



Job Title: Support Service Worker

Agency: Human Services
Closing Date/Time: Fri. 12/18/15 4:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 2
Plan/BU: RC009
Bid ID#: 10-82/93224,93225

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the PSA, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:
Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact:
Dietary
Evenings 11am - 7pm

Valarie Laird /Personnel
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Current employees will need to complete and submit a Bid form and an online application or a CMS-100 Employment Application to the address above.

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

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Job Title: Winter Technician Trainee

Agency: Transportation
Closing Date/Time: Tue. 12/15/15 4:30 PM Central Time
Salary: \$11.10 - \$11.10 hourly
Job Type: Temporary
Location: Jackson County, Illinois
Number of Vacancies: 2
Bid ID#: IPR#40684

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions provide temporary entry-level non-engineering technical support as needed in an office setting. The Technician Trainee positions are designed to equip program participants with workforce experience on a temporary basis. Duties performed range from assisting in the surveying, inspecting various construction procedures, conducting studies, analyzing data, and ensuring compliance with all Departmental Safety Rules and Regulations.

Minimum Requirements:

The following criteria is required: · Must be 18 years old by December 31, 2015

The following criteria is desired:

- Knowledge of computer software programs such as Word, Excel, Access, PowerPoint, Outlook and Publisher
- Four years High School education · Ability to work in a group setting
- Strong organizational, leadership and self-motivational skills
- Ability to interact with all levels of departmental staff
- Strong oral and written communication skills

Work Hours & Location/Agency Contact:

District 9 – 2801 W Murphysboro Rd, Carbondale

How to Apply: Applicants must submit completed IDOT 2015/2016 Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible.

Applications should be returned to the Illinois Department of Transportation, Attn: Beth Brooks, PO Box 100, Carbondale, IL 62903, fax: 618/351-5298.

To download the Technical Application and to view the entire position description please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Manager of Paratransit Contracted Bus Operations

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681

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Part-time Bus Operators

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=6

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Supervisor/Dispatcher (2)

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators. Dispatch functions encompass supervision and coordination of bus routes and Bus Operators.

Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

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

Qualifications:

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

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85

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Senior Grant Projects Administrator

Location: Arlington Heights

Office: Internal Services

Department: Capital Financing & Infrastructure

Job Description:

Under the direction of the Section Manager, Grant Administration or designate, writes and develops special operating and capital grant applications, administers all aspects of special grants including but not limited to preparing monthly/quarterly status reports, seeks concurrences from funding agencies in accordance with contract provisions, oversees compliance of special grant contracts, prepares all financial data, Letters of Credit, reviews invoice support, processes invoices, assists in the development of Pace's annual capital budget and prepares quarterly financial information for the monitoring of Pace's capital backlog.

Monitors federal changes in MAP 21 and FEMA in an effort to gage changes which Pace has to comply with, prepares various specialized reports covering grant backlogs, grants expirations, etc. Other duties as assigned.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Accounting, Finance or Public Administration with a minimum of 5 years in grant administration experience.

Must possess aptitude in reading and comprehending federal circulars, federal registers, contracts and specifications.

Must be proficient in computer word processing programs and computer applications to the extent required by job functions (government sites), excel, power point.

Experience with Oracle a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=728

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Property Manager - Chicago

Field Management | Chicago, IL, United States

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills. Training is provided, so property management experience is not required. Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 450 with the majority of promotions sourced from within.

Qualifications / Minimum Skills to Apply:

- * 2-year Associates degree
- * Demonstrable conflict management and problem solving skills
- * Working knowledge of Microsoft Excel, Word, and mobile communication
- * Access to reliable automobile – REQUIRED
- * Willingness to work a flexible schedule, including outside of normal business hours to ensure the zone prospers

Desired Qualifications:

- * Property management a plus, but NOT required; training is provided
- * Experience running/managing a multiple-site retail store/chain
- * Sales or management experience
- * Face-to-face customer service experience

Compensation and Benefits:

- * Base pay depending on experience, starting at \$36,600 annually
- * Gas and phone allowance available for eligible full-time employees
- * Bonus plan has potential to pay up to \$3,000 annually
- * Full benefits available for full-time employees

Apply online at <https://www.pangeare.com/careers>

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Pest Control Technician

Field Management | Chicago, IL, United States

Summary:

This is a full-time role that requires performing pest control duties including, but not limited to: * pesticide application * proper mixing of chemicals * covering rodent holes * placing traps according to safety * implementing predictive and productive pest control systems and processes to support the achievement of Pangea's business goals and objectives.

Responsibilities:

- * Apply pesticides to resident units according to schedules, safety procedures and label instructions.
- * Cover rodent holes in the interior of resident units as well as the exterior of buildings.
- * Place appropriate traps where necessary.
- * Call residents to confirm scheduled services.
- * Inspect building interior and exteriors regular for signs of infestation.
- * Fill out necessary documents in accordance to our standards and procedures.
- * Use supplies in an efficient and cost-effective manner.
- * Perform regular inspection of the buildings and correct any issues.

Minimum Requirements:

- * Must have own tools necessary to carry out essential job duties.
- * Access to reliable automobile, cell phone, and valid driver's license with insurance.
- * Honest and able to work in a self-directed, fast-paced environment with minimal oversight.
- * Computer literacy and smart phone knowledge a must.
- * Ability to communicate, both oral and written, in the English language.
- * Basic mathematical and reasoning skills are required.
- * Must be flexible on hours and able to work overtime and weekends if necessary.
- * Must possess necessary local and state licenses and certificates.

Physical Requirements:

- * Must be able to stand, walk, perform repetitive hand and wrist motions and forearm rotation constantly.
- * Must be able to stoop/bend, squat, and reach above shoulder frequently.
- * Must be able to twist/turn and push/pull occasionally.
- * Must be able to lift and carry 25 pounds occasionally.

Compensation and Benefits

- * Base pay start's at \$13/hour, depending on experience and skill.
- * Benefits include comprehensive insurance plans: medical, dental, vision, short-term disability, long-term disability, life, and 401(k) with generous company match.

Apply online at <https://www.pangeare.com/careers>

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Maintenance Technician - Chicago

Maintenance | Chicago, IL, United States

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing
Electrical
Carpentry
Flooring
Concrete/Roofing

Qualifications:

Must have own tools.

Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time. Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.
Benefits include health insurance, two weeks' vacation and five sick days per year.
Bonus of up to \$1000 per year depending on performance.
Potential for promotion from within the company.
Periodic training and workshops provided.

Apply online at <https://www.pangeare.com/careers>

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Operations Analyst

Operations | Chicago, IL, United States

Pangea Real Estate is a privately held real estate owner/operator headquartered in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our residents. In just over 5 years, our portfolio has grown to over 11,000 apartment units owned and operated in Chicago, Indianapolis, and Baltimore.

Pangea is listed on INC 5000's Fastest Growing Private Companies in America for three straight years. #1 Chicago Company and #2 Real Estate company
Pangea is one of Forbes America's Most Promising Companies in 2015
Pangea is #3 on Chicago Crain's Fast 50
Pangea is one of Chicago Tribune's Top 100 Places to work of 2013
#24 for mid-sized companies (over 1,500 applicants)
2nd youngest company to win the award
Watch this video and learn more about Pangea!

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong analytical background to lead our company forward. Successful candidates will hit the ground running, learning the processes, customers, and techniques that will enable them to grow with Pangea. Successful candidates will be able to work effectively in a dynamic, entrepreneurial environment.

Qualifications / Minimum Skills to Apply:

- 4-year degree from top 50 university
- 1 year minimum work experience in Fortune 500, successful start-up, consulting, or finance. Excellent written and oral communication skills
- Demonstrate organizational and prioritization skills
- An understanding of business process & application of technology in achieving business objectives. Leadership experience and maturity must be demonstrated
- Advanced Excel and handling data
- Analytical skills, leadership skills, and hands-on implementation and execution skills
- Demonstrated experience in working with broad cross-functional teams

Compensation and Benefits:

Depending on experience
Matching 401K, Medical, Dental, Vision, and more!

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Vanpool Part-time

Location: Arlington Heights
Office: Revenue Services
Department: Vanpool Program

Job Description:

Under the direction of the Vanpool Division Manager or designate, responsible for the day-to-day operational support for the Vanpool Program. Responsibilities include, but are not limited to: reviewing, entering, sorting and filing reports.

Data entry and oversight of various data collection. Assist with van movements, vehicle site inspections and compliance reminders. Other projects and duties as assigned.

Qualifications:

Qualified candidate must be at least 21 years of age, have excellent written/verbal communication skills and strong organizational skills.

Must have good computer skills primarily Word and Excel. Must have a valid driver's license, with good driving record. Previous customer service experience preferred. May be subject to working outdoors year round.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=714

Software Engineer

Information Technology | Chicago, IL, United States

Software Engineer - Determine operational feasibility by evaluating analysis, problem definition requirements, solution development and proposed solutions. Document and demonstrate solutions by developing documents, flowcharts, layouts, diagrams, charts, code comments and code.

Adhere to architecture standards, risk management, and security policies. Perform application development build tasks and perform application coding using Ruby, JavaScript, CSS, Pgre SQL and scheduling software. Master's degree in Computer Science or Equivalent. Knowledge of and/or experience in Ruby, PHP, HTML, CSS, Javascript, and Pgre SQL. Resumes to job loc: Pangea Ventures LLC, Attn: L. Bysong, 640 N. La Salle St., Ste. 638, Chicago IL 60654

Apply online at <https://www.pangeare.com/careers>

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Cashiers Associate

Location: Chicago, IL

Requisition ID: 983991

Posting Date: 12/6/2015

Shift: Flexible

Status: Seasonal

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.

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
- ◆ Expedite front lines, direct flow of customers, and ensure that each customer receives outstanding customer service
- ◆ Maintain an awareness of all promotions and advertisements
- ◆ Accurately and efficiently ring on registers and 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

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

Burlington Stores, Inc. is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5192122>

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Lay Away Runner

Location: Chicago, IL

Requisition ID: 838-982852

Posting Date: 11/30/2015

Shift: Flexible

Status: Seasonal

To support our holiday business, we have the following position available: SEASONAL LAYAWAY RUNNER.

GENERAL PURPOSE OF POSITION:

The Lay Away Runner is responsible for storing and releasing layaway merchandise and overall organization of the layaway desk and storage areas.

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.

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 fo

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 <https://burlingtonstores.jobs/jobs/descriptions/lay-away-runner-chicago-illinois-job-5188897>

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Counsel Re-Post Job ID: 2383

Closing Date: 12/21/2015

Professional/Counsel

Date Posted: 12/7/2015

Location: Central Administration - LAW DEPARTMENT

EXAMPLES OF DUTIES: May be called upon to represent the Park District before administrative bodies in court. Organizes case presentation, conducts trials and arbitrations. Drafts legal documents such as: agreements, contracts, motions, abstracts, briefs, personnel charges, letters of opinion and memoranda. Initiates personal investigations and files law suits when warranted. Contacts and arranges for the appearance of witnesses for court and hearings. Interviews witnesses, takes statements and researches records. Examines pleadings and prepares and answers supplementary pleadings for the purpose of assisting in determining available defenses. Supervises paralegals as necessary. Responds to legal inquiries in an appropriate manner. Maintains legal records and prepares required reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Law Degree conferred by an American Bar Association accredited college or university supplemented by a minimum of two years of progressively responsible legal experience in two or more of the following areas: personnel, administrative or municipal law, civil rights, contracts, environmental law, labor law including employee discipline, litigation, real estate or worker's compensation. **License Requirement:** Must be licensed to practice law in the State of Illinois. Admission to the Trial Bar of the U.S. District Court for the Northern District of Illinois is desirable.

Knowledge, Skills and Abilities: Good working knowledge of standard legal practices. Good skills in the interpretation and application of laws, statutes, ordinances and precedents. Good analytical skills. Good skills in organizing case progression. Effective communication skills. Good writing skills.

Career Service: Exempt

EEO: Professional

FLSA: Exempt

SALARY: \$49,088 - \$70,564

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Professional>

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Macy's ** Seasonal Retail Stock ** Part Time Late - Receiving and Merchandiser Woodfield Mall

Location: Schaumburg, Illinois

Job Category: Stores

Requisition ID: 71242328

There are two types of retail stock associates: seasonal retail stock receiving and seasonal retail stock merchandising. Read on to find out more.

The Job – Seasonal Retail Stock Receiving

The Job – Seasonal Retail Stock Merchandising

Qualifications

You don't necessarily need retail experience or a degree, but you'll need to be a self-starter with good time management skills, and be able to work independently and as part of a team. And a few other things:

Excellent communication skills - written and verbal

Possess a strong sense of urgency

Comfortable with technology

No experience required, just a great attitude!

Physical Demands

You'll be on your feet a lot – this job involves a lot of moving and standing (at least two consecutive hours). You'll need to be able to lift at least 30 pounds, and may occasionally need to reach, stoop, kneel, crouch, climb ladders, and reach above eye level – it's not cardio, but it's a lot of movement! The job also involves close vision, color vision, depth perception, and focus adjustment.

Apply Now

Become a part of our Macy's seasonal retail stock support team and start making magic –apply now!

[Click here to review the complete job description for Seasonal Retail Stock Receiving and Seasonal Retail Stock Merchandising](#)

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/Macys-Seasonal-Retail-Stock-Part-Time-Late-Receiving-and-Merchandiser-Woodfield-Mall/Schaumburg/Illinois/71242328>

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Admissions Registrar

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:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar 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

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Custodian

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:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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Food Service 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:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Dental Clinic Front Desk Coordinator

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:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

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Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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

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SPECIAL EVENT MANAGER Job ID: 2379

Closing Date: 12/18/2015

Professional/Special Event Manager

Date Posted: 12/4/2015

Location: South Shore Cultural Center

Region: Culture Arts and Nature

EXAMPLES OF DUTIES:

Oversees the operations for the district-wide Special Event Venue program. Recommends improvements in the rental process, policies and rental rates. Manages the Preferred Professional and Registered Professional programs. Manages designated special event venues/permits within the Park District. Processes applications, schedules events, prepares and issues contracts and permits, assesses and collects fees and commissions as well as documentation. Monitors events including the set up and tear down. Refunds money and communicates with patrons regarding security deposits. Supervises the event and building maintenance staff, orders supplies and communicates with internal departments to ensure the buildings and grounds are properly maintained. Coordinates the logistics of special events, negotiates with vendors, outlines space needs, mailing information, submits vouchers for payment and ensures the delivery of services and goods.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's Degree in Communications, Public relations, Marketing, Event Management or related field supplemented by three to five (3 -5) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of event management, marketing and public relations principles and practices. Good writing and communications skills. Knowledge of Microsoft Office software applications, particularly Access Database management. Ability to navigate the Internet web based applications. Ability to work constructively with community groups, outside agencies and Park District staff. Management and organizational skills.

2015 Salary: \$45,000.00/per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Professional>

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