



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.

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.



S3: Safety Service Systems, Inc. is looking for energetic individuals for the following positions:

SECURITY DIVISION

Uniformed Security and Loss Prevention Officers

Candidates must be at least 21 years of age and possess an active P.E.R.C. and 20 hour training certificate. Assistance is available in obtaining both if necessary. Full time positions available. Chicago and Suburban locations. We offer competitive pay and benefits.

EVENTS DIVISION (SEASONAL)

Work sporting events and concerts at venues such as Soldier Field, Aragon Ballroom, Grant Park, Metro and Riviera Theatre to name a few. Flexible hours and competitive pay.

APPLY IN PERSON

4036 N. Nashville Ave., Chicago Monday-Friday: 9:00 a.m. – 4:00 p.m.

We are located off Irving Park Road between Narragansett and Oak Park Ave.

Career Counselor

Facility Resurrection University

Department COLLEGE OF NURSING

Schedule Temporary

Shift Rotation

Hours Shifts may include day, evening, or Saturdays

Location Chicago, IL

Req Number 126524

Job Details Counseling & Wellness Services Programming, Compliance, and Clinical Support Staff, Student Services Department

Qualifications: Preferred: Experience in programming and compliance related to higher education, including DFSCA, VAWA/Campus SaVE Act, Title IX, Clery Act, and Campus Violence Prevention.

Preferred: Masters-level clinician, licensed in counseling or social work

Schedule and Compensation

Position is flexible, 10-20 hours/week Shifts may include day, evening, or Saturdays

Compensation is \$20-25/hour, not benefits-eligible Position is funded through June 30, 2014

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=823000>

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Operator II

Location: Chicago, IL Education:
Experience: Salary: Unspecified
FLSA Status: Non-Exempt Hours: FULL-TIME

Position Summary:

One of the main keys to maintaining our fantastic organization here at Shedd is our Facilities team. Right now, we are looking to add a team player that can help support our organization from the inside out!

This is a responsible Operator II, Full-time position. This position conducts a routine and on-going assessment of both the Life Support Systems and Base Building operations. S/he performs tests and analyzes data to assure the proper functioning of departmental equipment. The Operator I monitors operation of the mechanical /electrical equipment. This position assures that the operations of Shedd Aquarium are efficient and continuous.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Minimum of high school diploma or equivalent.

Experience: Minimum of three years' previous experience with filtration systems, water sampling and testing required.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Guest Experience Ambassador (Spring 2014 - Seasonal)

Location: Chicago, IL Education: High School Graduate or GED

Experience: 1 - 2 Years Experience Salary: up to \$9

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary:

As a guest experience ambassador you will be part of our guests' total experience. Guest experience ambassadors can be the primary contact for all guest interaction within the aquarium. Each team member actively engages the guest, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Operationally, the guest experience ambassadors monitor assigned areas for traffic flow and safety concerns. All team members act as role models for outstanding customer-service standards, both within the department and within the aquarium.

Describe Experience: 1 - 2 Years Experience

Qualifications:

Retail, attraction, or customer-service experience in a high-volume environment.

Previous ticketing system or cash handling experience preferred.

Performance or theatrical background a plus.

Fluency in multiple languages is also desirable.

The guest experience must be the highest priority.

Ambassadors must be outgoing, dynamic and enthusiastic.

Must have reliable cash-handling track record or experience.

Must have the ability to multi-task, have good verbal and written communication and be friendly and personable to all; embracing the multicultural differences of our guests. Must be willing to work weekends and holidays (varied hours).

This is a seasonal (or temporary) position to help with the busy spring season.

Positions will begin sometime in mid to end of February 2014.

Physical Demand: May be required to stand or sit for long hours.

Work Environment: May be required to work outdoors.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Engagement Specialist

Location: Chicago, IL

Experience: Salary: Unspecified

FLSA Status: Exempt Hours: FULL-TIME

Position Summary:

The Engagement Specialist uses creativity and a passion for the natural world to design, implement and evaluate a program suite to increase the ability and confidence for learners to connect others to the natural world and to maximize guest impact. S/he will use learner-centered teaching, mentoring and coaching strategies and tools to meet departmental goals and outcomes. This specialist is the primary contact and coach for the interpretive volunteer team, pre-professionals, (including work-study teens) and adult professionals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 2 years of experience teaching and/or interpretation in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

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Coordinator, Corporate Relations

Location: Chicago, IL Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate commitment to Shedd's vision, mission and values.
- Assist the Assistant Director in identifying, securing and building relationships with new corporations to develop additional revenue for the corporate line. Oversee grant and contract fulfillment by coordinating benefits and reporting. Monitor relationships: determine if company objectives are being met and track partnership satisfaction levels. Support the overall corporate fundraising goal.
- Identify, secure and cultivate event sponsorships for Gala and Auxiliary event fundraiser. Serve as back-up point person for corporate hotline, gift transmittal processes, sampling and event activation as needed. Assist in the development and implementation of corporate partner events in 2014.
- Manage partnership fulfillment and grant reports outlining objectives met, benefits delivered, relevant audience research and activation results. Work with Assistant Director to assist corporate partners in measuring their return on investment.
- Fulfill responsibilities for aquarium teams and other duties as required. Assist in staffing after hours special events hosted by the Development Department, including fundraising events, cultivation events, member events, etc.
- Other duties as assigned by the Assistant Director of Corporate Relations in support of other areas of the department when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelor's degree

Experience: 2-4 years fundraising, corporate philanthropy, or related experience.

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Training and Recruitment Specialist

Location: Chicago, IL

Education: College Graduate

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

This is a professional training and recruitment position. This position is focused on designing, implementing and evaluating a training suite to increase the ability and confidence of learners to connect others to the natural world and to maximize guest impact.

S/he will use learner-centered training techniques, mentoring and coaching strategies and tools to meet departmental goals and outcomes. S/he will also attend both on-site and off-site recruitment opportunities to cultivate and maintain relationships. This specialist is the primary contact and coach for the interpretive volunteer team, work-study teens and pre-professionals.

Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 2 years of experience teaching and training in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Summer High School Intern

The Adler Planetarium (Chicago, IL) has an opportunity available in our Citizen Science department for 16 Summer Interns.

The Summer Interns will be employed 25 hours a week for 8 weeks from June 18-August 8 in the Adler high school internship program.

This position will be responsible for working in a specific assigned department or team such as Floor Programs, Summer Camps, Far Horizons, Citizen Science or Experience Development.

The Interns will complete tasks as assigned and will be supported by their department supervisor.

The Summer Interns will also be tasked with working in a group of their peers supervised by youth programs staff to complete the internship's professional development curriculum, group projects and the event planning of a culminating showcase.

[Please Click here for Summer Intern Application Packet! Summer Intern](#)

Equal Employment Opportunity M/F/D/V
REQ: CSZ100

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

Mission Specialist

The Adler Planetarium, (Chicago, IL) is seeking a Mission Specialist to lead tours of the Adler, facilitate an exhibit, the Atwood Sphere, manage the Welcome Desk in the Planet Explorers exhibit, as well as facilitate interpretation of all educational carts. This position will report to the Senior Educator for Interpretation.

Equal Employment Opportunity M/F/D/V
REQ: FLR100

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

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Director of Operations

The Adler Planetarium is seeking a Director of Operations. As head of the Operations Department, the Director is responsible for the upkeep, maintenance and improvement of the museum's primary building, observatory, and grounds, and the safety and security of visitors, employees and the collection. This position also coordinates museum services and security staff, and oversees the service of the janitorial and food service/catering contractors.

Equal Employment Opportunity M/F/D/V
REQ: OPR140

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

Citizen Science Web Developer

The Adler Planetarium (Chicago, IL) has a role available in the department of Citizen Science Department. The Web Developer is responsible for the developing a generalized transcription platform for use by institutions around the world in partnership with the New York Public Library and the core Zooniverse team.

Equal Employment Opportunity M/F/D/V
REQ: ZOO190

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

Grant Writer

The Adler Planetarium (Chicago, IL) has an opportunity available in our Advancement department for a Grant Writer position. The Grant Writer will build proposals and reports to individuals, private foundations, corporations and federal agencies. Charged with developing the case for support for the museum's chief priorities to the donor community, this position reports to the vice president for institutional advancement.

Equal Employment Opportunity M/F/D/V
REQ: ADV150

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

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Citizen Science Statistician

The Adler Planetarium (Chicago, IL) has an opportunity available in the Citizen Science department for a full time Statistician. With the Technical Lead, this role is responsible for the design of algorithms and statistical models to power the next generation Citizen Science platform and to work with other members of the development team to implement such strategies.

Equal Employment Opportunity M/F/D/V
REQ: ZOO180

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

Museum Services Staff

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Equal Employment Opportunity M/F/D/V
REQ: OPE110

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

Senior Educator

The Adler Planetarium (Chicago, IL) has an opportunity available in our Education department for a full time Senior Educator Science Coach. The Senior Educator will be a partner in continuing to build and maintain the Adler's relationships with selected Chicago Public Schools and Big Shoulders Fund pre-school through middle school teachers and assistant teachers. As a member of the Education department, the Senior Educator will provide coaching support, aid in the design and implementation of professional development, and assist to cultivate and maintain a professional learning community among educators in the program.

Equal Employment Opportunity M/F/D/V
REQ: EDU270

Inquire & apply at <http://www.adlerplanetarium.org/jobs>

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Job Title: Office Assistant - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Wed. 02/26/14 4:00 PM Central Time

Salary: \$2,727.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-15-14-0314

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Employee Services Administrator, (PSA), performs a variety of complex clerical duties for timekeeping functions for IYC-St. Charles; maintains records for employees' worked shifts, vacation, sick leave personal days, overtime, compensation time, temporary assignment and accumulated holidays; prepares semi-monthly payroll sheets and time usage reports.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

Work Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

Location: IYC St. Charles 3825 Campton Hills Rd., St. Charles, IL 60175

Agency Contact: Crystal Jackson / Human Resources Representative

Fax: (630) 584-1014 IYC St. Charles 3825 Campton Hills Rd. St. Charles, IL 60175

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

Option 2 – Typing

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YOU MUST SHOW AUTHENTIC HOSPITALITY, HAVE A SERVICE ATTITUDE, AND BE PASSIONATE ABOUT FOOD AND PEOPLE.

TO APPLY:

PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL AND SEND YOUR RESUME TO JOBS@PIGGYBACKTAVERN.COM OR . . . FILL OUT THE EMPLOYMENT APPLICATION BELOW AND EMAIL -- JOBS@PIGGYBACKTAVERN.COM - OR MAIL -- 410 CIRCLE AVENUE, FOREST PARK IL 60130-- YOUR COMPLETED APPLICATION TO US.

[DOWNLOAD APPLICATION FOR PIGGYBACK HERE](#)

ENV SERVICE WORKER

Facility Presence Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift Day shift
Hours 7:00am-3:30pm Mon-Fri and rotating weekends
Location Chicago, IL
Req Number 126056

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=106200>

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Part-Time Driver - Chicago-Cragin

Job ID 2014-102457

Category Customer Service/Support - Driver

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 3057 N. Cicero Ave. Chicago, IL 60641

Benefits included with this position are:

*Fun and friendly environment *401k and Profit Sharing with employer contribution
*Car Rental Discounts *Vehicle Purchasing Discounts *Earned Paid Days Off (after one year of cumulative service) professional customer service.

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday-Friday 1:00pm-6:00pm

Apply online at https://us-erac.icims.com/jobs/102457/*part-time-driver---chicago-cragin/job

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ELCO Claims Transfer Representative

Job ID 2014-103163

Category Administrative/Clerical - All Positions

Location US-IL

Area Chicago: West Suburbs

We are an Equal Opportunity Employer M/F/D/V.

Minimum starting pay for this position is \$12.00/hour. This is a full-time position (40 hours) with full company benefits. The hours for this position are Monday through Friday between the office hours of 7:00am and 6:00pm.

Responsibilities:

Determine primacy of liability coverage according to state laws and marketing agreements

Determine potential sources of liability coverage through phone contact and/or information searches

Facilitate transferring liability exposures to appropriate liability carriers

Verify limits of available coverage

Successfully manage conflict during difficult or emotional situations and effectively communicate with renters, insurance carriers and other parties as necessary

Respond promptly and appropriately to requests from renters, insurance carriers and internal contacts

Work cooperatively with Enterprise personnel to achieve high quality claims handling

Assist with additional administrative duties for the office which will include trips to the post office to pick up mail and filing

Qualifications:

High school diploma required

Some college courses preferred

Two years of office or administrative work experience that included daily use of computer software programs and/or internet use required

Two years of customer service, sales or insurance company experience required

Customer service experience over the phone preferred

Satisfactory driving record and current and valid driver's license

Must be able to lift and carry 15 pounds

Must be able to work full-time

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/103163/elco-claims-transfer-representative/job>

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Staff Accountant - Chicago
Job ID 2013-99832
Category Accounting/Finance - Accountant
Location US-IL
Area Chicagoland
We are an Equal Opportunity Employer M/F/D/V.

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Qualifications:

- Must be at least 18 years old.
- Must have a Bachelor's degree in Accounting or Finance.
- Must be planning to attain CPA within 1-2 years.
- Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance.
- Must have basic proficiency with Microsoft Excel and Word.
- Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.
- Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.
- No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.
- Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/99832/staff-accountant---chicago/job>

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Part-Time Service Agent (Car Detailer) - Chicago - Riverview

Job ID 2014-103555

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: North Suburbs

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 3844 N. Western Ave. Chicago, IL, 60618

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze

Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday-Friday 1:00pm-6:00pm

Apply online at https://us-erac.icims.com/jobs/103555/*part-time-service-agent-%28car-detailer%29---chicago---riverview/job

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Part Time Sr. Customer Assistance Representative Late Evenings 7pm-1am, including weekends

Job ID 2013-99541

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

We are an Equal Opportunity Employer M/F/D/V.

This is a part time afternoon/evening position working approximately 25 hours/week. Shifts will include late nights and weekends. This position pays \$10.00/hour.

Responsibilities: Sell optional protection products, upgrades, fuel options and other additional equipment. Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return

Process returns, check-ins and exit kiosk transactions

Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed

Understand and communicate rental terms and conditions, vehicle features and other services. Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance. Clean vehicle interior and exterior by hand or by operating washing equipment when needed

Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing

Perform miscellaneous and backup duties job-related duties as assigned

Qualifications:

Must be at least 18 years old. High school diploma or GED equivalent required
Some college preferred. Must have at least 1 year prior customer service retail or administrative support experience. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 5 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be willing to work for \$10/hour. Must be willing to work late nights and weekends

Apply online at

<https://us-erac.icims.com/jobs/99541/part-time-sr.-customer-assistance-representative-late-evenings-7pm-1am%2c-including-weekends/job>

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

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Thu. 03/06/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

Phone: 217-782-6239 / FAX: 217-782-9925

How to Apply:

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

Option 2A - Revenue Audit Field Manager

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Technical Advisor I

Agency: Revenue

Closing Date/Time: Wed. 02/26/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DOR 8722

Minimum Requirements:

Requires graduation from a recognized law school. Requires working knowledge of the nature and use of primary and secondary legal source materials and a working knowledge of the application of basic legal principles to individual cases or problems. Requires elementary knowledge of case law as it relates to state and federal administrative and regulatory functions. Requires elementary knowledge of court and quasi-judicial procedures and rules of evidence. Requires elementary knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, and the general public. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, when not involving highly complex problems, in clear and logical form by written media. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural, organizational, administrative or technical nature. Requires basic typing skills and the ability to utilize computer software programs including but not limited to word processing, spreadsheets and databases. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Chicago Income Tax Litigation

100 West Randolph - James R. Thompson Center Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

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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