



Driver-Shuttler-Hiker in Chicago Illinois United States

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday.

We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business.

We are customer-led, service-driven, and offer a friendly and collaborative work environment.

In our Driver position you will transport vehicles to and from locations safely.

You will assist associates in maintaining smooth and safe traffic flow throughout check in area and conduct the final inspection of all Avis Budget vehicles to ensure readiness for customer rental.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow.

We recognize and reward all employees at all levels and across all functions for a job well done.

Job Title: Driver-Shuttler-Hiker

Requisition Number: 197361

City: Chicago/Midway

State: IL

Apply online at

<http://avisbudgetgroup.jobs/chicago-il/driver-shuttler-hiker/44109850/job/>

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Courtesy Bus Driver in Chicago Illinois United States

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday.

We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are customer-led, service-driven, and offer a friendly and collaborative work environment.

Our Courtesy Bus Drivers attend to the needs of Avis Budget customers by providing transportation between the airport and the Avis or Budget lot in a courteous and helpful manner.

Courtesy Bus Drivers must greet each customer personally and assist customers with their luggage.

Excellent communication skills are required to be able to announce arrival and departure statements using an intercom system.

Courtesy Bus Drivers will perform all duties in accordance with all Federal DOT laws and regulations while following company policies to ensure a safe operating environment.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow. We recognize and reward all employees at all levels and across all functions for a job well done.

Job Title: Courtesy Bus Driver

Requisition Number: 197339

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/44109862/job/>

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Rental Sales Associate in Chicago Illinois United States

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday.

We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business.

We are customer-led, service-driven, and offer a friendly and collaborative work environment.

As a Rental Sales Associate, you will assist customers with their vehicle rental ensuring a positive customer experience while also promoting our additional products and services.

Our Rental Sales Associates are well trained to attain their sales goals by using our proven sales techniques and enjoy working in a fast-paced environment.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow.

We recognize and reward all employees at all levels and across all functions for a job well done.

Job Title: Rental Sales Associate

Requisition Number: 197317

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/44109864/job/>

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Human Resources Representative in Chicago Illinois United States

Avis Budget Group, a global leader in the travel services industry, is seeking a Full-Time Human Resources Representative to be located at our Chicago O'Hare International Airport location. This generalist position will support a portion of our North Central Region (Illinois, Wisconsin, and Indiana) and work with both union/non-union employees, partner with all levels of management and deliver business-focused HR solutions throughout an assigned territory.

This position reports to the Human Resources Manager for the North Central Region (located in Chicago, IL). This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana. Approximately 50%-75% travel required.

* Bachelor's Degree required * 3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:

- * Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.
- * Ability to work effectively both as a team player and individually.
- * Strong HRIS and computer skills preferred.
- * Excellent oral and written communication skills required.
- * Proven ability to effectively interface with all levels of management.
- * High attention to detail while handling multiple tasks is a must.
- * Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Job Title: Human Resources Representative

Requisition Number: 202569

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/44109093/job/>

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Vehicle Service Attendant-Service Agent in Chicago Illinois United States

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday.

We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are customer-led, service-driven, and offer a friendly and collaborative work environment.

From our best in class recognition for top sales performance to our CEO acknowledgement for outstanding customer service in operations, we take the time to highlight a job well done.

In this role, you will prepare vehicles for customer rental by thoroughly cleaning the interior and exterior of the vehicle to ensure vehicle maintains quality assurance standards. Check and replace all vehicle fluids.

Ensure vehicle has appropriate legal documents and vehicle operating guides.

Essential duties and responsibilities will vary accordingly based on assignment. In exchange, we can offer you a competitive hourly rate and paid training.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow.

We recognize and reward our employees for a job well done by offering a competitive hourly rate and on-the spot awards and service awards.

These are just some of the many ways that Avis Budget Group ensures that employees at all levels and across all functions are recognized and rewarded.

Job Title: Vehicle Service Attendant-Service Agent

Requisition Number: 197324

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/44109860/job/>

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Vehicle Return Associate in Chicago Illinois United States

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday.

We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business.

We are customer-led, service-driven, and offer a friendly and collaborative work environment.

As a Customer Service Representative, you will be directing customers as they return their rental vehicle ensuring a smooth and safe traffic flow, assisting customers remove their valuables from their rental vehicle, and expediting the conclusion of their vehicle rental experience.

You will be working outdoors for your entire work shift, greeting customers as they return their rental car to our lot.

Avis Budget Group offers complete support with a true commitment to you and your career by providing the tools, knowledge, training, motivation, and opportunities to grow.

We recognize and reward all employees at all levels and across all functions for a job well done.

Job Title: Vehicle Return Associate

Requisition Number: 201331

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/44109209/job/>

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Agency Operator in NORTH CHICAGO Illinois United States

As an Agency Operator you will be responsible for the growth and success of an Avis/Budget/Budget Truck Rental location that is not a part of a major airport operation. However, in some smaller markets you may be assigned to operate a regional airport location. Many of the Agency Operator locations are in malls within a Sears store. Other locations include free standing buildings, strip mall locations, or major hotels.

An Agency Operator is an Independent Contractor who is responsible for the operations of a car rental agency. Everything from selecting your own employees to creating marketing plans will be in your control. Avis/Budget/Budget Truck Rental will offer you assistance with everything you need to be successful from a paid training program to providing the cars that you will be renting along with the office location, utilities, computers, and office furnishings and equipment. The business operations, like staffing and cost control, are your responsibility. Although you don't pay Avis/Budget/Budget Truck Rentals any money to become an Agency Operator, you are required to cover start-up costs such as incorporating your new business, business liability insurance, and the first month's payroll for your employees (most operators start with just a few employees). Agency Operators are paid a percentage of every dollar taken in for rental revenue.

To better inform you of the Agency Operator opportunity in your area, you will be using our interactive, online application system to navigate through the initial portion of the interview process. Please complete this part of the process as quickly as possible as there are a limited number of opportunities available in your area, and the positions are filled quickly.

Job Title: Agency Operator

Requisition Number: 196551

City: NORTH CHICAGO

State: IL

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/44109910/job/>

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Part Time Driver in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward every day. We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Driver, you will work part time, outdoors transporting our rental vehicles to and from various locations safely. You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage. Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Basic Qualifications/Minimum Requirements:

- * Must have a high school diploma
- * At least 6 months of prior work experience
- * Valid driver's license and a good driving record
- * Must be willing and able to work a flexible schedule including nights, weekends and holidays

We provide you: * \$8.25/hr

* Corporate discounts, car rental discounts & much more!

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Employee Type: Part Time
Required Experience: 1 Year
Category: Transportation
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60632
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/part-time-driver/42770406/job/>

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Network Technician

Essential Duties and Responsibilities:

Manage a complex LAN environment of Brocade switches, cabling, VLANs, IP addressing, NAT, and CheckPoint Firewalls

Oversee the maintenance and repair of cabling (copper and fiber), punch-downs, connections, media converters, and distribution equipment

Maintain wireless infrastructure keeping network diagrams and documentation current and complete

Provide support for events at the United Center and assisting other technical departments in diagnosis and correction of problems

Keep network diagrams and documentation current and complete

Experience:

Must have a solid background in maintenance and upkeep of network security solutions along with strategic planning for the technical environments

Knowledge of, and experience with various networking concepts and protocols; firewalls and security measures

Experience with client server based applications such as web servers, e-mail servers, database servers, etc., hardware and software systems

Mandatory familiarity with TCP/IP, switching and routing CLI and protocols as well as familiarity with general Windows, MacOS, and productivity tools

Ideal candidate is a self-starter, highly motivated, results driven, and has the ability to work well in a team environment. Bachelor's Degree and/or commensurate experience required.

To apply for these positions or to be considered for future job opportunities, submit your resume online, or mail or fax a resume to:

United Center 1901 W. Madison St. Chicago, IL 60612

Attn: Human Resources FAX: (312) 455-4750

No phone calls please.

EOE in a Drug Free Workplace

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UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center.

Levy Restaurants at the United Center, is currently hiring for the following part-time/seasonal positions:

Concessions - Runners
Restaurants - Servers, Server Assistant, Runners
Retail - Sales Associates, Retail Hostess
Sanitation - Housekeeping, Laundry Room
Suites - Runners
Warehouse - Op Tech

If you are interested in working for a truly unique and exciting company, apply today by emailing your resume to ucjobs@levyrestaurants.com or visit the United Center in person:

United Center
Gate 8
1901 W. Madison St.
Chicago, IL 60612

Monday - Friday, 9:00 AM - 5:00 PM (non-event days)
Monday - Friday, 9:00 AM - Noon (event days)

Please note that most positions are during evening hours.

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Job Title: Part-time, Seasonal Commissary Cashier / US Cellular Stadium

Job ID:504389

Location: IL- U.S. Cellular Field

Full/Part Time:

Regular/Temporary:

Company Description

Illinois Sportservice, located at 333 W. 35th Street in Chicago, is a leader in the hospitality and food service industry. We currently have an excellent opportunity open as Commissary Cashier.

Essential Functions:

Issues banks to cashiers Verifies cashier deposits Prepares daily deposits to bank, according to bank's instructions. Ensures that sufficient change fund is on hand Performs audits of cashier banks Maintains accurate and secure cash handling procedures Perform other duties as assigned (Insert unit-specifications below, if applicable) Non-essential Functions: May run or assist with register reports in point-of-sale system Education & Experience: Minimum 1 year cash handling experience required; banking experience preferred High school graduate or GED required Knowledge, Skills & Abilities: Must be willing and able to pass a pre-employment credit and criminal background check Strong mathematical abilities Organized and detail-oriented Ability to work well under pressure Knowledge of the functions of a cash register, coin and currency counters.

Physical Requirements:

Ability to lift and carry up to 30 pounds. Constant standing, lifting, climbing stairs and repetitive motions. Manual dexterity sufficient for cash handling and typing duties Visual acuity sufficient to see and distinguish currency and reports Environmental Working

Conditions: Frequently confined to small, window-less office environment *Nothing in this job description restricts the management's right to assign or reassign duties and responsibilities on this job at any time.

Delaware North Companies, Inc. is an Equal Opportunity Employer

Apply online at

https://peoplemanager.dncinc.com/psc/DNCHRPD/EMPLOYEE/HRMS/c/HRS_HRS.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&TargetFrameName=None

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Job Title: Part-time Seasonal Concession Intern / US Cellular Stadium

Job ID: 504278

Location: IL- U.S. Cellular Field

Unit Description

Illinois Sportservice located at *US Cellular Field, 333 W. 35th Street*, has a great opportunity available as a Food and Beverage Intern. Weekend and evening availability is required

If you have an interest in the hospitality industry, this internship will provide an excellent opportunity to gain valuable job experience. Specific responsibilities include:

- *Overseeing concession stand activities and ensuring we exceed guest expectations
- *Helping supervise Associates, including training, scheduling, coaching and enforcing work procedures and service standards
- *Setting a positive example by reporting to work on-time, displaying a cooperative work attitude, and taking pride in your personal appearance
- *Overseeing proper set-up and closing procedures of concession and portable stands, as well as ensuring equipment is operating efficiently
- *Ensuring work stations/storerooms remain clean and sufficiently stocked
- *Making sure appropriate cash handling/inventory procedures are followed and investigating any discrepancies in cash or inventory
- *Assisting Stand Managers in serving guests and performing other duties as needed
- *Assisting management in the operation of various catering activities
- *Supervise Associates while enforcing work procedures and service standards. Assist in training, scheduling, and coaching of Associates.

KNOWLEDGE AND EXPERIENCE

Strong customer service skills, friendly demeanor, and an interest in working with people

Above average math skills to accurately account for cash and inventory

Ability to work in a fast pace environment with multiple priorities

Ability to lift 50 pounds and to work in a job that requires constant standing and walking

Ability to work in hot and cold environments

Strong initiative, good judgment, and the ability to work independently

Delaware North Companies, Inc. is an Equal Opportunity Employer

Apply online at

https://peoplemanager.dncinc.com/psc/DNCHRPD/EMPLOYEE/HRMS/c/HRS_HRS.HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJOB&Action=U&TargetFrameName=None

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Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of
Closing Date/Time: Tue. 03/11/14 11:59 PM Central Time
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 14-012

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to the completion of high school plus one year maintenance work experience, preferably associated the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires the ability to follow simple oral or written instructions. Requires a valid driver's license in the appropriate classification as required by law.

Work Hours & Location/Agency Contact:

WORK SHIFT: Monday – Friday, 8:00AM – 4:30PM
POSITION LOCATION: N. Riverside CSMS, 8660 W. Cermak Rd, N. Riverside IL
FOR ADDITIONAL INFORMATION: Contact Ruth Moenck at (217) 761-3633

How to Apply:

NON-STATE EMPLOYEES: This position requires a current grade from CMS, Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to CMS, Division of Examining and Counseling at (217) 782-782-7100, (217) 785-3979, (TDD/TYY) (800) 526-0844 or the www.work.illinois.gov website for State of Illinois Employment Procedures.

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Job Title: Office Associate - Opt 2

Agency: Human Services

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

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-97-79275

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions for the manager of Employment and Training Billing Unit; establishes formats for the preparation of letters, memorandums, issue papers and other narrative reports as well as the preparation of complex statistical tables, exhibits and flowcharts utilizing the personal computer; serves as receptionist; enters data activity reports for staff. Maintains filing system.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: 8:30am – 5:00pm

Bureau of TANF Workforce Development

Employment & Training 401 S Clinton, 2nd Fl Chicago, IL 60607

Please submit applications to: Chris Pryer / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762

FAX: 217-524-3826

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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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 03/07/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2906

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; types letters, forms, records, and other documents; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Healthcare & Family Services/DCSS

CSS - Cook County Judicial Operations (54) Northern Region -Region 2/Clerical Team D
1755 Lake Cook Road, 4th Floor Deerfield, IL 60015 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

How to Apply: 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: Public Service Administrator - Opt 8K

Agency: Human Services

Closing Date/Time: Mon. 03/10/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BB-00

Bid ID#: 10-76-79568

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of 4 years college with course work in a social or human services or behavioral science field. Requires either a PhD in Psychology or a PsyD in Psychology and a valid State of Illinois License in Psychology. Requires 3 years progressively responsible administrative experience in a health or human service organization, preferably in community mental health. Prefers experience in clinical administration. Requires excellent communication skills both written and oral. Requires knowledge/experience in computer software including Word and PowerPoint.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm

DHS/DMH Central Office 160 N LaSalle Chicago IL

Contact: Lisa Standefer / Bureau of Employee Services

100 South Grand Ave East, 3rd Floor Springfield IL 62762

Fax: 217-524-3385

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS 100 employment application must be submitted with the bid form to the contact named above prior to the posting closing.

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 8K - Licensed Psychologist

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Package Handler Part Time

Job Location: Chicago, IL

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$110.00 and \$150.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$1,500 per semester / \$3,000 per year with a maximum lifetime benefit of \$15,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILJEF1

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/package-handler-and-driver-helper/jobid1863591-package-handler-part-time-jobs>

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Full time Road Driver

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time Road Drivers.

This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS37

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/driver/jobid2223158-full-time-road-driver-jobs>

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Package Delivery Driver

Job Location: Northbrook, IL

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license.

Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILNOR3

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Apply online at <http://jobs-ups.com/illinois/package-delivery-driver/jobid1725528-package-delivery-driver-jobs>

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College Clerical Asst I - Registrar Department (PT) - WIL0000211

PRIMARY OBJECTIVE:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

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

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>