



Lobby Attendant (Job Number: HOT019US)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Houseperson with Conrad Hotels and Resorts is responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

As a Houseperson, you would be responsible for cleaning and maintaining designated areas of the hotel and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean designated areas including, but not limited to, restrooms, public areas, offices and banquet/meeting/conference rooms
- Perform tasks including, but not limited to, dusting and polishing furniture and fixtures, vacuuming, mopping, sweeping, shampooing carpets, washing windows, cleaning/waxing floors, removing and disposing of trash and emptying ashtrays
- Greet guests in a friendly manner
- Report maintenance deficiencies and items in need of repair
- Stock and maintain supply rooms, as needed
- Perform deep cleaning tasks and special projects (for example: mattress flipping, furniture moves, etc.), as needed
- Deliver guest requests and assist in cleaning guest rooms, as needed

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Linen Attendant (Job Number: HOT019UK)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Laundry Attendant with Conrad Hotels and Resorts is responsible for maintaining a constant supply of clean linens for the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

As a Laundry Attendant, you would be responsible for maintaining a constant supply of clean linens for the hotel in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Perform all stages of linen processing, including, but not limited to, collecting, transporting, sorting, weighing, loading and unloading (washers, dryers and chutes), ironing, folding, storing and delivering
- Maintain cleanliness of laundry machinery and laundry area
- Maintain stock levels
- Respond to guest service issues in a timely, friendly and efficient manner
- Perform additional laundry services, as needed

EOE/AA/Disabled/Veterans

Job: Housekeeping and Laundry

Schedule: Full-time

Brand: Conrad Hotels & Resorts

Shift: Day Job

Job Level: Team Member

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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FT Cook II (Job Number: HOT01APB)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Cook II with Waldorf Astoria Hotels and Resorts is responsible for preparing cold food items in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Cook II, you would be responsible for preparing cold food items in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare cold food items including, but not limited to, salads, fruits, dressings, fish items and appetizers, according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards at all times
- Manage guest orders in a friendly, timely and efficient manner
- Ensure knowledge of menu and food products
- Stock and maintain designated food stations(s)
- Visually inspect all food sent from the kitchen
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations

EOE/AA/Disabled/Veterans

Job: Culinary

Schedule: Full-time

Brand: Waldorf Astoria Hotels & Resorts

Shift: Full Availability

Job Level: Team Member

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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FT Asst Admin Catering (Job Number: HOT0187M)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

A Coordinator with Waldorf Astoria Hotels and Resorts is responsible for providing office support in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

What will I be doing?

As a Administrative Assistant, you would be responsible for providing office support in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Greet and assist guests and respond to requests in a timely, friendly and efficient manner
- Perform word-processing, typing, e-mailing, data-entry, filing, faxing, copying, processing mail and taking notes and/or dictation
- Answer telephones, schedule team members, process payroll and conduct inventory
- Coordinate department projects, as needed
- Oversee maintenance of office equipment
- Track Guest Comment Cards and feedback
- Perform other general office duties and assist with special projects, as needed

EOE/AA/Disabled/Veterans

Job: Banquets, Catering and Convention Services

Schedule: Full-time

Brand: Waldorf Astoria Hotels & Resorts

Shift: Day Job

Job Level: Team Member

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Event Manager - The Drake Hotel (Job Number: HOT0197N)

Work Locations: The Drake Hotel 140 E. Walton Place Chicago 60611

An Events Manager with Hilton Hotels and Resorts is responsible for executing written sales agreements for moderately-sized and moderately-complex events and for the successful execution of such events in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As an Events Manager, you would be responsible for executing written sales agreements for moderately-sized and moderately-complex events and for the successful execution of such events in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Execute written sales agreements for moderately-sized and moderately complex events limited to less than 300 cumulative room nights
- Maintain relationships among the customers, their representatives and the hotel to ensure full participation in servicing accounts
- Initiate verbal and written communication with customers and hotel departments outlining details and specifics of the event including, but not limited to, payment structure, room block management, food and beverage, public room rental, exhibit hall fees, incremental and affiliate revenue streams, performance damages and master billing process
- Partner with operations departments to execute events
- Maximize revenues and control expenses through effective negotiation of services and accurate forecasting
- Respond to guest inquiries and special requests and resolve issues and concerns in a timely, friendly and efficient manner
- Monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Monitor and assess service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Recruit, interview and train team members

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Casual/ Part-time (no benefits)
Shift Day/PM rotation
Hours Shift Varies
Location Joliet, IL
Req Number 135762

Job Details:

Calculate purchases and accept various forms of payment. Clean dining area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ring up cafeteria purchases and accept payments.

Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. Verify cafeteria deposits after closing register. Clean dining area. Train staff and assist with developmental issues.

Education and/or Experience:

High school diploma or GED preferred. 3-6 months previous experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029638>

CALL CENTER OPERATOR

Facility Presence Health - Corporate Office
Department CALL CENTERS
Schedule Full-time
Shift Night shift
Hours 11:00 pm - 7:30 am
Location Chicago, IL
Req Number 135030

Job Details: An effective Call Center Operator must have prior experience in handling telephones, and must be competent in handling normal phone answering services (main line and operator assist). They will be trained on handling Emergency Codes, Physician Express and Answering Service functions and will be called upon to handle these calls periodically.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029754>

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CASHIER

Facility Presence Saint Francis Hospital
Department FOOD SERVICES
Schedule Full-time
Shift Rotation
Hours 6:00 am - 8:30 pm
Location Evanston, IL
Req Number 136560

Job Details

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030353>

CATERING ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Full-time
Shift Day/Night rotation
Hours varies
Location Joliet, IL
Req Number 137003

SUMMARY

Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

Education and/or Experience

High school diploma or general education degree (GED)
PREFERRED: 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030531>

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Food Service Sales Assistant Representative / PEPSI

Chicago, IL

Sales

At PBC, employees have an Unquenchable Spirit to delight consumers with the brands they love, to improve the communities in which they live and work, and to build exciting careers. If you're looking for a company that puts a premium on leadership, teamwork and responsibility, you belong at PBC.

Job Description:

This position contributes to the success of the Pepsi Beverages Company by securing new Food Service accounts and maintaining existing accounts.

Major Tasks, Key Responsibilities and Key Accountabilities:

Manage a roster of existing food service customers

Acquire new food service accounts

Achieve food service sales volume, revenue, and profitability goals for the assigned territory

Provide superior customer service

Basic Job Qualifications:

A minimum of 2 years of fact-based selling experience

Preferred Job Qualifications:

Bachelor's degree

Food Service or consumer packaged goods experience

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 65488BR

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=65488BR&cult=en-US>

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Driver - Relief Schedule - Full-Time Days - CDL A Required / PEPSI

Chicago, IL
Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

Job Ref: 5000010060810

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=5000010060810&cult=en-US>

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Driver - Relief Schedule (Full Time/Days)

Kankakee, IL

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=200003436331&cult=en-US>

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Truck Driver, Class A - Full Time - Home Daily - Melrose Park, IL

All times are in Central Daylight Time.

Requisition ID 2015-14528

Primary State/Province IL

Primary City MELROSE PARK

Employment Type Regular - Full Time (4)

Travel Requirements Driver

Ryder Integrated Logistics has opportunities in Melrose Park, IL.

•Estimated average earnings of \$50-60k/yr!! •Hourly position at \$20/hr with an average of 49-50 hours per week. •M-F, 1st Shift, and Home Daily!! •Local/Regional Flatbed work / Strapping and Tarping involved •Flatbed Experience Preferred

Please note: In order to be considered for employment with Ryder as a Class A Driver – you must meet one of the experience levels listed below: This experience must be verifiable & the driving experience must be in a Tractor Trailer, Combination Unit
•9 months experience within the past 3 years, OR •2 years' experience within the last 5 years, OR •5 years' experience within the last 10 years

Requirements:

- Minimum 22 years of age
- Minimum of 9 months verifiable driving experience
- Valid Class A CDL
- Ability to meet Ryder's driving qualifications

ADDITIONAL REQUIREMENTS: •Ability to follow written and/or oral instructions
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/14528/truck-driver%2c-class-a---full-time---home-daily---melrose-park%2c-il/job>

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Fueler / Truck Wash

All times are in Central Daylight Time.

Requisition ID 2015-14550

Job Locations US-IL-CHICAGO

Posted Date 2/16/2015

Category Technicians/Service Employees

Employment Type Regular - Full Time (4) Travel Requirements 0-10% Position Code 7001 Opportunity Details:

Position Description:

The SEI position is an entry-level position which will allow opportunities to train in SE II level responsibilities. The SE I will perform tasks related to the Fuel Island including fueling and washing vehicles, checking fluid levels and other minor maintenance tasks as assigned by the supervisor.

Requirements: •18 years of age or older

- Must be able to read codes and instructions on the computer
- Must be able to document repairs on the computer

ADDITIONAL REQUIREMENTS:

- High School Diploma or GED equivalent preferred
- Must have a valid Driver's License and the ability to meet Ryder's driving qualifications
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

- This position is primarily responsible for performing all tasks related to the Fuel Island at the maintenance facility
- Responsibilities include: fueling vehicles, recording fuel activity, checking oil, washing windows and vehicles, checking tire pressures and reporting service issues to the shop
- This position is also responsible for performing minor maintenance tasks such as tire repairs under close supervision

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/14550/fueler---truck-wash/job>

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Job Title: Carpenter

Agency: Central Management Services

Closing Date/Time: Thu. 03/19/15 5:00 PM Central Time

Salary: \$43.35 - \$45.08 hourly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10260

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, performs journeyman carpentry work in the maintenance and repair of structural woodwork, furniture and other wooden articles; supervises helpers assisting with similar tasks; determines material needs and procedures to be used in repairing existing facilities.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of the tools, material, methods and standard practices of the trade. Requires ability to instruct and direct unskilled workers. Requires skill in the use of tools and machines of the trade. Requires ability to read, interpret and work from plans, simple drawings or sketches. Requires ability to make simple arithmetical computations and bulk estimates of material needed.

Work Hours & Location/Agency Contact:

Work Hours: 7:00 am-3:30 pm; ½ Hour Unpaid Lunch

Work Location: Central Management Services

BOPM/Facilities Management/Ann Kiley Developmental Center

Ann Kiley Developmental Center, 1401 W. Dugdale Road, Waukegan, IL (Lake County)

Agency Contact :A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

You will be contacted by mail if chosen for an interview.

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: Commissioner Assistant

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: MC-12

Bid ID#: 31-1501

Minimum Requirements:

The successful candidate will be a law school graduate with academic school. Standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred.

In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact:

8:30 a.m. to 5:30 p.m., Monday through Friday

160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett

HR Analyst

Illinois Commerce Commission

527 E. Capitol Ave.

Springfield, IL 62701

217-557-4206

cbarrett@icc.illinois.gov

How to Apply:

Submit a cover letter, resume, and CMS-100 by April 15, 2015 to: Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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Job Title: Student Intern

Agency: Workers Compensation Commission

Closing Date/Time: Fri. 03/20/15 11:59 PM Central Time

Salary: \$1,346.00 - \$2,848.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IWCC-50-15-0001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the supervision of the manager of the workers compensation insurance compliance division, for a period not to exceed four years while actively enrolled in college, on a full or part time basis performs support work the compliance division which also argues the student's major Business Management. Participates in training which provides general knowledge of programs philosophies and objectives of state government, the Illinois Workers' Compensation Commission and the Insurance compliance division in particular. Participates in on the job training which provides the intern with practical experience in procedures for verifying insurance coverage for a particular accident date, determines non-compliance period. Corresponds with employers and attorneys regarding non-compliance issues with emphasize on areas related to the area of Business Management. Completes work assignments involving research, analyzes and preparation of reports Assists investigators in the preparation of case files for informed settlement conference. Assists in preparing case file for hearings before the commission by organizing material sorting evidence and completing necessary documentation. Participates in staff meeting, conference and training seminars which will provide additional awareness of current practice in the area of regulation and enforcement.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires the ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and general public.

Monday through Friday, 8:30 AM - 5:00 PM (Hours may be decreased depending on student's class schedule) Illinois Worker's Compensation Commission
100 W Randolph, Suite 8-200, Chicago, IL

How to Apply: Send a completed CMS-100 Employment Application to:
Illinois Worker's Compensation Commission
Human Resource Department
100 W. Randolph Suite 8-281, Chicago, Illinois 60601
Faxed copies will not be accepted. Please do not contact the HR Office.

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Job Title: Technical Advisor II

Agency: Juvenile Justice

Closing Date/Time: Fri. 03/27/15 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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Deputy General Counsel - Litigation Department: Legal Grade: 70 / CHA
Position Number: EDGC-LGL760 DESCRIPTION

The Deputy General Counsel protects the assets of the Authority by supervising prosecution and/or the defense of litigation which has a significant monetary and/or policy impact upon the CHA including but not limited to personal injury lawsuits, housing choice vouchers, fair housing discrimination employment, disability, breach of contract, Federal Section 1983 cases, Workers' Compensation claims, and all legal issues involving staff and outside counsel.

Long-term challenges include reducing the pending and new claims and suits filed through loss control, through investigation of claims, and through aggressive prosecution/defense of litigation.

The decision making authority for this position includes determining prosecution and/or defense strategies of lawsuits with the exception of decisions involving expenditure of significant assets; determining disposition of suits by filing motions to dismiss complaints on the initial pleadings or later motions for summary judgment after completion of the discovery.

Recommendations made by this position include settlements of serious litigation and developing management procedures which affect trial strategies.

EDUCATION AND EXPERIENCE REQUIREMENTS:

This position requires a Juris Doctor degree, Admission to the Illinois Bar, and a minimum of ten years' experience, including ten years of trial and appellate court experience.

This position requires extensive knowledge of court procedures, knowledge of the Illinois Code of Civil Procedure and Rules of the Supreme Court and Federal Court Rules. Must possess the ability to analyze and appear in court to argue motions and possess actual trial experience. Proficiency with computerized legal research and docketing methods, knowledge of insurance principles and professional malpractice loss control is required. Excellent management skills essential to manage and control a high volume caseload.

This position requires excellent verbal and written communication skills. Excellent analytical skills are necessary to prepare legal defenses, analyze documents and conduct legal research.

The minimum salary for this position is: \$ 85,778.00

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Project Coordinator Department: Asset Management / CHA

Grade: 61 Position Number: PJCD-PRO740

DESCRIPTION

The Coordinator responsible for monitoring and enforcing occupancy activities as required by the Admissions and Continued Occupancy Policy.

REQUIREMENTS:

- Bachelors of Science degree in public policy, business administration, public administration or a related field and at least two years of progressively responsible experience, or the equivalent combination of education and related work experience.
- The incumbent must possess highly effective communication and customer service skills.
- The applicant must be able to work well-in team oriented projects as well as individual projects.
- Demonstrated experience communicating with and providing assistance to persons with disabilities.
- Working knowledge of public housing Occupancy Standards, HUD regulations, CHA policies including Fair Housing and all federal laws and regulations that prohibit discrimination against individuals with disabilities is highly preferred.
- This position requires advanced verbal and written communication skills, effective problem-solving and organizational skills, and the ability to exercise objective judgment and discretion, ability to meet and enforce deadlines, and the ability to multi-task.
- Strong computer skills are also required (Microsoft Word, Excel, and PowerPoint, data entry).

The minimum salary for this position is: \$34,455.00

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Intern (Seasonal) -South Region Job ID: 2013

Closing Date: 3/20/14

Administrative/Intern (H)

Date Posted: 3/6/2015

Location: SOUTH REGION

Region: South

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$11.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Intern (Seasonal) - Movies in the Park Job ID: 2018

Closing Date: 04/05/2015

Administrative/Intern (H)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

Level: 2601

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.12 / hour

Career Service EEO: Administrative Support FLSA: Non-Exempt

Apply online at

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