



Electrician-Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 0019167

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress
- Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers
- Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-niles-illinois-job-1-4168561>

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Other Location :

Requisition Number : HV019034

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-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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***Part-Time Driver - Highland Park**

Job ID 2013-100470 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 1430 Old Skokie Valley Rd., Highland Park, IL

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: 8am-5pm
 - Tuesday: 8am-5pm
 - Friday: 8am-5pm

Apply online at https://us-erac.icims.com/jobs/100470/*part-time-driver---highland-park/job

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Management Trainee - Chicago City: Loop/Gold Coast/Bucktown

Job ID 2013-97604 Category Management Trainee Program - All Positions

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

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

Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees.

Responsibilities: As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Qualifications:

- Bachelor's degree preferred.
- 1. Associates Degree with 2 years of sales experience in lieu of Bachelor Degree
- 2. 4 years of Sales experience in lieu of no degree
- Must have relevant experience in 2 of the following 3 categories:
 - Sales ■ Will consider 3+ years as a professional or college athlete in lieu of sales
 - Will consider 2+ years of active duty military experience in lieu of sales
 - Customer Service ■ Management/Supervisory/Leadership
- Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.
- No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI). • Must be at least 18 years old.
- 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/97604/management-trainee---chicago-city%3a--loop-gold-coast-bucktown/job>

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Part Time Driver Franklin Park

Job ID 2014-104285 Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

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

The Driver delivers vehicles safely and timely to the appropriate destination(s).

Position pays \$8.75/hour

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 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 of age. •12 months work experience required.
- Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.
- No drug or alcohol related conviction on driving record in the past five 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 \$8.75 per hour.
- Must be willing to work every Sunday

- Must be able to work the following schedule (with a half hour unpaid lunch)
 - Sunday 9am-7pm, Monday 7:45am-6:30pm, Tuesday 2pm-6:30pm
 - Sunday 9am-7pm, Monday 2pm-6:30pm Friday 7:45am-6:30pm

Apply online at <https://us-erac.icims.com/jobs/104285/part-time-driver-franklin-park/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 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 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>

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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

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) Finish

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 Service Agent (car detailer) - Chicago, IL**

Job ID 2014-104200 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South 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.

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 accidents 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 accept the starting pay of \$8.25/hr
- Must be able to work the following schedule:
- Monday, Wednesday, Friday 7:30am - 6pm •Rotating Saturdays

Apply online at https://us-erac.icims.com/jobs/104200/*part-time-service-agent-%28car-detailer%29---chicago%2c-il/job

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Intern (Seasonal) - Summer Food Program Job ID: 1271

Closing Date: 03/01/2014

Administrative/Intern (H)

Date Posted: 2/2/2014

Location: Central Administration

PROGRAM DESCRIPTION: This program provides nutritious meals to children who participate in park programs during the summer. Staff will ensure that parks are complying with city and state regulations regarding safe food handling. Will collect and enter data regarding meal counts for reporting to CPD and ISBE for the Summer Food Program

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.31 -\$18.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Human Resources Generalist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540

PHARMACY TECHNICIAN (certified)

West Suburban Medical Center - Oak Park, Illinois

Thursday, February 20, 2014

900556 Pharmacy

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 <http://jobs.westsubmc.com/jobs/958583-PHARMACY-TECHNICIAN-certified-.aspx>

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Inspection Technician

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs.

Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc.

Performs equipment and vehicle maintenance and keeps maintenance log.

Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance. Other duties as assigned.

Qualifications:

Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training.

Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position.

Ability to operate all company equipment required.

Must be capable of heavy lifting. This position is safety sensitive. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432

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Inventory Controller

Location: Melrose Park

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management, Materials Planning, responsible for assisting the Senior Inventory Controller in all facets of stockroom operations, stocking parts, accepting and recording all incoming and outgoing shipments, i.e., parts, fluids and scrap, issuing parts to mechanics, recording parts usage from equipment repair orders in Oracle, reviewing stock levels and issuing reorder notices to replenish and maintain inventory, performing cycle counts, preparing requisitions, maintaining inventory balances and communicating regularly with the Maintenance Manager regarding materials requirements and availability. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 1 year of experience in materials, stockroom operations, inventory control or related field. Must possess a valid Illinois Driver's License. A basic knowledge of car/truck/bus parts is required. Good verbal and written communication skills and a working knowledge of computerized parts inventory systems are required. Qualified candidate must have a good work history. Lifting bus parts weighing up to 75 pounds is often required.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=213

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

ADMINISTRATIVE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin

Department PSJH NURSG ADMIN OPER'N

Schedule Registry/PRN/Flex

Shift PM/Night rotation

Hours 2300-0730

Location Elgin, IL

Req Number 121265

Job Details Summary

Responsible for supervising the activities of nursing personnel in all patient care areas, on the shifts when hospital administration is not available, in order to ensure the provision of optimal nursing/Hospital services. (Assumes administrative responsibility for the Hospital environment during applicable shifts. Represents the Hospital administration after normal business hours and weekends to problem solve, etc., concerning the operations of the Hospital and patient care).

Education and/or Experience:

Bachelor's Degree in Nursing preferred. 3-5 years of progressive nursing responsibility required. Illinois Licensed Registered Nurse Required. CPR/BLS Required

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=638168>

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Servicer

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned. Responsible for completing all required documents and reports for work performed. Other duties as 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 possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353

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Network Administrator

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, Systems Administration, this position is responsible for planning, configuring, installing and supporting wide and local area network systems and server equipment. Provides support in maintaining network and server hardware and software, analyzing problems, and monitoring the network to ensure availability and security to system users. Coordinates and provides expertise to outside agencies and vendors installing systems or connecting to the Pace network. Proactively monitors system event logs to optimize and prevent any emergencies. Writes network related Request for proposals and Task Requests. Reviews and evaluations of RFPs and proposals. Monitors and tests network and server software performance and provides statistics and reports.

Qualifications:

Qualified candidate must have a Bachelor's Degree in Computer Science, or it's equivalent, and have at least three years of actual intense work experience in Cisco, Windows, and/or Linux local area network environment, or equivalent work and academic experience. Qualified candidate must have proven experience and success with LAN and WAN design and implementations. Proven experience with network capacity planning, network security principles, and general network management best practices. Strong, hands-on technical knowledge of network and server operating systems, including Cisco, Windows, and Linux. Excellent hardware troubleshooting experience and network Performance Tuning. Extensive application support experience with troubleshooting performance related issues. Must be able to talk to customers over the phone, have a personable character. Ability to respond quickly within a dynamic environment with tight deadlines, and demonstrated interpersonal and written communication skills. Must have a good work history. Work is performed in a normal office and computer room environment. Lifting and transporting of moderately heavy objects, such as computers and peripherals. On-call availability for 24/7. Sitting for extended periods of time in a cubicle and standing for extended periods of time in a highly air conditioned computer room.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=666

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Job Title: Assistant Manager, Supply Chain

Department: General Stores

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Supply Chain

Job Number: 2014-0272

Further Position Highlights:

Integrate supply chain functions to meet the supply needs for Rush's patient care areas through the warehouse. Establish and attain department quality management strategies and regularly track and report metrics associated with these.

Actively identify areas opportunity to improve supply operations.

Establish and manage managing physical inventories in the warehouse. Establish and maintain appropriate par levels. Develop and maintain a working knowledge of materials management inventory systems to ensure that these are best utilized to fit the needs of the organization. Manage the day-to-day operations and staff of the warehouse supply areas by preparing all departmental work schedules and communicating changes to ensure that all duties and responsibilities are completed.

Conduct staff interviews and make hiring, disciplinary, and performance management decisions in accordance with Human Resource policies and procedures.

Ensure that all employees are oriented to the department and hospital policies and procedures. Allocate time for education-related meetings and plan and conduct in-service educational programs as needed. Develop department-specific operating manuals and update as necessary.

Problem-solve supply and distribution logistical issues in collaboration with teams throughout the organization by evaluating supply and distribution methods.

Recommend cost effective solutions based on needs and capabilities.

Knowledge, Skills, and Abilities:

Bachelor's degree preferred.

Demonstrated knowledge of supply chain processes, preferably in healthcare.

3-5 years of progressive experience within areas of materials management.

Demonstrated ability to utilize Microsoft Office Suite (Word, Excel, PowerPoint).

Ability to handle multiple responsibilities, prioritize daily activities, meet strict deadlines, problem solve, make independent decisions, and work well with all levels of the team.

Strong interpersonal and communication skills.

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Job Title: Public Relations Specialist

Department: Internal Communications

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Public Relations

Job Number: 2014-0223

Job Description:

Rush University Medical Center presents an opportunity for a Public Relations Specialist.

The Public Relations Specialist will handle a variety of public relations projects and activities focused on internal communications, media relations, and web and social media.

The Public Relations Specialist reports directly to the Director of Internal Communications. The individual who holds this position exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills, and Abilities:

Bachelor's degree in Journalism or a related communications field required.

Three to five years of experience in public relations required.

Experience working at an academic medical center or large hospital strongly preferred.

Proficiency using Microsoft SharePoint, Word, PowerPoint, Excel, Meltwater News online media analysis system, Photoshop, Adobe Acrobat Professional.

This position also requires the use of Workamajig project management system and FatWire website content management system.

Excellent writing and editing skills.

Must be well-organized and have the ability to handle several projects at the same time; accept responsibility for quality and timeliness of own workload; have excellent interpersonal communication skills for working with peers, supervisors, news media, and the public.

Self-motivated, reliable, detail-oriented, and flexible.

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Job Title: Sr Accountant - Overhead Allocation

Department: Overhead Allocation

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-0127

Job Description:

Responsible for the review and processing of purchase orders and requisitions, vendor invoices, construction pay applications, sworn statements, G702, G703 and lien waivers. Maintains the CIP project financial database (budget, commitments, expenditures, etc.), and performs a monthly reconciliations of the CIP database to the general ledger.

Position Responsibilities:

Reconciles and distributes Modernization and Project Manager Reports monthly.

Compiles & reviews TIF documentation and submissions and prepares responses to questions on the submission.

Monitors contractor's certificates of insurance and project bonding, maintains modernization project files, and monitors contractor labor rate sheets (time, material, projects).

Responsible for construction and retention accruals in the general ledger and preparing journal entries for adjustments needed.

The Auditor responds to internal and external audit requests and cross trains to backup other Fixed Asset Department positions.

Position Qualifications Include:

Bachelor's degree in accounting required.

Prefer minimum of 5 yrs. experience in Fixed Asset/Project Accounting or Construction Accounting/Auditing, preferably in a hospital environment.

Proficiency with Microsoft Excel, Word, and Access is required.

Experience with Lawson Fixed Asset and Activities modules preferred.

Excellent analytical, statistical, computational and interpersonal skills required.

Must be able to work accurately and efficiently in a high work load environment.

Must have the ability to collaborate and work on a team, as well as work independently

CPA licensed in the State of Illinois highly preferred

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Job Title: Sr. Accountant - Finance

Department: Finance

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Finance

Job Number: 2014-0178

Job Description:

Review and processing of purchase orders and requisitions, vendor invoices, construction pay applications, sworn statements, G702, G703 and lien waivers and analysis of development fund projects (CIP). Monitor contractor's certificates of insurance and project bonding, maintain modernization project files, and monitor contractor labor rate sheets (time, material, projects)

Position Responsibilities:

Maintain the CIP project financial database, perform monthly reconciliations, review reports, prepare journal entries for CIP & retention accruals, expense transfers and other Fixed Asset related journal entries.

Prepare documentation packages for TIF reimbursement and respond to TIF related questions.

Coordinate prevailing wage payments.

Document retention duties and special projects as requested.

Position Qualifications:

Bachelor's degree in accounting required.

Minimum of 2 years, experience in Fixed Asset/Project Accounting or Construction Accounting/Auditing, preferably in a hospital environment.

Proficient in Excel (pivot tables & lookups) and able to use Access to run existing reports and extract data. Proficient with Word and mail merges.

Proficiency with Microsoft Word, Access and Adobe Professional is required.

Excellent analytical, statistical, computational and interpersonal skills required.

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Job Title: Food Server - Part-time

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2013-1708

Position Highlights:

Obtains customer meal order; inputs order and serves meal in a timely manner. Serves banquets as assigned. Maintains cleanliness and orderliness of dining room and service areas; sets up workstations. Assembles and plates specific menu items.

Position Responsibilities:

Sets up dining room and service area prior to start of service; breaks down areas at end of service. Maintains cleanliness and orderliness of dining room throughout service period; ensures that work areas are properly stocked at all times. Obtains customer menu orders, places order, and serves meal following established waitstaff procedures. Ensures accuracy of customer meal order and pricing. Prepares beverages, cold food items, plates specific menu items following established guidelines for portion control and presentation. Clears and resets tables as needed. Serves catered functions as assigned. Performs Host functions as assigned. Performs cashier functions as assigned, following established cashier procedures. Requisitions all food and supplies needed for work areas. Ensures that work areas are properly stocked at all times. Maintains cleanliness and sanitation of work areas and equipment; performs cleaning duties as assigned. Complies with all regulatory agency standards and all department policies and procedures. Trains new personnel as assigned. Orients dietetic interns to work areas as assigned. Performs related duties as assigned.

Position Qualifications Include:

High School diploma or GED required

Ability to read, write, speak English

Strong math skills

Minimum of one year experience as waitperson

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

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