



Slitter Operator

Job Order Number: OD-03/13/2014

Today's Date: 03/13/2014

Job Order Close Date: 03/31/2014

Starting Pay: \$15.00

Shift Requirement: First

Company Location: 60624 West Side Chicago

Public Transportation Accessible: Yes

Experience Required: 1 YEARS EXPERIENCE

Skills and Abilities Required: •Operation Monitoring -- Watching gauges, dials, or other indicators to make sure a machine is working properly. Operation and Control -- Controlling operations of equipment or systems. Quality Control Analysis -- Conducting tests and inspections of products, services, or processes to evaluate quality or performance •Installation -- Installing equipment, machines, wiring, or programs to meet specifications •Mathematics -- Using mathematics to solve problems •Reading Comprehension -- Understanding written sentences and paragraphs in work related documents •Equipment Selection -- Determining the kind of tools and equipment needed to do a job •Equipment Maintenance -- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed •Troubleshooting -- Determining causes of operating errors and deciding what to do about it •Monitoring -- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action •Credentials or Certifications required: - Education Level – High school diploma or GED •Physical Work Environment: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

Personal Characteristics Required: •Language Skills: Ability to read, analyze, and interpret common industry, production and technical documents in English.

Mathematical Skills: Ability to apply basic and some advanced mathematical concepts.
Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions

Company Interview Process: Must pass company interview process, pass drug test & background information.

Please direct your questions to: Osman Dubon (773) 890-0055 or o.dubon@idpl.org

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Major Gift Officer

Area of Interest: Development/Fundraising

Job Description: The Major Gift Officer will identify, engage, cultivate, solicit, and steward current and prospective donors, in expanding their financial support of the work of the American Red Cross. He/she will be responsible for meeting an annual revenue target by working with an assigned portfolio of donors and prospects to advance the mission of the organization and assist donors in creating meaning in their lives through giving to the American Red Cross.

This is a sourcing requisition that is used to identify potential candidates for several similar positions currently vacant. If you are contacted by a member of the Talent Acquisition Team, you may be directed to apply to a specific, active job opportunity. The candidate profile you build for this requisition can be used to apply for other American Red Cross opportunities

Qualifications:

Education: Bachelor's degree required; advanced degree is highly desirable.

Experience: Minimum 5 years of major gifts leadership experience. Significant expertise with the area's funding community highly desirable. Progressive experience in successful development programs and knowledge of "best practices" in development.

Requisition Number: CHAP42147

Chapter Code - Chapter Description: If this is a Chapter Position then select the Chapter - Chapter Description

Business Unit: CHAP - North Central Division

Country: United States

State/Province: Illinois

City: Chicago

Full Time / Part Time: Full Time

Shift: 1st - First Shift

Work Schedule: Monday thru Friday

Percentage of Travel: 10% - 25%

Relocation Eligibility: Yes

Apply online at

<https://www.americanredcross.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExtern.al.showJob&RID=42147&CurrentPage=1>

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CHIEF FINANCIAL OFFICER

YMCA: The West Cook YMCAs

Location: Oak Park, IL

Job Description:

We are seeking Chief Financial Officer candidates who are knowledgeable, personable, and experienced in both financial operations and human resources.

The Chief Financial Officer position oversees and manages all financial matters in the YMCA business office, oversees investments and information systems. Provides direction and leadership to YMCA business operations, strategic initiative, and policy development. Oversees all aspects of human resources. This position is part of the Y senior leadership team and works closely with board and committee volunteers.

Requirements: Bachelors degree in business, finance, or equivalent; 10 or more years of experience in accounting, financial management; previous experience in human resources and with information technology. Prefer candidates with successful YMCA work experience or with another nonprofit organization.

Salary: \$45,000 - \$55,000

Additional Compensation Details:

YMCA membership; Health, dental and life insurance benefits; at eligibility, enrollment in the YMCA Retirement Fund.

HOW TO APPLY

Submit cover letter and resume (with six references) via email to Donna LaSage, Executive Assistant, West Cook YMCA, dlasage@westcookymca.org

Apply By Email: dlasage@westcookymca.org

Resumes until: 4/11/2014

Contact: Donna L LaSage
dlasage@westcookymca.org
255 S Marion St
Oak Park, IL 60302-3103

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College Clerical Assistant II - Full-Time - TRU0000145

Primary Objective: College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Clerical/Secretaries
Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Mar 13, 2014, 2:35:42 PM

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

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Position: Hostess / Admin - Part Time

Company: Chicago Apartment Finders

Job Location(s): Chicago, IL

Start Date: As soon as possible

Employment Term: Regular

Employment Type: Part Time

Hours per Week: 15-20

Required Education: High School or Equivalent

Required Experience: 1 to 20+ years

Required Security Clearance: None

Related Categories: Admin - Secretarial and Office Mgmt, Real Estate and Property Mgmt, Admin - Receptionist/Clerical

JOB DESCRIPTION

Hosts are the first person most of our guests and owners see, and are responsible for maintaining a positive first impression for the whole company as a hassle-free service happily and efficiently rendered. Hosts assist the entire company by directing the flow and activity of incoming phone and walk-in traffic and assuring that our clients, guests and owners are attended to in a timely and friendly manner by the right personnel or department.

Administrative Assistant Job Purpose:

Intake, return and maintenance of keys in KeyTrak system. Update listings board

Serve as a backup in assisting agent rental applications. Running checks/money orders

Maintain POD

Responsible for completing all opening, closing and daily duties for CAF, as well as any other additional duties or tasks assigned by a manager

QUALIFICATIONS

Proper phone etiquette, appropriate attire and demeanor are all as essential to success in this department as is a full knowledge of CAF as a whole. Must be prepared to work part time on evenings and weekends.

ADDITIONAL INFORMATION

Part time position - Around 15-20 hours per week

\$10/hr

Apply online at <http://www.illinoisjobnetwork.com/j/t-Hostess--Admin--Part-Time-e-Chicago-Apartment-Finders-I-Chicago,-IL-jobs-j6405705.html>

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Job Title: Actuarial Examiner Trainee

Agency: Insurance

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: DOI 8996

Minimum Requirements:

Requires a bachelor's degree with a minimum of 21 semester hours course work in mathematics and/or actuarial science. Requires ability to successfully perform on-the-job training assignments as related to actuarial examinations; learn and retain knowledge of applicable Illinois laws, department regulations and actuarial science practices governing the insurance industry; acquire requisite skills and knowledge needed to conduct actuarial computations and analyze those made by insurance companies; establish and maintain effective working relationships with both coworkers and insurance company officials and employees; communicate effectively in oral and written form. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory/LAH Actuarial/Examination

122 S. Michigan Ave Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 Fax

How to Apply:

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

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$4,253.00 - \$5,787.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028

Bid ID#: 10-72-80133

Description of Duties/Essential Functions Benefits Supplemental Questions

The Administrative Assistants conduct other quality enhancement activities and perform comprehensive audits of the Center=s compliance with standards relating to areas such as abuse and neglect reporting, home environment issues, people=s rights, and meal services. If deficiencies have been identified by surveying entities such as Public Health, ACD, etc., the QE department reviews and monitors the plan of correction which the Center has established to address those deficiencies, making recommendations and reporting on specific changes.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in the public or private organization or completion of an agency approved professional management training program. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. - 5:00 P.M. M-F
Contact: Alice M. Chambers

Ludeman Center - Building 60, 114 North Orchard Drive Park Forest, IL 60466-1297
Voice: 708.283.3015 TTY: 708.283.3060

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 H7 - Dept Human Services

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 03/25/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

\$51,492.00 - \$77,424.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-79896

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, manages a local program for expediting and maximizing all components of the "Collections Program" at the local level; establishes and monitors local priorities and assures cost effectiveness in accordance with established program procedure, productivity standards and program policies related to Financial Recovery Coordination.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration.

Requires one year of administration experience in a public or business organization, or completion of an agency approved professional management training program.

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

Roseland FCRC 11203 S Ellis Chicago, IL 60628

Please submit applications to: Anne Mitchell

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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 H7 - Dept Human Services

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Job Title: Executive II - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-79678

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general direction of the Public Service Administrator, Bureau of Community Support Services, Division of Family and Community Services, Department of Human Services, organizes, plans, and executes statewide grants for the technical assistance and monitoring plan for a number of agencies involved in the complex and technical statewide program with a particular focus on the programs of Homeless Youth within the Division of Family and Community Services (DFCS).

Minimum Requirements:
requires knowledge, skill, and mental development equivalent of four years college with coursework in business or public administration. Requires two years of responsible administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
FCS/Bureau of Community Support Services
401 S. Clinton Street Chicago, IL 60607
Please submit applications to: Chris Pryer / Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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 H7 - Dept Human Services

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Position: Delivery Driver

Company: Binny's Beverage Depot

Job Location(s): Chicago, IL

Start Date: March 10, 2014

Employment Term: Regular

Employment Type: Full Time

Hours per Week: 40

Work Hours (i.e. shift): 8 am-5pm, 9 am-6pm

Starting Salary Range: \$10-\$12 hourly

Required Education: Open

Required Experience: 1 to 20+ years

Required Security Clearance: None

Related Categories: Auto/Bus Driving, Retail/Wholesale - Packing and Shipping, Letter and Package Delivery

Responsibilities

Follow proper age verification policies on all deliveries and register transactions.

Obtain a signature, printed name and ID number for the signatory on all delivery invoices or shipping tickets. NOTE: Products can only be given to persons who have satisfied age verification requirements.

Accept only the pre-arranged type of payment indicated by the manager of the store sending the delivery.

Contact the manager of the store sending the delivery for instructions if a customer wants to change the pre-arranged type of payment.

Ensure all product is signed for at the time of the delivery and not left unattended.

Obtain the signature of the cardholder and an imprint of the card on a charge slip for payment tendered by credit card.

Return all invoices, shipping tickets, imprinted charge slips, checks and cash to the original selling store.

Observe all guidelines for cellular telephone use. These guidelines are also to be applied to the use of two-way radios.

Inform manager of vehicle operating condition problems.

Inform manager of any accidents, traffic tickets or other incidents on the day of occurrence.

Take vehicles to service appointments, per manager instruction.

Maintain company vehicles, per manager instruction (interior cleaned and organized, exterior washed, gas tank filled, oil changed, etc.)

Provide friendly assistance to customers and observe customer service policies.

Apply online at <http://www.illinoisjobnetwork.com/j/t-Delivery-Driver-e-Binnys-Beverage-Depot-I-Chicago,-IL-jobs-j6098820.html>

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Position: Corporate Office Administrative Assistant - Seasonal

Company: Chicago Apartment Finders

Job Location(s): Chicago, IL

Start Date: Multiple Start Dates

Employment Term: Regular

Employment Type: Part Time

Hours per Week: 32-40

Required Education: High School or Equivalent

Required Experience: 2 to 20+ years

Required Security Clearance: None

Related Categories: Admin - Secretarial and Office Mgmt, Real Estate and Property Mgmt, Admin - Receptionist/Clerical

JOB DESCRIPTION

We are looking for a seasonal team to assist our corporate office. Positions will be available as soon as March 15th. We are looking for applicants with experience working in a fast paced office. You will be responsible for maintaining professional correspondence via phone and e-mail, and keeping multiple projects organized and running smoothly.

QUALIFICATIONS

- Must be available weekends.
- Previous administrative experience required.
- Experience using multi line phone system.
- Familiarity with Microsoft office suite.

ADDITIONAL INFORMATION

Compensation:

- \$10/hr
- 32-40 hours a week
- Seasonal position extends through August. (End date in August would be dependent on volume of business)

Apply online at <http://www.illinoisjobnetwork.com/j/t-Corporate-Office-Administrative-Assistant--Seasonal-e-Chicago-Apartment-Finders-l-Chicago,-IL-jobs-j6390468.html>

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 77479

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience, or (b) a bachelor's degree in nursing and two years of professional nursing experience or, (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of state and agency laws, rules and regulations concerning licensure for Assisted Living and Shared Housing Establishments. Requires thorough knowledge of nursing principles and practices. Requires ability to prepare accurate reports of survey findings. Requires ability to develop and maintain harmonious and productive working relationships with various administrative and medical personnel, local governmental agency personnel and recipients of health care programs. Requires ability to travel independently.

Work Hours & Location/Agency Contact:

Work Hours & Location 4 Day Work Week

Office of Health Care Regulation

Division of Assisted Living - West Chicago Region

245 W. Roosevelt Rd. West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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: Licensing Investigator III

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 03/26/14 5:00 PM Central Time

Salary: \$4,063.00 - \$5,915.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DFPR 8868

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires three years investigative experience in law enforcement or 3 years experience as a licensed private detective in Illinois. Requires extensive knowledge of the State's professional and vocational licensing laws, in particular the Illinois Private Detective Act and Collection Agency Act; of the law enforcement provision of all laws administered by the Department; and of Judicial Rules of evidence for the collecting and accrual of evidence. Requires ability to prepare detailed written investigative reports of findings to be filed with State's Attorney for prosecution, or for use as a basis for a license revocation proceeding; to understand, interpret and explain statutory requirements, rules, regulations and procedures; to develop and maintain satisfactory working relationships and to conduct tactful interrogations and investigations; to provide leadership, work guidance and on-the-job training to lower level investigators. Requires the ability to travel and to travel state-wide on short notice. Requires possession of valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation

Professional Regulation/State-wide Enforcement/Investigations/General Investigations
9511 W. Harrison St., Des Plaines, IL (Cook)

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 Fax

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

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Cashier Team Member

Date: 03/15/2014

Location: Chicago, IL

Job Number: 3473861

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

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

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

Apply online at <http://jobs.target.com/us/united-states/store-hourly/jobid5082909-cashier-team-member?apstr=26src%3DJB-10182>

Position Title Cashier - The Cheesecake Factory

Location Chicago - Downtown

John Hancock Center

875 North Michigan Ave

Chicago, IL 60611

Description

Do you love serving great food? Do you enjoy working in a fun, fast-paced environment with team members who share our passion and perfection? If so, we would like to hear from you!

At The Cheesecake Factory there is pride in every detail, from our made-from-scratch menu to our beautiful restaurant. We know that people are our greatest resource and we now have amazing opportunities for individuals with Passion and Perfection to join our team. We offer flexible full & part-time scheduling, benefits, top pay and more!

Requirements

Please apply online today. Qualified candidates will be contacted for an interview.

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

Apply online at <http://ww3.cakecareers.com/jobs/job-detail/20898/2014-03-13>

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Store Associates

Binny's Beverage Depot

Location: Many cities in the greater Chicago area, IL

Last Updated: Mar-16-14

Job Type: Full-Time

Hourly: See Salary

Position Description:

STORE ASSOCIATES (Seasonal & Part-Time)

We are seeking energetic, customer-oriented individuals to perform a variety of store functions. Qualified persons must be over 21 years of age, able to lift 40-50 lbs. and be available to work flexible hours. Previous retail experience a plus; cashier experience is preferred. In return for your skills, we offer attractive compensation and a pleasant work environment. For consideration, please apply in person at any of our available locations:

5100 W. Dempster,
Skokie Ph: 847-674-
4200

124 McHenry Rd.,
Buffalo Grove Ph: 847-
459-2200

8935 N. Milwaukee,
Niles Ph: 847-966-2300

3000 N. Clark St.,
Chicago Ph: 773-935-
9400

213 W. Grand, Chicago
Ph: 312-332-0012

103 A. Orland Park Pl.,
Orland Park Ph: 708-
226-9902

1531 E. 53rd St., Hyde
Park Ph: 773-324-5000

790 Royal St. George,
Naperville Ph: 630-717-
0100

153 Skokie Valley Hwy.,
Highland Park Ph: 847-
831-5400

1950 Lincoln Hwy., St.
Charles Ph: 630-377-
1671

7330 W. North Ave.,
Elmwood Park Ph: 708-
456-2112

323 W. Golf Rd.,
Schaumburg Ph: 847-
882-6000

12307 South Rte. 59,
Plainfield Ph: 815-436-
9300

3121 Thatcher, River
Grove Ph: 708-456-
7400

767 W. Golf Rd., Des
Plaines Ph: 847-956-
1000

1132 S. Jefferson,
Chicago (South Loop)
Ph: 312-768-4400

For other opportunities, please email resume to: amy@binnys.com or call Amy at: 847-933-7690.

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Job Title: Oral Health Consultant

Agency: Public Health

Closing Date/Time: Thu. 03/27/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 71591

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, provides consultation, training, technical assistance and promotes planning, organizing, implementing and evaluating comprehensive oral health programs and projects at the community level; acts as a liaison between the Division of Oral Health and various community stakeholders in oral health including but not limited to: schools, professional associations, local health departments, community based organizations, coalitions and with other state and local governmental entities; Participates in oral health surveillance activities; trains community, professional and interest groups on dental public health and in the prevention and control of oral disease; travels extensively throughout assigned region(s), to central office as well as other areas of the state as needed.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to a Bachelor's degree in public health or a related field plus two years of dental hygiene experience in public health or a related field. Requires possession of an Illinois license as a Registered Dental Hygienist.

Work Hours & Location/Agency Contact: 8:30 AM - 5:00 PM
Office of Health Promotion
Division of Oral Health - Bellwood Region 4212 W. St. Charles Rd. Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-524-0220

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

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Job Title: Rehabilitation Case Coordinator I

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

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

Minimum Requirements:

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

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

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

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

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Shoes Associate/Clerk

Location: Chicago, IL

Requisition ID: 838-784740

Posting Date: 3/13/2014

Shift: Flexible

Status: On Call

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION: Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks. Deliver excellent customer service and demonstrate a high degree of professionalism.

RESPONSIBILITIES:

- Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
- Assist in floor moves, merchandising, display maintenance, and housekeeping
- Assist in processing and replenishing merchandise and monitoring floor stock
- Aid customers in locating merchandise
- Communicate customer requests to management
- Assist in completing price changes as a member of the mark-down team
- Participate in year-end inventory and cycle counts
- Assist in ringing up sales at registers and/or bagging merchandise
- Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 557-786336
Posting Date: 3/5/2014
Shift: Flexible
Status: On Call

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
Communicate customer requests to management
Enter all media from register into the tally program
Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity. Come join our team. You're going to like it here!

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4293158>

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Job Title: Shift Supervisor

Agency: Corrections

Closing Date/Time: Wed. 03/26/14 4:00 PM Central Time

Salary: \$6,567.00 - \$9,700.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: IDOC29-82-14-0090

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Asst. Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.
Position Number: 40800-29-82-310-00-09

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program. Requires five years of supervisory experience in a custody program in a correctional institution or setting. Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting. Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates. Requires thorough knowledge of rules, regulations and requirements for the control of inmates. Requires extensive knowledge of the methods and techniques used in discipline of persons in a correctional center.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm Thurs through Mon with days off of Tues and Wed.
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.

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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