



Account Specialist

Location: Chicago, IL

The Account Specialist will be assigned accounts, specific to department and/or vendor, and will be responsible for all aspects of procurement and payment for those accounts. He/She will also assist with administrative duties for the Finance department.

The Account Specialist will report to the Financial Operations Manager.

Responsibilities

Review invoice documentation for appropriateness and enter invoice data pertaining to assigned accounts into the ledger system to be processed for payment. Perform review of other account specialist's data entry

Review procurement card statements for accuracy in assignment of expenses and appropriateness of expense

Data entry of purchase requisitions pertaining to assigned accounts and place order with vendor for these purchase requisitions

Initiate follow-up with departments and vendors to resolve questions and outstanding issues with purchase requisitions and/or invoices

Sort Department Mail and scan invoices to be sent to other departments

Maintain files related to vendors, purchase requisitions, invoices, and procurement cards

Other duties as assigned

Qualifications

High school diploma or equivalent is required

Minimum of one to two years experience working in a professional environment, specifically in purchasing or accounts payable is preferred

Efficient use of computer programs

Effective communication skills, both verbal and written

Excellent organization and problem-solving skills

Accuracy and attention to detail are imperative

Apply online at <http://www.fieldmuseum.org/about/careers>

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Calumet Outreach Coordinator

Location: Chicago, IL

The Calumet Outreach Coordinator will promote land stewardship in the Calumet region of Illinois and Indiana in order to increase resident engagement with public and private lands.

In coordination with Calumet partners, work to expand the number of active stewardship sites and number of community members involved in land stewardship.

The Outreach Coordinator will also support Calumet events and youth programs.

This is a full-time (35 hrs/wk), benefits eligible position.

Responsibilities

Develop a young cohort of the next generation of volunteer stewards, including college students and young adults in their 20s and 30s focused in Calumet

Work with staff social scientists and with partners (including non-traditional partners focused in the arts, health, faith, and community development areas) to build programming that links cultural heritage and place based on stewardship

Coordinate Calumet outreach events both at the Museum and in the Calumet Region

Assist Youth Conservation Action and National Heritage Area programs as needed

Qualifications

Bachelor's degree in ecology, biology, geography, anthropology, environmental science, or a related field

Experience in event planning, outreach, meeting facilitation, logistics, and environmental program implementation

Self-starter who is able to work as a part of team

Knowledge of urban conservation, community engagement, and group leadership

Knowledge of the Calumet Region preferred

Experience with ecological restoration and stewardship of Midwestern natural communities preferred

Ability to work some nights and weekends

Comfortable leading groups outside

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Giving Society Manager

Location: Chicago, IL

The Giving Society Manager is responsible for the development and ongoing management of donor groups that are central to the Museum's efforts to engage and build strong, long-term relationships.

He/She is also responsible for The Field Associates, The President's Leadership Council, Committees as assigned, and the Field Encounters program.

In this capacity, the Giving Society Manager staffs volunteer leaders from each group to facilitate their development and execution of strategic plans that include programming, membership recruitment, communications, volunteer opportunities and fundraising.

As a member of the Annual Giving team, the Giving Society Manager plays an integral role in achieving goals by focusing on the donor pipeline.

Specific goals for each donor group are set annually and focus on cultivating and recruiting donors, engaging group members with the Museum's mission, and fundraising.

The Giving Society Manager implements a full schedule of programs for each group, directs communications to group members (invitations, news updates, renewal notices, etc.) and conducts ongoing efforts to identify, recruit, and retain active and engaged members and volunteer leaders.

The position oversees one annual fundraising event, "Evolve", with The Field Associates and acts as a liaison for high-level external constituents as well as internal scientific staff.

Qualifications

Bachelors degree required. Minimum three to five years' direct experience in volunteer management and direct fundraising.

The successful candidate must possess strong interpersonal and communications skills and be adept at handling personal and confidential information tactfully and discretely.

Organizational skills, attention to detail, and a genuine interest in and eagerness to work with many different people are important for success in this role.

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Guest Relations Representative

Location: Chicago, IL

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

We currently have openings for both full-time (37.5 hrs/wk) and seasonal/short-term positions. Seasonal/part-time candidates must be able to work at least 24 hrs/wk.

Responsibilities

Provide excellent face-to-face customer service for the Museum visitors
Facilitate the admission process by providing information to visitors as they wait in line

Monitor and maintain the flow of guests into ticketed exhibitions
Process ticket orders (cash or credit card) using the Museum's ticketing software
Provide excellent face-to-face customer service for Museum visitors

Staff coat check operations - check bags, coats and renting strollers/wheelchairs
Facilitate the admission process by providing information to visitors as they wait in line.
Check-in all school/student groups
Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
Additional responsibilities as assigned

Qualifications

HS diploma or equivalency required
Two to three years of proven customer service experience in a similar environment
Must be available at least one weekend day per week

Must possess excellent communication skills
Familiarity or ability to use Windows-based computer programs
Must have previous cash-handling experience and excellent math skills

Must be able to stand, sit and move to different posts throughout a shift.
This position requires standing for long periods of time (2+ hours)
Second language is a plus. First aid and/or CPR training a plus

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Team Leader, Housekeeping

Location: Chicago, IL

The Team Leader, Housekeeping, supervises and coordinates the activities of Housekeeping staff engaged in cleaning and maintaining the premises of the Museum.

Acts as a liaison between all shifts and maintains a high quality standard in housekeeping services by training, supervising and motivating the staff to ensure all schedules are complete. The Team Leader, Housekeeping, position is 2nd shift (2:30pm - 11:00pm).

Responsibilities

Instructs and trains employees in the proper use of new equipment and cleaning products and procedures

Submits to Facilities department recommendations for painting, repairs, furnishings, relocation of equipment, and periodically inventories supplies and equipment
Investigates new and improved cleaning instruments and methods

Maintains proper control over the use of chemicals and supplies; ensures proper usage and cost containment

Coordinates work efforts to improve productivity

Other duties as assigned

Qualifications

High School Graduate

Two-year previous experience as a housekeeping supervisor with demonstrated knowledge of experience with custodial cleaning equipment and project management development knowledge

Knowledge and familiarity with chemical use and dilution rates

Communicate effectively both orally and written

Ability to successfully demonstrate leadership abilities

Demonstrated computer program knowledge of Microsoft Word, Excel and Outlook

Ability to work all shifts during training period

Must be able to work under pressure as difficult situations arise and retain a sense of diplomacy and urgency. Prioritized effectively in the face of infinite demands and finite resources

Must be able to stand and walk for long periods

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Technology Operations Administrator

Location: Chicago, IL

The technology operations administrator will be responsible for managing and executing administrative tasks for the Technology department including: working with senior management to manage and track departmental and project budgets, call screening for senior staff, managing meeting requests for senior staff as well as processing and assessing all inbound Technology project requests.

Additionally they will serve as the main point of contact for external departments requesting Technology project-related services. He/she will maintain a master list/schedule for all projects throughout the museum requiring Technology oversight/support.

Responsibilities

- Serve as the main point of contact for Technology project requests, as well as processing, scheduling, and tracking all of these requests
- Manage and coordinate Technology resources for selected projects, events and inter-departmental collaborations, delegating tasks to the appropriate teams as determined
- Communicates project status to stakeholders and senior staff on a regular basis
- Writes policies, procedures, and other documentation related to projects and systems with appropriate team members
- Act as a resource to Technology staff members with questions and suggestions
- Participate in various FM committees for technology as assigned
- Coordinate meetings and events for the department
- Manage and track budget for the department
- Process administrative paperwork for the Technology Department (Purchase requisitions, payment approvals, IT clearance forms, IT NDAs, etc)
- Various administrative tasks for the Director of Technology or other senior members of the department
- Maintain relationships with primary technology vendors as designated by senior department staff. Other duties as assigned

Qualifications

- Must be a team player and effective communicator
- Working knowledge of technical competencies, or aptitude and motivation to develop new competencies
- Strong troubleshooting skills and creative solution development
- Talent to effectively communicate both verbally and in writing with team members, vendors and other departments of varying technical backgrounds
- Able to handle multiple issues of varying priority effectively and work unsupervised

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Floor Operations Team Supervisor

Location: Chicago, IL

The Floor Operations Team Supervisor is responsible for ensuring effective and excellent customer service for members, donors and general museum visitors.

He/she strives to create a welcoming environment through positive staff-member interaction and supports the Floor Operations Manager in providing the Museum's members, donors and general visitors with high quality experiences and promotion of membership sales to meet revenue goals.

The Floor Operations Team Supervisor will report to the Membership Manager.

Qualifications

Minimum two years of supervisory experience in a fast-paced customer service sales environment required, with high level of sales and cash transactions.

Ability to adhere to and execute the policies and procedures within the Membership unit of the Institutional Advancement department.

Open schedule availability – must be able to work weekends and holidays.

Proficiency in Patron's Edge, Ticket Return, and Raiser's Edge preferred.
Proficient with Google docs and Microsoft Office programs, particularly Word and Excel.

Strong written and verbal communication skills, with strong attention to detail, and ability to communicate with all Museum staff levels and donor base.

Ability to prioritize and implement strategic plans in a multiple-priority environment.
Capacity to thoroughly evaluate situations, remain calm and respond under pressure.

Must be able to work diplomatically and creatively in a diverse team environment, with ability to motivate others for team and individual growth.

Able to stand, move or sit for long periods of time; ability to lift up to 25 lbs; these expectations can be accommodated.

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Business Account Executive 1

Location: Chicago, IL, USA

Area of Talent: Sales - Business

Job Type: full time Req. Number: 89209

Business Unit: Business Development/New Accounts

Small to medium-sized business owners are hungry for tech-based solutions that give them an edge—exactly what you'll offer as a Business Account Executive for Comcast Business Services.

Our integrated suite of Internet, phone, Ethernet and TV products and services is tailor-made for up-and-coming businesses in every type of industry. So you're not just selling; you're playing an active role in your customers' future success!

You'll need a listener's ear to quickly assess your customers' needs - as you create the bundle of products and services to serve them best.

Other responsibilities include generating new sales leads both in person and over the phone; creating/delivering compelling sales presentations to your prospects; and developing partnerships/affiliations with local organizations.

You'll become an expert on the local competitive landscape; and be able to meet or exceed your sales goals and territorial objectives.

We'll provide in-depth ongoing training on the full range of Comcast products and services (both existing and emerging). In return you'll bring strong persuasive, negotiation and follow-up skills to the mix, along with a proven ability to successfully close a sale.

If you'd enjoy being part of a close-knit, results-driven team where exceptional growth means limitless potential for you and your customers, we'd like to hear from you.

To get started on this new and exciting path, please use the link below to review the full job description and complete an application.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Business-Account-Executive-1-Chicago-Illinois-job-5076113>

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Communication Technician 1, Installation & Service

Location: Homewood, IL, USA

Area of Talent: Technicians and Field Operations

Job Type: full time

Req. Number: 93527

Business Unit: Computer/Electronics/Telecomm Install/Maintain/Repair

The demand for XFINITY products and services continues to grow, giving YOU a great opportunity to grow your career.

As one of our Communications Technicians, you'll connect customers to our many state-of-the-art offerings while building a solid foundation for your professional future.

In this entry-level role, you will work independently in customers' homes and outdoors to install XFINITY products and services or troubleshoot reported issues as quickly as possible.

During these visits, you'll build rapport with customers to ensure a positive experience each and every time.

As you develop expertise in all of our offerings, you will be given opportunities to advance throughout our organization.

What's more, you'll have the chance to receive performance-based recognition and rewards that signify your success.

To excel in this role, you must have superior communication, interpersonal and problem-solving skills and the ability to work well under pressure.

A high school diploma or the equivalent is required. Up to 2 years of related experience is a plus, but not required.

We provide a robust training program, a supportive team environment and much more. If you're ready to make the most of your talents, we want to hear from you. Please proceed using the link below to review the full job description including experience requirements in our Applicant Tracking System.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Communication-Technician-1-Installation-Service-Homewood-Illinois-job-5083593>

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Direct Sales Representatives

Location: Lake Zurich, IL, USA
Area of Talent: Sales - Residential
Job Type: full time
Req. Number: 86232
Business Unit: Field Sales

XFINITY's suite of products and services offer customers just about everything they need to manage their entertainment, information and even home automation and home security needs. And if you have the special qualities we're seeking - tenacity, good listening skills, a tech mindset and the ability to structure and close a sale - we could do great things together!

We're looking for motivated, determined and highly personable individuals to be the "face" of XFINITY. You'll sell and promote the full range of products with focus on video, high-speed Internet and phone services. Working a flexible assigned schedule, you'll use your exceptional interpersonal and consulting skills to listen closely to each customer's needs, explain our products and services in-depth; and recommend the right solutions. This could involve calling on potential new customers, upgrading an existing customer's services, and even winning back former customers - you've got to be flexible and ready for anything!

Comprehensive, ongoing training in all of our products and services will keep you up speed and ready to sell anything. And your managers and sales support the team will have your back --going on ride-alongs, attending weekly team huddles and giving you the tools you need to thrive. You'll even be given an iPad to let you demo our products in real time with your customers!

A high school diploma or the equivalent is required; related experience is strongly preferred. In return, we provide an exceptionally supportive team environment, a generous commission (no cap on earnings) and a strong benefits package. Your talent and tenacity will take care of the rest.

If you're eager to see where the future of awesome can take you, we'd like to hear from you.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <http://jobs.comcast.com/jobs/descriptions/Direct-Sales-Representatives-Lake-Zurich-Illinois-job-4941069>

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Sales Coordinator

Job ID 91059

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

More information about this job:

General Responsibilities:

This position is directly involved in identifying customer needs, coordinating activities of delivery drivers, maintaining competitive data, inventory control and daily business reporting.

Mandatory Requirements: Educational Background - Bachelors degree preferred

Professional Experience:

Ability to effectively work on multiple assignments in the fast paced environment of the construction industry

An attention to detail

Customer service focused

Skills:

Must have a valid drivers license and excellent driving record

Ability to drive multiple types of vehicles

Ability to engage in verbal interaction with customers

Ability to walk in unfamiliar environments

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, driving, pushing and pulling, speaking, hearing, writing, lifting, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, copy machine, and fax machine is required.

Competitive salary & benefits.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/91059/sales-coordinator/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false>

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Car Sales Representative

Job ID 90382

Positions 1

Location US-IL-Chicago

Category Sales - Car Sales

Compensation and Benefits:

In addition to competitive pay, we offer our associates:

Hourly pay plus commission and an aggressive bonus structure

Average salesperson earns over \$50K per year in paid compensation

Health insurance

Dental insurance

Vision, Life, Disability insurance

401(k) plan with company match

Paid vacation

Employee Vehicle Purchase Program

Professional work environment, with job training and advancement opportunities

100% Hertz funded Pension Plan

If you believe in doing business with integrity, transparency, professionalism and teamwork- we invite you to apply today. Apply today or tell a friend about this opportunity.

Mandatory Requirements: Educational Background: High School Diploma or equivalent

Skills:

Self-motivated sales professionals with inside or outside sales

Previous finance and warranty backgrounds a plus

Posses a valid drivers license & satisfactory driving record

Strong interpersonal and communication skills

Previous related retail experience

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/90382/car-sales-representative/job?hub=20>

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Courtesy Bus Driver (O'Hare Airport)

Job ID 90343

Positions 1

Location US-IL-Chicago

Pos. Category Driving - Bus

General Responsibilities: The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://dot-hertz.icims.com/jobs/90343/courtesy-bus-driver-%28o%27hare-airport%29/job?hub=20&mobile=false&width=619&height=500&bga=true&needsRedirect=false>

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Part-Time Vehicle Service Attendant(Car Detailer) - O'Hare Airport

Job ID 88424

Positions 3

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

Are you searching for an opportunity to be a part of a team? Do you find it important to pay close attention to detail while still being able to meet production goals? If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant.

If you think you have what it takes then apply with us to be a Hertz Vehicle Service Attendant! Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes: Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs. Must be able to work days, nights, weekends and holidays. Must be at least 20 years of age. Must be able to work outside year-round.

Physical Requirements: Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/88424/part-time-vehicle-service-attendant%28car-detailer%29---o%27hare-airport/job?hub=20>

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Part-Time Vehicle Service Attendant(Car Detailer) - O'Hare Airport

Job ID 87744

Positions 3

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

Are you searching for an opportunity to be a part of a team? Do you find it important to pay close attention to detail while still being able to meet production goals? If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant.

If you think you have what it takes then apply with us to be a Hertz Vehicle Service Attendant! Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes:

Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs.

Must be able to work days, nights, weekends and holidays.

Must be at least 20 years of age.

Must be able to work outside year-round.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/87744/part-time-vehicle-service-attendant%28car-detailer%29---o%27hare-airport/job?hub=20>

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Car Cleaner / Vehicle Service Attn - Full Time (O'Hare Airport)

Job ID 87693

Positions 3

Location US-IL-Chicago

Category RAC Operations

General Responsibilities: Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

As a Hertz VSA...

You'll be responsible for vehicle preparation to ensure vehicle is ready for customer pick-up. Drive and park vehicles on-lot as needed.

Check for vehicle damage and ensure features of the vehicles are operational.

Check vehicle status. (rentable/non-rentable)

Ensure interior of vehicle is clean. (windows, door jams, trunk, vacuum, etc)

Fill gasoline tank and check fill levels of all fluids

Clean the exterior of vehicle. (debug and wash)

Meet processing and standardization quotas.

Perform related tasks as directed by managers.

Able to work outdoors in all types of weather conditions.

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes:

Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs.

Must be able to work days, nights, weekends and holidays.

Must be at least 20 years of age.

Must be able to work outside year-round.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/87693/car-cleaner---vehicle-service-attn---full-time-%28o%27hare-airport%29/job?hub=20>

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On-Call Transporter (Part-Time)

Job ID 59390

Positions 5

Location US-IL-Chicago-Midway

Category Driving - Vehicle

General Responsibilities:

If you're looking for a part-time job with an industry leader, the Transporter position at our Midway Airport location is designed with you in mind.

You will drive late-model rental cars with automatic transmissions at and from the Midway location to various locations.

This is a casual, part-time position that's ideal for someone interested in getting out of the house a few days each month and is not intended for candidates seeking immediate full-time employment.

If hired, you will be placed on a call list and will be offered work as it is available.

There will be no set schedule initially.

Mandatory Requirements:

Drivers license and good driving record required.

Must be 20 years old or older.

THIS IS A PART-TIME POSITION

Preferred Requirements :

Applicants should be available to work a flexible, on-call schedule including nights and weekends.

Apply online at <https://usjobs-hertz.icims.com/jobs/59390/on-call-transporter-%28part-time%29/job?hub=20>

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Administrator – Payroll & Benefits,

The YWCA is currently recruiting for the position of Administrator – Payroll & Benefits, an exempt, fulltime position located at our administrative office in the Chicago Loop. The incumbent will have a split reporting relationship to the Chief Financial Officer and the Director – Talent Management. The hiring salary dependent is upon applicant experience in executive relationships and with members of a Board of Directors. The hiring salary range is between \$40 - \$45,000.

SUMMARY: The Administrator – Payroll & Benefits must collaborate with, and advise those in supervisory positions, regarding required paperwork for each new and leaving employee. In the course of daily work, the Administrator – Payroll & Benefits also collaborates closely with the Director – Talent Management for shared information, problem identification and resolution and process decisions. Collaborations with members of the finance team to ensure accurate payrolls, accurate pay distribution codes and timely distribution of pay are frequent.

QUALIFICATIONS:

- At minimum, three years of related payroll and benefits experience or training are required.
- Experience and ease with ADP payroll systems, especially WorkforceNow v.6 or v.7, are required.
- The position requires a driven and customer service-oriented incumbent.
- Demonstrated experience and the ability to work collaboratively in a cross-functional team environment are necessary.
- Advanced computer skills are necessary, especially in MS Office, with an emphasis on Excel. The successful incumbent possesses skills for analyzing Information and data entry with great attention to detail and accuracy. Confidentiality, thoroughness, general math skills, and keeping employee records via computers are all essential. Preferred "Soft Skills" include:
- Well-developed organizational skills and the ability to work effectively with employees of multiple generations and approach to work are required;
- Approachability and openness;
- Demonstrate flexibility, adaptability, and initiative;
- Act consistently in representing the culture of the organization;

EDUCATION REQUIRED: At minimum, an Associate's degree is required. A Bachelor's Degree, or specialized technical training of the same duration needed to earn a Bachelor's is required, with preferred areas of study in Accounting, Finance, Human Resources, etc.

CERTIFICATION: Certification as an FPC (Fundamental Payroll Certification) or CPP (Certified Payroll professional) is desirable.

CANDIDATE INSTRUCTIONS: Please send your email with cover letter and resume as attachments to: careers@ywcachicago.org with "Administrator – Payroll & Benefits" in the Email's Subject Line.

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Client Support Specialist

SUMMARY: The Client Support Specialist is the first contact for client-members who seek guidance about child care and those who want to become licensed child care providers. The Client Support Specialist is responsible for provision of services that will support and assist potential both child care seekers and potential child care providers in understanding the process and the State's requirements. Areas of support include: required documentation; entering the process to find child care or to become a provider; and assistance to complete the processes through the State of Illinois.

POSITION CHALLENGES: The Client Support Specialist provides informational support to clients and child care providers and answers their questions regarding child care case status, program eligibility and program guidelines. A calm demeanor by the Specialist is necessary, as both clients and child care providers may be stressed, as they seek answers that will provide to them the information that they need in a thorough and timely manner. A general knowledge of community resources is desirable.

QUALIFICATIONS:

- One year of prior work experience in providing customer service, which may be combined with experience in administrative support, is required.
- Current knowledge of the field of Early Childhood and of issues relevant to the position is highly preferred.
- The position requires a proactive self-starter and skills including a demonstrated ability to work independently and handling multiple assignments and tasks and the ability to prioritize work as projects and needs shift;
- Good telephone etiquette and ability to communicate in a courteous and professional manner are required;
- Intermediate level skills with MS Office and Outlook are required; experience in database management (data entry and manipulation) skills, spreadsheets proficiency and internet search applications experience is highly preferred.
- Ability to organize and implement office projects and maintain filing systems, databases, and calendars.

EDUCATION REQUIRED: A High School diploma or GED is required. Continuing study toward achievement of an Associate's degree or Bachelor's degree is preferred.

CANDIDATE INSTRUCTIONS: Please send your email, with cover letter and resume as attachments in Word or PDF format, to: careers@ywcachicago.org with "Client Support Specialist" in the subject line.

If you do not meet the minimum requirements of the position, we kindly request that you do not submit your email of interest. No phone calls, or faxes, please. Reasonable accommodations will be made for an incumbent to meet the essential responsibilities of the position. The YWCA is an Equal Opportunity Employer.

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