and English is required.
- Ability to work well under pressure in a diverse, fast-paced work environment; and, to work both independently and as a team in order to meet established deadlines. Must be flexible, self-reliant, resourceful and outcome driven.
- Excellent oral/written/interpersonal communication skills required including ability to develop marketing materials that successfully promotes the program.
- Strong computer skills and familiarity with databases needed.

Education and Experience:

- Bachelor's degree in a related discipline, preferred
- 3 years' successful & relevant experience as well as demonstrated success in working with people with criminal records

Equal Employment Opportunity Employer/Minorities/Females/Disabilities/Veterans
Safer Foundation is a drug-free workplace

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No Phone Calls Please.

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RETAIL CUSTOMER SERVICE-154249

Location: LOMBARD, IL

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

BENEFITS

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

Apply online at

<https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=450665&src=JB-10261>

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Child Care Specialist

Chicago Pediatric Therapy & Wellness Center - Chicago, IL

Chicago Pediatric Therapy & Wellness Center is a therapist-owned, pediatric therapy practice that provides physical, occupational, speech and developmental therapy services.

We are located at 1739 N. Elston Avenue in Chicago.

The Chicago Pediatric Therapy & Wellness Center is currently looking for a part time, experienced day care provider to work in our clinic-based daycare available for employees.

This position will be approximately 28 hours per week .

Experience working with young babies and toddlers is required.

You must have excellent communication skills, have a nurturing approach and be ready to be a part of a fun and dynamic team.

Benefits to employees of The Chicago Pediatric Therapy & Wellness Center include:

- Excellent salaried compensation
- Generous paid time off
- Opportunity to work in a dynamic, energetic and fun setting!

If you enjoy working with children in a fun and professional setting, please do not hesitate to contact the Chicago Pediatric Therapy & Wellness Center to further discuss your qualifications!

Job Type: Part-time

Required experience: Infant/Toddler Experience: 1 year

Apply online at <http://www.indeed.com/cmp/Chicago-Pediatric-Therapy-&-Wellness-Center/jobs/Child-Care-Specialist-8c7bca4dc366a8d6?sdu=QwrRXKrqZ3CNX5W-O9jEvbi1FVuTxqSZAY9Jfi1G-u5WfU-GyJczWFnN0fZUs7TI2YnLG2RTH0o9HG0iS9CbZzQ2b9II319ZICwwVIqdchs>

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Showroom Assistant - Part-Time

de Giulio Design - Chicago, IL

Our part-time Showroom Assistant is a unique role for talented professionals who are personable and thrive in a creative environment.

This role is ideal for individuals who look to balance personal, education or other interests with a part-time, yet professional, work experience.

Our Showroom Assistants are brand ambassadors who play an active role in supporting our design team and are focused on creating an exceptional experience while interacting with our clientele, potential clients and design professionals.

We look for professionals with a minimum of three years in a customer-centric, design/luxury brand environment.

Our Showroom Assistants have exceptional administrative/communication skills and are confident.

Our Showroom Assistants are rewarded with a competitive compensation, and career growth opportunities.

We're located within walking distance from the "L" train stop and Metra train station.

To learn more about de Giulio visit us at: www.degiuliodesign.com

To apply, send cover letter and resume. Candidates selected for further consideration will be contacted.

Job Type: Part-time

Required experience: Luxury Brand/Design Showroom: 3 years

Apply online at http://www.indeed.com/cmp/de-Giulio-design/jobs/Showroom-Assistant-Part-Time-07309ded3f90af7c?sjdu=QwrRXKrqZ3CNX5W-09jEvWXmJm2JbfKRCWwH0u7eVfjQPcJR_WWggYaxsL5XaW37m-l88Z_tzicwIF4Krp8HHf04sxNbiDRGDfWRZ7fGT8

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Office Assistant I

Job ID 8180

Location US-IL-Chicago

Category Administration

Overview

Baker Tilly Virchow Krause, LLP (Baker Tilly) is a nationally recognized, full-service accounting and advisory firm whose specialized professionals connect with clients and their businesses through refreshing candor and clear industry insight. With approximately 2,500 employees across the United States, Baker Tilly is ranked as one of the 12 largest professional services firms in the country. Headquartered in Chicago, Baker Tilly is an independent member of Baker Tilly International, a worldwide network of independent accounting and business advisory firms in 137 countries, with 27,000 professionals. The combined worldwide revenue of independent member firms is \$3.4 billion.

It's an exciting time to join Baker Tilly!

Responsibilities

Your responsibilities will be to:

Scanning client documents and uploading to client database.

Processing financial statements, presentations and tax returns using high-speed copiers and scanners.

Processing includes: digital imaging of black and white or color jobs, binding or assembling. Individual will need to become very knowledgeable on the use of the copying, printing and scanning capabilities of the machines.

Printing tax returns from Global.

May have word processing and data entry work.

Special projects as assigned.

Qualifications

Successful candidates will have:

High school diploma/GED required.

Familiarity with copy machines.

Ability to pay attention to detail and follow directions/procedures required, as well as communicate effectively and work in a team environment.

Requires the ability to stand or sit for extended periods of time.

Apply online at <https://jobs-bakertilly.icims.com/jobs/8180/office-assistant-i/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=638&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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