



**Macy's North Region, Chicago, IL: Silver Jewelry Coordinator**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 99300107

**Overview:**

The Sterling Silver Coordinator collaborates with the District Merchants and Stores on the merchandising strategies that are communicated through Central and Regional Jewelry Directors. The Sterling Silver Coordinator is responsible for driving sales through training, merchandising and analyzing the business.

**Qualifications:**

Education/Experience Minimum 3 years Retail experience (merchandising / management) preferred.

*Communication Skills:* Outstanding communication, presentation and relationship building skills. Ability to read, write, and interpret instructional documents such as reports and procedure manuals. Excellent written and verbal communication skills.

*Mathematical Skills:* Basic math functions such as addition, subtraction, multiplication, and division. Reasoning Ability Excellent analytical skills Must be able to work independently with minimal supervision.

*Physical Demands:* This position involves regular walking, standing, hearing, and talking. May occasionally involve stooping, kneeling, or crouching. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

*Other Skills:* Understanding of store operations and structure High level of Visual presentation standards with the ability to understand flow and productivity; Results oriented ; Self-Motivated

*Work Hours:* Ability to work a flexible schedule based on department and store/company needs. Work schedule includes weekends and some holidays as it relates to key events.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/99300107>

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## **Merchandising Team Associate**

Location: Chicago, IL

Requisition ID: 205-757678

Posting Date: 12/1/2013

Shift: Flexible

Status: Seasonal

### Responsibilities:

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge

Ensure merchandise pricing is complete and accurate

Read, comprehend and generate all markdown reports for the store

Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed. Maintain an awareness of all promotions and advertisements

Assist in floor moves, merchandising, display maintenance, and housekeeping

Assist in processing and replenishing merchandise and monitoring floor stock

Aid customers in locating merchandise

Communicate customer requests to management

Participate in year-end inventory and cycle counts

Assist in ringing up sales at registers and/or bagging merchandise

Any other tasks as assigned from time to time by any member of the management team

### Skills and Competencies:

Ability to provide outstanding customer service

Ability to follow through on projects in a timely manner with minimal supervision

Ability to adjust priorities and manage time wisely in a fast-paced environment

Ability to function effectively in a team environment

Ability to communicate in a clear, concise, understandable manner, and listen attentively to others. Ability to read, count, and write

Direct Supervisor Job Requirements - Internal Use Only -

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4119122>

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## **Lay Away Runner**

Location: Chicago, IL

Requisition ID: 205-757679

Shift: Flexible

Status: Seasonal

**RESPONSIBILITIES:** Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain Layaway Desk ensuring it is free of clutter by taking new layaway merchandise to the layaway room for storage. Place all layaways in their proper location and keep layaway room organized. Assist cashier with bagging layaway merchandise for storage, when time permits. Inform management when overflow space is needed and maintain overflow area as a part of the layaway room. Contact customer when specified period of time has passed without payment to determine if customer still wants merchandise. Retrieve layaways for customer pick-up (Call Ahead for Pick-Up Program and individual customer pick-up). Release merchandise to customer upon receipt of final payment. Return merchandise to selling floor if layaway is cancelled. Assist with other functions within the store as requested by your supervisor or Store Manager.

**SKILLS & COMPETENCIES:** Ability to provide outstanding customer service. Ability to process information/merchandise through register system. Ability to adjust priorities and manage time wisely in a fast-paced environment. Ability to function effectively in a team environment. Ability to communicate in a clear, concise, understandable manner and listen attentively to others. Ability to reach, count, and write to accurately complete all documentation. Ability to operate all equipment necessary to perform the job. Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set for. 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 plus an associate discount. Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/lay-away-runner-chicago-illinois-job-4116794>

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## **Cashiers Associate**

Location: Chicago, IL

Requisition ID: 205-744766

Shift: Flexible

Status: Seasonal

### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

### **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:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.

Maintain an awareness of all promotions and advertisements.

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.

Communicate customer requests to management.

Enter all media from register into the tally program.

Maintain orderly appearance of register area and supplies stocked.

Any other tasks as assigned from time to time by any manager.

Direct Supervisor Job Requirements - Internal Use Only -

Apply online at

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4110541>

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## **Theater Associate**

Department: 3-D Theater

1 Full-Time Position, 35 hours per week

### Job Description

The Ernst and Young 3D Theater at The Field Museum showcases films throughout the year which bring some of the Museum's favorite exhibition topics to life. With stadium seating for spectacular viewing and Dolby state-of-the-art technology, visitors can experience Chicago's only completely digital 3D theater. The Museum is currently seeking an associate to join the 3D Theater team to assist visitors with purchasing tickets, seating, and maintaining the operations of the Museum's two 3D theaters.

Responsibilities include, but are not limited to the following:

- Greeting and seating theater visitors
- Selling and scanning theater tickets
- Maintain the cleanliness of the theater and the 3D glasses
- Preparing accurate cash reconciliation for opening and closing procedures as well as accurate cash and credit transactions for visitors/customers

### Qualifications

The ideal candidate will possess the following qualifications:

- High School Diploma or equivalent required
- Must be able to work weekends and holidays
- Experience and ability to ring in sales in register and handle cash and credit cards
- Excellent customer service skills
- Ability to work on a tight timeframe and multi-task
- 2 years retail experience preferred
- Experience working with a team
- Pleasant, friendly manner with a sincere desire to please visitors/customers
- This position requires periods of standing on hard floors for a minimum of one hour at a time

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please. The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=120698&CoId=45&rq=5>

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## **Building Attendant**

Department: Housekeeping

2 Part-Time Positions, (21 hours/week)

### Job Description

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work

### Qualifications

- High school diploma or equivalent
- Ability to lift at least 50 pounds
- Ability to follow verbal and written instructions
- Ability to use various tools, products, and equipment

The Field Museum accepts applications on-line.

To apply for this position, please complete the on-line application.

No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=91258&CoId=45&rq=9>

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## **Grounds Attendant**

Department: Facility Planning & Operations

1 Full Time Position (40 hours/week)

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### Job Description

This person is directly responsible for the maintenance and appearance of The Museum's outside spaces.

### Responsibilities include:

- Snow removal
- Care and maintenance of lawns, including planting and care of the grass, shrubs, hedges, and trees
- Cleaning of storm drains
- Work with a landscape architect in the development of an ongoing care and maintenance plan
- Trash pickup, roadway and parking lot cleaning
- Maintenance and repair of grounds equipment

### Qualifications

- High school diploma or equivalent is required with some vocational or technical school preferred
- Must have some landscaping experience, good communication skills, and the ability to follow directions thoroughly
- Valid driver's license required
- Must be able to work on his/her feet for most of the day and manually operate hand-held landscaping equipment such as lawnmowers, snow shovels, snow blowers, etc.

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=119919&CoId=45&rq=11>

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## **Housekeeping Team Leader**

Department: Housekeeping

1 Full Time Position (37.5 hours/week), 3rd Shift

### Job Description

The Team Leader maintains a high quality standard for the Museum's Housekeeping Department by training, supervising and motivating the staff to ensure all tasks on the third shift are complete. This individual will both lead and participate in the activities of the shift to ensure clean, orderly, and attractive conditions. The third shift takes place from 10:00 p.m. to 6:00 a.m.

### Qualifications

- High school diploma or equivalent
- Must be able to stand and walk for at least 80% of shift
- Must be able to work weekends or holidays as assigned
- 2 years previous experience as a housekeeping supervisor is preferred with demonstrated knowledge and experience with custodial cleaning equipment and project management
- Strongly prefer experience with (but not be limited to): 7-Step Cleaning Procedures, Isolation Cleaning Procedures, Spray Buffing, Carpet Shampooing, Wally Washing, and Canister Vacuum Operations
- Knowledge and familiarity with chemical use and dilution rates
- Must have good communication skills (oral and written)
- Must be able to lead by example
- Problem solving skills sufficient to affect "win-win" outcome
- Demonstrates outstanding decision making skills in all situations. Inspires confidence in staff and peers
- Has demonstrated the ability to work out detailed plans with possible alternatives that maximize effectiveness of self and others
- Has suggested practical new ways of coordinating work efforts to improve productivity. Excellent use of time
- Professional in actions and appearance

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at

<http://www.bfound.net/detail.aspx?jobId=119796&CoId=45&rq=13>

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## **Human Resources Associate - WIL0000192**

### Duties and Responsibilities

Under general supervision of the College Human Resources Manager, this position is responsible for performing professional human resource responsibilities including recruitment; onboarding/orientation of new hires; monitoring, processing and maintaining all personnel records and transactions and responding to human resources related questions.

### Qualifications

Bachelor's degree from an accredited college or university supplemented by at least (3) three years of working experience in human resources, customer service, administration or a related field. Master's degree preferred.

Must be able to work well with employees at all levels of the organization, including internal and external customers.

Must be able to handle all situations with tact, persuasiveness, and diplomacy.

Must possess a high level of confidentiality.

Must possess excellent verbal and written communication skills.

Must be able to work well within a culturally diverse environment with the ability to handle all situations with diplomacy, tact, and confidentiality.

Must possess the ability to proofread, prioritize work and to respond to customers' calls in a timely and courteous manner.

Analytical and good planning skills; Results-oriented.

Must possess the ability to be self-directed and handle multiple projects simultaneously.

Good organizational skills required.

Must be computer proficient with knowledge of a variety of software programs.

Experience using automated Human Resources Management Systems highly desirable.

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

Thank you for your interest in CCC!

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## **College Building Services Clerk - DIS0000259**

### Duties and Responsibilities

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services.

### Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred. Ability to maintain log of equipment usage and other requests. Ability to perform storekeeper duties for the Mail Center only. Ability to take a physical inventory of assigned rooms every four weeks. Ability to inventory the asset account paper supply monthly. Ability to create monthly reports on Excel. Ability to handle difficult situations. Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services. Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail. Good organizational skills. Able to work in a crowded area. Able to work with constant interruptions. Able to use a postage machine, electronic scale.

### PHYSICAL QUALIFICATIONS:

Must be able to lift packages, trays and tubes of mail up to 70 pounds.  
Must bend, stoop and kneel frequently.  
Must be able to spend a large part of the day standing up and moving around.  
Must be able to work under pressure from deadlines or goals.  
Must be able to work in a stressful environment.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.  
Thank you for your interest in CCC!

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## **College Advisor - KEN0000157**

### Duties and Responsibilities

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce

### Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.

Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.  
Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines.  
Financial aid knowledge a plus.  
Ability to analyze and address the educational and personal needs of students.  
Knowledge of the career development process and of available career development resources.  
Demonstrated experience with computers and database related software.  
Excellent verbal and written communication skills required.  
Experience in advising both traditional-aged students and adults in a higher education setting desirable.

### Special Requirement:

Availability to work some evenings and weekends

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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## Telephone Interviewer and Bilingual Telephone Interviewer

### Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

### Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

### To Apply

If interested in applying please email your resume to [employment@telesight.com](mailto:employment@telesight.com).

### Nurse Midwife

MacNeal Physician Group (MPG), Berwyn, IL

Department: Berwyn

Schedule: Full Time

Shift: Days

Job Details: Provides comprehensive, primary health care to a select population of essentially healthy women.

Participates in the care of women with medical complications in collaboration with Obstetricians-Gynecologists.

Clinic/Office work ONLY (no deliveries) with strong focus on prenatal care.

Bilingual English/Spanish (able to read, write and speak Spanish Fluently

1-2 years of relative experience required.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=960013](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=960013)

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## Applications Developer

### Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

- Develop in adherence to the specified designs, standards & best practices.
- Work collaboratively as part of a development team. Report directly to department manager.
- Work independently with minimal supervision.

### Qualifications

- Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.
- Experience in developing SSIS packages, stored procedures and complex SQL statements.
- Experience with HTML (CSS and JavaScript a plus).
- Knowledge of PHP a plus.

### To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: [systemshr@telesight.com](mailto:systemshr@telesight.com).



## **Comp Lab Assistant - Part-Time - HAR0000164**

### Duties and Responsibilities

The Computer Lab Assistant provides assistance to teachers and students who have tasks to be completed in the Computer Lab. The Assistant ensures the lab maintains an orderly and focused environment conducive to use of computers as tools to complete tasks.

Demonstrate software applications, and keyboarding and computer techniques to students. Assists teachers by maintaining order and discipline among students, recommending selection of appropriate software for class use, instructing teachers in the use of computers and software, and providing general assistance as needed.

Assist in giving instructions in the use of standard software applications, in context and as required by the teacher. Maintains computers and peripheral equipment in clean and working condition. Maintains various records such as weekly class schedules, software and computer check-out records, maintenance records, etc. Operates computer lab and office equipment such as a computer, printer, and copier; uses various types of software. Performs other related duties as required.

### Qualifications

High school graduate or equivalent with Vocational/Technical School training in PC/micro computer system use, and one to two years of experience in a teaching environment coupled with computer use or instruction; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be a team player with good communication skills. Ability to work independently with minimal supervision. Ability to relate well with students, faculty and staff. Ability to follow written and verbal instructions.

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

Thank you for your interest in CCC!

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## **Account Manager in Chicago Illinois United States**

Avis Budget Group

Employee Type: Full Time

Required Experience: 2 Years

Category: Management

Career Level: Manager (Manager/Supervisor of Staff)

Required Education: 4 Year

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Our teams of Account Managers/Business Development Managers are responsible for targeting and acquiring corporate headquartered business within their assigned geography, while maintaining and growing an existing customer base of Mid-market Corporate accounts already contracted with us.

### Requirements

- \* Bachelors degree, plus a minimum of two (2) years successful outside sales/account management (utilizing direct sales techniques) required
- \* o In lieu of a bachelor's degree, candidate must have a high school diploma/GED, as well as six (6) years additional sales experience to be considered minimally qualified
- \* Willingness to travel overnight for business required. Based on geographic location the percent of overnight travel will vary
- \* Candidate must have a valid driver's license

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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 205-757676  
Posting Date: 12/1/2013  
Shift: Flexible  
Status: Seasonal

**GENERAL PURPOSE OF POSITION:**As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

**RESPONSIBILITIES:** Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

**MATERIAL HANDLER:** Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area; Clear processed garments/cartons to staging areas; Ensure the truck is unloaded; Key receive Direct Shipments; Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

**DIRECT ASSOCIATE:** Help receive and sort direct cartons when they arrive Prepare and finish appropriate paperwork for Direct cartons Open cartons, sort, hang, and tag products

**PROCESSING ASSOCIATE:** Take unprocessed garments from Line Handler; Check, ticket, and hang garments; Identify errors in garment count and ticketing; Handle hang sorter cartons and bring to floor staging area

**LINE HANDLER:** Open boxes, identify items, and debug garments Direct unprocessed garments to Production Associates Identify "exceptions" and remove from regular assembly line Sort cartons as they come off the Nest-a-flex

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 plus an associate discount. 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/receiving-associate-chicago-illinois-job-4119123>

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## Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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## **Adjunctive Therapist**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

This position plans and conducts individualized therapy programs to help patients develop, regain, or maintain their ability to perform daily activities. S/he teaches patients skills/techniques and how to use adaptive equipment for participating in activities. The Adjunctive Therapist studies, evaluates, and records patients' activities and progress.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in the area of Therapy specialty or related field required.  
Registered Therapist in state of Illinois  
Minimum of 2 years of Therapist experience in acute care setting.  
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department  
St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Mental Health Worker**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

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## **Patient Care Technician**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse. Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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