



Job Title: Administrative Assistant I - Opt M1

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ27-10-15-0931

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Superintendent of School District #428 (SPSA), serves as staff assistant assisting in the interpretation and installation of procedures effecting statewide educational programs for the Juvenile facilities including the academic, career and technical, and special education programs and operations; conduct studies and investigates problems affecting School District operation; serves as a liaison with management; prepares and processes correspondence which is confidential in nature; establishes and maintains files.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year professional experience in a public or private organization.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: JRTC, 100 W. Randolph, Suite 4-200, Chicago, IL 60601

Agency Contact: Ms. Shae Bruce / Public Safety Shared Services

1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

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 M1 - Dept Corrections

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Job Title: Accountant Supervisor

Agency: Human Services

Closing Date/Time: Tue. 03/10/15 4:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-70-15-0009

Description of Duties/Essential Functions Benefits Supplemental Questions
Directs/supervises the Accounting Department through subordinate staff, providing a full range of accounting functions such as locally held funds, voucher preparation and processing, property control, etc. Prepares and monitors the on-going Facility Spending Plan for line items other than Personal Services. Determines and analyzes status of expenditures, commitments, and obligations in relation to the plan. Develops PC programs as monitoring aids. Reports to other areas of their spending allotment status. Assists Business Administration and Contract Coordinator in preparation of contract decision memo. Prepares forms for legislative audit commission and GAAP worksheets. Maintains all accounting data for facility, verifying all departmental standards are followed, and reconciles general ledger and on-going verification of the facility trial balance. Provides guidance to staff in evaluation of financial liability of residents, their estates, or legally responsible persons. Serves as liaison with department external auditors when Accounting Department is audited. Responds to, finds, and implements plans of correction. Posts data onto Appropriations Accounting, locally held funds and general ledger systems. Implements/maintains management directives consistent with Statewide Accounting and management Systems (SAMS) and CARS.

Minimum Requirements: Requires knowledge, skills, and mental development equivalent to four years of college with courses in business administration and accounting. Requires 2 years professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods, and procedures.

Work Hours & Location/Agency Contact: Ann M. Kiley Center - State of Illinois
1401 W. Dugdale Road Waukegan, IL 60085 Monday through Friday, 8:00am - 4:30pm
Contact: Dawn English - Human Resources fax: 847-249-0722

How to Apply: Non-state employees - submit CMS100 application to address above within the posting period and send a copy to Central Management Services Grades/Examining (address on application) to obtain a certified grade for this title. Failure to follow these instructions may result in rejection of your bid; as well as not receiving the bid within the time frame indicated above.

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Job Title: Child Welfare Senior Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 03/10/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1513028-137391

Minimum Requirements:

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; 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.

Work Hours & Location/Agency Contact:
Department of Children & Family Services
500 N. Greenbay, Waukegan, IL 60085

Supervisor: Vacant

Work Hours 8:30AM – 5:00PM Monday thru Friday

Contact Person: Johnnie Rambo / 312.328.2461 Fax: 312.328.2321

How to Apply:

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

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Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Tue. 03/10/15 11:59 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-88626

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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

MidSouth FCS, 1642 S 59th St, 1st floor, Chicago, IL 60636

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services/ Lisa Horsley

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

PHONE: 217-557-0347 FAX: 217-524-2116

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

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Job Title: Cook 1-Cafe - Part time

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2015-0335

Position Highlights:

Performs culinary duties as assigned, responsible primarily for cold food production for patient service, retail sales and catered functions. Ensures that food service sanitation and quality control standards are met.

Position Qualifications Include:

High School Diploma/GED required

Minimum of two years general cooking experience especially in cold food preparation and/or Cook's assistant, in an institutional or health care setting, preferred.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter.

Ability to read, write and speak English

Basic math skills to calculate recipe ingredients and quantity adjustments, calculate weight and measures

Problem solving ability

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, ability to stand and walk 100% of the time

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150226105737&

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Job Title: COOK 2-Patient Services

Department: Dietary Patient Food Service

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-0267

Job Description: Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma Required. Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred

Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire and maintain thereafter. Minimum three years cooking experience required. Ability to read, write and speak English required

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures. Critical thinking skills . Organizational skills

Knowledgeable and can operate, with minimal instruction, hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc.

Can demonstrate skills in the use of culinary hand tools (knives, etc.) and small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking. Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others. The above is intended to describe the general content of and requirements for the performance of this job. It shall not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Merchandiser Seasonal-Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV047835

Full or Part Time : Seasonal/Casual FT

POSITION DESCRIPTION

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position. Position will start anywhere for 6am to 11 am depending on route, and will work each day until the route is complete, although seasonal positions are where we flex hours we do expect that this position will be full time during the seasonal period.

Minimum Qualifications/Eligibility Requirements

Must be 18 years of age. Must be eligible to work in the United States.

Must have a valid driver's license. Must have current vehicle liability insurance.

Must have a driving record with no major moving violations in the last three (3) years.*

Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

1 year experience working in replenishment or as Merchandiser.

1 year experience working in grocery, retail, consumer goods, warehousing, or related field.

1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.

1 year experience working with manual or powered pallet jacks.

Straddle stacker certification.

Powered pallet jack certification.

1 year experience working under little or no supervision.

1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-chicago-chicago-illinois-job-1-5163212>

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General Laborer, Warehouse-PT

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV047363

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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-pt-chicago-illinois-job-1-5145435>

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Fleet Mechanic

Talent Area : Supply Chain
Location : Chicago, IL, USA
Requisition Number : 00030381
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles. - Troubleshoot, diagnose and complete repairs on all types of vehicles. - Perform preventative maintenance in fleet. - Respond to service calls. - Maintain tools. - Clean work area. - Pick up and deliver vehicles. - 1+ years of mechanic experience on light and heavy equipment required. - 3+ years journeyman mechanic experience preferred. - Gasoline, diesel and propane vehicle experience preferred. - Demonstrated mechanical and technical aptitude. - May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.) - ASE certification preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/fleet-mechanic-chicago-illinois-job-1-5136078>

CUSTOMER SERVICE OFFICER

Facility Presence Saints Mary and Elizabeth Medical Center, Location Chicago, IL
Department SECURITY
Schedule Part-time (benefits eligible)
Shift PM Hours 2:30 pm - 9:00 pm
Req Number 135931

REQUIREMENTS: Previous security experience and / or training in customer service preferred. PSTN Customer Service course Certification (within 90 days of employment). CPR/AED Certification (within 180 days of employment). NIMS IS 100 and IS 200 FEMA certification (within 180 days of employment). Must have good computer skills with Microsoft Word and Outlook.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://www.indeed.com/jobs?q=customer+service&l=Chicago%2C+IL&radius=0>

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Office Admin / Admin Assistant

Swoon Technology Resources - Chicago, IL

Working Hours: 8:00a – 5:00p

Line of Business: Human Resources

Top 3 Skills:

1. Communication (Superior oral and written communication skills)
2. Organizational
3. Accuracy

Admin will provide high-level administrative support by periodically providing research, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors. Must have prior experience arranging conference calls, travel arrangements, and scheduling meetings. Additionally, the ability to interact with staff (at all levels) in a fast, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism is crucial to this role.

- Conducting themselves at a high level of professionalism
- Team Player
- Being able to multi-task in a fast paced environment
- Minimum of 3 years' experience in an Administrative Assistant role
- Adaptable team player
- Strong working experience with Microsoft Word, Excel and PowerPoint
- Knowledge of general office procedures (e.g., filing, correspondence, scheduling, expenses, calendar)
- Effective interpersonal skills
- Excellent telephone etiquette
- Superior oral and written communication skills
- Ability to work independently and manage one's time
- Tact and good judgment in confidential situations and proven experience interacting in a team setting
- Ability to adapt procedures, processes and techniques to the completion of assignments
- Go getter, good attitude

Education/Experience.

High School Diploma or equivalent required.

Min 3 years experience required Ability to keep information organized and confidential.

Perform other duties as assigned

Apply online at <http://www.indeed.com/cmp/Swoon-Technology-Resources/jobs/Office-Admin-ebb48d8f44e8db93>

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Membership Representative - WYC0000114

Primary Location: WYCC

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Feb 24, 2015, 3:40:34 PM

Duties and Responsibilities

This position will support WYCC in areas of viewer services, membership services, premium fulfillment, special events and data entry. Coordinates excellent customer service communication to viewers, members, and the general public via phone, in person, the web and by mail. Reviews, corrects and updates all pledge drive transactions and coding on a daily basis. Receives all inbound payments and enters into database daily. Assists with database management to insure accuracy and completeness of membership information. Assists with event planning details, implementation and various mailings, including volunteer coordination and selected event attendance. Assists in premium packaging and shipping. Uses discretion in handling sensitive and confidential information. Interfaces in a positive manner with other divisions and departments in accomplishing the station's mission.

Performs other duties as assigned. Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

High school diploma required. Two years of college level courses in Advertising, Communication, Business, or Broadcasting highly desirable. Excellent customer service skills supplemented by three years of progressive experience in a clerical capacity. Exceptional interpersonal skills, particularly over the phone. Ability to be a self-starter, independent, and prioritize assigned work. Proficiency in Microsoft Windows Suite (Word, Excel, Outlook). Ability to communicate effectively with diverse groups of people. Vast amount of communication requires tact, diplomacy, and persuasiveness. Excellent use of business grammar. Highly detail-oriented with strong organizational skills and follow-through. Ability to work with minimal supervision in a multi-task environment. Proven writing skills. Must be able to summarize basic statistics and other information and write abstracts and/or reports from them. Previous soliciting, fund-raising, or sales experience desirable. Availability to work weekends and evenings on occasion.

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?job=72100>

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Front Desk Agent

Location: IL - Chicago

Property: The Hotel Chicago

Relocation Available: No

Type of Position: Non-Management/Hourly

Employment Duration: Full time

Description

Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to and understand requests, respond with appropriate action and provide accurate information such as outlet hours and local attractions.

Complete the registration process by inputting and retrieving information from a computer system, confirming pertinent information including number of guests and room rate. Promote HEI Hotels and Resorts and brand marketing programs. Make appropriate selection of rooms based on guest needs.

Code electronic keys. Non-verbally confirm the room number and rate. Provide welcome folders containing room keys, certificates, coupons and refreshment center keys as appropriate.

Verify and imprint credit cards for authorization using electronic acceptance methods. Handle cash, make change and balance an assigned house bank.

Accept and record vouchers, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Post charges to guest rooms and house accounts using the computer.

Promptly answer the telephone using positive and clear communication. Input messages into the computer. Retrieve messages and communicate the content to the guest. Retrieve mail, small packages and facsimiles for customers as requested.

HEI Hotels and Resorts is an equal opportunity employer
Race/Age/Gender/Disability/Vets

Apply online at

<http://ch.tbe.taleo.net/CH13/ats/careers/requisition.jsp?org=HEIHR&cws=1&rid=17546&source=Indeed.com>

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Warehouse Distribution Supervisor

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00028693

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

- Manage warehouse personnel and warehouse functions at Distribution Center.
- Staff, train, evaluate and develop team members.

- Supervise warehouse the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.

- Oversee shipping and receiving functions as applicable.
- Secure company assets.
- Manage within labor and OPEX budget

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

- 1-3 years warehouse/inventory experience required.
- Requires experience managing supervisory level employees.

- 2+ years managing warehouse / inventory environment preferred.
- Intermediate PC and database skills.

- Strong knowledge of inventory management systems.
- Forklift certification a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-supervisor-chicago-illinois-job-1-5022223>

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Production Sanitizer

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00030847

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for sanitizing various equipment within designated work area. - Clean interior and exterior of processing and manufacturing equipment. - Prepare sanitation chemicals and equipment. - Ensure all necessary caps are in proper locations. - Set up equipment in preparation for use by manually lifting and moving equipment and/or chemicals. - Assess and rectify problems on all equipment. - Read, understand and follow standard operating procedures. - High School diploma or GED preferred. - 0 - 3 general work experience required. - Experience working in food production or manufacturing environment. - Ability to operate various equipment. - Ability to read and understand Material Safety Data Sheets. - Forklift certification a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/production-sanitizer-alsip-illinois-job-1-5163666>

The Signature Room at the 95th

875 N. Michigan Ave.

Chicago, IL 60611

As of February 23rd We are currently seeking to fill:

Stewarding/Maintenance

Lounge Host

Concierge/Greeter

Lunch Server

Line Cooks

BarBack

Reservation agent

Payroll/Benefits Coordinator

Apply online at <http://www.signatureroom.com/AboutUs/ApplyOnline>

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Management Jobs @ Cornerstone Restaurant Group:

Working for Cornerstone Restaurant Group means more than delivering the ordinary to our guests. In our restaurants, we match people's love for exquisite food with a team of culinary professionals ready to make each meal an experience our guests will want to relish time and time again. Are you ready to help us deliver on that philosophy? Great. Email us your resume and let's talk.

Send resume to: resume@crgchicago.com

RETAIL SALES / CUSTOMER SERVICE - ELGIN, IL - \$9.50 / HR + BONUS-150528

Job Self Storage

Primary Location L-Elgin-Elgin

Schedule Full-time

JOB DESCRIPTION

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include: Minimum one year of Customer Service and/or Sales experience
Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check.

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered at

<https://publicstorage.taleo.net/careersection/2/jobdetail.ftl?job=150528>

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Branch Manager (Broadview) – Seaway Bank

Will manage and coordinate all activities at the branch level.

Controls and manages cash and cash items.

Ensures Personal Banking staff provides a high quality of customer service to account holders and general customers.

Responsible for new business & retail sales with the community.

Prior management and computer skills required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

ITS Coordinator – Seaway Bank

Will perform diverse administrative functions requiring confidentiality.

Assist with research regarding financial and technology industry trends, as well as new regulatory requirements.

Receive all IT work orders and ensure input to work order system, track and report the progress.

Assist the ITS team with Help Desk requirements.

Must have a broad knowledge of computer skills, excellent written, oral, and strong organizational skills.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>



Operations Officer (O'Hare Airport) – Seaway Bank

Will manage and provide supervision to overall airport operations.

Experience with banking regulations, policies, and procedures; employee development and public relations.

Must provide excellent customer service. Bilingual skills a plus. (On Hold)

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Tellers (O' Hare Airport) – Seaway Bank

Process transactions, service customers, and balance cash drawer daily.

Will process foreign currency requests for airport location. Bilingual skills are a plus.

High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Senior Teller (Milwaukee) – Seaway Bank

Provide quality service to our customers.

Cross-sell bank products and services to customers and prospects.

Process bank transactions in a fast and accurate manner.

Maintain, secure and balance cash drawer daily.

High school diploma and 1-2 years teller or cashier experience required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>



Record Center Specialist

Iron Mountain Bartlett, IL

Posted: 2/26/2015

JOB REQUIREMENTS

The Record Center Specialist serves customers by maintaining and processing physical assets stored in our warehouse. These vital team members process incoming and outgoing orders while also loading/moving boxed items and wheeled bins. The RCS handles destructions, internal moves, permanent withdrawals and special projects. They collaborate with team members to enable success for all.

Process incoming orders; scan carton barcodes and locations on Safekeeper system

Investigate and resolve any order discrepancy for incoming or outgoing orders;

manifest all orders, bundle and prepare for shipment

Accurately prepare all necessary paperwork

Communicate any difficult order issues to manager

Inspect and maintain all equipment, including Telxon scanner, wedge, Safekeeper terminal and ladders

Collaborate with team members

Observe safety procedures and report any safety issues

Perform all physical requirements without assistance

Travel between facilities when necessary

Mentor others as opportunities arise

Work on your feet all day

Lift, load and move boxes (average weight: 40 pounds)

Climb stairs, lift up to 70 pounds and be able to use tools to maneuver materials

High school diploma or equivalent

At least one to two years' experience in a warehouse/physical atmosphere and/or service industry and/or team-focused environment

Basic computer skills required. Strong attention to detail

Commitment to adhere to and enforce all security procedures

Work well in a team environment

Compliance Obligations: Iron Mountain is an equal opportunity employer, and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, marital status, age, sexual orientation, gender identity characteristics or expression, disability, medical condition, U.S. Military or veteran status or other legally protected classifications in making employment decisions.

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc_cmp1=js_jrp_jobclick&APath=2.21.0.0.0&job_did=J3G7LS640PDKZ612RBC&showNewJDP=yes&IPath=ILGTMOA

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

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email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Forklift Operator

Clearstaff, Inc Romeoville, IL

Posted: 2/25/2015

JOB DESCRIPTION: Are you looking for consistent work at an organization with room for advancement? Forklift Order pickers with experience are needed for Company located in Romeoville, IL

Temp to Perm positions are available.

2:30 PM- 11:00 PM Monday-Thursday

12:30PM-9:00 PM Friday,

plus some Saturdays from 7:00 AM-3:30 PM

JOB REQUIREMENTS: Must have at least 3 years of continuous Forklift/Order Picking Experience. Must be able to operate sit-down/Stand-up Forklifts. Must be able to lift up to 50 Pounds. Must be able to pass a criminal background check. and drug test.

Base Pay: \$13,000.00 /Year

Employment Type Full-Time

Job Type: Warehouse

Job ID 225/83/249

Apply online at

http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc_cmp1=js_jrp_jobclick&APath=2.21.0.0.0&job_id=J3G6ZQ75KPH9Y0MZ710&showNewJDP=yes&IPath=ILGTMOF

Cashier Team Member

Target

Date: 02/25/2015

Location: Chicago, IL

Job Number: 4435181

Description: Provide fast, fun and friendly checkout service. |Resolve guest concerns in a positive, helpful manner. |Work as part of a team. |Know REDcardSM messaging and solicit guest registrations. |

Requirements: Use excellent guest service skills. |Handle money, refunds and exchanges. |Learn new technology. |Read labels and other product information. |Cross train and work in other areas of store as needed. |Quickly and accurately scan and bag all items and collect payment1. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/us/illinois/store-hourly/jobid7063480-cashier-team-member?apstr=26src%3DJB-10182>

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Cashier - The Cheesecake Factory Hourly Staff Members

Location Chicago - Downtown
John Hancock Center
875 North Michigan Ave
Chicago, IL 60611

Description

Join an award winning company!

The Cheesecake Factory - one of Fortune Magazine's Top 100 Employers.

Do you love serving great food?

Do you enjoy working in a fun, fast-paced environment with team members who share our passion and perfection?

If so, we would like to hear from you!

Cashier

At The Cheesecake Factory there is pride in every detail, from our made-from-scratch menu to our beautiful restaurant.

We know that people are our greatest resource and we now have amazing opportunities for individuals with Passion and Perfection to join our team.

We offer:

Top Pay

Flexible Scheduling

Paid Vacation

Part-Time Benefits offered (Medical, Dental, Vision)

Discounted Shift Meal

Discount Perk Program (gym membership, cell phone discounts and more)

25% discount when dining as a guest (Sun-Thurs)

and so much more!

Requirements

Please apply online today at <http://ww3.cakecareers.com/jobs/job-detail/37419/2015-02-05?src=215259>.

Qualified candidates will be contacted for an interview.

The Cheesecake Factory is an Equal Opportunity and E-Verify Employer.

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