



Chicago State University Hiring Fair

Date/Time 3/3/2014 10:00 AM - 2:00 PM

Location: *Chicago State University*

Jacoby Dickens Center

9501 S. King Drive

Chicago, IL 60628

Description

Chicago State University Hiring Fair. Come meet and network with a variety of prospective employers to maximize your chances of gaining employment. The hiring fair is free and open to the public.

Contact Penny Wilson-Tillman 773 783-8800

CALL CENTER SUPERVISOR

MacNeal Hospital, Berwyn, IL

Department: Telecommunications

Schedule: Full Time

Shift: Days

Job Details:

3-5 years experience is required

Reporting to the Manager of the Telecommunications Department and working under general supervision is responsible for out the Customer Service Department Mission of providing Unrivaled Client Satisfaction to those who use our services.

JOB SPECIFICATIONS:

A minimum of three (3) years of supervisory or leadership experience with clerical staff.

Previous experience in a healthcare or managed healthcare environment preferred.

Display proficiency in use of all Microsoft Office products.

The level of knowledge normally acquired through the completion of a Bachelor's degree in Business.

Demonstrated understanding of all hardware and software components related to the Paging/Answering System.

Maintain the calendar on the MacNeal Health Networks' standard computer software.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=370093

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Coordinator Student Services

Department: Community Health Center

Schedule: Part Time

Shift: 4 hour shift

Hours: 4:00pm-8:00pm

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details:

The Student Services Coordinator will advise and counsel students while introducing them to potential careers in the healthcare field. The goal is to develop the students skills to assist them in becoming viable members of the workforce. This is a grant funded position.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Conforms to the established Standards of Behavior
2. Integrates Westlake Hospital mission and values into daily work decisions and actions and exhibits behavior supportive of the mission and these values.
3. Coordinate and manage implementation of scholarship program and budget assuring that expenses do not exceed the funds provided by the granting agency.
4. Implement recruitment and marketing strategies to promote the program for specific target population.
5. Assist in facilitating partnership relationships
6. Provide monitoring and evaluation of program, including student progress and tracking. Meets individually with students to discuss progress at least twice a year.
7. Manage student activities including recruitment, assessment, remediation, scheduling, registration, program completion and job placement.
8. Directly supervises students during their work hours at Westlake Hospital.

JOB SPECIFICATIONS:

1. Bachelor's degree required, Masters preferred
2. One year prior experience advising students in an educational setting
3. Strong written and verbal communication skills
4. Demonstrated ability to work effectively with people from diverse backgrounds

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=439114

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 03/05/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1438007-388005

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: 8:30 AM - 5:00 PM

Location: Murphysboro Field Office 1210 Hanson Street Murphysboro, IL 62966

Supervisor: Karena Gleason

Contact: Brenda Hart DCFS Personnel 10 Collinsville Avenue # 301

East St. Louis, IL 62201

Phone: 618-583-2135 Fax: 618-583-2059

Bids MUST be received by 5:00 PM on 03/04/14.

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).

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



Dietary Attendant I

Westlake Hospital, Melrose Park, IL
Department: Food & Nutrition Services
Schedule: Registry
Shift: Day/PM rotation

Contact Information: Address: 1225 W. Lake Street, Melrose Park, IL

Job Details:

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

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=465748

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



HOME HEALTH NURSE

Vanguard Home Care, Westchester, IL

Department: HOME HEALTH

Schedule: Registry

Hours: 10am to 6pm

Job Details: Reporting to the Clinical Manager of Home Health and working under direct supervision plans, coordinates, supervises and/or provides nursing care for patients in the home in order to prevent or postpone institutionalization.

Spanish speaking is preferred.

This position supports the south team consisting of south of Roosevelt Road to U.S. Route 30 and east from the IN/IL border to the southwest suburbs.

JOB SPECIFICATIONS:

Current licensure as a Registered Nurse in the state of Illinois.

Current Illinois driver's license and auto liability insurance.

Completion of an Associate's Degree from an accredited school of nursing. Bachelor's Degree highly desirable.

Minimum of one (1) year of nursing experience required. Previous experience in a Home Care environment highly desirable.

Current CPR certification.

The analytical ability necessary to assess a patient's condition and utilize the nursing process and professional judgment in providing comprehensive care to the patients.

The communication skills necessary for almost constant interaction with patients, families, physicians and other members of the health care team.

The physical ability required to lift/move/ambulate patients.

The ability to perform effectively and efficiently under the pressure of stressful or emergency situations.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101515

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



PHARMACY TECHNICIAN (certified)

West Suburban Medical Center, Oak Park, IL

Department: Pharmacy

Schedule: Registry

Shift: Nights

Job Details:

Under direct supervision, assists Registered Pharmacists to fill prescriptions by preparing, stocking and delivering drugs, intravenous solutions and pharmaceutical supplies.

Job Specifications:

Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=900556

SCHEDULER, OTHER

MacNeal Hospital, Berwyn, IL

Department: PRE REGISTRATION (FINANCIAL CLEARANCE CENTER)

Schedule: Full Time

Shift: Days

Job Details:

Performs all scheduling and registration functions; verifies eligibility for insurance benefits (Medicare, Medicaid, and MHP); initiates certification; obtains authorization prior to providing services as required by insurance carrier; and assists patients in obtaining financial counseling. High School Diploma; 2 years registration, collection or financial counseling experience, or scheduling experience; proficient in healthcare billing, registration or collections; and bi-lingual Spanish speaking required.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=429248

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



Transporter

MacNeal Hospital, Berwyn, IL
Department: Transportation Services
Schedule: Full Time
Shift: Evenings

Job Details:

Responsible for the safe, courteous movement of people and equipment within the hospital.

JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=232524

Driver/Clerk

Location: Arlington Heights
Office: Revenue Services
Department: Maintenance

Job Description:

Responsible for the preparation and deployment of the Pace vanpool fleet. Assist Vanpool Services Department in providing technical assistance and support in the areas of maintenance, permanent/loaner van assignment, new vehicle acceptance/preparation, vehicle retirement/replacement, and fleet maintenance tracking.

Qualifications:

Must be at least 21 years of age and possess a valid driver's license. Must have a minimum of 3 years experience in customer service.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=567

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



General Laborer, Warehouse Part-Time

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Other Location :

Requisition Number : HV026288

Full or Part Time : Regular Employee PT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-illinois-job-1-4262440>

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



Quality Assurance Technician - Syrup Temporary

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00020196

Full or Part Time : Temporary FT

Position Description

Responsible for blending syrup and quality control according to company standards.

- Prepare and handle raw materials and finished goods in compliance with quality standards and requirements.
- Review production schedule for inventory and ordering of raw materials.
- Rotate inventory as required.
- Maintain orderly and clean work area in compliance with company safety and sanitation requirements.
- Maintain, store and dispose of water treatment chemicals.
- Maintain a continuous mix/batch of syrup in accordance with quality standards.
- High school diploma or GED required.
- 1-3 year of general work experience required.
- Prior food production operation experience preferred.
- Previous experience within high-speed industrial environment preferred.
- Ability to read and understand MSDS, operate manufacturing equipment, and knowledge of industrial technology a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/quality-assurance-technician-syrup-temporary-niles-illinois-job-1-4263883>

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



Maintenance Mechanic Trainee

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Other Location :

Requisition Number : 00019372

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-1 years of industrial maintenance experience required.

- 0-1 years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-trainee-alsip-illinois-job-1-4263506>

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



Market Development Manager - Chicago

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : HV026326

Full or Part Time : Regular Employee FT

1. Execute and close sales calls, focused on value-added selling activities in specified accounts.- Execute Looks of Success in outlets, sell and implement campaigns, and sell promotional programming.- Manage appropriate store inventory levels.
 - Support contract renewal negotiations as requested. - Generate IRR analysis. - Develop customer relationships. - Review business results with customers.
 - Ensure assets meet minimum performance requirements and develop a plan of action for those assets generating zero or low volume.
 - Establish and achieve equipment placement goals
 - Tracks daily, weekly and monthly call activity and performance measurements against assigned goals and expectations.
 - Manage all assigned Customer Support Tickets through to closure.
2. [AMOP function] - In connection with an Order Replenishment sales call,
 - Ensure account meets Company merchandising standards,
 - Determine stores' product needs,
 - Place and transmit appropriate order in conjunction with existing geographic sales routes- Sell in incremental displays and equipment placements;
 - Sell in promotional programs and- Ensure customer compliance.
3. Communicate account and market knowledge to Sales Center, to include information on new customers.
4. Assure account and customer standards are met, including assuring proper POS is executed and proper maintenance of company assets.
5. Check for proper company standards in product rotation.
6. Resolve customer inquiries, including researching and closing Customer Service Tickets.
7. Transport, replace and maintain Point of Sale advertising as appropriate for account.
8. Periodic lifting of 50+ pounds, bending, reaching, kneeling.
9. Business Development Function- Acquire specific number of accounts based on assigned territory opportunity- Set up new accounts with channel LOS
 - Qualify accounts to determine opportunity and investment levels

Required - High School - GED or Diploma - 1+ years general sales experience

Preferred- Bachelor's Degree- 2+ years sales and customer service specific experience

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/market-development-manager-chicago-chicago-illinois-job-1-4261351>

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



Merchandising Supervisor - St. Charles, IL

Talent Area : Sales

Location : St Charles, IL, USA

Requisition Number : 00020547

Full or Part Time : Regular Employee FT

Position Description

Work Days will be Tuesday through Saturday.

Responsible for maintaining merchandising standards within a designated geographic area. This position is responsible for >5mm cases.

- Staff, train, evaluate and develop team members.
- Supervise the daily sales and merchandising activities.

- Schedule team members to meet the demands of the business.
- Visit accounts to monitor adherence to merchandising standards.

- Manage within labor and OPEX budget.
- High school diploma or GED required.

- Bachelor's degree preferred.
- 1-3 years experience in consumer products required.

- Requires experience managing people/budgets.
- 1+ years supervising distribution/delivery staff.

- Prior beverage industry experience preferred.
- Computer and database application skills.

- Familiarity with DOT regulations preferred.
- Ability to operate a manual/powered pallet jack or lift product.

- Valid driver's license and driving record within MVR policy guidelines, pallet jack certification as required.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandising-supervisor-stcharles-il-st-charles-illinois-job-1-4255851>

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



Full Service Delivery Driver - Class A required

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV024434

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.

- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.

- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.

- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.

- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.

- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-class-a-required-chicago-illinois-job-1-4253916>

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



Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00020034

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.

- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.

- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.

- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4253898>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



***Part-Time Service Agent (Car Detailer)- Western and Roosevelt**

Job ID 2013-98316 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest 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
1224 S Western Ave
Chicago, IL 60608*

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
- Vacuum, 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 one of the following schedule: •Monday - Friday 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/98316/*part-time-service-agent-%28car-detailer%29--western-and-roosevelt/job

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Manager, Business II (Cicero, IL.)

Talent Area : Finance

Location : Chicago, IL, USA

Requisition Number : 00020556

Full or Part Time : Regular Employee FT

Position Description

As a key member of the management team, the Manager must ensure compliance with all company policies and procedures while using analytical skills to be a resource to the Distribution Center Management Team and Area Sales Functional Teams. The Business Manager will provide administrative, financial support services and analysis for the operational and sales teams. They will also ensure accurate and timely internal administration and adherence to proper accounting and reporting procedures.

This position supports facilities with volume between 6-15 million cases and/or

manages 2-3 facilities - Management Role Responsibilities: Supervise administrative staff for the Distribution Center

- Internal Control Responsibilities: Monitor the internal control environment compliance, identify gaps to Functional management teams and MU Finance Manager, and assist in remediation

- Administrative Responsibilities: includes payroll, new hire paperwork, cell phone administration and coordinate all general administrative activities for PSS and Sales teams

- Financial Responsibilities: Responsible for monitoring and collaborating with management in the analysis of monthly financial reports. Monitor and control operating expenses with potential savings opportunities. Assist in Accounts Receivable efforts including Sales Center Charge Backs, AR write offs, NSF Checks and support the mail check process for customer refunds; Monitor Pre-settlement and Cashiering activities to ensure timeliness and accuracy, Process A/P invoices in company preferred method. Assist in annual operating budget for the Distribution center and sales.

EDUCATION:

Required - Bachelor's Degree or equivalent business experience

Preferred- Bachelor's Degree

EXPERIENCE:

Required - Five plus years office experience with similar responsibilities

- Finance or management background- Proficient PC skills- Skilled in Microsoft Office

Preferred- Proven people leadership skills

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/manager-business-ii-cicero-il-chicago-illinois-job-1-4250382>

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



Production Supervisor (7:30pm – 7:30am – Thurs, Fri, Sat)

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00020157

Full or Part Time : Regular Employee FT

Position Description

Responsible for manufacturing product using efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the schedule and ensure that quality standards are met.

- (7:30pm – 7:30am – Thurs, Fri, Sat)
- Staff, train, evaluate and develop team members.
- Manage line efficiencies, key performance indicators and down time.

- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.

- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications.

- High school diploma or GED required.
- Bachelor's degree preferred.

- 1-3 years production/manufacturing experience.
- Requires experience managing people/budgets.
- 2+ years supervising production staff preferred.

- Basic computer and database application skills.
- Familiarity with manufacturing systems.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/production-supervisor-730pm-730am-thur-fri-sat-alsip-illinois-job-1-4245739>

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



Order Builder (Loader) Part-time

Talent Area: Warehouse Operations

Location: Alsip, IL, USA

Requisition Number: HV025130

Full or Part Time: Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.

- Prior warehouse experience required.
- Ability to operate a manual/powered pallet jack or lift product is preferred.

- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-part-time-alsip-illinois-job-1-4235382>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Driver Merchandiser Relief

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV025268

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.

- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.

- Pick up company property.
- Secure company assets.

- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.

- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.

- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A or B Driver's License required.

- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-illinois-job-1-4220500>

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



General Laborer - Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019763

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and cooler service equipment.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-niles-illinois-job-1-4208279>

Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel. Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders. Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed. Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications. Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age. Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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