



MAINTENANCE WORKERS

Facility: Presence Resurrection Medical Center, Chicago, IL

Department: MAINTENANCE

Schedule: Full-time

Shift: Day shift

Hours: 7:00am - 3:30pm

Req Number: 136806

Status: Full-Time, benefits eligible

Shift: Days

Weekends: No

Work Hours: 7:00am – 3:30pm

On Call: No

*Location: Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631*

Summary:

Under the supervision of the Facilities Manager, performs routine maintenance and repairs to the grounds, buildings, and all mechanical/electrical equipment. Performs a variety of general janitorial services, deliveries, repairs and tasks as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School diploma or equivalent from an accredited school, required
- 1-3 years of experience providing general maintenance and repair work in a hospital setting required
- Current/valid Illinois driver's license and must be insurable

Additional Preferred Qualifications:

- Carpentry experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10030422&source=Indeed.com

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CUSTODIAL WORKER II - TEAMSTERS 700

Requisition ID: 00117260

Job Posting: Feb 25, 2015, 5:02:24 PM Closing Date: Mar 11, 2015, 10:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$17.52 / HOURLY

Organization: Offices Under the President

Minimum Qualifications: High School Diploma or General Education Development Test Certificate. (Must provide proof at time of interview)*One (1) year of full-time experience performing cleaning duties with various types of solutions via hand and power driven equipment in an institution or office building. Position involves considerable standing, walking, lifting, pushing, and other types of physical exertion.

*Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

VETERAN'S PREFERENCE: When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time.

To take advantage of this preference a Veteran must: MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?" ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911). VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW. COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at

<https://cookcountyil.taleo.net/careersection/100/jobdetail.ftl?job=121600&src=JB-10320>

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Title: Film Crew

Theatre/Dept Name: River East 21

Job Address 1 322 E Illinois St., Chicago, Illinois 60611

Pay Rate Type Hourly

2xB Req Number 94BR

ESSENTIAL FUNCTIONS: All associates may be considered for cross-training; some may be assigned duties in one or more areas at management's discretion.

General responsibilities for all positions include, but are not limited to:

- Exhibit excellent guest service skills.
- Present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests.
- Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.
- Work effectively with supervisors and co-workers.
- Demonstrate consistent and effective sales techniques.
- Meet sales expectations through loyalty card sales, suggestive selling, upselling, merchandising, and sampling.
- Complete transactions by greeting each guest, identifying the guest's request, operating point-of-sale terminals, making change accurately, completing loyalty transactions, and thanking guests.
- Ensure the security of all cash, receipts and tickets.
- Enforce the movie ratings system courteously and effectively. Uphold "zero tolerance" policy in regards to ID checking.
- Distribute, ensure proper working order of, and understand how to operate Assisted Moviegoing Equipment.
- Clean and maintain the exterior and interior areas of the theatre including
- Assist with other Film Crew functions and perform other duties as directed.
- Expanded lists of essential functions for the Concessionist, Cashier and Usher positions are available upon request from theatre management.

MINIMUM REQUIREMENTS

Requirements to be performed, with or without reasonable accommodation:

- Standing, walking, lifting, twisting, and bending on a frequent basis.
- Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor).
- Ability to work with minimal supervision.

A list containing the Tools Used, Machine and Equipment Operation, and Environment are available upon request from theatre management.

UNIFORM

Provided by Theatre: Black t-shirt, nametag

Provided by Associate: Black pants, black shoes, black socks, black belt

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=351416&partnerid=25572&siteid=5197>

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Job Title: Office Administrator III - Opt 2

Agency: Corrections

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

Salary: \$3,317.00 - \$4,793.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-28-15-0038

Position Number: 29993-29-82-000-05-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years' study at a secretarial/ business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience. Requires working knowledge of the agency's program policies and operations. Requires working knowledge of office procedures and programs. Requires working knowledge of elementary mathematics and grammar. Requires ability to direct and supervise the work of a nonprofessional office staff. Requires ability to operate manual and automated office equipment. Requires ability to type accurately at 30 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep., Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, (815) 727-3607 - FAX (815) 727-0838 - EMAIL

jamille.kent@doc.illinois.gov

How to Apply:

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

Option 2 - Typing

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Job Title: Office Associate - Opt 2 (NRC Rec Office)

Agency: Corrections

Closing Date/Time: Wed. 03/11/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0388

Description of Duties/Essential Functions Benefits Supplemental Questions Under direction of the Assistant Record Office Supv. (Executive I), performs complex sentence calculations for the Stateville Reception & Classification Records office; researches records; processes court and medical authorization forms; types documents; updates the Offender Tracking System (OTS).

Position Number: 30015-29-82-442-36-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday. LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693 - Fax (815) 727-0838 - Email diana.wysocki@doc.illinois.gov

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: Public Service Administrator - Opt 6

Agency: Children & Family Services

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

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1538002-387709

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM M-F

Location: Murphysboro Field Office

1210 Hanson Street, Murphysboro, IL 62966

Supervisor: Deborah Palmer-Thomas

Contact: Brenda Hart

DCFS Personnel, 10 Collinsville Avenue # 301, East St. Louis, IL 62201

Phone: 618-583-2135 Fax: 618-583-2059

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 6 - Health & Human Services

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Job Title: General Foreman

Department: Engineering & Maint

Shift: 1st

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

Specialty: HVAC

Job Number: 2015-0156

Job Description:

Rush Medical Center is seeking a full time General Foreman!

Position Highlights:

The General Maintenance General Foreman of the Mechanical Group is responsible for supervising plumbing, steam, medical gas, machine shop, welding, and related activities of the workers engaged in the operation and maintenance of equipment and machinery which are part of the Physical Plant.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred.

Trade school, and any training courses pertaining to the trade

Have minimum of five (5) years experience as a journeyman

Capable of working without supervision and is authorized to make decisions which will insure proper performance by his crew and the

employees from shops other than his own when applicable

Good interpersonal skills; capable of communicating effectively both verbally and in writing

Capable of utilizing a computer

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=20150226101808&

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Maintenance Worker

Onward Neighborhood House

Posted: February 24, 2015

Location: Chicago, Illinois

Hourly Rate: 11.00 - 13.00

Type: Full Time - Experienced

Category: Facilities/Property Management

Preferred Education: High School

DESCRIPTION:

We are currently seeking a Maintenance Worker. If you are a qualified, motivated individual and would like to join our exciting and expanding organization, Onward Neighborhood House is the place for you. Please do not miss out on this great employment opportunity-apply now!

ESSENTIAL FUNCTIONS: Under the general supervision of the Site Manager performs maintenance, janitorial duties necessary to overall agency operations.

QUALIFICATIONS:

- High school diploma or GED.
- Ability to follow written and oral instructions, communicate with others, and do strenuous physical work.
- Knowledge of tools, equipment, supplies and methods of general janitorial work, and safety guidelines.
- Valid Illinois driver's license and insurance
- Flexible in work schedule

Hours: 40 hours per week

Hourly Range: \$11.00-\$13.00 with good benefits (i.e., health, life, short/long term disability insurance, vacation, 403(b) plan after one year of employment, etc.)

Application details: Please send cover letter and resume to:

Gladys Malave, Human Resources Director

Onward Neighborhood House

5413 W. Diversey Avenue, Chicago, Illinois 60639

Fax: (312) 666-6735

Email: gmalave@onwardhouse.org Web: www.onwardhouse.org

NO TELEPHONE CALLS PLEASE!

**ONWARD NEIGHBORHOOD HOUSE IS AN EQUAL AN EQUAL OPPORTUNITY
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Controller

CABRINI GREEN LEGAL AID

Posted: February 25, 2015

Location: Chicago, Illinois

Salary: 46,000.00 - 50,000.00

Type: Full Time - Experienced

Category: Finance/Accounting

Required Education: 4 Year Degree

Overview:

The Controller will be a seasoned and mature leader with 10 years of experience, managing finance (accounting, budgeting, control, and reporting) for a multifaceted company or nonprofit with multiple funding sources.

The Controller will report directly to CGLA's Deputy Executive Director.

Required Qualifications and Experience

The Controller will have the following experience and attributes:

Bachelor's degree in Accounting with CPA and/or MBA.

Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team.

Demonstrated experience and proficiency in financial management and accounting utilizing QuickBooks Accounting Software, ideally in the nonprofit sector.

Familiarity with Razor's Edge

Experience with nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.

Experience should include audit, compliance, budget, and resource development.

Understanding of Budget Circular A133 audit.

Excellent written and oral communication skills, including the ability to explain technical finance and accounting topics to non-technical audiences such as staff and the board.

Personal qualities of integrity, credibility, and a commitment to CGLA's mission.

How to Apply:

Please email your resume and cover letter and salary requirements to search@cglanet.org

Type "Controller" in the subject line.

Note: Please mention how you heard about the job announcement in your email.

NO PHONE CALLS PLEASE!!

CGLA is an Equal Opportunity Employer and encourages qualified candidates of all backgrounds to apply for this position.

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Development Associate

Jane Addams Resource Corporation

Posted: February 24, 2015

Location: Chicago, Illinois

Salary: Open

Type: Part Time - Entry Level

Department: Development

Reports To: Director of Development & Communications

Location: 4432 N. Ravenswood, Chicago, IL 60640

The Development Associate supports JARC's fundraising and resource development activities including identifying, soliciting and cultivating gifts and grants from individuals, foundations and corporations. The Development Associate will additionally assist with JARC's marketing and communications efforts. This position reports to the Director of Development & Communications.

Works with program staff and management to create original content, including participant success stories, partner highlights and policy updates, for various communications channels.

Writes and posts content for JARC's social media channels (Facebook, Twitter, LinkedIn)

Works with design consultants, web designers and other media vendors as directed. Performs other duties as assigned.

Terms/Conditions: Part-time/Permanent (18 hours/week) Non-Union

Qualifications

A minimum of a Bachelor's Degree in a relevant field.

Team player; thrives in collaborative, mission-driven environment.

Excellent writing, speaking, interpersonal and organizational skills.

Self-motivated with creative problem solving skills and ability to multi-task in a fast-paced work environment.

Track record of successful grant proposals a plus.

Background in non-profit work; knowledge of workforce development a plus.

Proficiency in Microsoft Office Suite, database management software and social media.

Familiarity with Adobe Creative Suite products a plus.

To Apply:

E-mail resume, cover letter, and references to: hr@jane-addams.org

Please include the position title (Development Associate) within the subject line.

Inquiries without the title in the subject line will not be reviewed or considered.

No phone calls please.

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Driver Merchandiser

Talent Area: Transportation/Driver

Location: Alsip, IL, USA

Requisition Number: HV047348

Full or Part Time: Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.

- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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/driver-merchandiser-alsip-illinois-job-1-5152365>

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Full Service Delivery Driver-

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV047573

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.
- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines

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/full-service-delivery-driver-alsip-illinois-job-1-5145262>

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Merchandiser Full Time-Alsip

Talent Area : Merchandising/Merchandiser

Location : Alsip, IL, USA

Requisition Number : HV045586

Full or Part Time : Regular Employee 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.

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 influence. 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-full-time-alsip-illinois-job-1-5135192>

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Order Builder (Loader)-Part Time (7pm – 3:30am)

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV045783

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU. We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

- Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.
- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.
- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
- Prior warehouse experience required.

- Ability to operate a manual/powered pallet jack or lift product is preferred.
- Demonstrated attention to detail.

- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

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/order-builder-loader-part-time-7pm-330am-alsip-illinois-job-1-5079633>

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Job Title: Technical Advisor II

Agency: Juvenile Justice

Closing Date/Time: Fri. 03/13/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: MG010 Bid ID#: IDJJ27-00-15-0131

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Assistant Chief Legal Counsel, Senior Public Service Administrator, prepares for and represents the Department and/or Department staff in administrative or quasi-judicial hearings, including prisoner review board (PRB) and employee review hearings, conducts investigations in preparation for hearings, conducts research regarding legal impacts on the Department, advises Department staff on relevant legal issues, summarizes and prepares reports on research findings and hearing results and other matters.

This position is exempt from the bargaining unit.

Minimum Requirements: Requires license to practice law in Illinois, working knowledge of judicial and quasi-judicial procedures and rules of evidence, working knowledge of state and federal law, working knowledge of principles of administration and management, ability to conduct legal research, utilize basic computer programs including Microsoft Office. Requires some in-state travel and possession of valid drivers' license.

Work Hours & Location/Agency Contact:

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

Work Location: 3825 Campton Hills Rd, St. Charles, IL 60175

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

1301 Concordia Court, Springfield, IL 62794 Phone: 217-557-6015

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: ADMINISTRATIVE ASSISTANT 1

Shift: 1st

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

Job Number: 2015-0340

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant I to join Neurological Move Disorders clinic at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Qualifications Include:

High School diploma required.

3-5 years of previous administrative experience required, medical terminology knowledge essential.

Strong interpersonal and communication skills; ability to work effectively with a variety of staff.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, and Access.

Ability to work under pressure with accuracy.

Ability to deal courteously and in a professional manner with patients and staff.

Ability to effectively deal with sensitive matters and materials confidently

Ability to prioritize multiple assignments and tasks.

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=20150226105241&

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver
Location : Kankakee, IL, USA
Requisition Number : HV019034
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.
Check accuracy and stability of the load.
Deliver products to customers.
Merchandise, display and rotate products according to company standards.

Invoice and collect monies due.
Pick up company property.
Secure company assets.
Ensure compliance with regulatory and company policies and procedures.
Settle all accounts daily.

High School diploma or GED preferred.
1-3 years of general work experience required.
1+ years of commercial driving experience preferred.

Local delivery experience preferred.
Prior grocery store and/or consumer products experience a plus.
Ability to operate a two or four wheel dolly.
Familiarity with DOT regulations.
Ability to work with minimal supervision.

Valid Class A or B Driver's License required.
Driving record within MVR policy guidelines required.
Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise 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 people/budgets.

- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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Manufacturing Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00027979

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

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

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

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/manufacturing-electrician-niles-illinois-job-1-5157114>

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Inventory Planner - Niles, IL
Talent Area : Supply Chain
Location : Niles, IL, USA
Requisition Number : 7679
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
 - Monitor and track syrup usage in production runs.
 - Reconcile and confirm daily production orders.
 - Track and report efficiencies and yields associated with inventory/production.
 - Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
 - Report to management/supervision daily out of stock items/materials
 - Perform weekly age analysis and report any close dated product.
 - Assist in the training and development of departmental personnel.
 - Manage produced product replenishments to surrounding Sales Centers.
 - Manage inventory levels to plan at a third party warehouse.
 - Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
 - High level of customer service focus and response required as an operations liaison to a Sales Center.
 - Create and prioritize product replenishments (IBT's) to meet the DRP plan.
 - Generate and review daily reports.
 - Prepare and file reports.
 - Other duties as assigned by management.
-
- High School Diploma or GED required.
 - Bachelor's Degree in a related field preferred.
 - Minimum of 1 year Inventory Control experience.
 - Background knowledge of SAP 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/inventory-planner-niles-il-niles-illinois-job-1-4999801>

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