



Job Title: Secretary I

Company Name: Little Company of Mary Hospital and Health Care Centers
Employment Type: Part Time (regular)
Location: EVERGREEN PARK, IL, United States
Salary: Highly Competitive
Shift Hours/ Days: 40 Hours per period - Mon - Fri 8am - 1pm
Shift Details: Flexible, able to work some Fridays and some afternoons 12:30pm - 4:30pm

Hours/Pay Period: 40

Degree Required: High School

Job ID: 2015-001067-1610A5

Date Posted: Jan 28, 2015

Years Experience: 1

Note: Please read the complete description below before applying for this job.

Complete Description

A high school diploma with a special concentration in office practices-secretarial areas.

Three to six months of experience is required in order to learn office procedures, and to develop work routines.

Must be able to use a personal computer. Proficient in Microsoft Word.

Under general supervision, but according to established policies and procedures is responsible for providing personal secretarial and clerical services, such as preparing correspondence in final form, receiving and directing visitors, maintaining volunteer records, and files and so forth.

Requires a good knowledge of their manager's area of responsibility in order to maintain operational records, prepare routine reports and perform other clerical duties.

Secretary I is assigned to supervisors, managers of a department, or to a staff of professional employees.

Apply online at

<http://lcm.jobscience.com/JsrApp/index.cfm?cmd=showPositionDetail&cobrandId=2006&masterId=LCM001&positionId=490501&prodApp=cc153c84-af0b-4f17-a32a-75aec3b65159>

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Posting Title: Assistant Groundskeeper

Auto req ID 630BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Grounds

Union Status Union

Work Shift Rotating Schedule

It is anticipated that the typical work schedule will be 11:00 a.m. - 7:30 p.m.

There are 2 positions available: One position is an Assistant Groundskeeper with general duties. The second position is an Assistant Groundskeeper requiring a Commercial Driver's License (CDL) and arborist experience preferred.

The requirements for this position include: High school diploma or equivalent required. Knowledge of the operation and maintenance of irrigation systems may be required. Pesticide operator's license may be required within one year of hire. Certified arborist license within one year of hire may be required. Good communications and interpersonal skills. Reliable, dependable individual. Flexible. Warm, personable demeanor and customer service orientation. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License. Valid medical authorization card required for positions with commercial motor vehicle driving responsibilities. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. The desirable/preferred qualifications include: Associates or Bachelors degree in Horticulture preferred. Spanish fluency a plus, but not required.

As an Assistant Groundskeeper, you must demonstrate proficiency in areas, including but not limited to: developing proficiency in the safe and correct use of various hand tools such as rakes, brooms, hoes, shovels, hand pruners, saws, loppers, or other hand tools; correct use of small power equipment such as blowers, mowers, chainsaws, power washers, tillers, edgers, snow blowers, weed whips and other small power tools as assigned; safe and correct use of small tractors, water wagons, plows and brooms, riding mowers and other equipment, and basic operating knowledge of Bobcats and backhoes.

The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=88165&partnerid=25814&siteid=5163&codes=1-INDEED>

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Job Title: Office Administrator Iv - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: CS3119

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years' study at a secretarial/business college and two years' office experience; or completion of high school and four years' Office Assistant experience; or four years' independent business experience; requires working knowledge of the agency's program operations and policies; requires extensive knowledge of office procedures and programs, elementary mathematics, and grammar. Requires the ability to direct and supervise the work of a non-professional office staff. Requires the ability to travel.

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

Location: Division of Child Support Services

Cook County - Facilities (50)

36 South Wabash Avenue Chicago, IL 60603 (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:

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 1 - General

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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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: Licensed Practical Nurse II

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,254.00 - \$4,627.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters; obtains laboratory specimens; administers injections; assists in or provides special treatments; records the administration of medications and treatments.

Minimum Requirements: Requires Illinois license as a practical nurse and one years experience as a practical nurse; requires extensive knowledge of practical nursing theory and practice; requires ability to apply simple nursing techniques as delegated by physicians or professional nurses; to provide guidance and leadership to other nursing personnel, and to promote effective patient interaction.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: IL Veterans' Home
1 Veterans' Drive Manteno, Illinois 60950
Jeri Gulli Phone: 815-468-6581 ext 328
Fax: 815-468-1596

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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Loader-1501323 / Dr Pepper Snapple Group

Description

The Loader is responsible for building product orders and loading delivery trucks, while maintaining cleanliness and organization.

Position Responsibilities

Pick and audit orders by working from order sheets to build loads for transport, bulk and/or route trucks, using a forklift and/or electronic pallet jack with accuracy. Load trucks, stock floor and maintain return product and empties pallets and shelves. Maintain the stability of the pallet by properly stacking and shrink wrapping the built pallet.

Unload returned product and pallets.

Perform general housekeeping duties in the warehouse.

Total Rewards

We take great pride in offering our people benefits that are competitive. We appreciate hard work, innovative ideas and unending passion, which is why we provide a comprehensive set of benefits and options designed to fit the unique lifestyles of our employees from day one based on eligibility requirements.

Qualifications

Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Transport Driver-1501193 / Dr Pepper Snapple Group

Description

The Transport Driver is responsible for providing unfailing support to Sales and Operations by assuring that the Distribution Centers always have the merchandise to support the Company's ability to meet or exceed our customers' needs.

Shift and Schedule

Full Time Permanent Position

Monday-Friday (flexibility to work overtime is required)

Start Time will fall between 2:00 pm & 6:00 pm (will know schedule in advance)

Pay Rate

Starting Rate is \$20.45/hr, plus Shift Differential

Route

Between Northlake, Harvey, Rockford and Alsip, IL Warehouses

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

2 years delivery and face to face customer interaction experience

Valid Commercial Driver's License (CDL) and driver's license

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Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Merchandiser-1414821 / Dr Pepper Snapple Group

Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

Salary Information: The salary for this position is \$11.30 per hour plus reimbursement for usage of your personal vehicle.

Schedule and Shift: This is a day (1st) shift that typically starts at 6:00am. Must be available to work both weekend days, including Saturday and Sunday. Additional hours will be scheduled during the week.

Assigned Territory: This position will merchandise stores located in and around Plainfield and Bolingbrook, Illinois

Position Responsibilities: Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Qualifications

High school diploma or general equivalency diploma (GED)
Lift up to 50 lbs repeatedly. Push and pull up to 100 lbs repeatedly
Valid driver's license

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Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Part-time

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Driver Trainee-1501232 / Dr Pepper Snapple Group

Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Position Information

- This position requires a Permit or Class B CDL in preparation to obtain your Class A during the course of your employment.
- This is a Full Time position

Salary Information: The salary for this position is \$11.25 per hour.

Schedule and Shift: The work schedule is Tuesday through Saturday with the possibility to work additional days/hours during the week/weekends, based on business needs, averaging 48 hours per week. The shift is 5:00 a.m. to finish.

Coverage Area Assigned: Flex Routes – Champaign and surrounding areas.

Qualifications

High school diploma or general equivalency diploma (GED); 21 years of age or older
Lift, push, and pull a minimum of 50 pounds repeatedly
Current Valid Driver's License with Class B CDL or CDL Class A Permit

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Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Full-time

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Job Title: Public Service Administrator - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: CS3121

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires the ability to travel.

Of the years of required experience, requires one year of administrative experience in and extensive knowledge of state and federal policy as it relates to Child Support and one year as a supervisor. Requires ability to analyze production reports, computer data and information from management meetings in order to evaluate policies and operating procedures.

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

Location: Division of Child Support Services

JRO-Downstate Operations (55)

16 West Cass Street, 4th Floor Joliet, IL 60432 (Will County)

Agency Contact: Kathy Hunter

509 South Sixth Street Springfield, IL 62701

Work #: (217) 557-3900

Fax #: +1 (217) 557-1676

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Social Service Program Planner III

Agency: Children & Family Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1564004-645320

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by related master's degree; requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires thorough knowledge of the program objectives of agencies developing social policy and the structure, organization, and methods of social welfare institutions; requires technical ability to analyze and evaluate programs and procedures; requires ability to use computer and software on a daily basis; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: 1911 S Indiana Chicago, IL 60616

Submit Bids to:

Michele Shoultz-Hughes
406 E Monroe, Station 373
Springfield, IL 62701

PHONE: 217-558-0502

FAX: 217 524-3970

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: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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Job Title: Account Technician II

Agency: Revenue

Closing Date/Time: Wed. 02/18/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DOR 10256

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; requires extensive knowledge of accounting techniques; require working knowledge of state accounting procedures; requires ability to apply established accounting methods and techniques; requires working knowledge of principles and functions of standard office accounting machines and equipment; requires ability to operate a personal computer and related financial accounting system programs and software such as the Accounting Information System (AIS) and the Statewide Accounting Management System (SAMS).

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

A & R Shared Services/Fiscal/Functional

101 West Jefferson St. - Willard Ice Building Springfield, IL

Sangamon County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

How to Apply:

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

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Warehouse Worker-1500974 / Dr Pepper Snapple Group

Description

The Warehouse Worker is responsible for building product orders for outgoing loads for placement on route delivery trucks in an accurate and safe manner.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

Salary Information - \$10.00 per hour.

Schedule and Shift

This is a Part Time position

The schedule will vary, with average hours set as 25-30 per week. Some weeks will be Tuesday-Saturday 8:00 a.m. - 2 p.m., other weeks will be Tuesday-Friday, 1:00 p.m. - 7:00 p.m.

Qualifications

High school diploma or general equivalency diploma (GED)

Experience with operating a forklift

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

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Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Part-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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College Data Controller (3 positions) - WIL0000434

Wilbur Wright is seeking a College Data Controller in the Registrar Department
4300 N. Narragansett Ave, Chicago, IL 60634

POSITION OVERVIEW

Under supervision, controls, directs and monitors the flow of source of documents for inputting and processing; and performs related duties as required. Inputs sections, building, room, instructor, time, days, & start & ending dates, delivery system and enrollment capacity in both SPAS & People Soft. Contacts Administration and department Chairperson regarding registration discrepancies and inquiries. Maintains registration transaction forms for Administration during registration. Processes changes and requests for adding seats to sections, opens additional classes, cancels classes, and processes student requests to repeat courses. Monitors enrollment for distinctive classes that are designated for unique student populations (Transitional Bilingual Learning Community (TBLC), DePaul Bridge, Northeastern Illinois University teacher Prep partnership, and shadow classes). Coordinates the preparation, correction and delivery of class list folders to professors. Updates and maintains final class list and attendance rosters. Contacts department administrative assistant, chairperson and/or administration to report missing class lists and final grade reports or omitted pertinent data. Reviews and tallies student attendance through midterm for state reimbursement and audit reviews. Maintains files, answers telephone and copies documents when needed. Adheres to CCC Customer Service Excellence standards. Performs other duties as needed.

Qualifications

One year of experience in editing and controlling the flow of documents for computer processing; or an equivalent combination of training and experience. Knowledge, abilities and skill. Good knowledge of office machines. Good knowledge of data systems and the general flow of documents. Good knowledge of recordkeeping procedures. Ability to operate a variety of office machines including remote terminal equipment. Ability to plan and organize data control work. Ability to maintain log books and operating records. Good oral and written communication skills. Skill in the operation of data processing equipment. Skill in the application of techniques of data control.

Job: Other Office/Administrative Support

Primary Location: Wilbur Wright College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Feb 4, 2015, 12:59:49 PM

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

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College Clerical Assistant I - PT - DAL0000466

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. 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.³ 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. We are an equal opportunity and affirmative action employer.

Job: Adult Education

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Jan 30, 2015, 6:17:35 PM

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

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Commercial Driving License Instructor, Class B - Part Time - OLI0000341

Duties and Responsibilities: Conducts theoretical and initial and technical training classes for commercial vehicles, providing theory, simulation and practical applications for classes in Class B Commercial motor Vehicles. Uses established training materials to present formal class training exercises and lab work to students. Provides training in policy, procedures in compliance with all local, state and federal rules, regulations and laws. Provides theoretical and technical training in Passenger Transportation and transporting passengers with disabilities. Conducts classroom vehicle simulation training. Uses established training materials to present training exercises and practice in preparing students to safely operate a commercial motor vehicle. Provides hands-on training advanced applications, training and testing preparations in Vehicle Inspection, Skills/ Maneuvers, Range and Road Driving Skills required to meet and or exceed requirements needed to successfully pass the Illinois Commercial Drivers Test. Must be able to prepare and maintain daily student documentation as well as provide student evaluation performance. Assists Training Specialist in operations and training matters as it relates to the overall transportation program. Provides instructional training in all regulatory compliance as it relates to commercial motor vehicle and operators. Performs other duties as assigned.

Qualifications

Hold a valid Class A Illinois Commercial Driver's License

Good Driving Record

Minimum of 4 years of Class B CDL driving experience

Must have Passenger Endorsements

High School Diploma or equivalent, Associate Degree preferred but will accept a combination of education and prior experience.

State of Illinois Licensed Instructor Certification preferred, but will accept previous teaching/training experience

Able to comply with Department of Transportation Medical Requirements

Able to comply with Illinois Secretary of State CDL Instructor Requirements

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Career Services

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Jan 30, 2015, 12:05:32 PM

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

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1535003-355756

Minimum Requirements:

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

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

Location: 1124 N. Walnut, Springfield, IL Supervisor: Denise Frank

Contact: Patty Gideonsen 5415 N. University Peoria, IL 61614

Phone: 309-693-5416 Fax: 309-693-5316

BIDS MUST BE RECEIVED BY 5 PM ON DATE OF 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).

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Job Title: Office Assistant - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 02/17/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: MP1827

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, conducts error correction processing through the General Correction Mode on imaged claims; conducts on-line correction of claims submitted by providers; records batches processed by indicating the amount of time spent along with the number of errors corrected on a worksheet; identifies discrepancies and errors on claims with system information; lifts and carries packages, cartons and/or equipment up to 25 lbs.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing, office practices, procedures and programs, grammar, spelling and punctuation, and basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to lift and carry packages, cartons and /or equipment up to 25 lbs.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Claims Processing

201 South Grand Avenue, 1st Floor Springfield, IL 62763 (Sangamon County)

Agency Contact: Kim Fitzgerald / Bureau of Medical Administrative Support

201 South Grand Avenue, 3rd Floor Springfield, IL 62763

Work Telephone Number (217) 558-5416 Fax Number (217) 557-2565

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 1 - General

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